

MINNESOTA
DEPARTMENT OF

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*Children
Families &
Learning*

000433

November 4, 1999

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Dear Director:

Enclosed is a copy of the recently approved July 1998 - July 2000 Affirmative Action
Plan for the Department of Children, Families & Learning.

Sincerely,

Beverly Barnick

Beverly J. Barnick
Affirmative Action Officer Designee

Bb

Enclosure

AFFIRMATIVE ACTION PLAN

Transmittal Form

Fiscal Year 1998

Department of Children, Families & Learning

1. This annual review revealed underutilization of the following protected group(s) in the following goal units:

GOAL UNITS	PROTECTED GROUPS		
	WOMEN	MINORITIES	DISABLED
Office Clerical			X
Professional			X
Officials/Admin.			X

2. This annual plan is and will be posted at the following general location so that every employee is aware of the department's commitments in affirmative action for the year.

Office of Human Resources

3. This annual plan contains an internal procedure for processing complaints of alleged discrimination from employees, and each employee has been apprised of this procedure as well as our department's affirmative action goals for this fiscal year.

Beverly J. Barnick
Affirmative Action Officer

7-28-98
Date

4. This annual plan contains clear designation of those persons and groups responsible for implementing the attached affirmative action plan as well as a personal statement of commitment to achieving the goals and timetables described herein.

Albert M. Mello
Agency Head

7-28-98
Date

5. This annual plan meets the rules governing affirmative action, Statutory Authority 43A.04, and contains goals and timetables as well as methods for achieving them which are reasonable and sufficiently aggressive to deal with the identified disparities.

[Signature]
Director of Office of Diversity and Equal
Employment Opportunity

11-1-99
Date

MINNESOTA DEPARTMENT OF

*Children,
Families &
Learning*

APPROVED

AFFIRMATIVE ACTION PLAN

Effective July 31, 1998
to
July 31, 2000

Upon request this plan will be made available in alternative format; i.e., large print, cassette tape.

INTRODUCTION

Equal employment opportunity and affirmative action are the law. They are mandated by federal, state and local legislation, executive order, and definitive court rulings. The policy of the Minnesota Department of Children, Families & Learning, in accordance with the State of Minnesota policy, is to provide equal opportunity and affirmative action in employment and to support and promote the spirit of the law. This affirmative action plan describes the programs and processes by which the law will be implemented.

Equal employment opportunity means guaranteeing that to every job applicant and employee the same opportunities in hiring, promotion, compensation, benefits, transfer, layoff, return from layoff, in-service training, tuition assistance, and social and recreational programs will be administered without regard to race, color, sex, disability, creed, religion, national origin, marital status, sexual orientation, status with regard to public assistance, membership or activity in a local commission, political opinion or affiliation, or age.

Affirmative action means ensuring that certain groups historically denied equal access to employment--defined in Minnesota law as minorities, women, and persons with disabilities are represented on the agency staff in numbers reflecting their presence in the available work force.

It is of primary importance that all employees of the Department of Children, Families & Learning understand that affirmative action does not mean the hiring of unqualified people. Affirmative action does not imply that any group will be deprived of its rights or be subjected to any unfair kinds of treatment. Affirmative action is defined as a positive mechanism to attempt to utilize the large reservoir of untapped human resources and skills among protected classes (minorities, women, and persons with disabilities). Consequently, an effective affirmative action program not only will benefit those who have been denied equal employment opportunity in the past, but will benefit the entire department.

For information, contact the Affirmative Action Officer Designee, Bev Barnick at (651) 282-8227.

Commissioner's Statement of Commitment

As Commissioner of the Department of Children, Families and Learning, I am committed to the state's affirmative action efforts, providing equal employment and promotional opportunities to all department employees and to all applicants for department positions. It is the policy of the Department of Children, Families & Learning to comply with and implement executive orders and federal and state laws by conducting all personnel activities in a manner that ensures equal employment opportunity for all. Such activities will be based solely on individual merit and fitness of applicants and employees and related to specific jobs without regard to race, color, sex, disability, creed, religion, national origin, marital status, sexual orientation, status with regard to public assistance, membership or activity in a local commission, political opinion or affiliation, or age.

In carrying out this policy, the Department of Children, Families & Learning will administer in a nondiscriminatory manner all personnel activities. These activities include, but are not limited to: all recruitment, selection, hiring, assignment, training, promotion, compensation, transfers, fringe benefits, leaves of absence, disciplinary actions, and layoffs affecting all employees and applicants. The department is committed to retaining protected group employees and strives to provide a workplace that is free from discriminatory practices. Periodic review of job qualifications, standards, policies and procedures will be made in order to identify and eliminate development of discriminatory practices within the day-to-day interpretations or within the framework of existing personnel policies and procedures. In addition, the department will act affirmatively to ensure that members of protected classes are represented proportionately to their numbers in the work force.

As Commissioner of the Department of Children, Families & Learning, I strongly support the ethics of equal employment opportunities for all. I expect to have my firm commitment to equal opportunity and affirmative action reflected throughout the department by all managers and supervisors. I also invite employee cooperation in ensuring that the Department of Children, Families & Learning is free of barriers to equal employment opportunity.



Robert J. Wedl, Commissioner
Department of Children, Families & Learning

7-28-98

Date

AFFIRMATIVE ACTION RESPONSIBILITIES

COMMISSIONER

Responsibility:

The Commissioner has final responsibility to direct the overall administration of the Department's affirmative action program and to set forth the principles of equal opportunity in departmental policy.

Duties:

- To designate the Department Affirmative Action Officer Designee.
- To approve and sign the Department Affirmative Action Plan and all other policies relating to affirmative action.
- To take action, if needed, on complaints of discrimination
- To make final determination on employee complaints of discrimination.

Accountability:

The Commissioner shall be accountable directly to the Governor and indirectly to the Commissioner of the Department of Employee Relations and the Director of the Office of Diversity and Equal Opportunity for all equal employment opportunity and affirmative action matters.

HUMAN RESOURCES MANAGER

Responsibility:

To review personnel policies and practices in order to ensure that all employees are treated fairly and equitably in terms of the conditions of employment.

Duties:

To review classifications, qualification requirements and procedures in order to eliminate selection factors having no significant relationships to job performance.

To oversee all openings in each division and section and publicize both competitive and promotional examinations throughout the Department.

To recruit protected group persons for any opening within the Department, especially in areas where disparities exist.

To investigate complaints of general harassment so that complaints are addressed and resolved at the earliest possible stage with a minimum of adverse publicity and consequence for the Department.

Accountability:

The Human Resources Manager is directly accountable to the Commissioner on all matters relating to Affirmative Action.

AFFIRMATIVE ACTION OFFICER DESIGNEE

The Affirmative Action Officer Designee for the Department is Beverly Barnick.

Responsibilities:

To provide daily direction and implementation of the Department's Affirmative Action Program.

Duties:

To review and recommend changes in policies, procedures and programs to ensure affirmative action is enforced throughout the Department.

To participate in recruiting efforts and the selection process and assure compliance with affirmative action goals.

Ensure that Department staff are aware of the affirmative action goals and guidelines.

Prepare draft revisions to the Department Affirmative Action Plan and ensure that pursuit of the objectives and goals in the Plan for review by the Human Resources Manager and Deputy Commissioner.

Prepare periodic affirmative action reports as required.

Counsel and assist employees in specific instances of alleged harassment and/or discrimination.

Accountability:

The Affirmative Action Officer Designee is directly accountable to the Commissioner of the Department of Children, Families & Learning with regard to affirmative action responsibilities.

DISSEMINATION PLAN

Internal Communication

The Affirmative Action Officer Designee will distribute the full Affirmative Action Plan to each Assistant Commissioner and inform them that copies of the Plan may be obtained from the Affirmative Action Officer Designee or the Human Resources Office.

The Affirmative Action Officer Designee will ensure the Affirmative Action Plan and its information is disseminated by:

- Including information in packets distributed at new employee orientations;
- Prominently displaying the Plan on the employee bulletin board located on the lower level of the building;
- Providing training to managers and supervisors on affirmative action;
- Prominently displaying Affirmative Action posters on employee bulletin boards located throughout the agency; and
- Providing information in Intercom, the Department newsletter.

External Communication

The commitment of the Department to affirmative action will be aggressively publicized through a variety of media so that minority, female and disabled applicants are encouraged to seek employment and promotion in the Department.

The Affirmation Action Officer Designee will work closely with the Human Resources Manager, who will develop and oversee a recruitment structure within the Department that will be responsible for assuring that protected group applicants are aware of opportunities for employment and promotion by advertising in protected group media, forming relationships with protected group organizations, attending career/job fairs, and other appropriate recruitment efforts.

All advertisements shall contain the statement, "AA/EOE". All employment opportunities announcements distributed or mailed from the Department will contain the statement, "The Department of Children, Families & Learning has a strong commitment to diversity. In that spirit, we are particularly interested in receiving applications from a broad spectrum of people, including women, members of racial and ethnic minority groups and persons with disabilities."

COMMUNITY LABOR STATISTICS (CLS)

MALE

FEMALE

Job Category	Total	B	W	H	A/PI	AI/AN	Total	B	W	H	A/PI	AI/AN
Officials/Administrators	196,941 56.55%	2552 .73%	190,924 54.82%	1,332 .38%	1,545 .44%	754 .22%	151,319 43.45	2,237 .64%	146,134 41.96%	1,108 .32%	1,149 .33%	908 .26%
Professionals	147,337 46.27%	2251 .71%	139,860 43.92%	1056 .33%	3389 1.06%	759 .24%	171,071 53.73%	1971 .62%	165,169 51.87%	1133 .36%	1755 .55%	1022 .32%
Technical	49,596 53.11%	665 .71%	46,966 50.30%	316 .34%	1401 1.50%	231 .25%	43,799 46.89%	597 .64%	41,975 44.95%	321 .34%	639 .68%	247 .26%
Protective Services – Officials - Patrol Officers	N/A N/A	N/A N/A	N/A N/A	N/A N/A	N/A N/A	N/A N/A	N/A N/A	N/A N/A	N/A N/A	N/A N/A	N/A N/A	N/A N/A
Para Professional	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Office/Clerical	78,859 21.23%	2248 .61%	73,903 19.90%	913 .25%	1121 .30%	655 .18%	292,508 78.77%	4845 1.30%	281,498 75.80%	2157 .58%	2105 .57%	1792 .48%
Skilled Craft	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Service/Maintenance	116,161 36.38%	5133 1.61%	104,446 32.71%	2299 .72%	2563 .80%	1668 .52%	203,142 63.62%	3824 1.20%	192,321 60.23%	2284 .72%	2603 .82%	2053 .64%

KEY

B - Black

A/PI - Asian or Pacific Islander

W - White

AI/AN - American Indian or

H- Hispanic

Alaskan Native

(Based on 1990 U.S. Census)

AGENCY WORKFORCE

7/13/98

MALE

FEMALE

Job Category	Total	B	W	H	A/PI	AI/AN	Total	B	W	H	A/PI	AI/AN
Officials/Administrators	30 47.62%	1 1.58%	28 44.44%	0 0.00%	0 0.00%	1 1.58%	33 52.38%	0 0.00%	29 46.03%	1 1.58%	0 0.00%	3 4.76%
Professionals	114 38.90%	5 1.68%	104 35.02%	1 .34%	1 .34%	2 .67%	183 61.62%	4 1.35%	173 58.25%	2 .67%	2 .67%	2 .67%
Technical	2 22.22%	0 0.00%	2 22.22%	0 0.00%	0 0.00%	0 0.00%	7 77.78%	0 0.00%	7 77.78%	0 0.00%	0 0.00%	0 0.00%
Protective Services – Officials - Patrol Officers	N/A N/A	N/A N/A	N/A N/A	N/A N/A	N/A N/A	N/A N/A	N/A N/A	N/A N/A	N/A N/A	N/A N/A	N/A N/A	N/A N/A
Para-Professional	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Office/Clerical	14 8.81%	1 .63%	12 7.55%	0 0.00%	1 .63%	0 0.00%	145 91.19%	8 5.08%	130 81.76%	4 2.52%	0 0.00%	3 1.89%
Skilled Craft	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Service/Maintenance	1 100%	0 0.00%	1 99.99%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%

KEY

B - Black
W - White
H - Hispanic

A/PI - Asian or Pacific Islander
AI/AN - American Indian or
Alaskan Native

UTILIZATION ANALYSIS

MALE

7/13/98

Job Category (CLS - Community Labor Force)	Black	White	Hispanic	Asian/Pacific Islander	American Indian/ Alaskan Native
Officials/Administrators Workforce #/% CLS #/% Utilization %	1 / 1.58% 2,552 / .73% + .85%	28 / 44.44% 190,924 / 54.82% - 10.38%	0 / 0.00% 1332 / .38% - .38%	0 / 0.00% 1,545 / .44% - .44%	1 / 1.58% 754 / .22% + 1.14%
Professionals Workforce #/% CLS #/% Utilization %	5 / 1.68% 2251 / .71% + .97%	104 / 35.02% 139,860 / 43.92% - 8.9%	1 / .34% 1056 / .33% + .01%	1 / .34% 3389 / 1.06% - .72%	2 / .67% 759 / .24% + .43%
Technical Workforce #/% CLS #/% Utilization %	0 / 0.00% 665 / .71% - .71%	2 / 22.22% 46,966 / 50.30% - 28.08%	0 / 0.00% 316 / .34% - .34%	0 / 0.00% 1401 / 1.05% - 1.05%	0 / 0.00% 231 / .25% - .25%
Protective Services - Officials - Patrol Officers	N/A N/A	N/A N/A	N/A N/A	N/A N/A	N/A N/A
Para Professional	N/A	N/A	N/A	N/A	N/A
Office/Clerical Workforce #/% CLS #/% Utilization %	1 / .63% 2248 / .61% + .02%	12 / 7.55% 73,903 / 19.90% - 12.35%	0 / 0.00% 913 / .25% - .25%	1 / .63% 1121 / .30% + .33%	0 / 0.00% 655 / .18% - .18%
Skilled Craft	N/A	N/A	N/A	N/A	N/A
Service/Maintenance Workforce #/% CLS #/% Utilization %	0 / 0.00% 5133 / 1.61% - 1.61%	1 / 99.99% 104,446 / 32.71% + 67.28%	0 / 0.00% 2299 / .72% - .72%	0 / 0.00% 2563 / .80% - .80%	0 / 0.00% 1668 / .52% - .52%

* 1990 Census Data

UTILIZATION ANALYSIS

FEMALE

7/13/98

Job Category (CLS = Community Labor Force)	Black	White	Hispanic	Asian/Pacific Islander	American Indian/ Alaskan Native
Officials/Administrators Workforce #/% CLS #/% Utilization %	0 / 0.00% 2,237 / .64% -.64%	29/46.03% 146,134 / 41.96% + 4.07%	1/1.58% 1,108 / .32% + 1.26%	0 / 0.00% 1,149 / .33% -.33%	3 / 4.76% 908 / .26% + 4.5%
Professionals Workforce #/% CLS #/% Utilization %	4 / 1.35% 1971 / .62% +.73%	173 / 58.25% 165,169 / 51.87% + 6.38%	2 / .67% 1133 / .36% + .31%	2 / .67% 1755 / .55% + .12%	2 / .67% 1022 / .32% + .35%
Technical Workforce #/% CLS #/% Utilization %	0 / 0.00% 597 / .64% -.64%	7 / 77.78% 41,975 / 44.95% + 32.83%	0 / 0.00% 321 / .34% -.34%	0 / 0.00% 639 / .68% -.68%	0 / 0.00% 247 / .26% -.26%
Protective Services - Officials - Patrol Officers	N/A N/A	N/A N/A	N/A N/A	N/A N/A	N/A N/A
Para-Professional	N/A	N/A	N/A	N/A	N/A
Office/Clerical Workforce #/% CLS #/% Utilization %	8 / 5.08% 4845 / 1.30% + 3.78%	130 / 81.76% 281,498 / 75.80% + 5.96%	4 / 2.52% 2157 / .58% + .194%	0 / 0.00% 2105 / .57% -.57%	3 / 1.89% 1792 / .48% + 1.41%
Skilled Craft	N/A	N/A	N/A	N/A	N/A
Service/Maintenance Workforce #/% CLS #/% Utilization %	0 / 0.00% 3824 / 1.20% -1.20%	0 / 0.00% 192,321 / 60.23% -60.23%	0 / 0.00% 2284 / .72% -.72%	0 / 0.00% 2603 / .82% -.82%	0 / 0.00% 2053 / .64% -.64%

* 1990 Census Data

UNDERUTILIZATION ANALYSIS

The Minnesota Department of Children, Families & Learning's workforce is comprised of the following bargaining units of employees: Officials/Administrator, Professional, Technical, Middle Management, Office/Clerical, and Service/Maintenance. In order to provide a standard data analysis for federal Department of Justice reporting purposes, the Middle Management group, which consists of supervisors, will be combined with the Officials/Administrators.

The underutilization data reflected in the comparison between the state's workforce and the Department's data were obtained from the 1990 EEO File of the 1990 Census and the Minnesota Department of Employee Relations' data. The state's workforce data is determined based on statewide employment data obtained from the 1990 Census. The Department's actual workforce data was obtained from the Minnesota Department of Employee Relations' data as of July 13, 1998.

For purposes of this narrative, "whites" will be referred to as "European-Americans", "Hispanics" will be referred to as "Hispanic-Americans", Asian/Pacific Islanders will be referred to as "Asian-Americans", and American Indian/Alaskan Natives will be referred to as "Native Americans". The term "minorities" refers to some or all of the above mentioned groups, except for European-Americans). Because of rounding, there may be minor discrepancies in percentage figures.

Officials/Administrators

Officials/Administrators in the Department of Children, Families & Learning consist of appointees, education directors, division managers, program supervisors, education supervisors, library supervisors and office services supervisors. This agency has an over representation of females employed as officials and administrators; currently 8.93% over the community workforce (4.07% over the community workforce for female European-Americans, 2.94% over for female Hispanic-Americans and 4.5% over for female Native Americans). African American women and Asian-American women as well as European-American males, Hispanic-American males and Asian American males are underutilized.

The following underutilization exists with this job category: -10.38% for European-American males; -.38% for Hispanic-American males; -.44% for Asian-American males; -.64% for African American females, and -.33% for Asian-American females.

Professionals

This classification consists of accounting officers, auditors, community service program specialists, dietitians, education finance specialists, education specialists, grants specialists, information technology specialists, economic opportunity program specialists, library specialists,

management analysts, nutritionists, personnel officers, planners, and social services program advisors and consultants. Again, this agency has an over representation of female professionals; currently 7.89% over the community workforce (4.07% over the community workforce for European-American females; 1.26% over for Hispanic-American females; and 4.5% over for Native American females). African-American males, Hispanic males, and Native-American males are also utilized at a percentage over the community workforce (.97% over the community workforce for African-American males; .01% over for Hispanic-American males; and .43% over for Native-American males).

The following underutilization exists with this job category: -8.9% for European-American males; and -.72% for Asian-American males.

Technical

There are nine technical employees in the Department of Children, Families & Learning. This job category consist of accounting technicians, library technicians, a graphic arts specialist, a personnel aide and a vocational finance specialist. All of the employees in this job category are European-American males and females.

The following underutilization exists with this job category: -.71% for African-American males; -28.08% for European-American males; -.34% for Hispanic-American males; -1.05% for Asian-American males; -.25% for Native-American males; -.64% for African-American females; -.34% for Hispanic-American females; -.68% for Asian-American females; and -.26% for Native-American females.

Office/Clerical

People within the department in this job category are account clerks, administrative secretaries, clerks, clerk-typists, and program assistants. This is traditionally a female dominated job category, and in this department African-American, European-American, Hispanic-American, and Native-American females predominate. (3.78% over the community workforce for African-Americans; 5.96% over for European-Americans; 1.94% over for Hispanic Americans; and 1.41 over for Native-Americans). However, there are no Asian-American females in the department's workforce of office/clerical workers (underrepresented by .57%).

The following underutilization exists with males in this job category: -12.35% for European-Americans; -.25% for Hispanic-Americans; and, -.18% for Native Americans.

Service/Maintenance

The Department employs one European-American male in this job category, which exceeds the workforce percentage by 67.28%.

The following underutilization exists with this job category: -1.61% for African-American males; -.72% for Hispanic-American males; -.80% for Asian-American males; -.52% for Native-American males; -1.20% for African-American females; -60.23% for European-American females; -.72% for Hispanic-American females; -.82% for Asian-American females; and, -.64% for Native-American females.

GOALS/STRATEGIES

The Department of Children, Families and Learning values a work force that is representative and inclusive of the diversity that exists in our communities, and is committed to hiring and maintaining protected class employees. The Department of Children, Families and Learning plans to implement and already has implemented these activities to ensure diversification of the organization's workforce.

Officials/Administrators, and Professionals

The Department has a good representation of women in these categories. Because this agency is predominantly education related, most of the administrator and professional positions come from the education community. Minorities are underrepresented in the education field in this state and nationally. A minority teacher incentive program and teachers of color program have been implemented by the state to attract minorities to the teaching profession. These programs and minority incentive programs at the national level should help with recruitment of minorities to these positions in the future.

Technical

All minorities are underrepresented in the technical class where all employees are female European-American. Because of the small number of positions (9), there is little opportunity to fill positions. Technical positions are recruited by the Minnesota State Department of Employee Relations.

Office/Clerical

The positions in this class are typically dominated by females and that is the case in our agency. There are few males available for these types of positions. This is the category which the department has the most opportunity to fill vacancies. Office/Clerical positions are recruited by the Minnesota State Department of Employee Relations.

Service/Maintenance

The Department of Children, Families & Learning has only one employee in the service/maintenance category.

Annual Goals for Protected Groups by Occupational Categories

Revised effective 7/1/98 in cooperation with Office of Diversity and Equal Opportunity

Job Groups	Female	Minority	Disabled
Managers	42.55 %	4.45 %	12.82 %
Supervisors	42.55 %	5.90 %	12.82 %
Professionals	50.34 %	5.36 %	12.82 %
Clerical	57.19 %	8.99 %	12.82 %

Projected hiring for 1998-2000 is as follows:

Managers: 2
Supervisors: 3
Professionals: 120
Clerical (including temporaries): 135

The agency is disparate in all groups for persons with disabilities. Goals for hiring persons with disabilities for 1998-2000 are as follows:

Managers: 1
Supervisors: 1
Professionals: 25
Clerical: 15

RECRUITMENT PLAN SPECIFIC STEPS

RECRUITMENT:

The commitment of the Department to affirmative action will be aggressively publicized through a variety of media so that minority, female, and applicants with disabilities are encouraged to seek employment and promotion in the Department. All advertisements will include the statement, "AA/EOE". All employment opportunity announcements mailed or distributed from the Department will contain the statement, "The Minnesota Department of Children, Families and Learning has a strong commitment to diversity. In that spirit, we are particularly interested in receiving applications from a broad spectrum of people, including women, members of racial and ethnic minority groups and persons with disabilities." When requested, reasonable accommodations will be made and all recruitment materials and employment opportunities announcements will be made available in alternate formats in accordance with ADA provisions. Thomas Lencowski is the person responsible for ADA compliance within the Department.

The Affirmation Action Officer Designee will work closely with the Human Resources Manager, who will develop and oversee a recruitment structure within the Department that will be responsible for assuring that protected group applicants are aware of opportunities for employment and promotion by advertising in protected group media, forming relationships with protected group organizations, attending career/job fairs, and other appropriate recruitment efforts.

The Department uses and will continue to use these methods to recruit employees for the projected hiring opportunities listed on page 14 of this plan:

Educational Institutions; State of Minnesota Recruitment Office within the Department of Employee Relations; State of Minnesota Career Opportunities Bulletin and Hotline; Professional Journals and Publications; local, statewide and minority newspapers. Minority newspapers include: The Spokesman and St. Paul Recorder which serve the African-American Community, The Women's Press, The Native American Press, the Asian American Press, La Prensa and The Lowertown News, which serve the Hispanic-American, Asian-American, and Native American Communities.

The Department has incurred advertising costs as follows for Fiscal Year 1998.

Minneapolis Star Tribune	\$12,325.20
St. Paul Pioneer Press	7,313.35
The Spokesman	999.38
The Women's Press	1,800.86
The Native American Press	1,422.25
Asian American Press	630.50
LaPrensa	474.33

Lowertown News	520.86
Education Week	446.25
Chronicle of Higher Education	234.60
Library Journal	240.00
American Libraries	165.00
Duluth	161.75
Fargo	67.20
Rochester	179.68
DesMoines Register	373.30
Pioneer	109.45
St. Paul Recorder	56.05

Advertising has been successful in recruiting minority candidates, but additional recruiting needs to be done for persons with disabilities. The Department is investigating advertising in publications directed toward persons with disabilities, working with the Council on Disabilities for recruiting for specific positions and will be looking into other means to reach persons with disabilities with the objective of coming closer to reaching our goals for the hiring of persons with disabilities.

The Department will continue its efforts to strengthen its recruitment programs by contacting other state agencies regarding successful recruitment efforts, and implementing those that would be beneficial to our agency. The Department has not recruited at job fairs since the number of positions open at any one time is not sufficient to warrant high-volume recruiting. We will continue to monitor the feasibility of such recruiting. There are no positions in the Department that have been identified for supported employment of persons with severe disabilities as defined in section 268A.01, subdivision 13. The AAOD will review with Human Resources representatives, at least annually, the Human Resource plans of the managers and supervisor they work with for the possibility of creating supported work program positions. The Department has begun to work with Educational Institutions with technology programs to hire interns in its Information Technology Division and will continue to investigate the use of interns in other areas of the Department to obtain and maintain a diverse workforce.

RETENTION PLAN:

Wm. O'Neill, Manager of Human Resources is the person designated as responsible for retention activities. The Department has implemented a performance management system with an increased emphasis on individual development plans and has provided training money to all employees to use for individual development.

The Department shall conduct or make available to all employees training for diversity awareness, harassment awareness, and violence prevention. Mandatory harassment training was held for all employees in October and November, 1999, and training will be provided on an on-going basis for new employees. Diversity awareness training is being planned for fiscal year 2000.

The Department is working with the Department of Employee Relations and Sema 4 Support to develop a report of separation and layoff patterns. That information will be analyzed when it is received and an analysis will be filed as an addendum to this plan.

METHODS OF AUDITING, EVALUATING AND REPORTING PROGRAM SUCCESS

PRE-EMPLOYMENT PROCESS:

The Minnesota Department of Children, Families & Learning is an equal opportunity employer. The Department's affirmative action plan states that:

Equal employment opportunity means guaranteeing to every job applicant and employee the same opportunities in hiring, promotion, compensation, benefits, transfer, layoff, return from layoff, in-service training, tuition assistance, and social and recreational programs, and that programs will be administered without regard to race, color, sex, disability, creed, religion, national origin, marital status, sexual orientation, status with regard to public assistance, membership or activity in a local commission, political opinion or affiliation, or age.

State rules governing the statewide affirmative action program specify that a procedure must be developed in each agency which "requires pre-employment review of all hiring decisions for occupational categories with unmet affirmative action goals."

POLICY

When an established affirmative action goal for a specific goal unit is not being met and a vacancy occurs which is to be filled from an eligible list containing interested protected group members of disparate groups, the supervisor's hiring recommendation shall be reviewed by the appropriate division manager and the affirmative action officer designee, if the supervisor wishes to hire an individual who is not a member of the protected class for which the disparity exists.

PROCEDURES

When a vacancy occurs in a category which has unmet affirmative action goals, the following procedures shall apply:

The Human Resources Office shall:

- Notify the supervisor that affirmative action goals are not being met for one or more protected groups and that members of those groups are on the eligible list.
- Advise the supervisor of affirmative action responsibilities.

The Supervisor shall:

- If, after interviews are completed, the supervisor decides not to hire a protected group candidate, provide written rationale based on knowledge, skills and abilities outlined in the vacancy position description, for not selecting a protected group individual for which a disparity exists when one or more members of this group is on the list and available.
- Send this rationale and copies of the position description, the protected group member's application, the application of the candidates being considered for hire, all interview materials and the eligibility list to the appropriate division manager and the affirmative action officer designee.

The Affirmative Action Officer Designee shall:

- Review the rationale submitted by the supervisor, requesting additional information if necessary. Make recommendation to the supervisor, division manager, and Human Resources Manager of approval/disapproval.
- Discuss the implication of bypassing candidates who fill the disparity with Division Manager and the Human Resources Manager.

Division Manager:

- Review all opinions received, determine what action to take, inform the Human Resources office and provide instructions on how to proceed.
- Notify Affirmative Action Officer Designee of the final decision and the effective hiring date.

Commissioner:

- If the Department has over 25% missed opportunities, the final decision on each hire rests with the commissioner after consultation with the appropriate division manager and the affirmative action officer.

PRE-LAYOFF PROCESS

The manager of Human Resources and the Affirmative Action Officer Designee has review all layoff plans to determine their effect on agency affirmative action goals and inform management. If layoff plans have a negative effect on the agency's affirmative action goals, the Manager of Human Resources and the Affirmative Action Officer Designee shall inform management of alternatives available which are in keeping with applicable collective bargaining agreements and plans.

DRAFT

DISCRIMINATION/SEXUAL HARASSMENT

POLICY:

The Department of Children, Families & Learning is committed to providing a working environment that is free from discrimination and sexual harassment. The Department will take prompt and appropriate action in response to complaints of alleged discrimination, including sexual harassment.

STANDARDS:

- Retaliation will not be tolerated against any employee who has participated as a complainant or as a witness in any departmental proceedings involving discrimination or sexual harassment.
- Employees are responsible for treating co-workers in a manner consistent with this policy.
- Supervisors have the responsibility to maintain a work environment free of harassment for all employees under their supervision.
- Employees are encouraged, but not required, to request offensive behavior to stop.
- No employee shall intentionally use this policy or related procedure for reason of personal malice or abuse.

DEFINITIONS:

Discrimination is differing treatment of an individual in any term or condition of employment based on their protected group status. Discrimination and harassment based on protected class characteristics (i.e., race, color, sex, religion, creed, national origin, disability, age, sexual orientation, marital status, status in regard to public assistance or membership or activity in a local commission) violate Title VII of the Civil Rights Act, the Age Discrimination in Employment Act, the Rehabilitation Act, the Americans with Disability Act or the Minnesota Human Rights Act.

Sexual Harassment is a form of discrimination. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, sexually-motivated physical contact or communication of a sexual nature when: 1) submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment; 2) submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment; or 3) that conduct or communication has the purpose or effect of substantially interfering with an individual's employment or creating an intimidating, hostile or offensive employment environment.

PROCEDURE:

Who may report a complaint? Any employee, applicant, eligible candidate for a position, contractor, or volunteer who feels they are being discriminated against or harassed in employment matters within the scope of this policy is encouraged to take immediate and appropriate actions to address the situation, including filing a complaint under these procedures.

Reporting complaints. Reporting to the manager/supervisor or Affirmative Action Officer Designee (AAOD) is strongly encouraged and essential in order to take appropriate corrective action and achieve the goals of this policy. However, employees are not prohibited from filing a complaint with the Equal Employment Opportunity Commission (EEOC) or the Minnesota Department of Human Rights.

Complaints may be filed with the AAOD, or with an employee's manager or supervisor. Complaints should be made in writing on the department's Discrimination/Sexual Harassment Complaint form. If a complaint is made orally, persons receiving the complaint shall help the individual fill out the complaint form prior to making a request for information. Managers and supervisors shall report complaints to the AAOD or the Manager of the Division of Human Resources. The AAOD and the Human Resources Manager have the authority to receive and discuss the complaint and conduct a preliminary review. After approval of the Assistant Commissioner for the Office of Management Services, they may take remedial measures including, but not limited to, an investigatory suspension or temporary reassignment pending the outcome of any investigation. When appropriate, the AAOD shall notify the complainant's union representative that a complaint has been filed unless requested by the complaining party that they not be notified.

Preliminary Review. Within three business days of receiving the complaint, if possible, the AAOD and the Manager of Human Resources shall determine if the complaint falls within the area of discrimination/sexual harassment. If the complaint does not fall within the scope of this policy, the employee will be notified so that s/he may use another grievance or resolution process. If the complaint falls within the area of discrimination/sexual harassment, the AAOD, the Manager of Human Resources, and the Assistant Commissioner of Management Services, shall determine the appropriate avenue of investigation, and take appropriate intervening action to deal with the situation until such time as the complaint is investigated fully, there is a finding, and corrective action, if required, is implemented.

Investigation. If an investigation is required, the AAOD and/or designated investigator shall initiate it, if possible, within ten (10) business days of receipt of the complaint. The AAOD shall notify the complainant and respondent of the investigation. The notice to the respondent shall include the substance of the allegations contained in the complaint, and if the respondent is a member of a bargaining unit, notification of their right to representation. If requested by the member, the subsequent procedure shall be open to the exclusive representative's participation.

Upon completion of the investigation, the AAOD/investigator shall prepare a written report to the appropriate Commissioner. The appropriate Commissioner, the Manager of Human Resources, and the Assistant Commissioner for the Office of Management Services shall make the final determination for resolving the complaint and shall take action to remedy the complaint. If disciplinary or remedial action is taken pursuant to this procedure, it may consist of, but need not be limited to, training, oral or written reprimand, suspension, or termination.

The AAOD shall notify the complainant and the respondent when final action has been taken, subject to the terms of the Data Practices Act.

If at any time during the review or investigation, the AAOD establishes that a complainant made a false report in bad faith, the Department reserves the right to take employment or disciplinary action against the complainant.

RECORDS RETENTION:

The Department shall maintain the privacy of all records consistent with the requirements of the Data Practices Act. All unsubstantiated complaints (and related material) shall be destroyed after two (2) years, unless it is established that they need to be retained for any anticipated or ongoing legal proceedings. All other complaints (and related material) shall be retained in accordance with applicable Department records retention policies. When it has been established that a complaint is false and was made in bad faith, the Department may retain documentation in the complainant's personnel record.

DEPARTMENT OF Children, Families & Learning DISCRIMINATION/SEXUAL HARASSMENT COMPLAINT FORM

The information on this form is collected so that the Department may review your complaint under its Discrimination/Sexual Harassment Policy, administer that Policy, and monitor compliance with it. You are not legally required to provide this information, but the Department may not be able to review your complaint if you do not provide sufficient information. The information collected is private personnel data on you. It will, however, be disclosed, as needed within the agency to the Affirmative Action Officer Designee, Human Resources Manager, appropriate managers or deputies, and the Commissioner. During any investigation the data remains personnel data on you, but it may also be disclosed subject to the limitations imposed by Minn. Stat. Sec. 13.43, subd. 8, to any individual who may have information on the matter, the employee against whom or on whose behalf the complaint is made or to the Minnesota Department of Human Rights or the Equal Employment Opportunity Commission.

Information on the Complainant *(person filing the complaint):*

Name: _____ Job Title: _____ Phone: _____

Work Location: _____ Division: _____

Supervisor: _____

Information on the primary respondent *(person against whom you are filing the complaint):*

Name: _____ Job Title: _____

Work Location: _____ Division: _____

Supervisor: _____

Names of any secondary respondents involved in this complaint:

I believe I was discriminated against because of:

Race Gender Color Creed Religion Disability

Age Marital Status National Origin Sexual Orientation

Status with regard to Public Assistance Membership or Activity in a Local Commission

Sexual Harassment

Date most recent act of discrimination/sexual harassment occurred _____

Describe the incident(s) in detail, beginning with the most recent incident. Include names, types of behavior, location, dates, and witnesses. *(Attach additional sheets if necessary).*

Witnesses:

Work Address/Phone:

(Please use the space below to continue with witnesses if necessary).

Relief requested:

This complaint is being filed on my honest belief that I have been discriminated against/sexually harassed. I hereby certify that the information I have provided in this complaint is true, correct, and complete to the best of my knowledge and belief.

Complainant's signature

Date

Received by: _____

Date: _____

Did you file this complaint with another Agency?

____ Yes ____ No

If yes, which agency? _____

APPENDIX B

**DEPARTMENT OF CHILDREN, FAMILIES & LEARNING
ZERO TOLERANCE OF WORKPLACE VIOLENCE POLICY AND PLAN**

MINNESOTA DEPARTMENT OF CHILDREN, FAMILIES & LEARNING
STATE OF MINNESOTA
PERSONNEL POLICIES

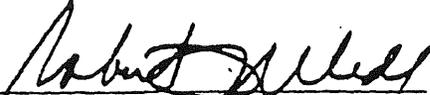
Subject Title: Zero Tolerance of Workplace Violence Policy and Plan

Existing Policy
(Originally issued May 3, 1995)

New Policy

Revision

Note: This policy applies to all employees of the Minnesota Department of Children, Families & Learning.


ROBERT J. WEDL
Deputy Commissioner

7-1-96
Date

Minnesota Department of Children, Families & Learning
ZERO TOLERANCE OF WORKPLACE VIOLENCE POLICY AND PLAN

INTRODUCTION

Freedom From Violence (MN Stat. 1.5)

The State of Minnesota hereby adopts a policy of zero tolerance of violence. It is state policy that every person in the state has a right to live free from violence.

In furtherance of this policy, MN Stat. 15.86 mandates that each agency of state government adopt a goal of zero tolerance of violence in, and around, the workplace.

AGENCY GOAL

It is the goal of the Minnesota Department of Children, Families & Learning to achieve a work environment that is free from threats and acts of violence.

Other Relevant Policies, Contracts, and Plan

Policy on Harassment; Policy on Reasonable Accommodations; AFSCME, MAPE, and MMA Contracts; and Managerial and Commissioner's Plans

AGENCY POLICY

It is the policy of the Minnesota Department of Children, Families & Learning and the responsibility of its Executive Team, Managers, Supervisors, and all of its Employees to provide a workplace free from threats and acts of violence. It is the department's intent to provide a safe workplace for all staff, and for

all visitors to the workplace. The department will not tolerate violence either by or against employees or members of the public while conducting business. The Department will not tolerate discrimination or harassment against any employee, applicant for employment, or member of the public because of age, race, color, creed or religion, veteran status, sex, disability, marital status, sexual preference, public assistance status, civil service status, national origin/ancestry, or political opinions or affiliations. Each employee, and everyone with whom we come into contact in our work, deserves to be treated with courtesy and respect.

It is the policy of the department that all employment and service practices are free from abuse, harassment, and discrimination. Specific effort will be made through employee development activities to heighten staff awareness of abuse and violence issues.

The department's policy on workplace violence includes:

- The department will actively work to prevent and eliminate acts of violence in, and around, the workplace.
- The department hereby adopts, and will work to enforce, a policy of prohibiting firearms and other dangerous weapons in the workplace, subject to certain exceptions for law enforcement officers.
- Incidents of workplace violence, and threats of such violence, will be treated seriously by the department, and reports of such acts will be promptly investigated and appropriately acted upon.
- Employees of the department who are involved in the commission of workplace-related violence, or in making threats of violence, will be subject to appropriate disciplinary action, up to and including discharge from employment.
- Employees who are the targets of threats of violence, or who are the victims of workplace-related violence, will be promptly referred to the appropriate aid, assistance and/or support resources.
- When appropriate, the department will support criminal prosecution of those who threaten or commit violence against its employees, and/or its work environment.

PLAN FOR IMPLEMENTING ZERO TOLERANCE OF VIOLENCE IN, AND AROUND, THE WORKPLACE

1. The Department Will Provide a Safe Workplace.

The Department of Children, Families and Learning is committed to ensuring that the areas in, and around, the workplace are designed and operated in a manner that provides for the safety of employees and guests. This includes:

- **Use of Security Systems:** A public address system in the Capitol Square Building provides the capability for threat notification, and for issuance of evacuation orders, etc., in response to various types of threats.

Closed circuit television equipment is used to monitor employee and visitor parking areas at the Capitol Square Building on a 24 hour, 7 day per week basis. This system is capable of video-taping any activity in the camera's view. Call boxes, which allow employees to speak to Capitol Security, are located in three areas of the Capitol Square Building (loading dock area, front entrance, and lower level storage area entrance in the parking lot on the south side of the building). Parking Lot K has call boxes located at each entrance. Parking Lot S has a call box by the grounds crew building, at the back of the lot next to the Child Care Center, and one at the entrance to the green level of the Centennial parking ramp. The Centennial Parking Ramp has call boxes at the entrance to each level. See the attached map for call box locations in the State Capitol Complex.

The call boxes are activated by pushing the button that is on the front of the box. All of the call boxes are connected to a camera interface. When a call box is used, an alarm (flashing red light and high pitched noise) is activated at the Capitol Security Dispatch Office. The dispatcher identifies the call box that has been activated and a camera is zoomed in on the area of the call box. The camera can also focus on the whole parking lot and/or ramp level. The cameras are strategically placed around the Capitol Complex and are able to focus in on all of the call boxes and are able to focus on whole parking lots and ramp levels.

- Availability of Security Escort Services: Employees are encouraged to use the available "security escort service" when leaving the building after hours and on weekends. The phone number is 296-6741.

2. **The Department Will Attempt to Limit Violence From External Sources by Positively Affecting the Attitudes and the Behavior of its Customers.**

- Customer Service: Employees are responsible for greeting guests of the department, responding to their inquiries, and providing directions as appropriate, and otherwise using appropriate business etiquette in conducting department business. Employees must also be alert to the needs and presence of visitors to ensure that departmental business is conducted in a safe and efficient manner.

3. **The Department Will Promote the Prevention of Internal Workplace Violence by Positively Affecting the Attitudes and the Behaviors of its Employees.**

- Creating a Low-Risk Work Environment: The Executive Team, Managers and Supervisors are expected to promote positive behavior, and to lead by example, by treating employees with the respect and dignity each person deserves. Emphasis will be placed on creating a workplace where established standards of conduct are clear, are communicated, and are consistently enforced, and where discipline is used fairly and appropriately to deal with instances of unacceptable behavior.

- Executive Team, Manager, and Supervisor: Training will be provided to the Executive Team, Managers, and Supervisors in the recognition of internal situations that may have the potential for violence. The Executive Team, Managers, and Supervisors will be responsible for taking appropriate action; and identifying and utilizing appropriate resources once a potential problem has arisen.

- Employee Assistance Program (EAP): Information will be made available to employees to familiarize them with the services offered by the EAP and how to take advantage of those services. The department will promote the use of the EAP. The program is primarily an assessment, short-term counseling and referral agency. While Managers, Supervisors, Union Representatives, or Family Members may encourage employees to seek help from the EAP, the decision to use the services must be a voluntary one.

- Equal Employment Opportunity Program: It is the department's policy and practice to prohibit verbal or physical harassment of a discriminatory nature when such conduct is directed at an individual's race, sex, color, creed, religion, national origin, disability and/or sexual orientation. Alleged discrimination complaints will be promptly investigated and, if deemed necessary, appropriate disciplinary action will be taken.

- Employee Training Programs: The department's Health and Wellness Coordinator will continue to offer self-protection programs, and other related instruction, to interested employees. Managers and Supervisors will continue to allow on-duty participation in these training programs, whenever it is feasible to do so.

4. The Department Will Effectively Deal With Threats of Violence, and With Actual Incidents of Violence.

- Executive Team, Manager, and Supervisor: Training will be provided to the Executive Team, Managers, and Supervisors in the management of internal threats, employee aggression, and internal incidents of workplace violence. The Executive Team, Managers, and Supervisors will attempt to de-escalate potentially violent situations, and will take other appropriate action when violent incidents are imminent or actually occurring. The Executive Team, Managers, and Supervisors will ensure that resources which are available for use once a threat or violent incident has taken place are utilized. The Executive Team, Managers, and Supervisors will also ensure that appropriate disciplinary responses to internal workplace violence and aggression are made.

- Incident Response Coordinator (IRC): An "Incident Response Coordinator" (IRC) will be appointed who will be responsible for coordinating responses to violent or threatening situations in the workplace.

The IRC will: a) assist Managers and Supervisors in the development of applicable training programs; b) serve as a resource referral agent and information source for Managers and Supervisors, and others, with regard to workplace violence concerns; c) respond, as needed, to incidents involving threats or acts of workplace-related violence. While each situation will be unique, this will often require that the IRC: perform situation assessments and evaluations; assist with attempts to de-escalate/properly manage potentially violent situations, when possible to do so; facilitate and coordinate response actions of appropriate resources, both internal and external; and ensure that appropriate follow-up action is taken (investigation, victim assistance, preventative and corrective actions, etc.).

The IRC will carry out these responsibilities with the assistance of appropriate department, state, and local government resources.

PLAN IMPLEMENTATION

The following methods will be used to promote the Zero Tolerance of Workplace Violence policy:

- The Zero Tolerance of Workplace Violence policy will be distributed to all current and new employees and will be posted on employee bulletin boards in each work location.
- Information (Zero Tolerance of Workplace Violence Policy and Halt Hostility in the Workplace brochure) will be made available in printed form and in Braille form upon request.
- The Executive Team, Managers, and Supervisors are requested to discuss the Zero Tolerance of Workplace Violence Policy and Plan with their employees through regularly scheduled meetings or separate meetings dealing solely with this subject.
- All employees shall promptly report incidents of violence to the appropriate Executive Team member, Manager, Supervisor or other authorities. The Affirmative Action Officer Designee must be advised of any issues in the workplace that require investigation or corrective action.
- All employees who are in the work area after hours and on weekends are strongly encouraged to use the escort service provided by Capitol Security. The phone number of the escort service is 296-6741.
- The telephone number for Capitol Security (296-2100) is posted on the employee bulletin boards in each work area.

I hereby acknowledge that on this date I received my personal copy of the "Minnesota Department of Children, Families & Learning Zero Tolerance of Workplace Violence Policy and Plan".

Date: _____

Signature in full: _____

RETURN TO OFFICE OF HUMAN RESOURCES

APPENDIX C

**DEPARTMENT OF CHILDREN, FAMILIES & LEARNING
REASONABLE ACCOMMODATION POLICY, REQUEST, AND AGREEMENT**

MINNESOTA DEPARTMENT OF CHILDREN, FAMILIES & LEARNING
STATE OF MINNESOTA
PERSONNEL POLICIES

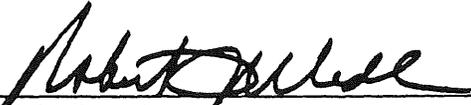
Subject Title: Policy and Procedures Requests for Reasonable Accommodation

Existing Policy
(Originally issued 4/6/94)

New Policy

Revision

Note: This policy applies to all employees of the Minnesota Department of Children, Families & Learning.


ROBERT J. WEDL
Deputy Commissioner

7-1-96
Date

Minnesota Department of Children, Families & Learning
REASONABLE ACCOMMODATION POLICY

Policy

This agency is committed to encouraging the employment of people with disabilities. We will make reasonable accommodations to the physical or mental limitations of a qualified applicant or employee with a disability, unless the accommodation would impose an undue hardship on the agency.

Accommodations will be provided to qualified individuals, whether an employee or job applicant, when such accommodations are directly related to performing a job or competing for a job. Accommodations will not be provided for non-job related personal needs, such as transportation to and from work.

An individual with a disability is defined as:

- a person who has a physical or mental impairment that substantially limits one or more major life activities;
- a person who has a record of such an impairment; or
- a person who is regarded as having such an impairment.

Examples of Reasonable Accommodation May Include, But Are Not Limited to:

1. **Modification of equipment or assistive devices.** Purchase of or modification to existing equipment such as special telephone equipment, talking calculators, one-handed typewriters, and/or specifically designed desk and files.

2 **Job site modifications.** Modifications may include adjustments to equipment height, addition of electrical outlets, reallocation of job site to an accessible area, special parking facilities or other types of similar modifications.

3. **Job restructuring.** They may include flexible work hours and/or restructuring job duties while retaining the essential job duties.

4. **Support services.** Services such as interpreters for individuals with hearing impairments, readers for individuals who are blind or special attendants.

5. **Reassignment to a vacant position of equal status when possible and appropriate.**

Requests for Reasonable Accommodations for Employees:

The steps to request a reasonable accommodation are:

1. The Manager/Supervisor and individual with a disability discuss the need for the accommodation and discuss alternatives such as job restructuring, job modification accessible devices.

2. The Manager/Supervisor **must** inform the affirmative action designee of the request and submit a request for accommodation form (copy obtained from the affirmative action designee). The request will include justification for the request including a statement of the disability, the suggested accommodation, approximate cost, and any other pertinent information. The affirmative action designee will assist the Manager/Supervisor by providing the necessary resources and information.

3. Upon approval, the Manager/Supervisor will forward the request form and supporting information to the affirmative action designee within seven (7) working days upon receiving the request.

4. The affirmative action designee will review the request and assist the Manager/Supervisor in making the accommodation. If the accommodation will cost a significant amount (an amount determined by the Commissioner), the affirmative action designee will forward it along with his or her recommendation to the Commissioner within three (3) working days of receiving all necessary information.

5. The decision is provided in writing to the Manager/Supervisor, and employee within five (5) working days after the determination is made by the Commissioner.

6. The affirmative action designee will maintain all documents pertaining to the accommodation.

Funding for Reasonable Accommodation:

Funding will be provided for reasonable accommodations. The availability of funds varies with each agency. The expenditure of funds for the accommodations over the amount determined to be significant must be approved by the Commissioner. When determining whether or not to make the accommodation without imposing undue hardship on the agency, the following factors will be considered:

- the size of the agency's budget;
- the nature and cost of the accommodation;

- the ability to finance the accommodation in relationship to the site(s) where there may be a need; and
- documented good faith effort to explore a less restrictive or less expensive alternative.

Request for Reasonable Accommodations for Job Applicants

1. All initial communication between a job applicant and a Manager/Supervisor or the Division of Human Resources regarding a position in the agency shall indicate the willingness of the agency to make a reasonable accommodation upon request, prior to the job interview.
2. The Manager/Supervisor or the Division of Human Resources shall contact the affirmative action designee immediately to indicate that an accommodation is needed. In order to ensure that the accommodation is provided at the interview, requests shall be handled in a timely manner.
3. The affirmative action designee shall contact the applicant to discuss the needed accommodation and discuss possible alternatives if necessary.
4. The agreed upon accommodation shall be provided if the cost does not cause an undue hardship on the agency.
5. If approved, the affirmative action designee shall take the necessary steps to see that the accommodation is provided.

Denial of Accommodations:

All denials of requests for accommodation will be documented and kept on file by the affirmative action designee. The affirmative action designee shall notify the employee of their right to file a complaint of discrimination under the affirmative action plan complaint procedure and advise the employee of the right to file a complaint with the Minnesota Department of Human Rights or the U.S. Equal Employment Opportunity Commission.

If the requested accommodation made by a job applicant is denied, the affirmative action designee shall notify the job applicant of the decision and advise them of the right to file a complaint with the Minnesota Department of Human Rights or the U.S. Equal Employment Opportunity Commission.

REASONABLE ACCOMMODATION AGREEMENT

This form is to be completed by the Affirmative Action Designee after the reasonable accommodation decision has been made. The signatures on the bottom of this form indicate an agreement between the employee and the Department to the specific accommodation.

Name of Employee

Name of Manager/Supervisor

The request for reasonable accommodation to the needs of the above named disabled employee was:

Accepted _____ Denied _____

Justification for the decision (indicate specific factors considered):

If reasonable accommodation was approved, was the employee's suggestion accepted?

Yes _____ No _____ Partially _____

Reason:

Describe specific accommodations to be made:

Cost estimate: _____

I have read the employee request for reasonable accommodation. I understand that all tangible accommodations purchased by the Department will become the property of the State of Minnesota.

Signature of Employee

Date

Signature of Appointing Authority

Date

Signature of Affirmative Action Designee

Date

Signature of Fiscal Services Director

Date

bb/rapolicy 5/96

APPENDIX D

DEPARTMENT OF CHILDREN, FAMILIES & LEARNING

WEATHER EMERGENCY PROCEDURES



MEMORANDUM

TO: ALL MANAGERS

FROM: CINDY LAVORATO *CL*
Assistant Commissioner, Management Services

RE: Evacuation Plan/Severe Weather Shelter

DATE: April 28, 1999

We would like to establish a procedure for evacuating the building in an effective way. We would also like to establish a policy in case of severe weather. The following plans and attachments address both issues.

Evacuation Plan

Attached are evacuation maps for each general area of the building. In order to establish a process for evacuation, I would ask that managers for each area below designate an "emergency coordinator" from each unit to be the contact person in the event of an emergency. This person should familiarize him or herself with the evacuation plan maps attached; he or she would also be responsible for ensuring that each person in the unit is evacuated in the event of an emergency. I would ask that special attention be paid to establishing a system for those with physical needs that might impact the ability to evacuate quickly.

The designated emergency coordinator should be someone who is typically not away from the office at meetings or testifying at the legislature. This person should have a list of people for whom they are responsible in the event of an emergency.

Please provide John Bulger with the name and phone number of the emergency coordinator. When all of the emergency contacts have been designated, we will have a drill (I will wait for a beautiful day!)

East Building

Main Floor

Learner Options	Exit building from door by Jessie Montano's Office
Human Resources	Exit building from door by Jessie Montano's Office
Personnel Licensing	Exit building from front doors
Special Education	Exit building from front doors and east door

Evacuation Plan, Continued

School Technology	Exit building from east door exit
MAEF	Exit building from east door exit
Indian Ed	Exit building from east door exit
SciMath	Exit building from east door exit
System Services	Exit building from front doors
MEEP	Exit building from front doors
Communication's Area	Exit building from front doors & walkway doors
Governmental Relations	Exit building front doors & walkway doors
Communications	Exit building from front doors & walkway doors

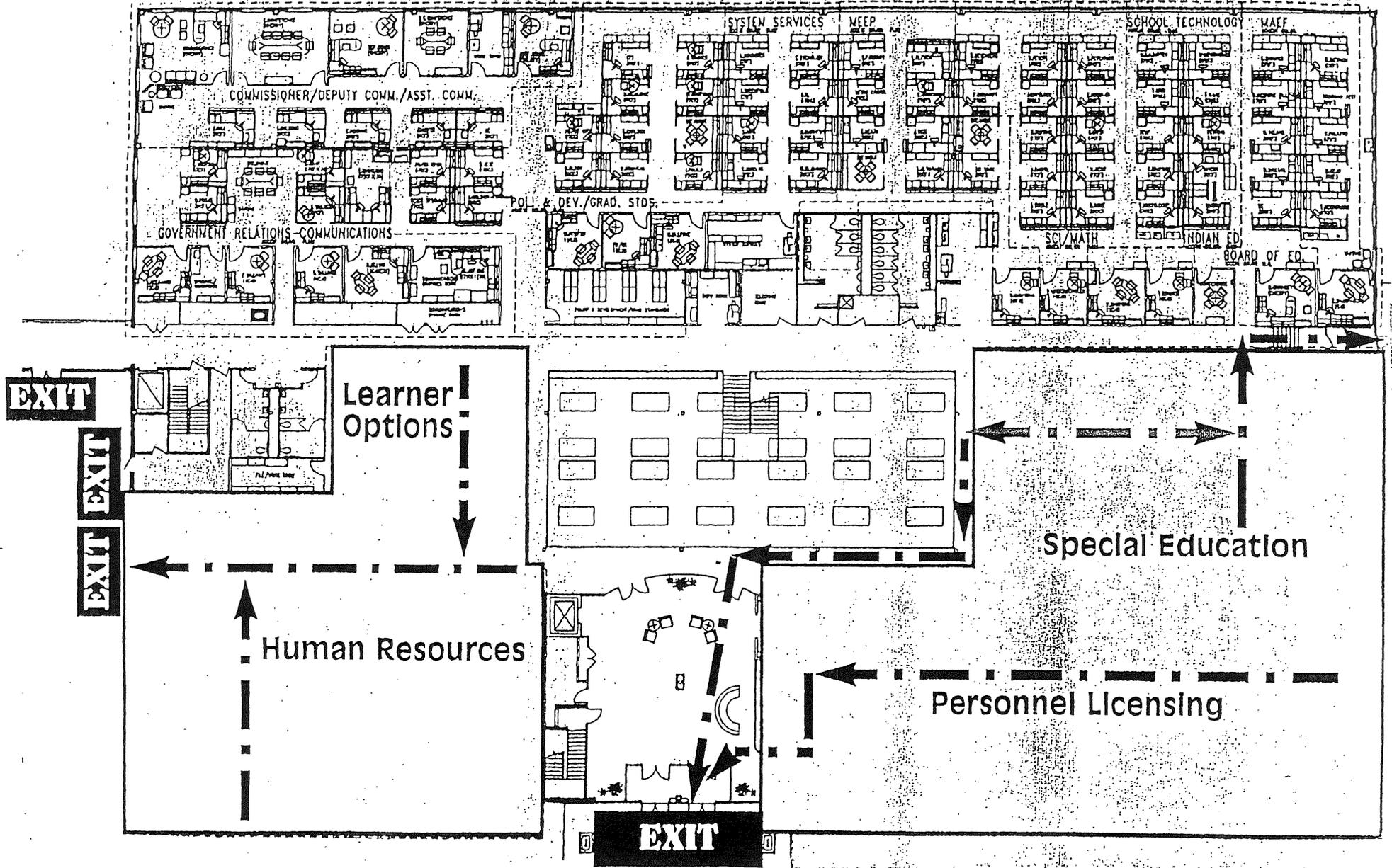
Lower Level

Data Management	Exit building from east door exit
Information Technologies	Exit building from east door exit and upstairs front door
Monitoring & Compliance	Exit building from door located on the north side
Agency Finance & Mgmt	Exit building from door located on north side
Program Finance	Exit building from door located on north side
Management Assistance	Exit building – go up stairs – take immediate right and exit in courtyard between buildings
Atrium/Other	Take center stairs up to main level and exit through front doors

West Building

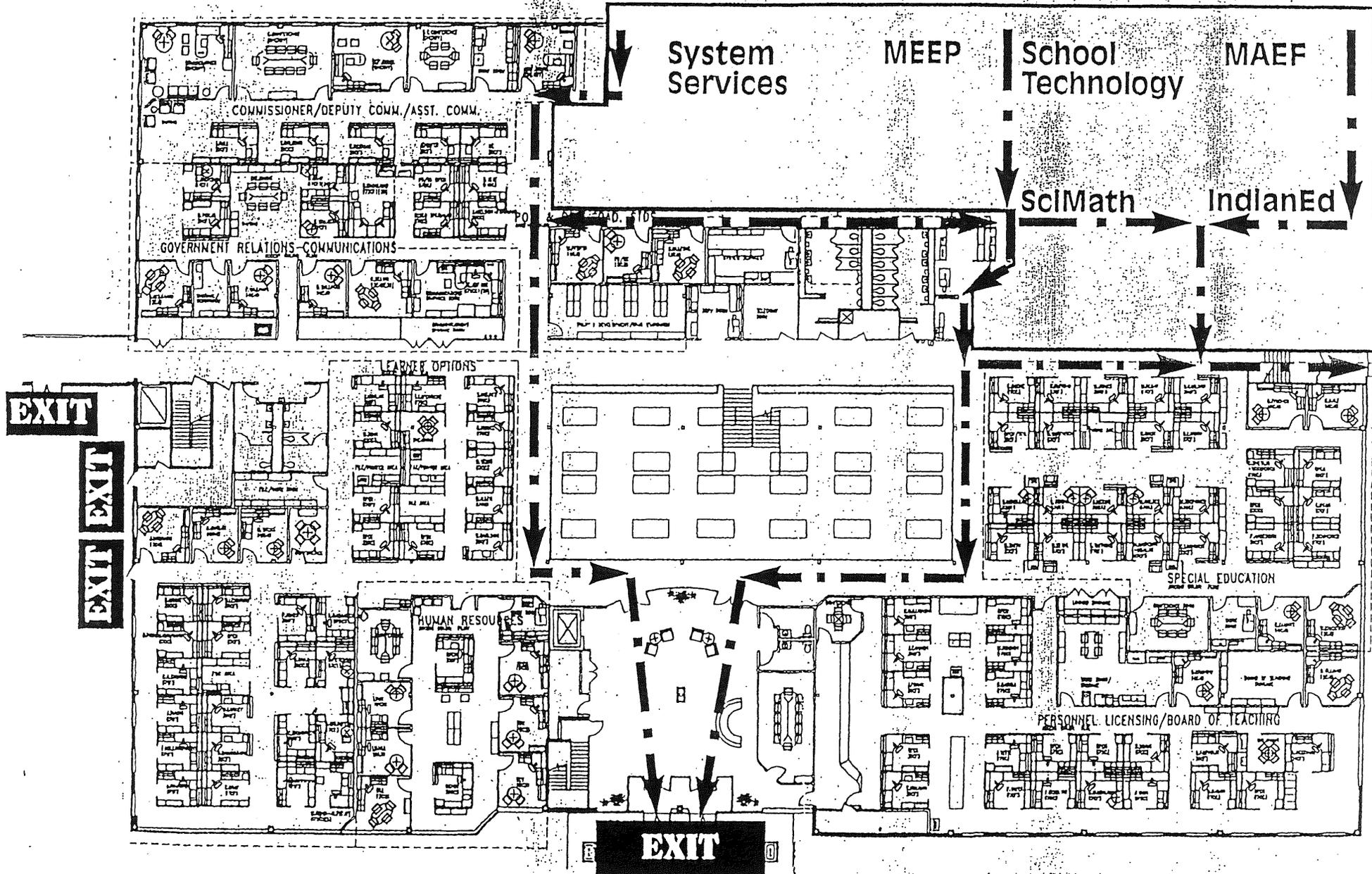
Library	Exit building from main library door
Economic Opportunity Area	Exit building from main library door & Conf Center
Energy area	Exit building from main library door & Conf Center
Food & Nutrition	Exit building from doors located on north side of building
School Health Area	Exit building from doors located on north side of building
Community & System Change	Exit building from doors located on north side of building
Early Childhood Area	Exit building from doors located on north side of building
ChildCare Area	Exit building from doors located on north side of building
Adult Basic Ed	Exit building from doors located in the walkway between buildings
Lifework	Exit building from doors located in the walkway between buildings
Conference Center	Exit building from Conference Center doors and doors located at the end of the conference room hallway
Distribution	Exit building from doors located in receiving area hallway
Copy Center	Exit building from doors located in receiving area hallway
Supply Room	Exit building from doors located in receiving area hallway
MailRoom	Exit building from doors located in receiving area hallway

Learner Options/Human Resources/Personnel Licensing/Special Education areas
EVACUATION ROUTE



School Tech/MAEF/India. J/SciMath/System Services areas

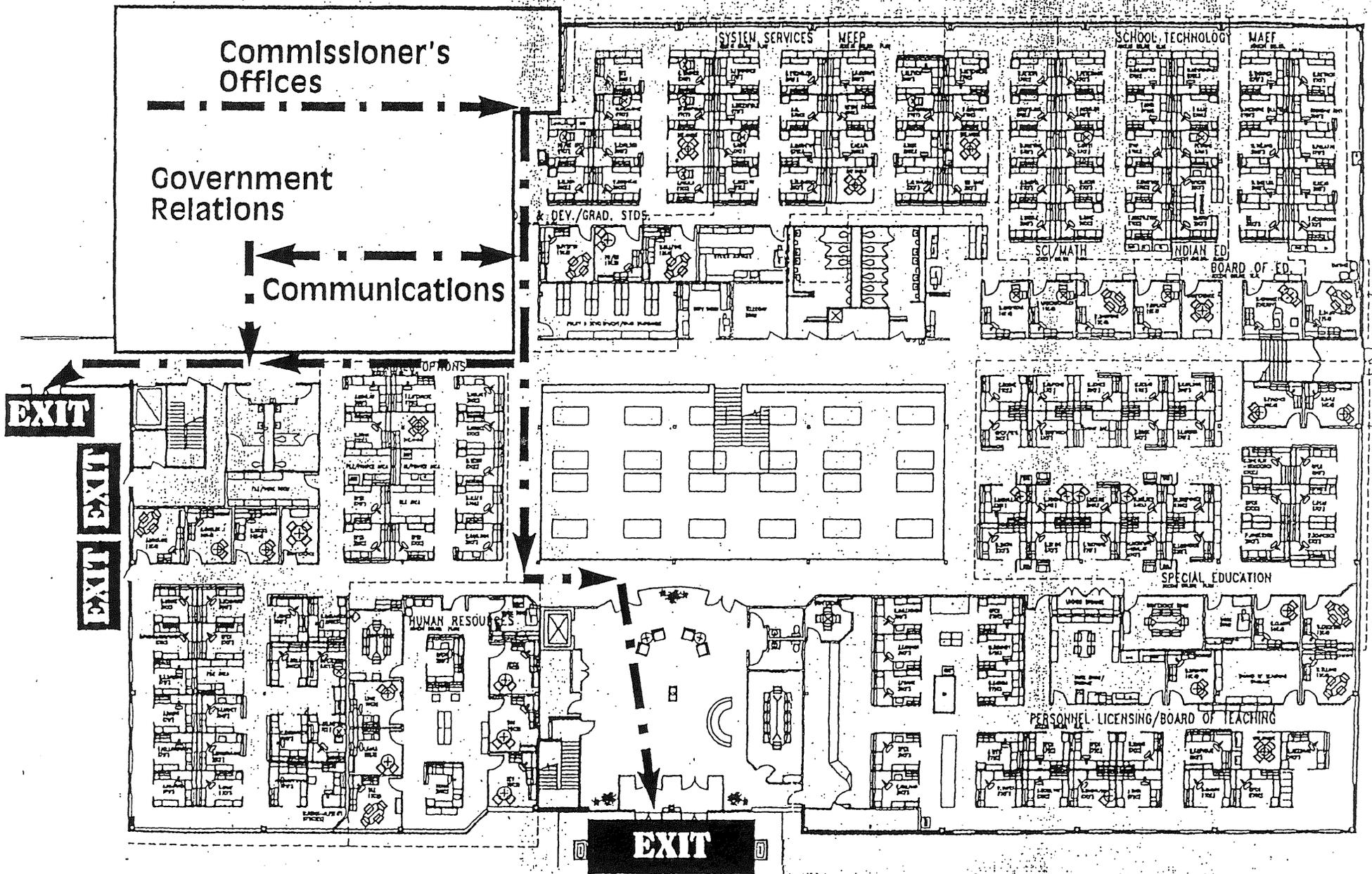
EVACUATION ROUTE



EAST BUILDING FIRST FLOOR

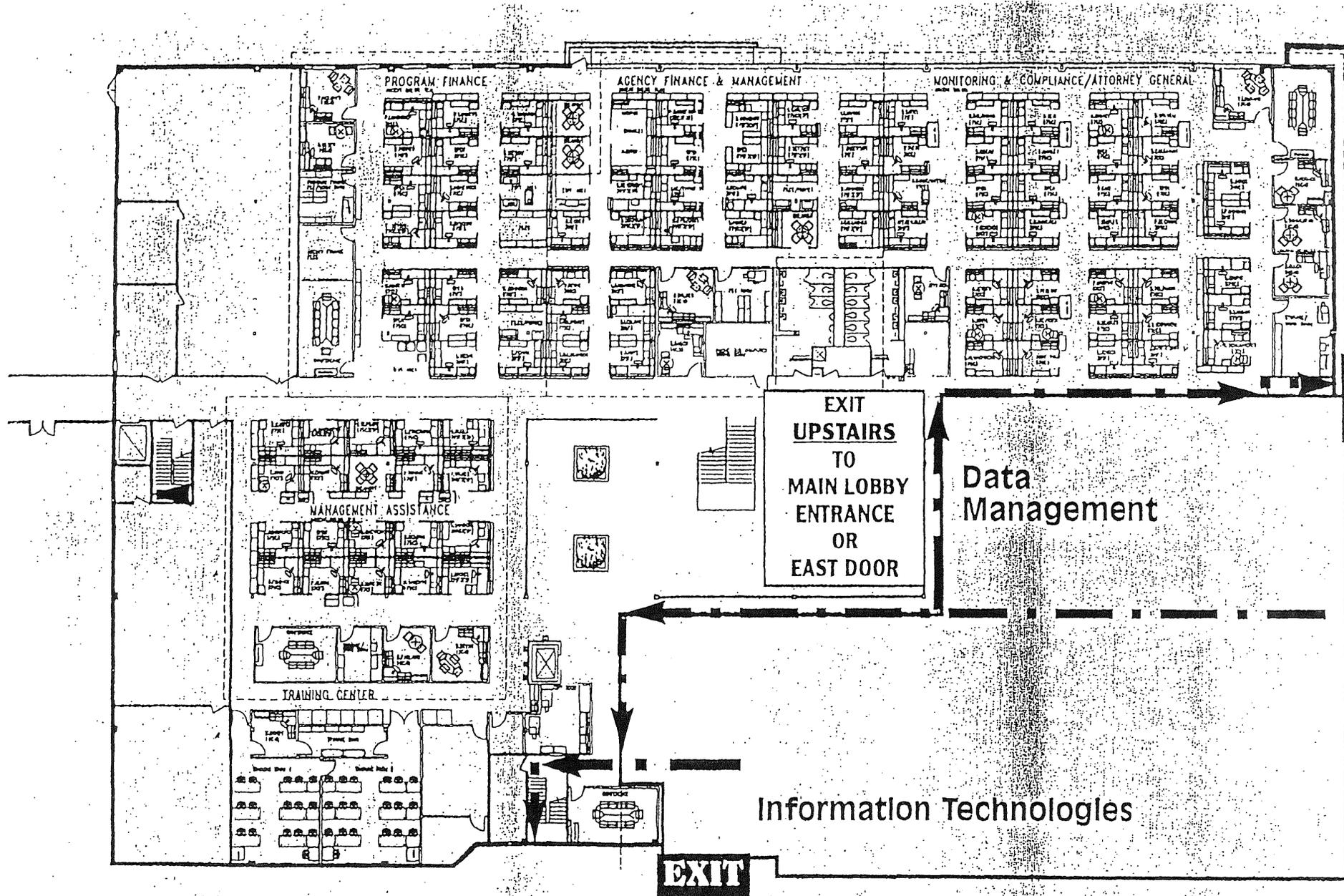
Commissioner's Offices/Government Relations/Communications areas

EVACUATION ROUTE



Data Management , ...formation Technology areas

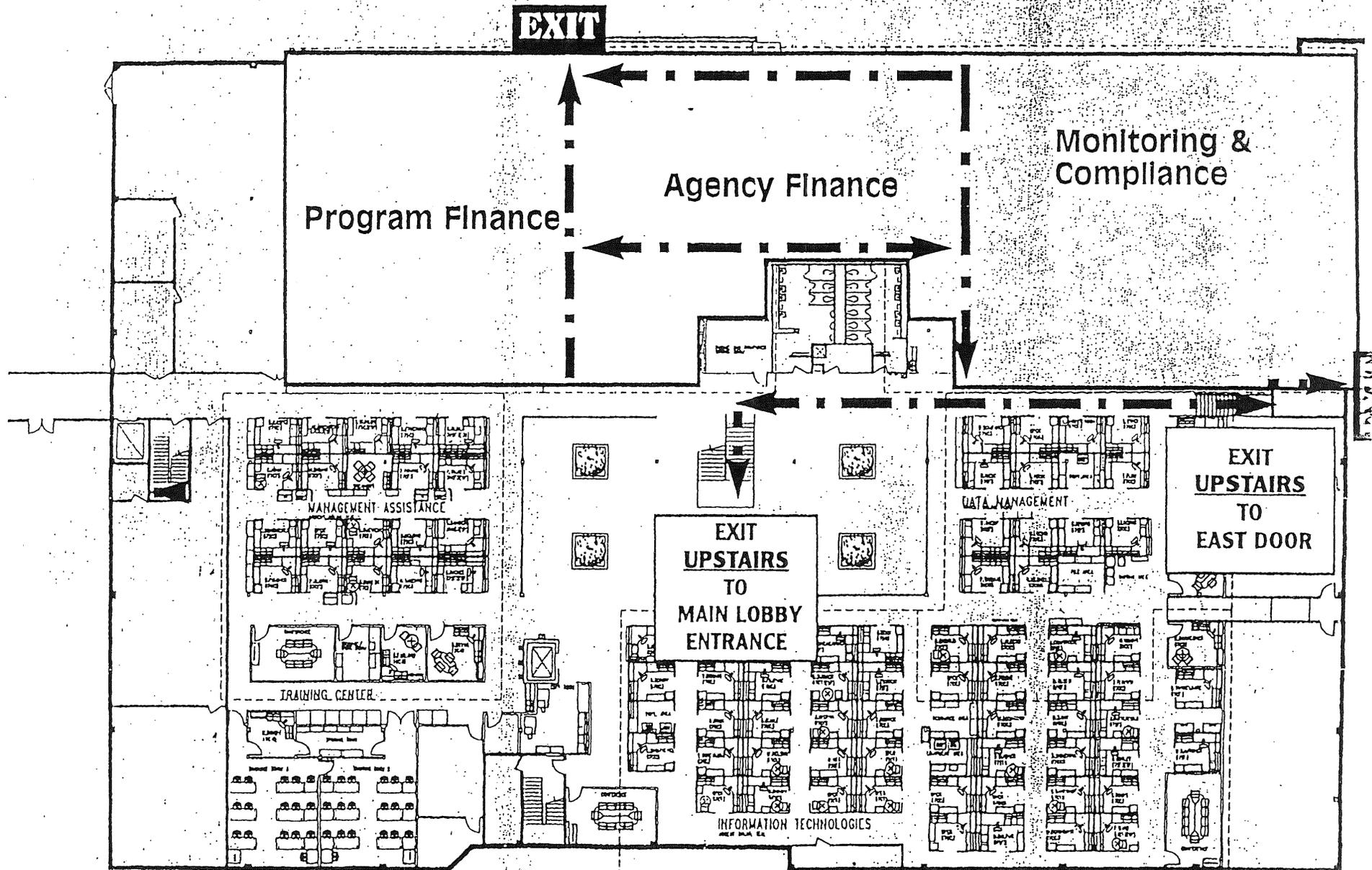
EVACUATION ROUTE



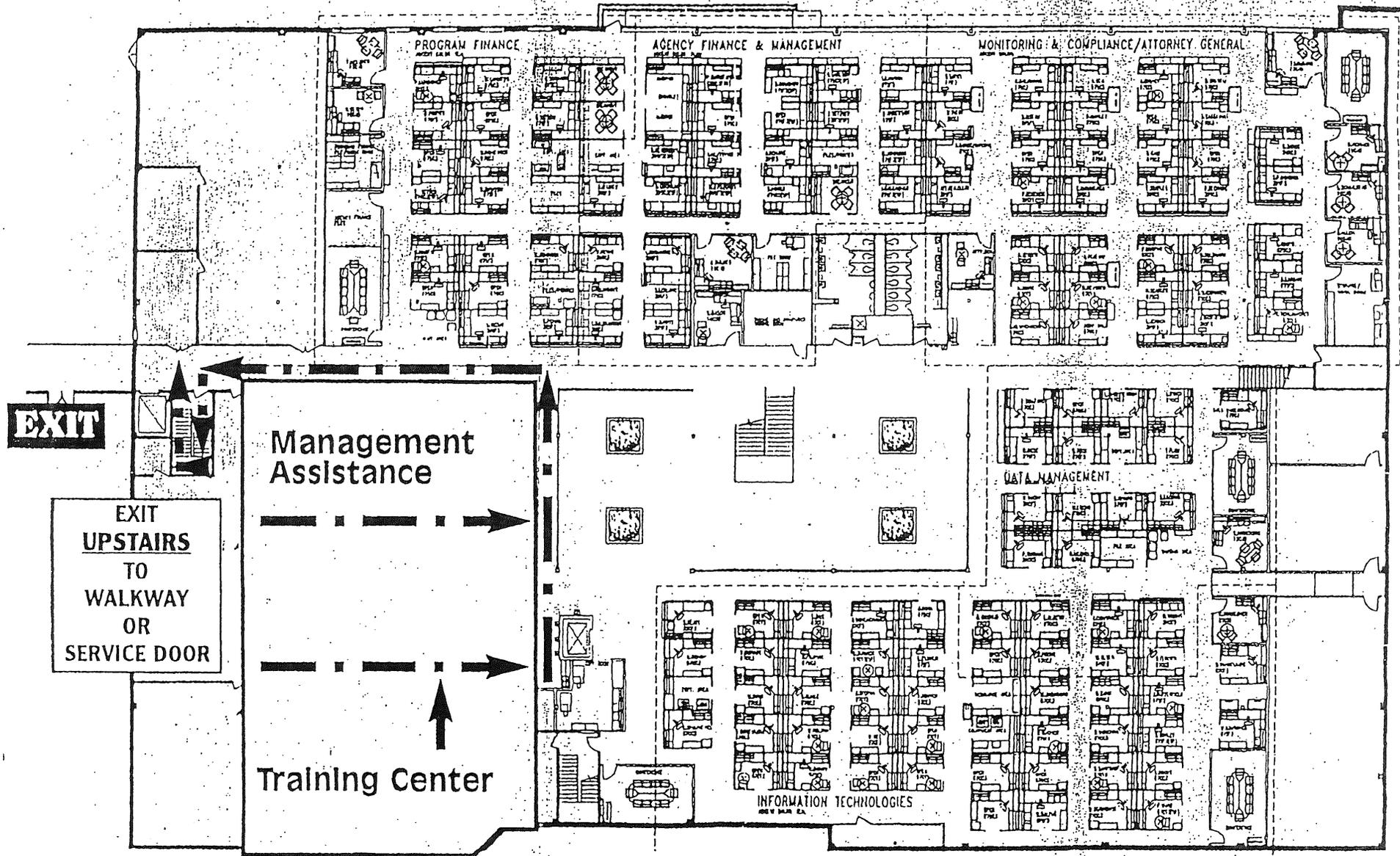
EAST BUIL. JG LOWER LEVEL

Monitoring & Compliance/Agency Finance /Program Finance areas

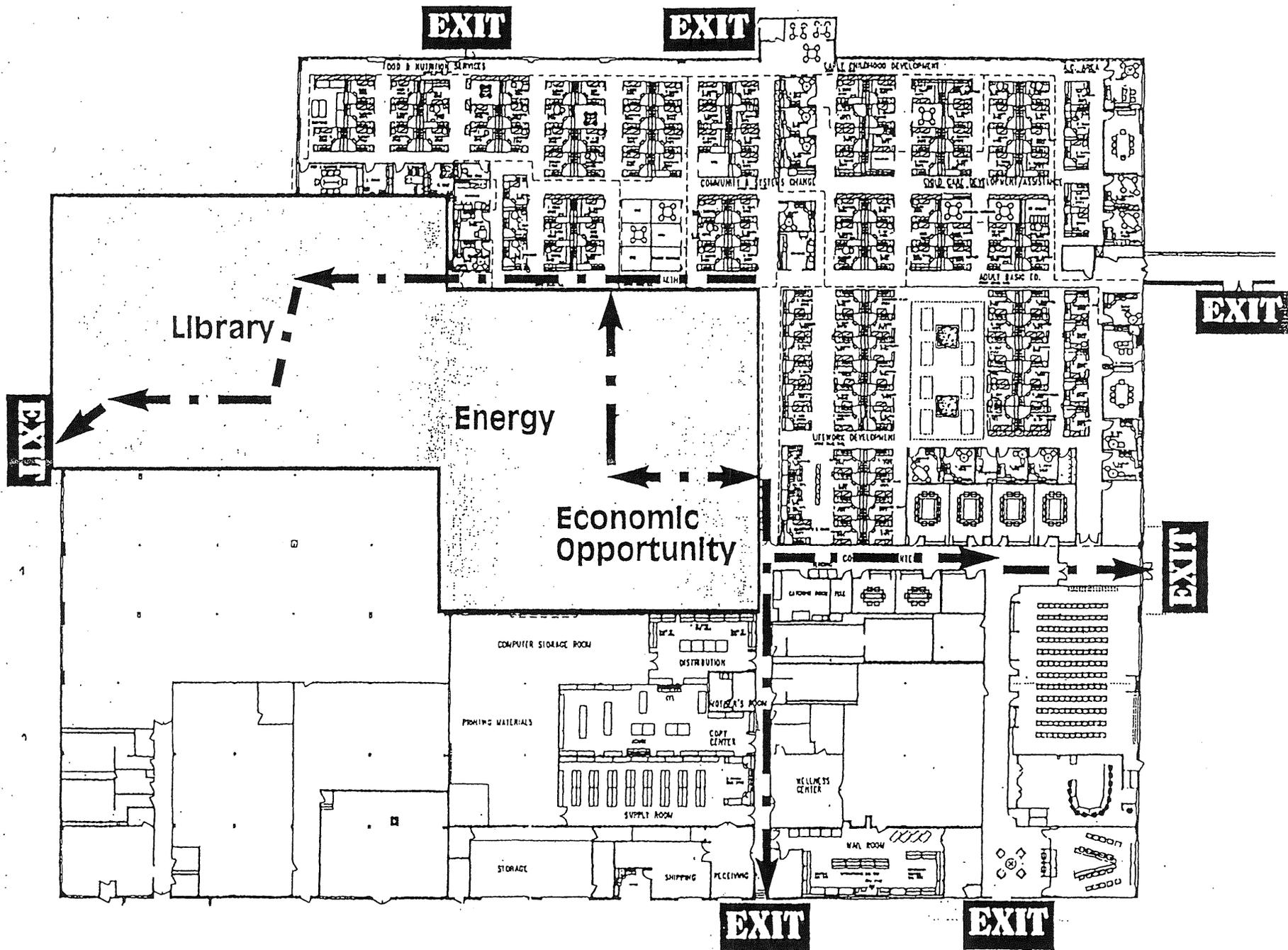
EVACUATION ROUTE



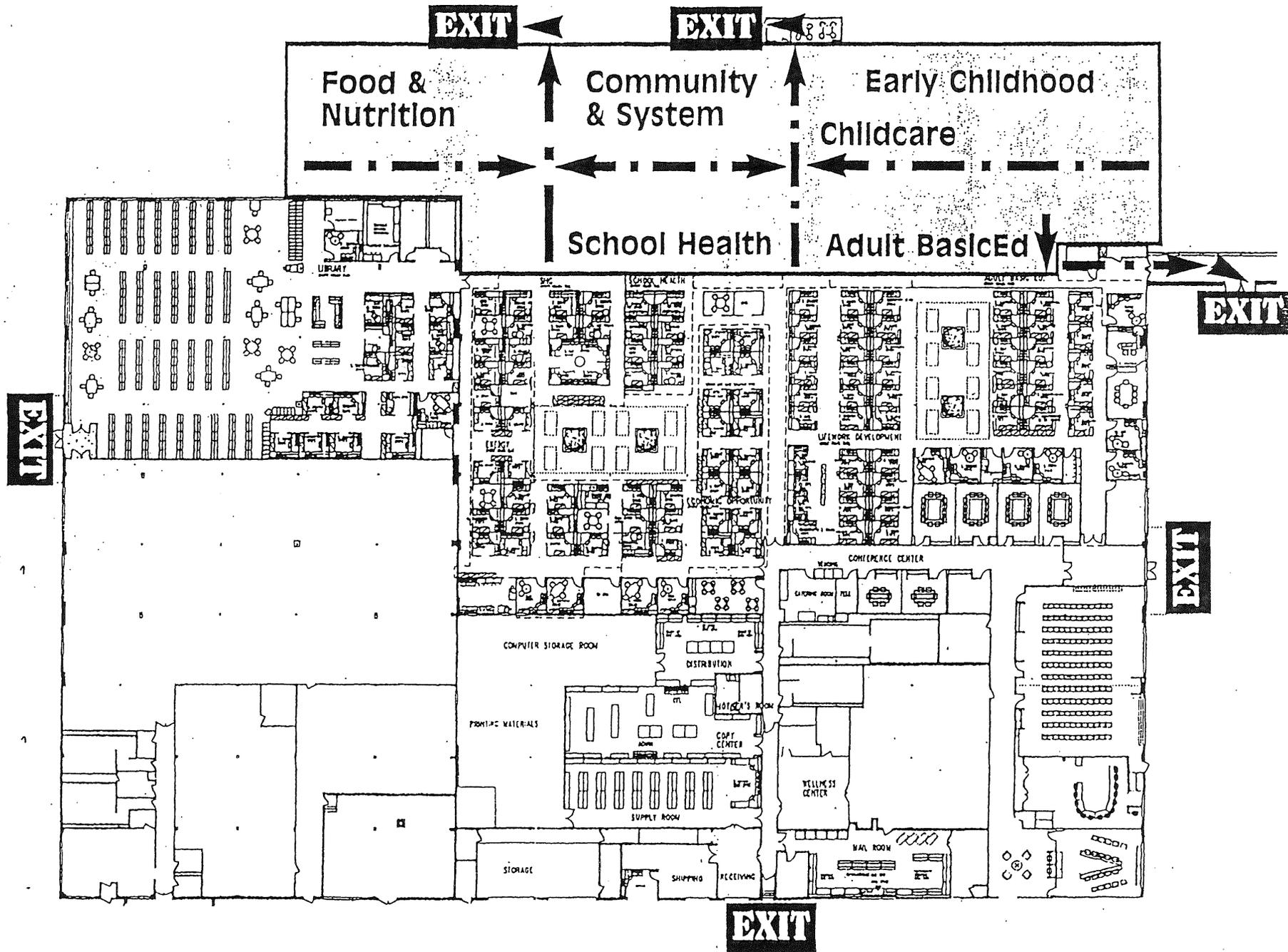
EAST BUILDING LOWER LEVEL
Management Services/Training Center areas
EVACUATION ROUTE



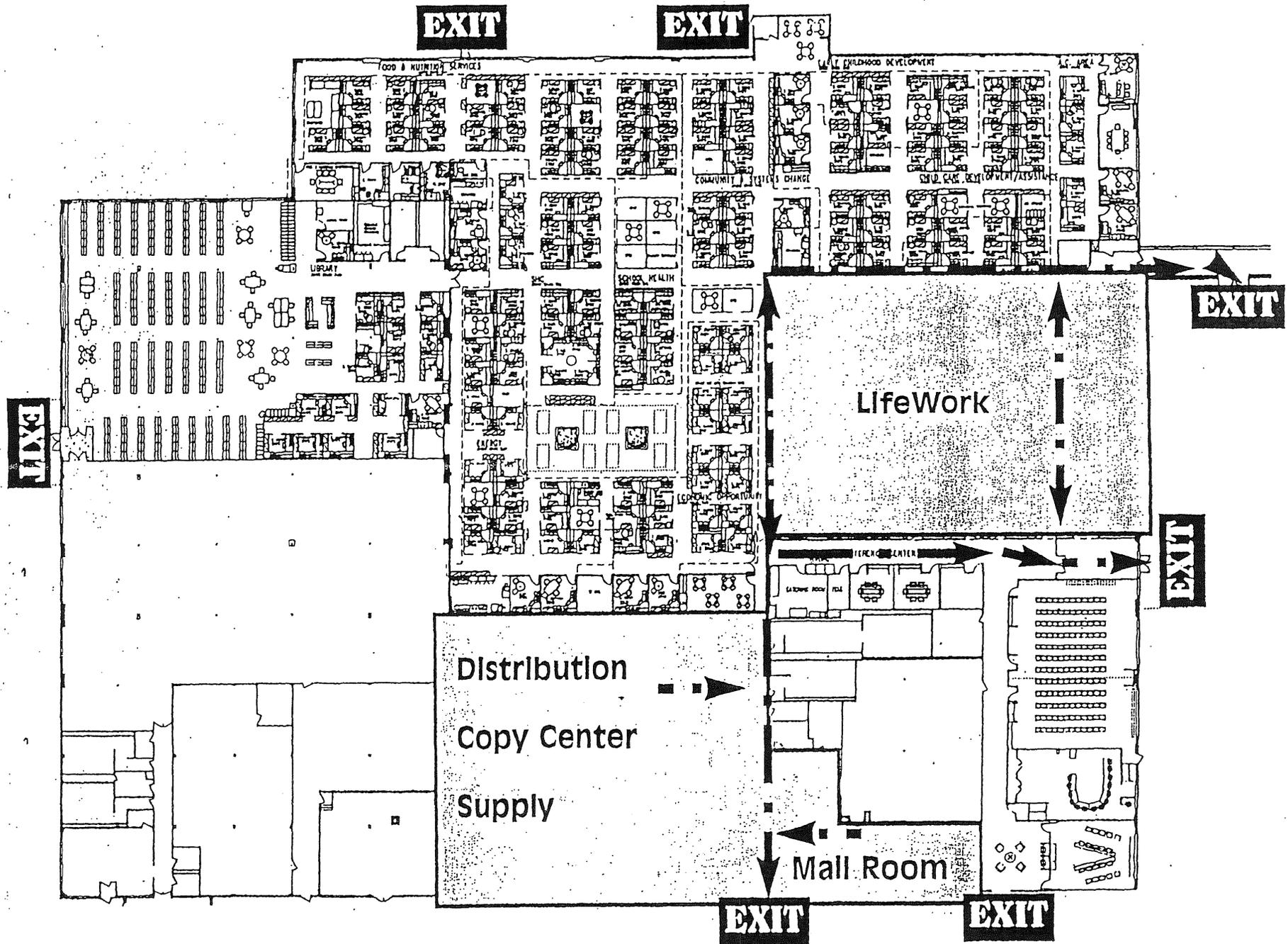
W1 BUILDING
Library/Economic Opportunity/Energy areas
EVACUATION ROUTE



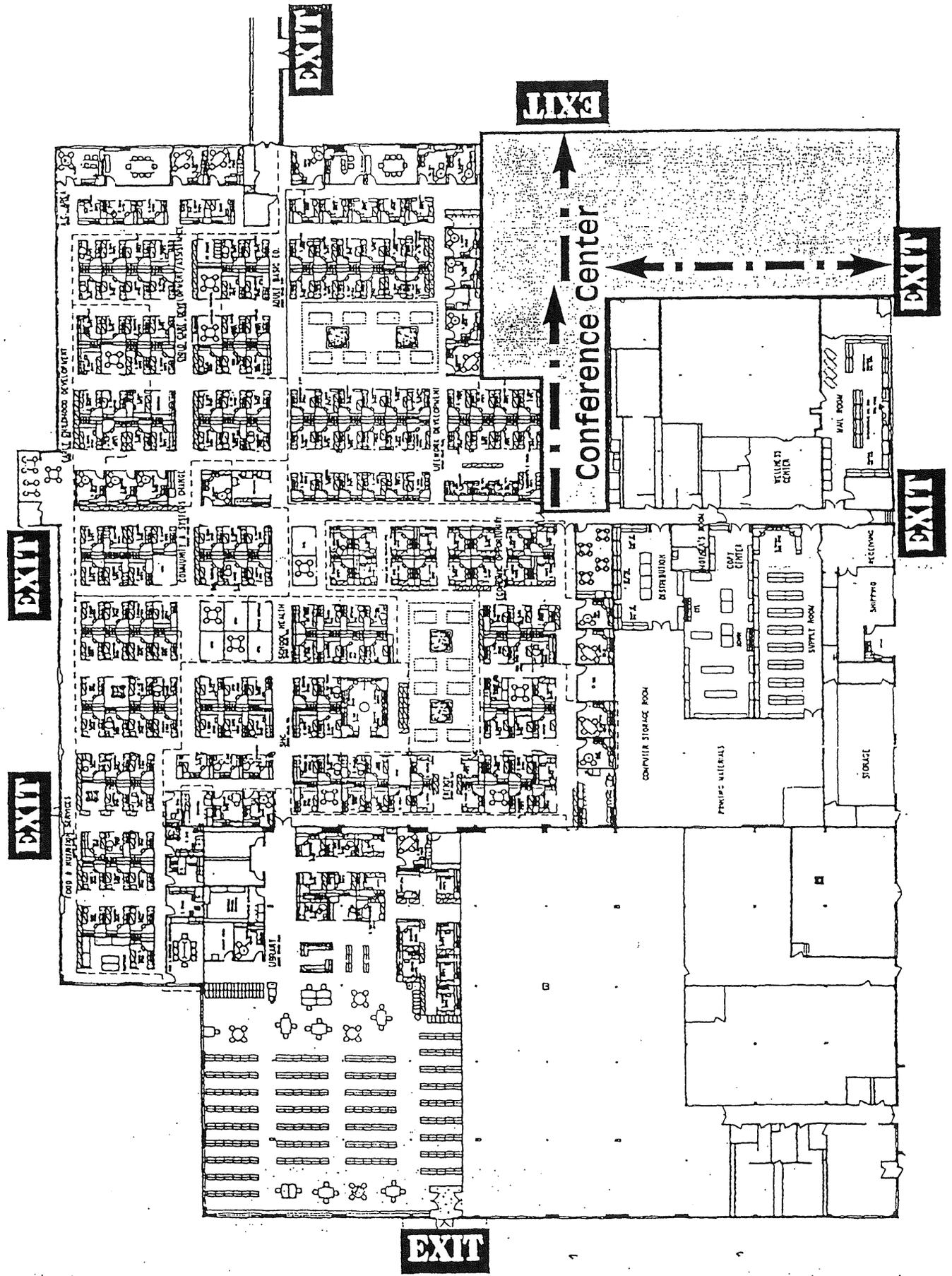
EVACUATION ROUTE



WE: BUILDING
Lifework/Distribution/ Copy Center/Supply/Mall Room areas
EVACUATION ROUTE



WEST BUILDING
Conference Center areas
EVACUATION ROUTE



DEPARTMENT OF CHILDREN, FAMILIES & LEARNING

ADDENDUM TO AFFIRMATIVE ACTION PLAN Effective July 31, 1998 - July 31, 2000

SEPARATION ANALYSIS:

Separation data for the period 10/1/96 to 6/30/98, was analyzed. Data includes unlimited classified and unlimited unclassified positions.

During this period, fifty-eight employees left the agency because of retirement, resignation, termination, failure to return from leave, or death. Of this group, fifteen were male, forty-three were female, eight were minorities and seven were persons with disabilities.

Of the forty-three females, fourteen were unclassified employees terminated at the completion of their unclassified appointment, six retired, seventeen resigned to accept other positions or for unknown reasons, three resigned for personal reasons, one did not return from a leave and two died.

Of the eight minority employees, three were terminated at the completion of their unclassified appointment, one retired, three resigned to accept other positions or for unknown reasons, and one did not return from a leave.

Of the seven persons with disabilities, one was an unclassified employee terminated at the completion of their unclassified appointment, and six resigned to accept other positions or for unknown reasons.

Analysis of this data appears to show that separation patterns of non and protected group employees are not significantly different. The Department is approximately 70% female which would explain the larger number of female employees separating from employment. It appears that the most common reason for separation is because employees are taking other positions, frequently promotions.