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# Affirmative Action Plan

## 1998 and 2000

Minnesota Department of  
Economic Security

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Minnesota

Department of

Employee

Relations

*State of Minnesota: Employer of Choice*



September 3, 1999

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Michael Hyatt, Equal Opportunity Officer  
Minnesota Department of Economic Security  
390 North Robert St.  
St. Paul, MN 55101

Dear Mr. Hyatt:

Congratulations! The 1998-2000 affirmative action plan for the Minnesota Department of Economic Security has been received, reviewed, and approved. We wish to commend you for your tremendous work on the plan. Your agency has a good plan which should advance affirmative action efforts in state service during the next two years. We look forward to working with you on the implementation of your plan.

Upon receipt of this letter, please send us a copy of the completed and revised plan for our records, and an additional copy of your plan to the Legislative Reference Library. Their address is: State Office Building, Sixth Floor, 100 Constitution Avenue, St. Paul, MN 55115. Your next affirmative action plan is scheduled for submission July 31, 2000. If you need any assistance, please feel free to call me at 296-8272.

Sincerely,

A handwritten signature in cursive script that reads "Darcel D. Lewis".

Darcel D. Lewis, Director  
Office of Diversity & Equal Opportunity

Enclosure

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**I. TRANSMITTAL SHEETS**

**AFFIRMATIVE ACTION PLAN  
FISCAL YEAR 1998-2000**

**MINNESOTA DEPARTMENT OF ECONOMIC SECURITY  
Metro Area**

1. This annual review revealed underutilization of the following protect group(s) in the following goals units: (Check each unit appropriately)

GOAL UNITS	PROTECTED GROUPS		
	Women	Minorities	Disabled
Service			
Clerical			X
Technical	X	X	X
General Professional			X
Supervisory	X	X	X
Commissioner's Plan		X	X
Managerial Plan	X		X

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

To be posted in all Department of Economic Security work locations.

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.

*Muelke*

Affirmative Action Officer

3-17-99

Date

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

*ERW*

Agency Head

3/17/99

Date

5. This annual plan meets the rules governing affirmative action, MCAR Chapter 3905.0600, statutory authority 43A.04, and contains the goals and timetables as well as methods for achieving them which are reasonable and sufficiently aggressive to deal with the identified disparities.

*Darcia Lewis*

Director, Office of Diversity and Equal Opportunity

9-7-99

Date

**AFFIRMATIVE ACTION PLAN  
FISCAL YEAR 1998-2000**

**MINNESOTA DEPARTMENT OF ECONOMIC SECURITY  
Greater Minnesota**

- This annual review revealed underutilization of the following protect group(s) in the following goals units: (Check each unit appropriately)

GOAL UNITS	PROTECTED GROUPS		
	Women	Minorities	Disabled
Service			
Clerical		X	X
Technical			
General Professional	X		
Supervisory	X	X	
Commissioner's Plan			
Managerial Plan			

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

To be posted in all Department of Economic Security work locations.

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*Michael West*  
Affirmative Action Officer

3-17-99  
Date

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

*ERW*  
Agency Head

3-17-99  
Date

5. This annual plan meets the rules governing affirmative action, MCAR Chapter 3905.0600, statutory authority 43A.04, and contains the goals and timetables as well as methods for achieving them which are reasonable and sufficiently aggressive to deal with the identified disparities.

*Carol Stevens*  
Director, Office of Diversity and Equal Opportunity

9-17-99  
Date

## **II. COMMISSIONER'S STATEMENT OF COMMITMENT**

## **THE COMMISSIONER'S STATEMENT OF COMMITMENT TO EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION**

The Minnesota Department of Economic Security, as an employer and a provider of public services is strongly committed to the equitable application of the principles of Affirmative Action, Diversity and Equal Opportunity. I am committed to the Department's policy of Equal Opportunity and support our Affirmative Action Plan. I endorse the State of Minnesota's Affirmative Action efforts. No one shall be denied opportunity for participation in our programs, employment, or promotion based on race, color, creed, marital status, status with regard to public assistance, disability, sexual orientation, age, religion, national origin, sex or membership activity in a local Commission. The Minnesota Department of Economic Security's policies and practices will be reviewed periodically in order to identify and eliminate any barriers to equal opportunity.

Affirmative Action is the concept of taking positive steps to improve the work opportunities for those individuals who may have been discriminated against in the past and who may continue to suffer the effects of discrimination. Our State Legislature has designated three protected groups. They are racial minorities, women, and persons with disabilities. The Minnesota Department of Economic Security will endeavor to recruit, hire and retain qualified protected group members where they are under-represented in our workforce.

I have designated Michael Hyatt and Kathy Mullarky as our Affirmative Action Officers. If any employee or client believes s/he has been subjected to discrimination, s/he should contact the **Office of Diversity and Equal Opportunity (ODEO) at 651/296-1823**. Our Affirmative Action plan is available in the ODEO and at each office location.

I personally urge all employees to become acquainted with our Affirmative Action Plan. It is the responsibility of all employees to promote and apply the principles of equal opportunity in their work and to cooperate fully with the Department's Affirmative Action Plan. I believe that Affirmative Action is a positive effort to utilize the skills and resources not only of those who have been denied opportunity in the past, but of all present and future employees. I invite you to join me in our continuing effort to ensure that Equal Employment Opportunity is a reality within the Department of Economic Security.

**The MDES can make this information in alternative formats, such as large print, Braille or audio tape, by calling 651/296-1823.**

### **III. RESPONSIBILITIES, DUTIES AND ACCOUNTABILITY**

## **RESPONSIBILITIES, DUTIES AND ACCOUNTABILITY**

### **I. Commissioner**

**Responsibilities:** To oversee and ensure implementation of the Department's Equal Opportunity Policy and Affirmative Action Program is in compliance with existing federal and state laws, rules and regulations.

**Duties:**

1. To appoint or designate an Affirmative Action Officer.
2. To include accountability for the administration of the Agency's Affirmative Action Plan in his or her position description.
3. To require managers and supervisors to include responsibility statements for affirmative action in their position descriptions and annual objectives.
4. To take action on complaints of discrimination as outlined in the Affirmative Action Plan complaint procedure.
5. To issue a written statement to all employees affirming support of the State's Equal Opportunity Policy and the Department's Affirmative Action Program.
6. To make decisions and changes in policy, procedures, or physical accommodations as may be needed to facilitate effective affirmative action.

**Accountability:** Governor, directly, and indirectly to the Commissioner of Employee Relations and the Director of the Office of Diversity and Equal Opportunity.

### **II Affirmative Action Officer**

**Responsibilities:** To administer the Department's Affirmative Action program.

**Duties:**

1. To monitor the day to day activities of the Affirmative Action Program.
2. To assist managers and supervisors in their affirmative action responsibilities.
3. To advise the Commissioner on all matters related to Affirmative Action and Equal Employment Opportunities.

4. To investigate alleged discrimination complaints and submit written summary of the issues, findings, conclusions and recommendations to the Commissioner.
5. To establish annual hiring goals and revise the Department's Affirmative Action Plan as required by the department of Employee Relations.
6. To manage, guide and participation the Valuing diversity Steering Committee.
7. To ensure that the Affirmative Action Plan is communicated to the agency staff.
8. To oversee the Department's pre-hire review process.
9. To monitor all employee exit interviews, to investigate identified complaints of employment with the Department of economic Security, and to determine the impact on protected group members.
10. To act as a liaison between the Department and the Office of Diversity and Equal Opportunity at the Department of Employee Relations.
11. To determine the need for affirmative action and cultural diversity training and to initiate the development of appropriate training programs.
12. To review Department policies, procedures, programs, and reasonable accommodations for persons with disabilities and to recommend changes to the Commissioner as the individual responsible for compliance with the Americans with Disabilities Act (ADA).
13. To participate in the recruitment of protected class persons for employment, promotion and training opportunities.
14. To maintain contacts with protected class resources for recruitment purposes, and to hold membership in community organizations to keep abreast of new developments in the area of affirmative action.

Accountability: The Commissioner

### **III Directors, Managers and Supervisors**

Responsibilities: To ensure compliance with the Departments Affirmative Action Program and to ensure equal treatment of all employees.

Duties:

1. To assist the Affirmative Action Officer in identifying and resolving problems and eliminating barriers which inhibit equal employment opportunity.

2. To hire and promote qualified protected class members where a disparity exists, and to insure equal treatment in all aspects of employment for each protected group.
3. To communicate and demonstrate a personal commitment to the Department's Affirmative Action Plan to all employees in their area of responsibility.
4. To insure that sufficient time is allowed so that the Valuing Diversity Steering Committee members can fully participate in Committee activities.
5. To consult with the Affirmative Action Officer on human resource actions involving work-out-of-class appointments, discharge of a protected class employee, and the review of all interview questions.
6. To include responsibility statements for Affirmative Action/Equal Employment Opportunity in their position descriptions, and annual performance objectives.
7. To assist and make recommendations to the Affirmative Action Officer in recruitment activities.
8. To discuss and document training needs and discuss career planning goals with each employee during scheduled performance evaluations.
9. To ensure the Department's Affirmative Action Plan is communicated to subordinates.

Accountability: The Deputy Commissioner, directly, and the Commissioner, indirectly.

#### **IV Human Resource Management Director**

Responsibilities: The Human Resource Management Director is responsible to insure that all personnel policies are administered fairly and are uniformly applied to all employees, and shall take positive action to remove all barriers to equal employment opportunity within the Department.

Duties: The duties of the Human Resource Management Director shall include, but not be limited to, the following:

1. To make available to the Affirmative Action Officer all records and all informational data necessary to perform affirmative action duties and responsibilities.
2. To provide the Valuing Diversity Steering Committee with informational data and documents necessary to perform committee functions.
3. To allow the Affirmative Action Officer to participate in the decision making process of all personnel actions, such as hiring, promotion, disciplinary actions, reallocation, transfer and termination, department and division-wide classification studies.

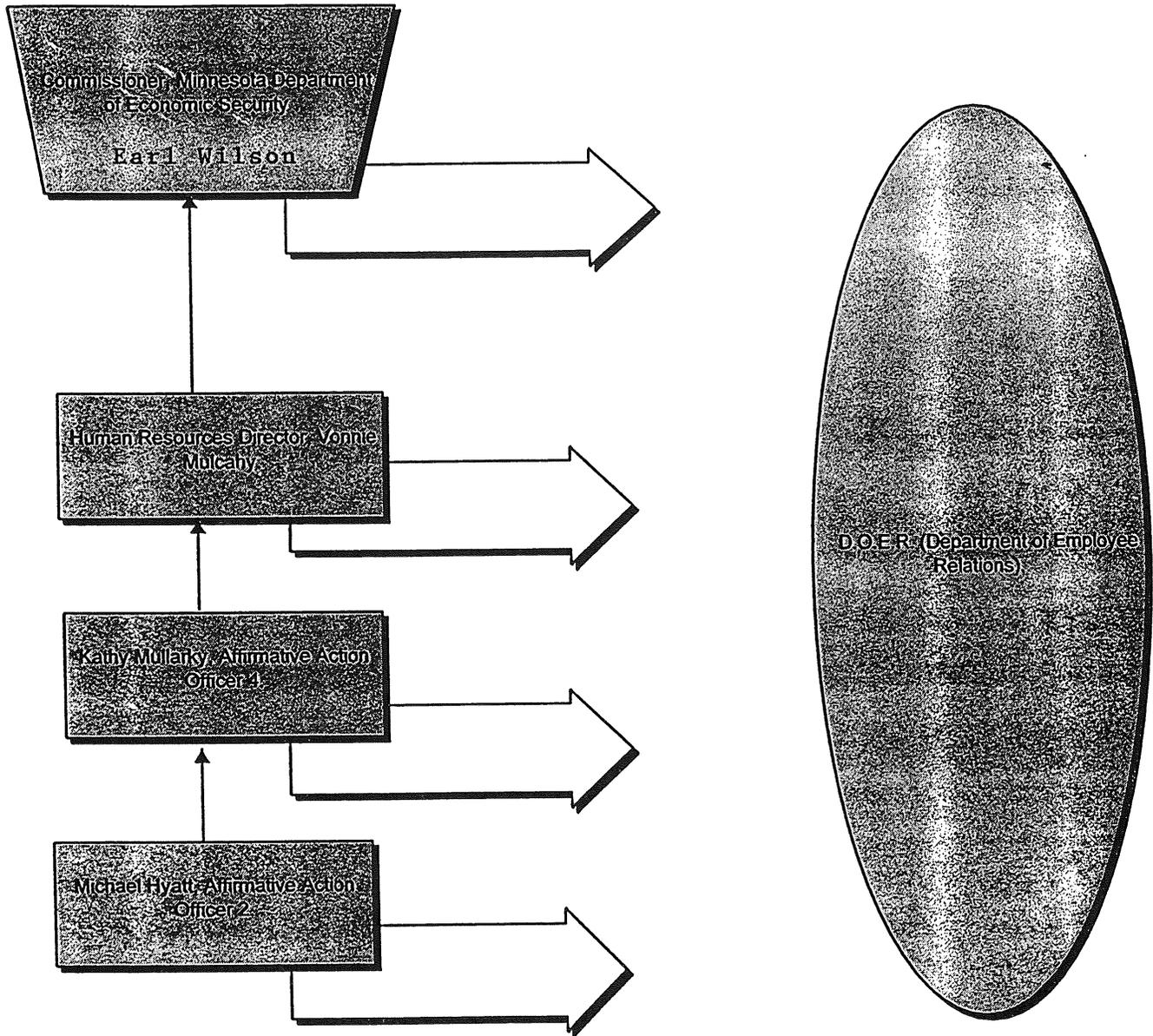
4. To initiate and report on specific Affirmative Action Program objectives which are incorporated into the Affirmative Action Plan.
5. To serve, or designate a representative, as an ex-officio of the Valuing Diversity Steering Committee.
6. To aid in the recruitment of members of protected classes and notify managers and supervisors of existing disparities, at the time of the employment interview.

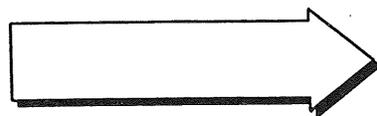
Accountability: The Deputy Commissioner, directly, and the Commissioner, indirectly.

#### **V. All Employees**

Responsibilities: All employees shall be responsible for conducting themselves in accordance with the policies and procedures of the Affirmative Action Plan. Employees will refrain from any actions which would adversely affect the performance of a co-worker with respect to their race, color, creed, religion, national origin, sex (including sexual harassment), marital status, public assistance status, disability, sexual orientation, age, or membership in a local Human Rights Commission.

# Department of Economic Security Organization Chart.



 Indicates indirect accountability

 Indicates direct accountability

#### **IV. COMMUNICATION OF AFFIRMATIVE ACTION PLAN**

## **Dissemination of Affirmative Action Plan:**

The following steps will be undertaken to insure that all employees are advised of, and understand, the Department of Economic Security's policy of nondiscrimination and its interests in actively and affirmatively providing equal opportunity in all employment practices.

### **Internal Dissemination:**

1. The MDES is committed to Equal Opportunity. Statements ensuring non-discrimination and posters are posted on employee bulletin boards, and published in employee and client publications.
2. The Affirmative Action Plan is given to each manager, supervisor and is available for staff at all job sites and locations.
3. The Affirmative Action Plan is available to anyone who requests this information. The Affirmative Action Office will supply the plan in part or full and it will be made available, on request, in alternative format.

### **External Dissemination:**

1. MDES will inform all of the listed recruitment resources (see "Recruitment and Retention Plan") of the Department's Affirmative Action Plan and will encourage them to actively recruit and refer qualified females, minorities and persons with disabilities for employment with the Department.
2. MDES will ensure that all client forms, brochures, handouts and advertising have Equal Opportunity and/or Affirmative Action statements which reiterate the Department's Policy and commitment.

**V. GOALS, TIMETABLES, UNDERUTILIZATION  
AVAILABILITY & WEIGHTING**

# 1998 Annual Goals

Anticipated Hiring of disparate protected group members when a good faith effort is made to remove the barriers that prevent full participation of minorities, females and persons with disabilities in state service. Consideration of turnover, growth and retraction needs to be made for each agency's goal/bargaining unit and for each of the three protected classes. Hiring goals for disparate groups should be considered whenever underutilization exists and there are one or more anticipated hires in the job group. The "Change +/-" column should reflect the difference between the current total workforce and the anticipated total workforce by the end of the fiscal year.

DATE: January 1, 1998

AGENCY: Economic Security Metro

JOB GROUP	CURRENT WORK FORCE				AVAILABILITY (%)			UNDERUTILIZATION # of Persons (Nearest Tenth)			Anticipated New Hires for Fiscal Year			Hiring Goals		
	TOT	FEM	MIN	DIS	FEM	MIN	DIS	FEM	MIN	DIS	Change +/-	Turnover	Total Hires	FEM	MIN	DIS
Service	10	5	2	2	23.0	9.2	12.82									
Office Clerical	357	317	13	31		7.9	12.82			15	0	15	15			4
Technical	29	17	1	3	60.7	7.2	12.82	1	1	1	0	4	4	1	1	1
Professionals	640	287	55	73	44.5	8.1	12.82			9	0	10	10			3
Supervisors	105	41	3	7	44.7	9.1	12.82	6	7	6	0	5	5	1	1	1
Managers	64	23	3	7	39.8	4.8	12.82	3		1	0	4	4	1		1
Commis. Plan	42	28	2	2	54.2	7.5	12.82		1	3	0	2	2		1	1



## 1999 Annual Goals

Anticipated Hiring of disparate protected group members when a good faith effort is made to remove the barriers that prevent full participation of minorities, females and persons with disabilities in state service. Consideration of turnover, growth and retraction needs to be made for each agency's goal/bargaining unit and for each of the three protected classes. Hiring goals for disparate groups should be considered whenever underutilization exists and there are one or more anticipated hires in the job group. The "Change +/-" column should reflect the difference between the current total workforce and the anticipated total workforce by the end of the fiscal year.

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	TOT	FEM	MIN	DIS	FEM	MIN	DIS	FEM	MIN	DIS	Change +/-	Turnover	Total Hires	FEM	MIN	DIS
Service																
Office Clerical											0	15	15			4
Technical											0	4	4			
Professionals											0	10	10			3
Supervisors											0	5	5	1	1	1
Managers											0	4	4	1		1
Commiss. Plan											0	2	2			1



## **UNDERUTILIZATION**

# UNDERUTILIZATION

## Comparing Workforce by Job Group Availability to Determine if Agency is Underutilized

DATE: January 1, 1998

AGENCY: Economic Security Metro

JOB GROUP	CURRENT WORK FORCE				AVAILABILITY			UNDERUTILIZATION				
	TOT	FEM	MIN	DIS	FEM	MIN	DIS	FEM	MIN	DIS		
Service	NUMB	10	5	2	2	2.3	0.9	1.3	NUMB			
	PCT	100.0	50.0	20.0	20.0	23.0	9.2	12.3	PCT			
Office Clerical	NUMB	357	317	33	31	0.0	28.2	45.7	NUMB			14.7
	PCT	100.0	88.2	9.2	8.7		7.9	12.8	PCT			4.1%
Technical	NUMB	29	17	1	3	17.6	2.1	3.7	NUMB	0.6	1.1	0.7
	PCT	100.0	58.6	3.4	10.3	60.7	7.2	12.4	PCT	2.1%	3.8%	2.5%
Professionals	NUMB	640	287	55	73	284.8	51.8	81.9	NUMB			8.9
	PCT	100.0	44.8	8.6	11.4	44.5	8.1	12.8	PCT			1.4%
Supervisors	NUMB	105	41	3	7	46.9	9.6	13.4	NUMB	5.9	6.6	6.4
	PCT	100.0	39.0	2.9	6.7	44.7	9.1	12.8	PCT	5.7%	6.2%	6.1%
Managers	NUMB	64	23	3	7	25.5	3.1	8.2	NUMB	2.5	0.1	1.2
	PCT	100.0	35.9	4.7	10.9	39.8	4.8	12.8	PCT	3.9%	0.1%	1.9%
Commissioners Plan	NUMB	42	28	2	2	22.8	3.2	5.4	NUMB		1.2	3.4
	PCT	100.0	66.7	4.8	4.8	54.2	7.5	12.8	PCT		2.7	8.0%



## **AVAILABILITY**

## **Determining the Availability of the Department of Economic Security**

The Minnesota Department of Economic Security is divided into two goal units 1) metro and 2) outstate. There is census data that considers ten counties including and surrounding Minneapolis and Saint Paul. This summary data, called Mpls./St. Paul SMSA, is used to set goals (determine availability) for the metro goal unit. The SMSA data is used for all agencies when all or the majority of personnel for the agencies are working in the Twin Cities area.

The Economic Security employees outside of the metro area have workers in 31 counties that have five or more employees in a county. These 31 counties were weighted (based on the number of employees in the counties) and averaged, in order to determine the workforce and unemployment rate for these counties. It was practical to do this because all job groups use the same availability for workforce and unemployment factors. To follow the same procedure for requisite skills would have required the same procedure for every job group considered and in most job groups several job classes would have to be considered. To do this in a more practical manner, we did the following:

1. Using the census data for the entire State, we compared the minority State workforce age, 5.84%, with the minority workforce age of the 31 counties weighted by DES employees, 3.3%. The DES outstate minority workforce age is 57% of the State workforce age (3.3%/5.84%).
2. Following the same process for the female workforce, the DES outstate workforce is 99% of the State workforce (45.7%/46.3%)
3. To determine the requisite skills for DES outstate use the Minnesota State census data and multiply that percentage by .57 for minorities and .99 for females to estimate the requisite skills availability.

# AVAILABILITY FEMALES

**Agency: Economic Security Metro**  
**AAO: Michael Hyatt**  
**Job Group: Service**

FACTOR	GEOGRAPHIC AREA(S)	AVAILABLE PERCENT	WEIGHT VALUE	WEIGHT PERCENT	SOURCE OF DATA	REASONS FOR THE WEIGHTING VALUE FACTORS USED
Percent UNEMPLOYED in the Labor/Recruitment Area.	Metro/Area	39.4	0.05	1.97	1990 Census Female Unemployment/ Summer 1995	Unemployment rate.
Percent in WORKFORCE in the Labor/Recruitment Area.	Metro/Area	18.8	0.40	7.54	AA Statistics Mpls. St. Paul Metro 1995	Some skills required.
Percent with REQUISITE SKILLS in the IMMEDIATE LABOR Area.	Metro Area	24.6	0.55	13.53	1990 Census SMSA "Janitors & Cleaners" 453	Local Recruiting
Percent with REQUISITE SKILLS in the REASONABLE RECRUITING Area.						
Percent PROMOTABLE or TRANSFERABLE within the Organization.						
Existence of TRAINING INSTITUTIONS for the Requisite Skills.						
TRAINING efforts the EMPLOYER is able to undertake to increase Availability.						
			1.00	23.0		

# AVAILABILITY FEMALES

**Agency: Economic Security Metro**  
**AAO: Michael Hyatt**  
**Job Group: Technical**

FACTOR	GEOGRAPHIC AREA(S)	AVAILABLE PERCENT	WEIGHT VALUE	WEIGHT PERCENT	SOURCE OF DATA	REASONS FOR THE WEIGHTING VALUE FACTORS USED
Percent UNEMPLOYED in the Labor/Recruitment Area.	Metro Area	39.4	0.05	1.97	1990 Census Female Unemployment/ Summer 1995	Unemployment rate
Percent in WORKFORCE in the Labor/Recruitment Area.	Metro Area	44.3	0.45	19.94	1990 Census Female (See Weighting Chart)	Skills and experience required.
Percent with REQUISITE SKILLS in the IMMEDIATE LABOR Area.	Metro Area	77.6	0.50	38.80	1995 Metro Summer Table 3 Job Group 303-402	Skills and experience required.
Percent with REQUISITE SKILLS in the REASONABLE RECRUITING Area.						
Percent PROMOTABLE or TRANSFERABLE within the Organization.						
Existence of TRAINING INSTITUTIONS for the Requisite Skills.						
TRAINING efforts the EMPLOYER is able to undertake to increase Availability.						
			1.00	60.7		

# AVAILABILITY FEMALES

Agency: Economic Security Metro  
 AAO: Michael Hyatt  
 Job Group: Professionals

FACTOR	GEOGRAPHIC AREA(S)	AVAILABLE PERCENT	WEIGHT VALUE	WEIGHT PERCENT	SOURCE OF DATA	REASONS FOR THE WEIGHTING VALUE FACTORS USED
Percent UNEMPLOYED in the Labor/Recruitment Area.	Metro Area	39.4	0.05	1.97	1990 Census Female Unemployment/ 1995 Summer	Unemployment rate
Percent in WORKFORCE in the Labor/Recruitment Area.	Metro Area	47.0	0.20	9.40	1990 Census Female Workforce Metro Area.	High level skills required.
Percent with REQUISITE SKILLS in the IMMEDIATE LABOR Area.	Metro Area	44.2	0.75	33.15	1990 Census SMSA "See weighting sheet"	Professional skill level required.
Percent with REQUISITE SKILLS in the REASONABLE RECRUITING Area.						
Percent PROMOTABLE or TRANSFERABLE within the Organization.						
Existence of TRAINING INSTITUTIONS for the Requisite Skills.						
TRAINING efforts the EMPLOYER is able to undertake to increase availability.						
			1.00	44.5		

# AVAILABILITY FEMALES

Agency: Economic Security Metro  
 AAO: Michael Hyatt  
 Job Group: Supervisors

FACTOR	GEOGRAPHIC AREA(S)	AVAILABLE PERCENT	WEIGHT VALUE	WEIGHT PERCENT	SOURCE OF DATA	REASONS FOR THE WEIGHTING VALUE FACTORS USED
Percent UNEMPLOYED in the Labor/Recruitment Area.	Metro Area	39.4	0.05	1.97	1990 Census Female Unemployment	Unemployment rate
Percent in WORKFORCE in the Labor/Recruitment Area.	Metro Area	47.0	0.10	4.70	1990 Census Female	High skill levels required.
Percent with REQUISITE SKILLS in the IMMEDIATE LABOR Area.	Metro Area	44.5	0.20	9.08	1990 Census SMSA "See weighting sheet"	High skill levels required.
Percent with REQUISITE SKILLS in the REASONABLE RECRUITING Area.						
Percent PROMOTABLE or TRANSFERABLE within the Organization.		44.5	.065	28.93	Percent of Professional females in the Department.	Most positions require Department knowledge.
Existence of TRAINING INSTITUTIONS for the Requisite Skills.						
TRAINING efforts the EMPLOYER is able to undertake to increase availability.						
			1.00	44.7		

# AVAILABILITY FEMALES

**Agency: Economic Security Metro**  
**AAO: Michael Hyatt**  
**Job Group: Managers**

FACTOR	GEOGRAPHIC AREA(S)	AVAILABLE PERCENT	WEIGHT VALUE	WEIGHT PERCENT	SOURCE OF DATA	REASONS FOR THE WEIGHTING VALUE FACTORS USED
Percent UNEMPLOYED in the Labor/Recruitment Area.	Metro Area	39.4	0.05	1.97	1990 Census Female Unemployment	Unemployment rate for 1994
Percent in WORKFORCE in the Labor/Recruitment Area.	Metro Area	47.0	0.10	4.70	1990 Census Female Workforce Table 2 Summer 1995	High skill levels required.
Percent with REQUISITE SKILLS in the IMMEDIATE LABOR Area.	Metro Area	39.6	0.10	3.96	1990 Census SMSA "See weighting sheet"	High skill levels required.
Percent with REQUISITE SKILLS in the REASONABLE RECRUITING Area.						
Percent PROMOTABLE or TRANSFERABLE within the Organization.		39.0	0.75	29.25	Percent female supervisors in the Department.	Most management positions require Department knowledge.
Existence of TRAINING INSTITUTIONS for the Requisite Skills.						
TRAINING efforts the EMPLOYER is able to undertake to increase availability.						
			1.00	39.9		

# AVAILABILITY FEMALES

Agency: Economic Security Metro  
 AAO: Michael Hyatt  
 Job Group: Commissioner's Plan

FACTOR	GEOGRAPHIC AREA(S)	AVAILABLE PERCENT	WEIGHT VALUE	WEIGHT PERCENT	SOURCE OF DATA	REASONS FOR THE WEIGHTING VALUE FACTORS USED
Percent UNEMPLOYED in the Labor/Recruitment Area.	Metro Area	39.4	0.05	1.97	1990 Census Unemployed Females	Unemployment rate for 1994
Percent in WORKFORCE in the Labor/Recruitment Area.	Metro Area	47.0	0.20	9.40	1990 Census Females in Labor Force.	High skill levels required.
Percent with REQUISITE SKILLS in the IMMEDIATE LABOR Area.	Metro Area	57.1	0.75	42.83	1990 Census SMSA "See weighting sheet"	High skill levels and experience required.
Percent with REQUISITE SKILLS in the REASONABLE RECRUITING Area.						
Percent PROMOTABLE or TRANSFERABLE within the Organization.						
Existence of TRAINING INSTITUTIONS for the Requisite Skills.						
TRAINING efforts the EMPLOYER is able to undertake to increase availability.						
<b>Total All Factors</b>			1.00	54.2		

# AVAILABILITY MINORITIES

**Agency: Economic Security Metro**  
**AAO: Michael Hyatt**  
**Job Group: Service**

FACTOR	GEOGRAPHIC AREA(S)	AVAILABLE PERCENT	WEIGHT VALUE	WEIGHT PERCENT	SOURCE OF DATA	REASONS FOR THE WEIGHTING VALUE FACTORS USED
Percent UNEMPLOYED in the Labor/Recruitment Area.	Metro Area	17.5	0.05	0.88	1990 Census Minority Unemployment	Unemployment rate for 1994
Percent in WORKFORCE AGE in the Labor/Recruitment Area.	Metro Area	8.6	0.25	2.15	1990 Census Workforce Age 16-64 years.	General skills required.
Percent with REQUISITE SKILLS in the IMMEDIATE LABOR Area.	Metro Area	8.8	0.70	6.15	SMSA 1995 Table 3 864-902	Skills required.
Percent with REQUISITE SKILLS in the REASONABLE RECRUITING Area.						
Percent PROMOTABLE or TRANSFERABLE within the Organization.						
Existence of TRAINING INSTITUTIONS for the Requisite Skills.						
TRAINING efforts the EMPLOYER is able to undertake to increase availability.						
			1.00	9.2		

# AVAILABILITY MINORITIES

**Agency: Economic Security Metro**  
**AAO: Michael Hyatt**  
**Job Group: Office Clerical**

FACTOR	GEOGRAPHIC AREA(S)	AVAILABLE PERCENT	WEIGHT VALUE	WEIGHT PERCENT	SOURCE OF DATA	REASONS FOR THE WEIGHTING VALUE FACTORS USED
Percent UNEMPLOYED in the Labor/Recruitment Area.	Metro Area	17.5	0.05	0.88	1990 Census Minority Unemployment	Unemployment rate .
Percent in WORKFORCE AGE in the Labor/Recruitment Area.	Metro Area	8.9	0.40	3.56	1990 Census workforce age 16-64 years.	
Percent with REQUISITE SKILLS in the IMMEDIATE LABOR Area.	Metro Area	6.3	0.55	3.47	1990 Census SMSA "See weighting sheet"	Some special skill levels required.
Percent with REQUISITE SKILLS in the REASONABLE RECRUITING Area.						
Percent PROMOTABLE or TRANSFERABLE within the Organization.						
Existence of TRAINING INSTITUTIONS for the Requisite Skills.						
TRAINING efforts the EMPLOYER is able to undertake to increase availability.						
<b>Total All Factors</b>			1.00	7.9		

# AVAILABILITY MINORITIES

**Agency: Economic Security Metro**  
**AAO: Michael Hyatt**  
**Job Group: Managers**

FACTOR	GEOGRAPHIC AREA(S)	AVAILABLE PERCENT	WEIGHT VALUE	WEIGHT PERCENT	SOURCE OF DATA	REASONS FOR THE WEIGHTING VALUE FACTORS USED
Percent UNEMPLOYED in the Labor/Recruitment Area.	Metro Area	17.5	0.05	0.88	1990 Census Minority Unemployment	Unemployment rate for 1994
Percent in WORKFORCE AGE in the Labor/Recruitment Area.	Metro Area	8.6	0.10	0.86	1990 Census Workforce Age 16-64 years.	General skills required.
Percent with REQUISITE SKILLS in the IMMEDIATE LABOR Area.	Metro Area	6.2	0.20	1.24	1990 Census "See Weighting Sheet"	Skills required.
Percent with REQUISITE SKILLS in the REASONABLE RECRUITING Area.						
Percent PROMOTABLE or TRANSFERABLE within the Organization.	See SEMA 4 Data	2.8	0.65	1.82	Percent Minority supervisors in the Department.	
Existence of TRAINING INSTITUTIONS for the Requisite Skills.						
TRAINING efforts the EMPLOYER is able to undertake to increase.						
			1.00	4.8		

# AVAILABILITY MINORITIES

**Agency: Economic Security Metro**  
**AAO: Michael Hyatt**  
**Job Group: Technical**

FACTOR	GEOGRAPHIC AREA(S)	AVAILABLE PERCENT	WEIGHT VALUE	WEIGHT PERCENT	SOURCE OF DATA	REASONS FOR THE WEIGHTING VALUE FACTORS USED
Percent UNEMPLOYED in the Labor/Recruitment Area.	Metro Area	17.5	0.05	0.88	1990 Census Minority Unemployment	Unemployment rate for 1994
Percent in WORKFORCE AGE in the Labor/Recruitment Area.	Metro Area	8.6	0.25	2.15	1990 Census Workforce Age 16-64 years.	General skills required.
Percent with REQUISITE SKILLS in the IMMEDIATE LABOR Area.	Metro Area	6.0	0.70	4.20	1990 Census "See Weighting Sheet"	Skills required.
Percent with REQUISITE SKILLS in the REASONABLE RECRUITING Area.						
Percent PROMOTABLE or TRANSFERABLE within the Organization.						
Existence of TRAINING INSTITUTIONS for the Requisite Skills.						
TRAINING efforts the EMPLOYER is able to undertake to increase availability.						
			1.00	7.2		

# AVAILABILITY MINORITIES

**Agency: Economic Security Metro**  
**AAO: Michael Hyatt**  
**Job Group: Professional**

FACTOR	GEOGRAPHIC AREA(S)	AVAILABLE PERCENT	WEIGHT VALUE	WEIGHT PERCENT	SOURCE OF DATA	REASONS FOR THE WEIGHTING VALUE FACTORS USED
Percent UNEMPLOYED in the Labor/Recruitment Area.	Metro Area	17.5	0.05	0.88	1990 Census Minority Unemployment	Unemployment rate
Percent in WORKFORCE AGE in the Labor/Recruitment Area.	Metro Area	8.6	0.20	1.72	1990 Census Workforce Age 16-64 years.	Job skills and experience required.
Percent with REQUISITE SKILLS in the IMMEDIATE LABOR Area.	Metro Area	7.4	0.75	5.55	1990 Census "See Weighting Sheet"	Same as above.
Percent with REQUISITE SKILLS in the REASONABLE RECRUITING Area.						
Percent PROMOTABLE or TRANSFERABLE within the Organization.						
Existence of TRAINING INSTITUTIONS for the Requisite Skills.						
TRAINING efforts the EMPLOYER is able to undertake to increase availability.						
<b>Total all Factors</b>			1.00	8.1		

# AVAILABILITY MINORITIES

**Agency: Economic Security Metro**  
**AAO: Michael Hyatt**  
**Job Group: Supervisors**

FACTOR	GEOGRAPHIC AREA(S)	AVAILABLE PERCENT	WEIGHT VALUE	WEIGHT PERCENT	SOURCE OF DATA	REASONS FOR THE WEIGHTING VALUE FACTORS USED
Percent UNEMPLOYED in the Labor/Recruitment Area.	Metro Area	17.5	0.05	0.88	1990 Census Minority Unemployment	Unemployment rate
Percent in WORKFORCE AGE in the Labor/Recruitment Area.	Metro Area	8.6	0.20	1.72	1990 Census Workforce Age 16-64 years.	Job skills and experience required.
Percent with REQUISITE SKILLS in the IMMEDIATE LABOR Area.	Metro Area	6.0	0.20	1.20	1990 Census "See Weighting Sheet"	Same as above.
Percent with REQUISITE SKILLS in the REASONABLE RECRUITING Area.						
Percent PROMOTABLE or TRANSFERABLE within the Organization.	See SEMA 4 Data	8.2	0.65	5.33	Percent Minorities in feeder group (Professionals)	Positions filled from within
Existence of TRAINING INSTITUTIONS for the Requisite Skills.						
TRAINING efforts the EMPLOYER is able to undertake to increase availability.						
<b>Total all Factors</b>			1.00	9.1		

# AVAILABILITY MINORITIES

**Agency: Economic Security Metro**  
**AAO: Michael Hyatt**  
**Job Group: Managers**

FACTOR	GEOGRAPHIC AREA(S)	AVAILABLE PERCENT	WEIGHT VALUE	WEIGHT PERCENT	SOURCE OF DATA	REASONS FOR THE WEIGHTING VALUE FACTORS USED
Percent UNEMPLOYED in the Labor/Recruitment Area.	Metro Area	17.5	0.05	0.88	1990 Census Minority Unemployment	Unemployment rate for 1994
Percent in WORKFORCE AGE in the Labor/Recruitment Area.	Metro Area	8.6	0.10	0.86	1990 Census Workforce Age 16-64 years.	General skills required.
Percent with REQUISITE SKILLS in the IMMEDIATE LABOR Area.	Metro Area	6.2	0.20	1.24	1990 Census "See Weighting Sheet"	Skills required.
Percent with REQUISITE SKILLS in the REASONABLE RECRUITING Area.						
Percent PROMOTABLE or TRANSFERABLE within the Organization.	See SEMA 4 Data	2.8	0.65	1.82	Percent Minority supervisors in the Department.	
Existence of TRAINING INSTITUTIONS for the Requisite Skills.						
TRAINING efforts the EMPLOYER is able to undertake to increase.						
			1.00	4.8		

# AVAILABILITY MINORITIES

Agency: Economic Security  
 AAO: Michael Hyatt  
 Job Group: Commissioner's Plan

FACTOR	GEOGRAPHIC AREA(S)	AVAILABLE PERCENT	WEIGHT VALUE	WEIGHT PERCENT	SOURCE OF DATA	REASONS FOR THE WEIGHTING VALUE FACTORS USED
Percent UNEMPLOYED in the Labor/Recruitment Area.	Metro Area	17.5	0.05	0.88	1990 Census Minority Unemployment	Unemployment rate for 1994
Percent WORKFORCE AGE in the Labor/Recruitment Area.	Metro Area	8.6	0.20	1.72	1990 Census Workforce Age 16-64 years.	General skills required.
Percent with REQUISITE SKILLS in the IMMEDIATE LABOR Area.	Metro Area	6.5	0.75	4.88	1990 Census "See Weighting Sheet"	Skills required.
Percent with REQUISITE SKILLS in the REASONABLE RECRUITING Area.						
Percent PROMOTABLE or TRANSFERABLE within the Organization.						
Existence of TRAINING INSTITUTIONS for the Requisite Skills.						
TRAINING efforts the EMPLOYER is able to undertake to increase availability.						
<b>Total all Factors</b>			1.00	7.5		

# AVAILABILITY FEMALES

Agency: Economic Security Outstate  
 AAO: Michael Hyatt  
 Job Group: Professionals

FACTOR	GEOGRAPHIC AREA(S)	AVAILABLE PERCENT	WEIGHT VALUE	WEIGHT PERCENT	SOURCE OF DATA	REASONS FOR THE WEIGHTING VALUE FACTORS USED
Percent UNEMPLOYED in the Labor/Recruitment Area.	Thirty One Outstate Counties	36.3	0.05	1.82	1990 Census Female Unemployment	Unemployment rate for 1994
Percent in WORKFORCE in the Labor/Recruitment Area.	Thirty One Outstate Counties	45.7	0.20	9.14	1990 Census Female Workforce weighted by lived in counties	High skill levels and experience required.
Percent with REQUISITE SKILLS in the IMMEDIATE LABOR Area.	State of MN	49.4	0.75	37.05	1990 Census MN * Table 5 Professional and Technical	High skill levels and experience required.
Percent with REQUISITE SKILLS in the REASONABLE RECRUITING Area.						
Percent PROMOTABLE or TRANSFERABLE within the Organization.						
Existence of TRAINING INSTITUTIONS for the Requisite Skills.						
TRAINING efforts the EMPLOYER is able to undertake to increase availability.						
<b>Total all Factors</b>			1.00	48.0		

# AVAILABILITY FEMALES

Agency: Economic Security Outstate  
 AAO: Michael Hyatt  
 Job Group: Supervisors

FACTOR	GEOGRAPHIC AREA(S)	AVAILABLE PERCENT	WEIGHT VALUE	WEIGHT PERCENT	SOURCE OF DATA	REASONS FOR THE WEIGHTING VALUE FACTORS USED
Percent UNEMPLOYED in the Labor/Recruitment Area.	Thirty One Outstate Counties	36.3	0.05	1.82	1990 Census Female Unemployment	Unemployment rate for 1994
Percent in WORKFORCE in the Labor/Recruitment Area.	Thirty One Outstate Counties	45.7	0.10	4.57	1990 Census Female Workforce weighted by lived in counties	High skill levels required.
Percent with REQUISITE SKILLS in the IMMEDIATE LABOR Area.	State of MN	39.6	0.20	7.92	1990 Census MN * 99 "Administrators, Public" 005	High skill level required.
Percent with REQUISITE SKILLS in the REASONABLE RECRUITING Area.						
Percent PROMOTABLE or TRANSFERABLE within the Organization.		37.4	0.65	24.31	Percent of Female Professionals within Department.	Most Supervisory positions are filled from within.
Existence of TRAINING INSTITUTIONS for the Requisite Skills.						
TRAINING efforts the EMPLOYER is able to undertake to increase availability.						
<b>Total all Factors</b>			1.00	38.6		

# AVAILABILITY FEMALES

Agency: Economic Security Outstate  
 AAO: Michael Hyatt  
 Job Group: Commissioner's Plan

FACTOR	GEOGRAPHIC AREA(S)	AVAILABLE PERCENT	WEIGHT VALUE	WEIGHT PERCENT	SOURCE OF DATA	REASONS FOR THE WEIGHTING VALUE FACTORS USED
Percent UNEMPLOYED in the Labor/Recruitment Area.	Thirty One Outstate Counties	36.3	0.05	1.82	1990 Census Female Unemployment	Unemployment rate for 1994
Percent in WORKFORCE in the Labor/Recruitment Area.	Thirty One Outstate Counties	45.7	0.20	9.14	1990 Census Female Workforce weighted by lived in counties	Advanced skills required.
Percent with REQUISITE SKILLS in the IMMEDIATE LABOR Area.	State of MN	23.8	0.75	17.85	1990 Census MN * 99 "Lawyers" 178	Many positions are for attorneys.
Percent with REQUISITE SKILLS in the REASONABLE RECRUITING Area.						
Percent PROMOTABLE or TRANSFERABLE within the Organization.						
Existence of TRAINING INSTITUTIONS for the Requisite Skills.						
TRAINING efforts the EMPLOYER is able to undertake to increase availability.						
<b>Total all Factors</b>			1.00	28.8		

# AVAILABILITY MINORITIES

**Agency: Economic Security Outstate**  
**AAO: Michael Hyatt**  
**Job Group: Office Clerical**

FACTOR	GEOGRAPHIC AREA(S)	AVAILABLE PERCENT	WEIGHT VALUE	WEIGHT PERCENT	SOURCE OF DATA	REASONS FOR THE WEIGHTING VALUE FACTORS USED
Percent UNEMPLOYED in the Labor/Recruitment Area.	Thirty one outstate counties.	7.3	0.05	0.37	1990 Census Minority Unemployment	Unemployment rate
Percent WORKFORCE AGE in the Labor/Recruitment Area.	Thirty one outstate counties.	3.3	0.40	1.32	1990 Census workforce age 16-64 years	Clerical skills required.
Percent with REQUISITE SKILLS in the IMMEDIATE LABOR Area.	Thirty one outstate counties.	3.0	0.55	1.65	1990 Census "See weighting sheet"	
Percent with REQUISITE SKILLS in the REASONABLE RECRUITING Area.						
Percent PROMOTABLE or TRANSFERABLE within the Organization.						
Existence of TRAINING INSTITUTIONS for the Requisite Skills.						
TRAINING efforts the EMPLOYER is able to undertake to increase availability.						
			1.00	3.3		

# AVAILABILITY MINORITIES

**Agency: Economic Security Outstate**  
**AAO: Michael Hyatt**  
**Job Group: Professional**

FACTOR	GEOGRAPHIC AREA(S)	AVAILABLE PERCENT	WEIGHT VALUE	WEIGHT PERCENT	SOURCE OF DATA	REASONS FOR THE WEIGHTING VALUE FACTORS USED
Percent UNEMPLOYED in the Labor/Recruitment Area.	Thirty one outstate counties.	7.3	0.05	0.37	1990 Census Minority Unemployment	Unemployment rate
Percent WORKFORCE AGE in the Labor/Recruitment Area.	Thirty one outstate counties.	3.3	0.20	0.66	1990 Census workforce age 16-64 years	High skill levels required.
Percent with REQUISITE SKILLS in the IMMEDIATE LABOR Area.	State of Minnesota	4.7	0.75	3.53	1990 Census Counselors Education and Vocational 163	Statewide consideration
Percent with REQUISITE SKILLS in the REASONABLE RECRUITING Area.						
Percent PROMOTABLE or TRANSFERABLE within the Organization.						
Existence of TRAINING INSTITUTIONS for the Requisite Skills.						
TRAINING efforts the EMPLOYER is able to undertake to increase availability.						
			1.00	4.6		

# AVAILABILITY MINORITIES

Agency: Economic Security Outstate  
 AAO: Michael Hyatt  
 Job Group: Supervisors

FACTOR	GEOGRAPHIC AREA(S)	AVAILABLE PERCENT	WEIGHT VALUE	WEIGHT PERCENT	SOURCE OF DATA	REASONS FOR THE WEIGHTING VALUE FACTORS USED
Percent UNEMPLOYED in the Labor/Recruitment Area.	Thirty one outstate counties.	7.3	0.05	0.37	1990 Census Minority Unemployment	Unemployment rate
Percent WORKFORCE AGE in the Labor/Recruitment Area.	Thirty one outstate counties.	3.3	0.10	0.33	1990 Census workforce age 16-64 years	High skill levels required.
Percent with REQUISITE SKILLS in the IMMEDIATE LABOR Area.	Thirty one outstate counties.	3.2	0.20	0.64	1990 Census *57 Counselors Administrators Public 005	High skill levels required.
Percent with REQUISITE SKILLS in the REASONABLE RECRUITING Area.						
Percent PROMOTABLE or TRANSFERABLE within the Organization.	See SEMA 4 Data	5.5	0.65	3.58	Percent of Minority professionals in the Outstate Offices.	Positions filled from within.
Existence of TRAINING INSTITUTIONS for the Requisite Skills.						
TRAINING efforts the EMPLOYER is able to undertake to increase availability.						
			1.00	4.9		

# AVAILABILITY MINORITIES

Agency: Economic Security Outstate  
 AAO: Michael Hyatt  
 Job Group: Commissioner's Plan

FACTOR	GEOGRAPHIC AREA(S)	AVAILABLE PERCENT	WEIGHT VALUE	WEIGHT PERCENT	SOURCE OF DATA	REASONS FOR THE WEIGHTING VALUE FACTORS USED
Percent UNEMPLOYED in the Labor/Recruitment Area.	Thirty one outstate counties.	7.3	0.05	0.37	1990 Census Minority Unemployment	Unemployment rate
Percent WORKFORCE AGE in the Labor/Recruitment Area.	Thirty one outstate counties.	3.3	0.10	0.33	1990 Census workforce age 16-64 years	High skill levels required.
Percent with REQUISITE SKILLS in the IMMEDIATE LABOR Area.	Thirty one outstate counties.	2.4	0.85	2.04	1990 Census MN Lawyers 178	Law Degree
Percent with REQUISITE SKILLS in the REASONABLE RECRUITING Area.						
Percent PROMOTABLE or TRANSFERABLE within the Organization.						
Existence of TRAINING INSTITUTIONS for the Requisite Skills.						
TRAINING efforts the EMPLOYER is able to undertake to increase availability.						
			1.00	2.7		

## **WEIGHTING**

# WEIGHTING

Date: January 1, 1998

**TYPE of Weighting**

- Combine Job Groups
- Combine Geographic Areas
- Combine Job Classes

**Agency: Economic Security Metro**

**Job Group: Technical**

**Protected Group: Females**

Factor	Quantity	Fraction of Total	Percent Availability	% Weighted Availability
Accounting Technicians 337	6	0.20	87.8	17.56
EDP Operations Technicians 229-232	16	0.53	30.0	16.00
Electronics Technician 213	2	0.07	14.1	0.94
Audio, Braillist & Graphics 235-242	4	0.13	29.5	3.93
Library Technicians 164	1	0.03	84.4	2.81
Medical Records Technician 205	1	0.03	90.8	3.03
	30	1.00	TOTAL	44.3

# WEIGHTING

Date: January 1, 1998

**TYPE of Weighting**

- Combine Job Groups
- Combine Geographic Areas
- Combine Job Classes

Agency: Economic Security Metro

Job Group: Professionals

Protected Group: Females

Factor	Quantity	Fraction of Total	Percent Availability	% Weighted Availability
Accounting & Auditing 023	10	0.02	51.4	0.82
Counselors & Education Vocational 163	226	0.36	57.2	20.65
Management Analyst 026	51	0.08	42.3	3.45
Programmer Analyst 065	70	0.11	43.4	4.85
Unemployment Insurance Auditors 036	41	0.07	30.5	2.00
Personal, training and labor relations specialists 027	31	0.05	57.7	2.86
Inspectors and Compliance Officers 036	197	0.31	30.5	9.60
	626	1.00	TOTAL	44.2

# WEIGHTING

Date: January 1, 1998

**TYPE of Weighting**

- Combine Job Groups
- Combine Geographic Areas
- Combine Job Classes

Agency: Economic Security Metro

Job Group: Technical

Protected Group: Females

Factor	Quantity	Fraction of Total	Percent Availability	% Weighted Availability
Accounting Technicians 337	6	0.20	87.8	17.56
EDP Operations Technicians 229-232	16	0.53	30.0	16.00
Electronics Technician 213	2	0.07	14.1	0.94
Audio, Brailist & Graphics 235-242	4	0.13	29.5	3.93
Library Technicians 164	1	0.03	84.4	2.81
Medical Records Technician 205	1	0.03	90.8	3.03
	30	1.00	TOTAL	44.3

# WEIGHTING

Date: January 1, 1998

**TYPE of Weighting**

- Combine Job Groups
- Combine Geographic Areas
- Combine Job Classes

Agency: Economic Security Metro  
 Job Group: Supervisors  
 Protected Group: Females

Factor	Quantity	Fraction of Total	Percent Availability	% Weighted Availability
Accounting Supervisors 007	8	0.08	40.9	3.12
Building Services Supervisors 448	1	0.01	28.2	0.27
Data Entry Supervisor 304	2	0.02	34.2	0.65
Administrative & Officials, Public Administration 005	43	0.41	38.9	15.93
EDP Operations Supervisors 064	10	0.10	30.2	2.88
Employee Development 008	6	0.06	58.4	3.34
Field Operations Mgrs 021	26	0.25	53.2	13.17
Officer Services Supervisors 303	9	0.09	71.0	6.09
	105	1.00	TOTAL	45.4

# WEIGHTING

Date: January 1, 1998

**TYPE of Weighting**

- Combine Job Groups
- Combine Geographic Areas
- Combine Job Classes

Agency: Economic Security Metro

Job Group: Professionals

Protected Group: Females

Factor	Quantity	Fraction of Total	Percent Availability	% Weighted Availability
Accounting & Auditing 023	10	0.02	51.4	0.82
Counselors & Education Vocational 163	226	0.36	57.2	20.65
Management Analyst 026	51	0.08	42.3	3.45
Programmer Analyst 065	70	0.11	43.4	4.85
Unemployment Insurance Auditors 036	41	0.07	30.5	2.00
Personal, training and labor relations specialists 027	31	0.05	57.7	2.86
Inspectors and Compliance Officers 036	197	0.31	30.5	9.60
	626	1.00	TOTAL	44.2

# WEIGHTING

Date: January 1, 1998

**TYPE of Weighting**

- Combine Job Groups
- Combine Geographic Areas
- Combine Job Classes

Agency: Economic Security Metro

Job Group: Supervisors

Protected Group: Females

Factor	Quantity	Fraction of Total	Percent Availability	% Weighted Availability
Accounting Supervisors 007	8	0.08	40.9	3.12
Building Services Supervisors 448	1	0.01	28.2	0.27
Data Entry Supervisor 304	2	0.02	34.2	0.65
Administrative & Officials, Public Administration 005	43	0.41	38.9	15.93
EDP Operations Supervisors 064	10	0.10	30.2	2.88
Employee Development 008	6	0.06	58.4	3.34
Field Operations Mgrs 021	26	0.25	53.2	13.17
Officer Services Supervisors 303	9	0.09	71.0	6.09
	105	1.00	TOTAL	45.4

# WEIGHTING

Date: January 1, 1998

**TYPE of Weighting**

- Combine Job Groups
- Combine Geographic Areas
- Combine Job Classes

Agency: Economic Security Metro

Job Group: Managers

Protected Group: Females

Factor	Quantity	Fraction of Total	Percent Availability	% Weighted Availability
Administrators Public Administration (005)	55	0.86	38.9	33.43
Chief Executives Public Admin. (004)	6	0.09	39.5	3.70
Financial Managers (007)	1	0.02	40.9	0.64
Personnel & Labor Relations (008)	2	0.03	58.4	1.83
	64	1.00	TOTAL	39.6

# WEIGHTING

**Date: January 1, 1998**

**TYPE of Weighting**

- Combine Job Groups**
- Combine Geographic Areas**
- Combine Job Classes**

**Agency: Economic Security Metro**

**Job Group: Commissioner's Plan**

**Protected Group: Females**

Factor	Quantity	Fraction of Total	Percent Availability	% Weighted Availability
Office Clerical	13	0.30	85.0	25.70
Technical	2	0.05	47.5	2.21
Professionals	10	0.23	51.8	12.05
Supervisors	2	0.05	44.3	2.06
Managers	16	0.37	40.5	15.07
	43	1.00	TOTAL	57.1

# WEIGHTING

Date: January 1, 1998

**TYPE of Weighting**

- Combine Job Groups
- Combine Geographic Areas
- Combine Job Classes

Agency: Economic Security Metro

Job Group: Office Clerical

Protected Group: Minorities

Factor	Quantity	Fraction of Total	Percent Availability	% Weighted Availability
Account Clerks 337	20	0.06	3.7	0.21
Administrative Secretaries 313	5	0.01	3.5	0.05
Audio Visual Aids 309-212	2	0.01	2.9	0.02
Clerks 336	83	0.23	6.0	1.39
Clerk Stenographers 314	3	0.01	2.7	0.02
Typists 315	160	0.45	7.4	3.32
Data Entry Operators 385	5	0.01	7.9	0.11
Executives 303	8	0.02	3.4	0.08
Inserting Machine Operator 346	3	0.01	9.6	0.08
Jobs & Training Technicians & Vocational Rehab. 389-402	49	0.14	5.1	0.70
Legal Secretaries 313	2	0.01	3.5	0.02
Word Processing Operators 308	17	0.05	7.2	0.34
	357	1.00	TOTAL	6.3

# WEIGHTING

Date: January 1, 1998

**TYPE of Weighting**

- Combine Job Groups
- Combine Geographic Areas
- Combine Job Classes

Agency: Economic Security Metro

Job Group: Technical

Protected Group: Minorities

Factor	Quantity	Fraction of Total	Percent Availability	% Weighted Availability
Accounting Technicians 337	6	0.20	3.7	0.74
EDP Operations Technicians 229-232	16	0.53	5.6	2.99
Electronics Technician 213	2	0.07	6.2	0.41
Audio, Brailist & Graphics 235-242	4	0.13	11.0	1.47
Library Technicians 164	1	0.03	4.3	0.14
Medical Records Technician 205	1	0.03	8.3	0.28
	30	1.00	TOTAL	6.0

# WEIGHTING

Date: January 1, 1998

**TYPE of Weighting**

- Combine Job Groups
- Combine Geographic Areas
- Combine Job Classes

Agency: Economic Security Metro

Job Group: Professionals

Protected Group: Minority

Factor	Quantity	Fraction of Total	Percent Availability	% Weighted Availability
Accounting & Auditing 023	10	0.02	4.1	0.07
Counselors & Education Vocational 163	226	0.36	10.0	3.61
Management Analyst 026	51	0.08	4.9	0.40
Programmer Analyst 065	70	0.11	5.0	0.56
Unemployment Insurance Auditors 036	41	0.07	6.1	0.40
Personnel, Training and Labor Relations Specialists 027	31	0.05	8.4	0.42
Inspectors and Compliance Officers 036	197	0.31	6.1	1.92
	626	1.00	TOTAL	7.4

# WEIGHTING

Date: January 1, 1998

**TYPE of Weighting**

- Combine Job Groups
- Combine Geographic Areas
- Combine Job Classes

Agency: Economic Security Metro

Job Group: Supervisors

Protected Group: Minority

Factor	Quantity	Fraction of Total	Percent Availability	% Weighted Availability
Accounting Supervisors 007	8	0.08	3.4	0.26
Building Services Supervisors 448	1	0.01	5.8	0.06
Data Entry Supervisor 304	2	0.02	6.3	0.12
Administrative & Officials, Public Administration 005	43	0.41	6.4	2.62
EDP Operations Supervisors 064	10	0.10	6.9	0.66
Employee Development 008	6	0.06	2.4	0.14
Field Operations Mgrs 021	26	0.25	7.6	1.88
Officer Services Supervisors 303	9	0.09	3.4	0.29
	105	1.00	TOTAL	6.0

# WEIGHTING

Date: January 1, 1998

**TYPE of Weighting**

- Combine Job Groups
- Combine Geographic Areas
- Combine Job Classes

Agency: Economic Security Metro

Job Group: Managers

Protected Group: Minorities

Factor	Quantity	Fraction of Total	Percent Availability	% Weighted Availability
Administrators Public Administration 005	55	0.86	6.4	5.50
Chief Executives Public Administration 004	6	0.09	5.9	0.55
Financial Managers 007	1	0.02	3.4	0.05
Personnel & Labor Relations 008	2	0.03	2.4	0.08
	64	1.00	TOTAL	6.2

# WEIGHTING

Date: January 1, 1998

**TYPE of Weighting**

- Combine Job Groups
- Combine Geographic Areas
- Combine Job Classes

Agency: Economic Security Metro

Job Group: Commissioner's Plan

Protected Group: Minorities

Factor	Quantity	Fraction of Total	Percent Availability	% Weighted Availability
Office Clerical	13	0.30	6.5	1.97
Technical	2	0.05	5.6	0.26
Professionals	10	0.23	9.3	2.16
Supervisors	2	0.05	7.7	0.36
Managers	16	0.37	6.0	2.23
	43	1.00	TOTAL	7.0

# WEIGHTING

Date: January 1, 1998

**TYPE of Weighting**

- Combine Job Groups
- Combine Geographic Areas
- Combine Job Classes

Agency: Economic Security Outstate

Job Group: Office Clerical

Protected Group: Minority

Factor	Quantity	Fraction of Total	Percent Availability	% Weighted Availability
Account Clerk 337	1	0.01	1.5	0.01
Clerks 336	5	0.03	2.9	0.08
Clerk Stenographers 314	15	0.08	1.4	0.12
Typist 315	86	0.47	3.5	1.65
Jobs & Training Technicians & Vocational Rehab 389-402	75	0.41	2.7	1.11
	182	1.00	TOTAL	3.0

# WEIGHTING

Date: January 1, 1998

**TYPE of Weighting**

- Combine Job Groups
- Combine Geographic Areas
- Combine Job Classes

Agency: Economic Security Outstate (Pg. 1 of 3)

Job Group: WORKFORCE

Protected Group: Females

Factor	Quantity	Fraction of Total	Percent Availability	% Weighted Availability
Clay	25	0.13	48.0	6.15
Beltrami	23	0.12	45.6	5.38
Benton	24	0.12	46.5	5.72
Blue Earth	41	0.21	46.5	9.78
Brown	7	0.04	45.7	1.64
Carleton	5	0.03	44.4	1.14
Chippewa	6	0.03	45.5	1.40
Crow Wing	32	0.16	45.7	7.5
Douglas	9	0.05	44.9	2.07
Freeborn	9	0.05	44.4	2.05
Goodhue	7	0.04	45.6	1.64
Isanti	7	0.04	44.6	1.60
	195	1.00	TOTAL	46.1

# WEIGHTING

Date: January 1, 1998

**TYPE of Weighting**

- Combine Job Groups
- Combine Geographic Areas
- Combine Job Classes

Agency: Economic Security Outstate (Pg. 2 of 3)

Job Group: WORKFORCE

Protected Group: Females

Factor	Quantity	Fraction of Total	Percent Availability	% Weighted Availability
Totals from Page #1	195	0.52	46.1	24.10
Itasca	15	0.04	43.5	1.75
Kanabec	16	0.04	45.0	1.93
Kandiyohi	28	0.08	46.1	3.46
Lyon	18	0.05	45.4	2.19
McLeod	8	0.02	45.2	0.97
Martin	16	0.04	44.7	1.92
Morrison	5	0.01	44.1	0.59
Mower	8	0.02	45.6	0.98
Nicollet	11	0.03	46.9	1.38
Nobles	15	0.04	45.0	1.81
Olmstead	38	0.10	47.0	4.79
	373	1.00	TOTAL	45.9

# WEIGHTING

Date: January 1, 1998

**TYPE of Weighting**

- Combine Job Groups
- Combine Geographic Areas
- Combine Job Classes

Agency: Economic Security Outstate (Pg. 3 of 3)

Job Group: WORKFORCE

Protected Group: Females

Factor	Quantity	Fraction of Total	Percent Availability	% Weighted Availability
Totals from Page #2	373	0.60	45.9	27.61
Otter Tail	20	0.03	44.5	1.44
Pennington	17	0.03	45.1	1.24
Polk	20	0.03	45.1	1.45
Rice	19	0.03	47.0	1.44
St. Louis	102	0.16	44.7	7.35
Stearns	44	0.07	46.7	3.31
Wadena	6	0.01	45.4	0.44
Winona	19	0.03	46.5	1.43
	620	1.00	TOTAL	45.7

# WEIGHTING

Date: January 1, 1998

**TYPE of Weighting**

- Combine Job Groups
- Combine Geographic Areas
- Combine Job Classes

Agency: Economic Security Outstate (Pg. 1 of 3)

Job Group: WORKFORCE AGE

Protected Group: Minority

Factor	Quantity	Fraction of Total	Percent Availability	% Weighted Availability
Clay	25	0.13	4.4	0.56
Beltrami	23	0.12	13.8	1.63
Benton	24	0.12	1.8	0.22
Blue Earth	41	0.21	2.9	0.61
Brown	7	0.04	1.5	0.05
Carleton	5	0.03	5.1	0.13
Chippewa	6	0.03	1.2	0.04
Crow Wing	32	0.16	2.0	0.33
Douglas	9	0.05	1.0	0.05
Freeborn	9	0.05	3.5	0.16
Goodhue	7	0.04	2.1	0.08
Isanti	7	0.04	2.1	0.08
	195	1.00	TOTAL	3.9

# WEIGHTING

Date: January 1, 1998

**TYPE of Weighting**

- Combine Job Groups
- Combine Geographic Areas
- Combine Job Classes

Agency: Economic Security Outstate (Pg. 2 of 3)

Job Group: WORKFORCE AGE

Protected Group: Minority

Factor	Quantity	Fraction of Total	Percent Availability	% Weighted Availability
Totals from Page #1	195	0.52	3.9	2.04
Itasca	15	0.04	3.8	0.15
Kanabec	16	0.04	2.4	0.10
Kandiyohi	28	0.08	3.8	0.29
Lyon	18	0.05	1.9	0.09
McLeod	8	0.02	1.6	0.03
Martin	16	0.04	1.4	0.06
Morrison	5	0.01	1.2	0.02
Mower	8	0.02	2.1	0.05
Nicollet	11	0.03	2.2	0.06
Nobles	15	0.04	3.5	0.14
Olmstead	38	0.10	3.8	0.39
	373	1.00	TOTAL	3.4

# WEIGHTING

Date: January 1, 1998

**TYPE of Weighting**

- Combine Job Groups
- Combine Geographic Areas
- Combine Job Classes

Agency: Economic Security Outstate (Pg. 3 of 3)

Job Group: WORKFORCE AGE

Protected Group: Minority

Factor	Quantity	Fraction of Total	Percent Availability	% Weighted Availability
Totals from Page #2	373	0.60	3.4	2.05
Otter Tail	20	0.03	1.4	0.05
Pennington	17	0.03	3.2	0.09
Polk	20	0.03	5.6	0.18
Rice	19	0.03	3.0	0.09
St. Louis	102	0.16	3.5	0.58
Stearns	44	0.07	1.9	0.13
Wadena	6	0.01	2.1	0.02
Winona	19	0.03	2.5	0.08
	620	1.00	TOTAL	3.3

# WEIGHTING

Date: January 1, 1998

**TYPE of Weighting**

- Combine Job Groups
- Combine Geographic Areas
- Combine Job Classes

Agency: Economic Security Outstate (Pg. 1 of 3)

Job Group: UNEMPLOYED

Protected Group: Minority

Factor	Quantity	Fraction of Total	Percent Availability	% Weighted Availability
Clay	25	0.13	14.5	1.86
Beltrami	23	0.12	26.6	3.14
Benton	24	0.12	2.7	0.33
Blue Earth	41	0.21	9.3	1.96
Brown	7	0.04	4.7	0.17
Carleton	5	0.03	9.1	0.23
Chippewa	6	0.03	3.8	0.12
Crow Wing	32	0.16	4.2	0.69
Douglas	9	0.05	3.9	0.18
Freeborn	9	0.05	14.4	0.66
Goodhue	7	0.04	4.9	0.18
Isanti	7	0.04	3.2	0.11
	195	1.00	TOTAL	9.6

# WEIGHTING

Date: January 1, 1998

**TYPE of Weighting**

- Combine Job Groups
- Combine Geographic Areas
- Combine Job Classes

Agency: Economic Security Outstate (Pg. 2 of 3)  
 Job Group: UNEMPLOYED  
 Protected Group: Minority

Factor	Quantity	Fraction of Total	Percent Availability	% Weighted Availability
Totals from Page #1	195	0.52	9.6	5.02
Itasca	15	0.04	8.1	0.33
Kanabec	16	0.04	4.1	0.18
Kandiyohi	28	0.08	8.1	0.61
Lyon	18	0.05	3.4	0.16
McLeod	8	0.02	5.1	0.11
Martin	16	0.04	7.4	0.32
Morrison	5	0.01	1.7	0.02
Mower	8	0.02	5.9	0.13
Nicollet	11	0.03	6.1	0.18
Nobles	15	0.04	10.7	0.43
Olmstead	38	0.10	4.8	0.49
	373	1.00	TOTAL	8.0

# WEIGHTING

Date: January 1, 1998

**TYPE of Weighting**

- Combine Job Groups
- Combine Geographic Areas
- Combine Job Classes

Agency: Economic Security Outstate (Pg. 3 of 3)

Job Group: UNEMPLOYED

Protected Group: Minority

Factor	Quantity	Fraction of Total	Percent Availability	% Weighted Availability
Totals from Page #2	373	0.60	8.0	4.81
Otter Tail	20	0.03	1.7	0.05
Pennington	17	0.03	8.2	0.22
Polk	20	0.03	18.6	0.60
Rice	19	0.03	4.8	0.15
St. Louis	102	0.16	6.8	1.12
Stearns	44	0.07	2.7	0.19
Wadena	6	0.01	2.5	0.02
Winona	19	0.03	3.4	0.10
	620	1.00	TOTAL	7.3

# WEIGHTING

Date: January 1, 1998

**TYPE of Weighting**

- Combine Job Groups
- Combine Geographic Areas
- Combine Job Classes

Agency: Economic Security Outstate (Pg. 1 of 3)

Job Group: UNEMPLOYMENT

Protected Group: Females

Factor	Quantity	Fraction of Total	Percent Availability	% Weighted Availability
Clay	25	0.13	32.6	4.18
Beltrami	23	0.12	34.9	4.12
Benton	24	0.12	39.9	4.91
Blue Earth	41	0.21	36.6	7.70
Brown	7	0.04	47.2	1.69
Carleton	5	0.03	30.8	0.79
Chippewa	6	0.03	41.9	1.29
Crow Wing	32	0.16	39.2	6.43
Douglas	9	0.05	36.2	1.67
Freeborn	9	0.05	32.3	1.49
Goodhue	7	0.04	33.2	1.19
Isanti	7	0.04	37.0	1.33
	195	1.00	TOTAL	36.8

# WEIGHTING

Date: January 1, 1998

**TYPE of Weighting**

- Combine Job Groups
- Combine Geographic Areas
- Combine Job Classes

Agency: Economic Security Outstate (Pg. 2 of 3)

Job Group: UNEMPLOYMENT

Protected Group: Females

Factor	Quantity	Fraction of Total	Percent Availability	% Weighted Availability
Totals from Page #1	195	0.52	46.1	24.10
Itasca	15	0.04	43.5	1.75
Kanabec	16	0.04	45.0	1.93
Kandiyohi	28	0.08	46.1	3.46
Lyon	18	0.05	45.4	2.19
McLeod	8	0.02	45.2	0.97
Martin	16	0.04	44.7	1.92
Morrison	5	0.01	44.1	0.59
Mower	8	0.02	45.6	0.98
Nicollet	11	0.03	46.9	1.38
Nobles	15	0.04	45.0	1.81
Olmstead	38	0.10	47.0	4.79
	<b>373</b>	<b>1.00</b>	<b>TOTAL</b>	<b>45.9</b>

# WEIGHTING

Date: January 1, 1998

**TYPE of Weighting**

- Combine Job Groups
- Combine Geographic Areas
- Combine Job Classes

Agency: Economic Security Outstate (Pg. 3 of 3)

Job Group: UNEMPLOYED

Protected Group: Females

Factor	Quantity	Fraction of Total	Percent Availability	% Weighted Availability
Totals from Page #2	373	0.60	45.9	27.61
Otter Tail	20	0.03	44.5	1.44
Pennington	17	0.03	45.1	1.24
Polk	20	0.03	45.1	1.45
Rice	19	0.03	47.0	1.44
St. Louis	102	0.16	44.7	7.35
Stearns	44	0.07	46.7	3.31
Wadena	6	0.01	45.4	0.44
Winona	19	0.03	46.5	1.43
	620	1.00	TOTAL	45.7

## **VI. PROGRAM OBJECTIVES**

## PROGRAM OBJECTIVES:

To utilize creative and effective recruitment and retention strategies in order to increase the accessibility of the State to an increasingly diverse population.

### **ACTION STEPS**

- A. Amass a pool of qualified protected group persons
- B. Recruitment teams at job fairs, schools and networking arenas.
- C. Monitor the hiring process in areas where there are no protected groups.
- D. Diversity training
- E. Monitor areas where rate of protected group turnover is high.
- F. Implement career path mentoring program.
- G. Implement recruitment committee.

### **ANTICIPATED GOALS**

- A. Increased protected group availability
- B. Create a pool of qualified applicants
- C. Decrease number of justified hires and missed opportunities; increase affirmative hires.
- D. Create an environment which is multiculturally sensitive.
- E. Identify the cause(s) of the turnover and then look for ways to retain protected group employees in these areas.
- F. Increase promotional opportunities among protected groups.
- G. Address program objectives/develop policy.

Assignment: Recruiting/Retention  
Target Date: Ongoing (semi-annually)

## PROGRAM OBJECTIVES:

To communicate an understanding of the definitions and guidelines regarding diversity, disabilities, the reasonable accommodation obligation, discrimination, and to further an awareness and understanding of the Americans with Disabilities Act, the Rehabilitation Act, and the Minnesota Human Rights Act.

### **ACTION STEPS**

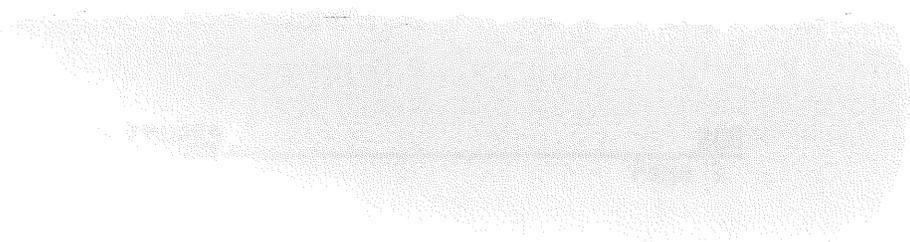
- A. Deliver the ongoing training program of ADA overview to all new staff.
- B. Develop and deliver ongoing training to managers, supervisors in employment issues under ADA.
- C. Develop and deliver diversity training with a focus on the Minnesota Human Rights Act.
- D. Develop and implement events focused on diversity.
- E. The department-wide committee on diversity will continue to address diversity issues.
- D. Development of policy, brochures, posters and media.

### **GOALS:**

- A. Promote understanding and awareness of the ADA with focus on rights and obligation.
- B. Roles and responsibilities continually updated and clarified in line with Federal guidelines.
- C. Promote an understanding of diversity.
- D. Give employers interaction with diversity situations.
- E. Address needs and continued evaluation of department policy.
- F. Employees, clients and employers are aware of rights and responsibilities.

Assignment: Reasonable Accommodation

Target Date: Ongoing (semi annually)



**VII. WEATHER EMERGENCIES AND EVACUATION**

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Contact Persons: Mike Gravel  
612/296-2793

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Contact Persons: Mike Gravel  
612/296-2793

INTRODUCTION

.010

When an emergency situation occurs, it's important for Minnesota Department of Economic Security (MDES) employees to know what action to take. There are two basic types of emergencies which affect employee health and safety:

- 1) Environmental emergencies which affect everyone in the building, such as threatening weather, community disasters, fires, bomb threats, power outages, and other potentially dangerous situations; and
- 2) Medical emergencies which usually endanger only one person.

The policy in this chapter applies to all MDES offices; so does the procedure covering office closings. The other procedures apply only to the Central Office; specific emergency instructions for all other MDES offices can be found in each of those offices, posted in a conspicuous place.

Minnesota Workforce Center (MWC) and field office managers develop/update emergency procedures and plans in their work locations; the Facilities manager does it for the Central Office.

DEFINITIONS

.020

Building Alarm: The very loud, continuous horn sound heard throughout a building that signals employees must leave the building.

Civil Defense Siren: The siren sounded by local authorities to warn 1) that a tornado or other threatening weather is in the area, or 2) of some other dangerous situation outside.

Emergency Leave: Paid leave approved by the Department of Employee Relations' (DOER) commissioner when a natural or man-made emergency threatens the health or safety of employees if office operations continued during an emergency.

Environmental Emergency: Any situation in which employees' health or safety might be endangered if they remained at their workstations.

Evacuation: A fast, orderly vacating of a building by all occupants. Sounding of a building alarm is the signal for an evacuation to begin. Stairways are used instead of elevators in a multi-storied building.

Medical Emergency: The sudden onset of a serious illness or injury to someone in a building.

POLICY

.030

Each MDES work location must have a written set of emergency procedures and evacuation plans, and employees must have knowledge of, and are trained in, the emergency procedures applicable to the office in which they work.

EMERGENCY CLOSING OF OFFICES

.040

Managers may temporarily close their offices if the health and safety of their employees/clients are threatened because of potential emergency conditions, but they may not authorize emergency leave without DOER's approval.

DOER-DECLARED EMERGENCIES

.041

DOER may initiate the closing of state offices by officially declaring an emergency. Severe weather is the most-common situation that DOER declares to be an emergency requiring state office closings.

During severe weather, the DOER commissioner maintains direct contact with the Departments of Public Safety (which monitors the weather bureau, highway patrol, road crew operations, transit operations, and other emergency indicators) and Transportation. If the DOER commissioner decides that weather conditions are hazardous enough to declare an emergency, affected offices must close and emergency leave is authorized for those employees.

For a Doer-declared weather emergency:

- DOER provides an announcement to WCCO (830-AM) and WMNN (1330-AM) radio stations; KSTP, WCCO, and KARE television stations; and the Associated Press newswire.
- MDES' Human Resources Office also provides information via the Internet MDES home page, e-mail, fax, or a phone information line (612/215-9020).
- Employees who have a hearing impairment should arrange a method by which their supervisors may notify them of emergency office closings (perhaps via a telecommunication device).

DOER monitors weather conditions throughout a poor-weather day and announces changes in the emergency designation if needed.

## OTHER EMERGENCIES

.042

This section covers situations that aren't DOER-declared emergencies, but may still cause a manager to close an office for health or safety reasons. While managers may close offices at their own discretion, only the DOER commissioner can approve payment of emergency leave.

MDES managers should follow these steps for closing their offices and requesting approval of emergency leave:

- Determine whether to close the office due to emergency conditions; decision must be based on employee and client safety, not on whether emergency leave will be approved. (During severe weather conditions, be aware of local road conditions and be in contact with local law enforcement authorities regarding travel advisability before making a decision to close the office.)
- Contact Human Resources (612/296-3662) before closing the office to request emergency leave authorization.
- Notify the appropriate branch supervisors/assistant commissioner of decision to close office. Notify all office employees that office is closing. Notify the local news media as appropriate. Close the office.
- Try to contact scheduled clients to inform them of office closings. (And later, don't unnecessarily penalize clients who miss appointments because of the emergency conditions.)
- Remain at the office until the last employee has left.

Human Resources will notify the DOER commissioner that an MDES office has closed because of an emergency, request emergency leave approval for employees affected by the office closing, and inform the affected managers and supervisors of DOER's decision.

## EMERGENCY LEAVE LIMITATIONS

.043

These limitations regarding emergency leave are from DOER Administrative Procedure 5.4, "Time Off in Emergencies":

- "1. Employees who reported to work at the start of their normal shift and were sent home shall not be paid for more than their regularly scheduled hours. Employees shall not be enriched through additional compensation, including compensatory time, or increased benefits as a result of an emergency situation.

.043 cont.

2. Employees who were required by the appointing authority to remain at work should not be paid for more than their regularly scheduled hours or the actual number of hours worked including overtime.
3. Employees on any approved sick or prearranged vacation leave shall not have such leave restored to their balances.
4. Employees on any approved leave without pay shall not be paid for this emergency leave time.
5. Employees who called in, on the day of the emergency, for vacation time, compensatory time, or leave without pay will be credited with emergency leave from the point of the declaration of the emergency, as defined by the commissioner of DOER, to the end of the regular shift.
6. Time is to be reported as 'Other Paid Leave' on the MDES Daily Time Distribution Report and as 'Other Authorized Leave Taken' with a comment on the emergency in the remarks section on the Employee's Biweekly Time Report.
7. No employee will receive more than 16 hours of emergency pay during any emergency situation unless the commissioner of DOER authorizes a longer period."

CENTRAL OFFICE PLAN

.050

The rest of this chapter covers the Central Office's plan for responding to emergencies that affect Central Office employees.

GENERAL RESPONSIBILITIES

.051

There's a core group of Central Office employees with specialized knowledge and training in emergency control operations to help ensure the safety of personnel and the security of the building. This group, known as Emergency Control, includes the Facilities manager, Human Resources director, and the Capitol Security guard. During building evacuations, this group establishes a post in or near the Central Office lobby to direct activities. The commissioner's management team also reports to that post.

In addition to Emergency Control staff, there are employees ("floor captains") trained in MDES' emergency procedures who direct floor evacuations and help with other emergencies. A Capitol Security guard, stationed in the Central Office lobby, can assist in emergencies during the guard's work hours, 8 a.m. to 4 p.m. Capitol Security Headquarters will also respond to emergencies 24 hours per day.

Signage near the elevator on each floor displays the floor's evacuation map and the names and phone numbers of emergency-related employees.

During building evacuations, any decision to dismiss employees for the remainder of a day is made by (listed in descending order):

- MDES commissioner
- Deputy commissioner
- Any one of the assistant commissioners
- Director of Human Resources
- Director of Fiscal Management.

Employees

.051a

- Know and follow all emergency procedures. Know who the floor captains are, and follow their instructions. Know where the fire extinguishers are located and how to use them. Respond immediately to sirens or alarms.
- Attend all assigned training. NOTE: Employees trained in cardiopulmonary resuscitation (CPR) and other first-aid procedures should inform managers and others responsible for handling emergencies, as they may be asked to assist in emergency situations.

.051a cont.

- Watch for dangerous situations and sound building alarm if needed. Immediately inform the Facilities manager (6-2793) of any situation that is potentially dangerous, before the situation becomes an emergency.

#### Supervisors

.051b

- Know and follow all emergency procedures. Ensure that all employees follow emergency procedures. Inform new employees of emergency procedures.
- Notify Facilities manager (6-2793) when a new employee with a hearing or mobility impairment is hired and if a current employee becomes hearing or mobility-impaired. Also inform the Facilities manager of employees with temporary mobility impairments.
- Ensure that all employees are notified of a decision to dismiss after a building evacuation.
- Keep an up-to-date file of personal medical emergency information on employees (but maintain data confidentiality). Have the file readily available in the work area; it could save valuable time during a medical emergency. Include:
  - Relative or friend's name and phone number.
  - Physician's name and phone number.
  - Health insurance carrier.
  - Hospital preference.
- Follow-up on reports of hazardous conditions.

#### Floor Captains

.051c

- Determine if emergency warrants building evacuation. Sound building alarm if evacuation is necessary. Call 9-911 if necessary, and inform the Capitol Security guard (6-2100) that 911 was called.
- Go quickly to assigned station, if safe to do so, when alarm sounds.
  - Wear identifying red armband.
  - Give clear and firm instructions to all employees/clients.
  - Ensure safety of employees with hearing or mobility impairment.
  - Report to Emergency Control post when floor is cleared of people.
  - Follow instructions of Facilities manager.
- Assist with any other emergency as needed.
- Attend training. Provide necessary training to employees.

Facilities Manager

.051d

- ° Implement, and assist in maintaining and updating, emergency procedures. Review procedures at least two times each year with floor captains and Emergency Control staff; notify them immediately of changes. Update procedures as needed and notify all employees of those changes. Keep postings of emergency procedures up-to-date. Attend training.
- ° Train a back-up person. Appoint and train new floor captains and Emergency Control staff as vacancies occur. Inform floor captains of employees with hearing or mobility impairment. Establish individual plans, with back-up, for helping employees with hearing or mobility impairment leave the building during an evacuation.
- ° For this or any other emergency that requires evacuation:
  - Notify MDES commissioner of emergency; recommend action.
  - Give instructions to floor captains.
  - Supervise operation of Emergency Control post.
  - If building is closed during business hours because of an emergency, contact Capitol Security to activate the alarm system. Secure building.
- ° Conduct annual inspections to ensure protection equipment is operational.

PROCEDURES

.052

Employees should follow these procedures for emergencies that occur during business hours. Employees who work during non-business hours should follow the "During Non-Business Hours" instructions.

(NOTE: fire drills are no longer recommended procedure because of potential injuries during drills).

Civil Defense Siren Sounds

.052a

Sounding of this siren means that a dangerous situation may exist outside the building, usually because of severe weather. (The siren can produce two different tones - one steady and one wavering. The wavering tone would only be used in case of enemy attack. In all other dangerous situations, the steady tone would be sounded.) NOTE: This siren is tested on the first Wednesday of every month. No employee response is required for these tests.

When the siren sounds, employees should leave their workstations, go to one of the hallways near the elevators, and await instructions from a floor captain.

.052a cont.

The floor captain will assess the situation and/or receive instructions from the Facilities manager, and will give instructions to employees (which may be to relocate within the building).

During Non-Business Hours:

Leave workstation and go to a safe area (preferably in a hallway or bathroom) until the siren stops.

Building Alarm Sounds

.052b

Sounding of this alarm is always a signal to evacuate the building immediately because of some dangerous situation within. Employees shouldn't wait to learn the reason for the evacuation order; a fire or bomb threat is the usual cause. Employees must:

- Leave their workstations immediately, closing all doors behind them (which helps contain the fire and reduce damage). Take coat, purse, or other personal belongings only if not delayed by doing so. Employees who are away from their workstations should follow the employees in the area.
- Not use an elevator. Move as quickly as possible out the nearest building exit without pushing or crowding. See 208.053 for evacuation maps.
- When outside, move to a safe distance from the building and from Robert Street. Go to the assigned area. Leave the main entrance and the plaza clear for emergency personnel and vehicles. Don't cross any streets or enter the skyway system. Await further instructions from supervisory personnel.

NOTE: Building evacuation isn't dismissal for the remainder of the day. Employees will be informed of any dismissal by a member of the management staff or by their supervisors (208.051 explains who is authorized to make dismissal decisions). If dismissed for the day, employees won't be allowed to return to the building. Emergency Control staff will, if possible, turn off equipment and lock areas until the normal work schedule is resumed.

During Non-Business Hours:

Immediately leave through the front door in the main entrance. When outside, move to a safe distance from the building and from Robert Street. Await further instructions from emergency response personnel (Capitol Security, fire, or police department).

Power Outage

.052c

During a power outage, emergency lighting automatically activates in the stairways, hallways, and some work areas. Front doors also unlock automatically. Supervisors will provide instructions for employee action.

During Non-Business Hours:

Call Capitol Security (6-2100); follow dispatcher's instructions.

Employee Sees a Medical Emergency

.052d

Who	Step	What
Employee	1	Call 9-911. Describe the emergency. State the building name, address, and the floor where the person needs assistance. Let the 911-personnel end the conversation (don't hang up!) - they may have questions and/or special instructions.
	2	Call Capitol Security (6-2100), explain that 911 was called, and describe the emergency and exact location of the person needing assistance. Capitol Security will notify the security guard, who will notify the rest of the Emergency Control staff.
	3	If possible, notify supervisor or floor captain of the above actions.
Employee, Supervisor, or Floor Captain	4	Ask someone to meet emergency personnel at the elevator (of the floor on which the emergency exists) and to direct them to the ill or injured person. Stay with the ill or injured person until emergency personnel arrive.
Emergency Control Staff	5	Hold an elevator open, if needed, and wait at main entrance for emergency personnel. When emergency personnel arrive, accompany them to the floor where the person needs assistance.

During Non-Business Hours:

Call Capitol Security Headquarters (6-2100). Capitol Security will assess and help handle the situation, calling 9-911 if necessary.

Employee Detects a Fire

.052e

Fire extinguishers are in silver-colored wall compartments beside the drinking fountains next to each stairway entrance. There are two fire extinguishers in each compartment: a water extinguisher used for paper, trash, and wood fires; and a dry chemical extinguisher used for gasoline, oil, and electrical fires; and may also be used for paper, trash, and wood fires.

Fire alarms are also alongside stairway entrances.

- If the fire is small and contained (such as a fire in a wastebasket), use a fire extinguisher to put it out. Do this only if trained in proper use of an extinguisher.
- If the fire is large or unconfined, pull one of the red fire alarms and call 9-911.
- If only smoke is detected, call the Facilities manager (6-2793); Capitol Security (6-2100) is the backup.

During Non-Business Hours

Handle fires the same as above. However, if smoke is detected, call 9-911 and have firemen meet employee at the main entrance.

Employee Receives a Bomb Threat

.052f

Ask the caller:

- 1) Where the bomb is placed,
- 2) The description of the bomb and the type of explosive,
- 3) When the bomb is expected to explode, and
- 4) Who the caller is and why the bomb was placed.

Call Capitol Security (6-2100) immediately and report all the information received about the threat. Capitol Security will inform the guard, who will notify the Facilities manager, who will take whatever action is required (calling 9-911 and sounding the building alarm if necessary).

During Non-Business Hours:

Ask the caller questions 1 through 4 above. Call Capitol Security (6-2100); follow the dispatcher's instructions.

Employee is Stranded in an Elevator

.052g

All elevators are equipped with phones. Call one of the emergency numbers posted in the phone compartment of the elevator. The Facilities manager will take whatever action is required and will keep passengers informed by phone on the progress of repairs.

During Non-Business Hours:

Call Capitol Security (6-2100); follow the dispatcher's instructions.

Other Emergency Situations

.052h

If employees notice other emergency situations (such as a suspicious-looking stranger prowling through an office), they should:

- Call Capitol Security Headquarters at 6-2100. The dispatcher will contact the Central Office guard via radio (contact can be made during the guard's work hours even if the guard is away from the guard station) or send other security personnel.
- Use a phone that connects directly to Capitol Security Headquarters; employees need only pick-up the receiver and the dispatcher will answer. There's a red phone at the guard's station and another phone on one of the central pillars in the garage.

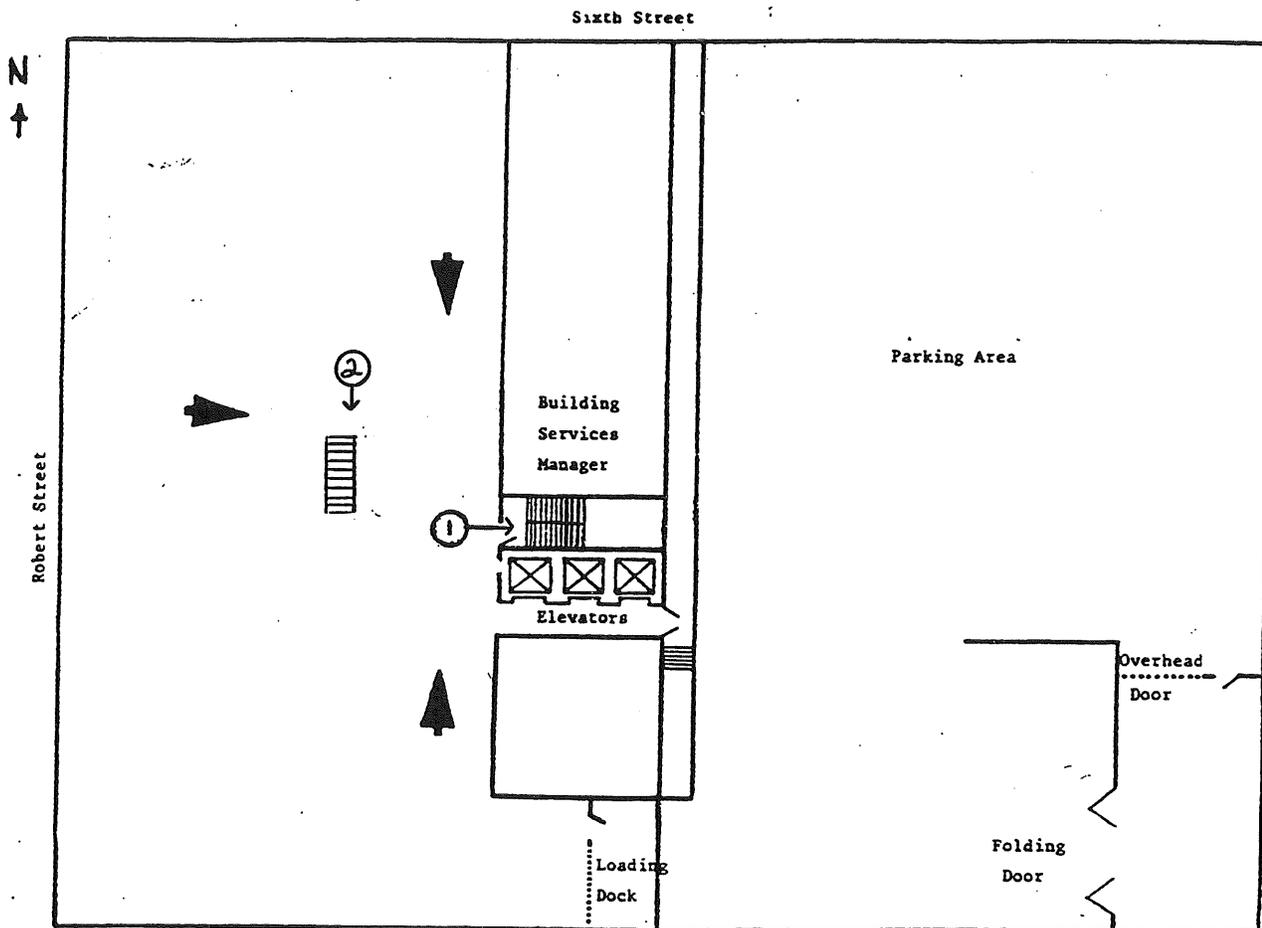
During situations that may not require immediate attention, employees should call 6-6741 (Capitol Security Headquarters' regular phone number) or call the guard's direct number, 6-8673.

EVACUATION MAPS

.053

Lower Level

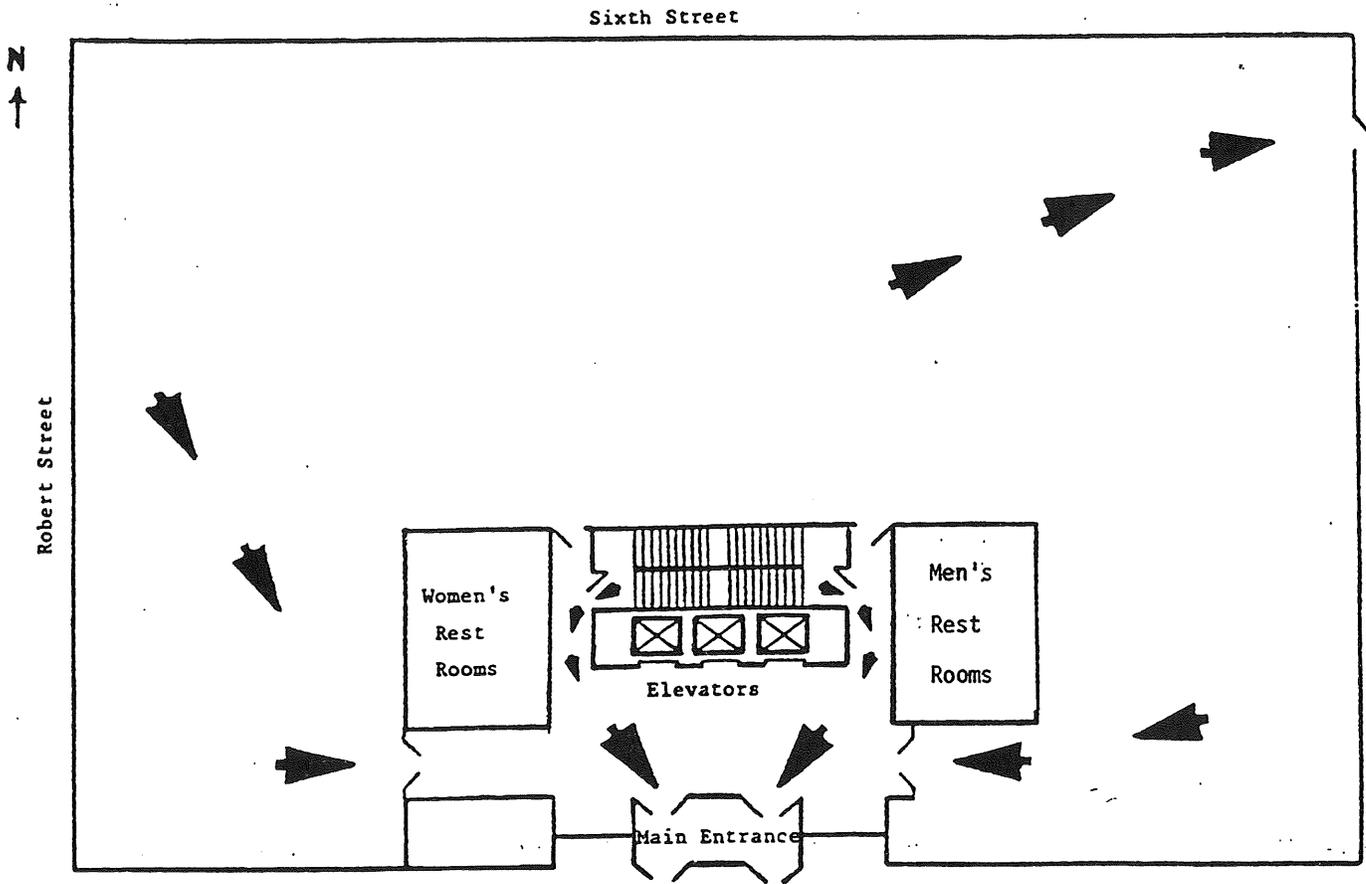
.053a



Employees may use either the regular stairway ( 1 on the map) or the emergency stairway ( 2 ). Go up the stairs to the 1st floor, move directly to the main entrance, and go out the front door.

1st Floor

.053b

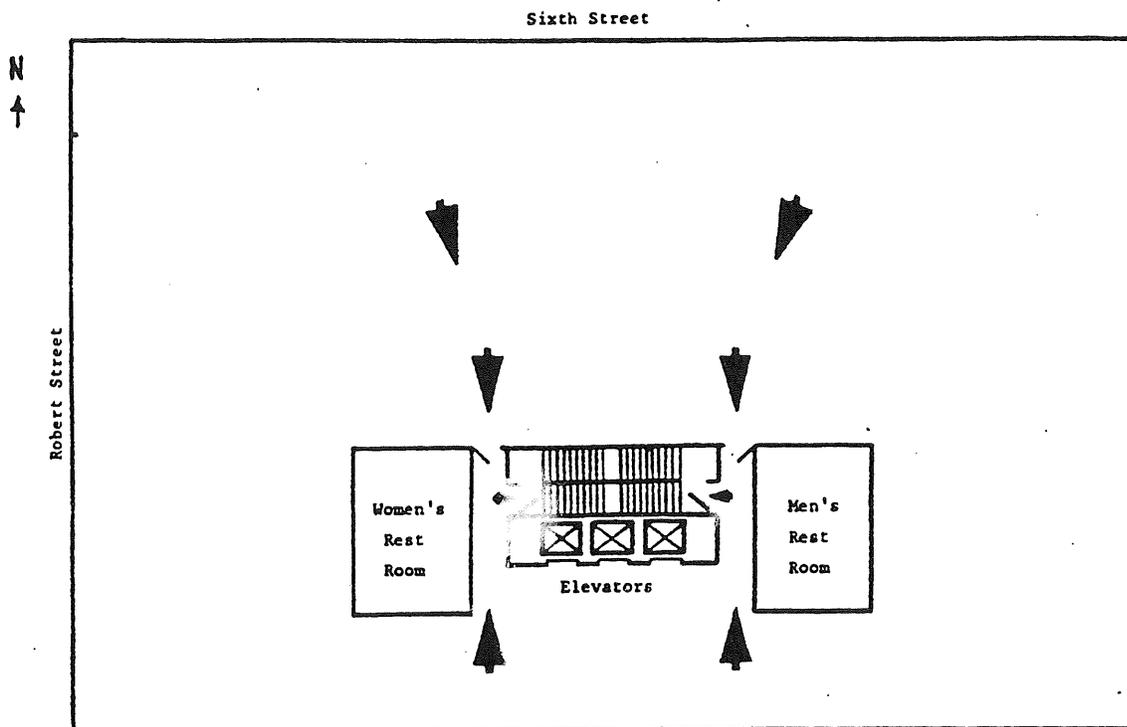


Employees near the small door on the east side of the building near Sixth Street should go out that door.

All other employees on the 1st floor should move directly to the main entrance and go out the front door.

2nd, 3rd, 4th, and 5th Floors

.053c



Go out the nearest office doorway. Move directly to one of the two stairway entrances behind the elevators.

- Hold hand rail.
- Don't run.
- Exit building through main entrance on 1st floor.

5th Floor Employees:

Use the right side of the stairway all the way to the 1st floor.

4th and 3rd Floor Employees:

Begin descending on the left side of the stairway. Gradually merge into the line of employees descending on the right side of the stairway. Stay on the right side all the way to the 1st floor.

2nd Floor Employees:

Use the left side of the stairway all the way to the 1st floor.

## **VIII. RECRUITMENT AND RETENTION PLAN**

**VIII. RECRUITMENT AND RETENTION PLAN**

## **Recruitment and Retention Plan**

### **Objectives**

To build and retain a culturally diverse workforce through the active recruitment and retention of qualified protected group individuals.

### **Policy**

It is a policy of the Minnesota Department of Economic Security to seek and retain qualified applicants who are ethnic/racial minorities, women, or persons with disabilities.

### **Responsibility**

The Human Resources Department and the Office of Diversity and Equal Opportunity are responsible for recruitment and retention activities.

### **Recruitment Plan Goals**

- to increase the applicant pool of qualified individuals for employment with the Department;
- to retain protected group employees contributing to the work of the Department;
- to make the hiring process easier;
- to reach out to protected group communities;
- to develop an informed outreach team;
- to foster enthusiasm for increasing diversity by demonstrating our own concern and commitment.

## **Implementation**

- The Department of Economic Security will send copies of position announcements for public application to minority, female, and disability resources and provide relevant information to those agencies.
- The Department's Equal Opportunity Officer, the Human Resources Division and members of the Diversity Team will participate in programs which target jobs for minorities, females and persons with disabilities.
- The department is working to develop a resume bank of protected group applicants.
- The Department's training staff currently provides employee development classes.
- The ADA Coordinator gives ADA Training to all managers and staff.
- The ODEO and the Department training staff are currently giving Sexual Harassment training to both management and employees.
- The ODEO and Department training staff are exploring the possibility of Diversity Awareness and Discrimination training for all staff.

## **Summary of Past Actions**

During 1997 and 1998, advertisements were placed in various publications, including the Star Tribune, the St. Paul Pioneer Press and the DOER bulletin. The cost of these advertisements was over \$5000.00. Approximately five job fairs were attended last year that primarily focused on IT positions. The direct results of the fairs are unavailable. The Department of Economic Security is planning to participate in many more job fairs in 1999. The Department will focus on generating interest for many entry-level positions within the Department. Some job fairs will target protected group members and also be used to promote the Department as a whole.



**SUPPORTED WORK POSITIONS**

## SUPPORTED EMPLOYMENT WORKER

### KIND OF WORK

Supported employment clerical and service work.

### NATURE AND PURPOSE

Under immediate supervision, employees in this class perform routine and/or repetitive clerical, custodial, food service and manual labor tasks as part of the Supported Work Program for persons with severe physical, mental health and/or developmental disabilities; perform other work as required.

This class differs from Service Worker because the employees must qualify and maintain eligibility for the Supported Employment Program established in 1987 M.S. 43A.421.

A Service Worker does not require the continued support of a job coach, whereas, the Supported Employment Worker will require such assistance. The job coach is employed and paid by a rehabilitation organization (vendor) that serves people with physical, mental and/or developmental disabilities. The job coach trains the employee and remains at the worksite until the employee is able to complete the tasks of the position. Thereafter, the job coach will monitor the employee's work performance to ensure that all tasks are satisfactorily completed.

**EXAMPLES OF WORK** (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Photocopies documents (forms, letters, pages from manuals, bulletins, etc.) so that the duplication requests from the office staff are completed by operating a photocopy machine to select the number of copies, paper size, copy quality; by adding paper and toner as needed; and by clearing simple machine malfunctions such as paper jams, misfeeds, etc.

Files items (forms, cards, letters, etc.) in folders and file drawers so that they will be retained for further use by sorting these items according to the job coach-selected method such as numerical, alphabetical or color code sequence; by locating the appropriate folder and file drawer and placing items in them.

Receives, distributes and forwards correspondence and packages so that they will be received by the proper office and individual by opening and sorting incoming interoffice and U.S. Mail according to office, individual or other methods designed by the job coach; by collating, stapling, folding and placing outgoing correspondence, forms and publications in envelopes and boxes.

Cleans the floors, furnishings, walls and windows of state buildings to maintain their physical condition and appearance by sweeping and mopping floors and vacuuming carpets; by emptying and replacing liners in wastebaskets; by dusting and washing windows, ledges and walls.

Rinses and washes dishes and kitchen utensils so that they are clean and sanitized by operating a dishwasher, following instructions designed by the job coach; by removing dishes and utensils from the dishwashing machine and storing them in the proper location; by cleaning the dishwashing machine at the end of each meal.

## **KNOWLEDGES, SKILLS AND ABILITIES REQUIRED**

Ability to:

Understand and follow simple written and/or oral instructions provided by the job coach sufficient to complete a pre-determined sequence of clerical or service work tasks.

Operate equipment, as trained by the job coach, such as dishwashers and photocopiers sufficient to prepare, load, activate and clean them.

## **LEGAL OR LICENSURE REQUIREMENTS (These must be met by all employees in the class.)**

An employee in this class must qualify and remain eligible for the Supported Employment Program established in 1987, M.S. 43A.421.

## **SPECIAL WORK CONDITIONS**

Positions in this class may require the employee to lift and handle light to medium weight materials such as boxes of paper, water pails and stacks of dishes. The work environment may include occasional exposure to dust, steam and noise.

Est.: 6/89

Rev.: 11/92

T.C.:

Former Title(s):

### **Supported Worker Positions:**

The Department of Economic Security usually has between two and six positions or functions that fall under the definition of "supported worker" positions at any time. The positions are primarily clerical in nature. Examples of work include; sorting and distributing mail; data entry; filing and retrieving documents from manual and automated filing systems; and photocopying. The majority of the Department's supported employment workers are referred by their Vocational Rehabilitation Counselors.

## **INTERNSHIPS**

## **Internship Program**

### **Objectives**

To provide paraprofessional work opportunities and practical learning experiences for selected students to enhance their academic preparation and expose them to state government employment. Internship positions can provide an excellent means for initiating and implementing Department of Economic Security Affirmative Action efforts.

### **Policy**

An internship is a paraprofessional work experience (paid or unpaid) that is directly related to a specific academic program; only students who are currently pursuing a degree directly related to the internship duties may be selected. To qualify as an internship, the work experience must result in academic credit or fulfill an academic requirement of an accredited educational institution. Normally an internship lasts one quarter or semester; occasionally, however, there are special circumstances in which an internship would be less than or greater than one quarter semester. Appointments may be part time or full time as appropriate to meet the academic requirements of the internship, with the supervisor responsible for any intern evaluation requirements. Internship positions are not intended to replace or be considered equivalent to the full scope of a permanent state position. Completion of an internship with the Department of Economic Security does not imply any future employment commitment.

### **Compensation and Benefits**

Internships may be paid or unpaid. When payment is involved the rate of pay shall be within minimum wage and MAPE Salary Range 1, step 1. The supervisor determines the salary within this range.

An intern is not a state employee and, therefore, is not eligible for state benefits (i.e. insurance, annual leave, sick leave, or holiday pay).

### **Recruitment and Selection**

The recruitment and selection of interns is the responsibility of the supervisor. Supervisors are reminded to recruit and place protected class students in their internship positions.

The Department of Economic Security Internship Program Coordinator, Becky French, can assist the supervisor in the recruitment of interns in the following ways.

- By identifying contact individuals at educational institutions with formal internship programs.
- By making available to the supervisor internship applications that are kept on file.

## **IX. POLICIES AND PROCEDURES**

**DISCRIMINATION POLICY AND COMPLAINT PROCEDURE**

DISCRIMINATION

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Contact Person: Michael Hyatt/  
Diversity and Equal Opportunity  
651/282-5193

INTRODUCTION

.010

Discrimination because of, based on, or directed at an individual's protected class characteristic is a violation of Title VII of the Civil Rights Act of 1964, as amended; Chapter 363 of the Minnesota Human Rights Act; the American with Disabilities Act (ADA); and the Age Discrimination in Employment Act (ADEA).

This chapter provides guidelines for dealing with discrimination in Minnesota Department of Economic Security (MDES) facilities. Employees may request more information and assistance from the MDES Office of Diversity and Equal Opportunity (ODEO). Also, the MDES Training and Learning Resources Office offers sexual harassment training; employees must attend this training at least once every five years.

DEFINITIONS

.020

Discrimination: To segregate, treat differently, or make an employment decision on the basis of an individual's protected class characteristic, i.e., race, color, creed, religion, national origin, sex (including sexual harassment), marital status, public assistance status, disability, sexual orientation, age, or membership in a Human Rights Commission.

Discriminatory Harassment: Verbal or physical conduct/communication of a discriminatory nature. It is when:

- 1) Submission to that conduct/communication is made either explicitly or implicitly a term or condition of obtaining employment, public accommodations, or public services; or
- 2) Submission to, or rejection of, that conduct/communication is used as a factor in decisions affecting the obtaining of employment, public accommodations, or public services; or
- 3) That conduct/communication has the purpose or effect of substantially interfering with the obtaining of employment, public accommodations, or public services; or creating an intimidating, hostile, or offensive environment when obtaining employment, public accommodations, or public services; and in the case of employment, the

.020 cont.

employer knows or should know of the existence of the discriminatory harassment and fails to take timely and appropriate action.

Discriminatory harassment may take these forms: repeated disparaging, belittling, demeaning, or insulting remarks; repeated jokes about an employee or a characteristic unique to the employee; or sabotage of an employee's character, reputation, work efforts, or property. It may be further defined by:

a) Sexual

- Any of the above behavior that is of a sexual nature that the recipient or bystander finds unwelcome.
- Unwanted sexual comments, looks, innuendoes, or suggestions about one's body or sexual activity.
- Unwanted, unnecessary touching, brushing against one's body, patting, or pinching.
- Demanding sexual favors accompanied by implied or overt threats concerning conditions of employment.
- Displaying pictures or objects depicting nude or scantily clad women or men in work areas.
- Use of language implying inferiority based on sex.
- The deliberate or careless reaction of an atmosphere of sexual harassment or intimidation.

NOTE: The Minnesota Human Rights Act defines sexual harassment as: "Behavior that includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, or other verbal or physical conduct or communication of a sexual nature when: 1) submission to that conduct or communication is made either explicitly or implicitly a term or condition of obtaining employment, public accommodations, or public services; or 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, public accommodations, or public services; or 3) that conduct or communication has the purpose or effect of substantially interfering with an individual's employment, public accommodations, or public services; or creating

.020 cont.

an intimidating, hostile, or offensive employment, public accommodations, or public services; and in the case of employment, the employer knows or should know of the existence of the harassment and fails to take timely and appropriate action."

b) Race, Color, Sex, or National Origin

- Any behavior previously listed that is applied to one's race, color, sex, or national origin.
- Telling jokes or making derogatory remarks about one's race, color, sex, or national origin.
- Use of language implying inferiority of a race, sex, or national origin.

c) Religion, Disability, Age, or Sexual Orientation

- Any behavior previously listed that is directed at an individual's religion, disability, age, or sexual orientation.
- Use of demeaning, derogatory remarks in reference to an employee's religion, disability, age, or sexual orientation.

Local Human Rights Commission: An agency of a city, county, or group of counties created pursuant to law or a resolution of a county board, city charter, or municipal ordinance for the purpose of dealing with discrimination on the basis of race, color, creed, religion, national origin, sex, age, disability, marital status, status with regard to public assistance, sexual orientation, or familial status.

Marital Status: Whether a person is single, married, remarried, divorced, separated, or a surviving spouse; and, in employment cases, includes protection against discrimination on the basis of the identity, situation, actions, or beliefs of a spouse or former spouse.

National Origin: The place of birth of an individual or any of the individual's lineal ancestors.

.020 cont.

Person with a Disability: A person who 1) has a physical, sensory, or mental impairment which materially limits one or more major life activities; 2) has a record of such an impairment; or 3) is regarded as having such an impairment.

NOTE: A "qualified person with a disability" is: 1) with respect to employment, a person with a disability who, with reasonable accommodation, can perform the essential functions required of all applicants for the job in question; and 2) with respect to public services, a person with a disability who, with or without reasonable modifications to rules, policies, or practices; removal of architectural, communications, or transportation barriers; or the provision of auxiliary aids and services, meets the essential eligibility requirements for receipt of services and for participation in programs and activities provided by the public service. For this purpose, "disability" excludes any condition resulting from alcohol or drug abuse which prevents a person from performing the essential functions of the job in question or constitutes a direct threat to property or the safety of others.

If a respondent contends that the person isn't a qualified person with a disability, the burden is on the respondent to prove that it was reasonable to conclude the person with the disability, with reasonable accommodation, couldn't have met the requirements of the job or that the selected person was demonstrably better able to perform the job.

Religion: A commitment or devotion to a religious faith or observance.

Sex: Includes, but is not limited to, pregnancy, childbirth, and disabilities related to pregnancy or childbirth.

Sexual Harassment: See "Discriminatory Harassment."

Sexual Orientation: Having or being perceived as having an emotional, physical, or sexual attachment to another person without regard to the sex of that person; or having or being perceived as having an orientation for such attachment; or having or being perceived as having a self-image or identity not traditionally associated with one's biological maleness or femaleness. "Sexual orientation" doesn't include a physical or sexual attachment to children by an adult.

.020 cont.

Status with Regard to Public Assistance: The condition of being a recipient of federal, state, or local assistance--including medical assistance--or of being a tenant receiving federal, state, or local subsidies, including rental assistance or rent supplements.

POLICY

.030

MDES will ensure and maintain an environment that is free of discrimination and discriminatory harassment at all MDES sites and facilities.

COMPLAINTS

.040

GENERAL PROVISIONS

.041

- In the course of a complaint, all documentation associated with the complaint will be considered confidential; the status of the complaint, however, is public.
- Coercion, reprisal, or intimidation against those filing a complaint (the "complainant") or serving as a witness is prohibited.
- ODEO has the discretion to accept a complaint after termination of employment. Complaints usually won't be investigated while the matter is being simultaneously pursued through other internal grievance and/or appeal processes.
- The complainant, through the equal opportunity officer or the commissioner, will be advised of his/her right to file a charge of discrimination--within 365 days after the occurrence--with the Minnesota Department of Human Rights or within 300 days with the Equal Employment Opportunity Commission; or to file with an attorney in private practice.
- Regardless of the outcome of an investigation, MDES will take no adverse or retaliatory action against a complainant who reports conduct s/he considers to be a violation of MDES' policy against discrimination.

COMPLAINT PROCESS

.042

Before filing complaints with ODEO, employees may bring discrimination concerns to their supervisors to try to reach a satisfactory resolution; supervisors must give the complainants an oral or written answer within a timely manner. Or, complainants (including employees, clients, applicants, and eligibles) may formally present complaints to the equal opportunity officer—or directly to the commissioner. This is the complaint process:

Who	Step	What
Complainant	1	At the time of filing, complete an intake questionnaire, available from ODEO. Provide all supporting evidence; sign a written charge; and submit the materials to the equal opportunity officer. Complaints should be brought within one year after the occurrence.
Equal Opportunity Officer	2	Determine, within 30 days of receiving the complaint, whether the complaint alleges discrimination against the individual's protected class characteristic and if the complaint is timely and proper for resolution through this complaint procedure.  a) If it's determined that the complaint is in fact a discrimination complaint, continue to Step 3.  b) If it's determined that the complaint isn't related to discrimination, refer it to the complainant's supervisor, the Human Resources Office, the site manager, or the proper administrative agency for investigation.

NOTE: If the complainant is suffering irreparable harm in the absence of immediate action, the equal opportunity officer, the Human Resources director, or the commissioner may take whatever action is deemed appropriate to remedy the situation while the complaint is being investigated.

.042 cont.

Who	Step	What
	3	Investigate the complaint. This may include interviews with, or statements from, all parties involved, including the complainant, respondent, complainant's supervisor(s), witnesses, and co-workers; and a review of all pertinent records or documents relating to the complaint.
	4	Upon completion of the investigation, prepare a written report determining if the complaint was sustained. The complaint may conclude with both parties reaching an agreement on their own. The claim may also be dismissed as unsubstantiated due to a lack of evidence to conclude that discrimination has occurred.
Appropriate Management Staff	5	Review the investigation report and, if deemed necessary, take proper corrective action up to and including discharge when the investigative findings give merit to the complaint allegations.

A written explanation of the investigative findings will be provided to the complainant and respondent within 60 days after filing the complaint. Management is responsible for corrective and disciplinary action, follow-up inquiries, and any training that is felt necessary.

Regardless of the decision, the complainant may file a charge of discrimination directly with the Minnesota Department of Human Rights, the Equal Employment Opportunity Commission (EEOC), or pursue the grievance through private court action.

The investigative file stays in ODEO. The file is confidential and kept separate from an employee's personnel file; it can only be accessed as permitted by the Minnesota Data Practices Act. Disposition of complaints must be filed with the Department of Employee Relations' commissioner within thirty days of final determination.

**REASONABLE ACCOMMODATION POLICY**

REASONABLE ACCOMMODATION

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Contact Person: Kathy Mullarky  
612/297-3410 (Voice)  
612/282-5174 (TTY)

Example: a person has a history of cancer, heart disease, psychiatric illness, or other debilitating illness, whose illness is either cured, controlled, or in remission

OR

3) Is regarded as having such as impairment.

Example: an individual with a facial scar who, despite having no limitations, is perceived and treated as a person with a disability.

Qualified Person with a Disability: A person with a disability who meets the necessary prerequisites for the job and who can perform the essential functions of the job, with or without reasonable accommodation.

Reasonable Accommodation: Any modification or adjustment to a job, an employment practice, or the work environment that makes it possible for a qualified individual with a disability to enjoy equal opportunity employment. Examples of accommodations may include:

- a) Job restructuring, such as modifying work hours and/or changing job duties while retaining the basic job functions.
- b) Job site modification, such as adjusting equipment height; rearranging furniture and equipment; widening doorways; providing parking facilities; and modifying ventilation, heating, cooling, and lighting systems.
- c) Additional equipment purchase or modification, such as "talking" calculators; one-handed typewriters; adjustable desks and files; TTY communication equipment; earphones; and audiovisual aids.
- d) Support services, such as interpreters and readers.
- e) Transfer to a vacant position.

Reasonable accommodation applies to three aspects of employment:

- 1) To assure equal opportunity in the employment process;
- 2) To enable a qualified individual with a disability to perform the essential functions of a job; and
- 3) To enable an employee with a disability to enjoy equal benefits

with the assistance of the ADA coordinator if the requestor so desires.

- |                          |   |   |
|--------------------------|---|---|
| Supervisor               | 2 | Review with the requestor his/her current, accurate position description. Discuss the purpose and essential functions of the particular job involved.   |
| Supervisor and Requestor | 3 | Determine the precise job-related limitation.   |
| Requestor                | 4 | If requested, provide medical documentation of the functional limitation(s) to support the request: complete a Reasonable Accommodation Medical Release form (see sample in 216.062) and give it to the supervisor. |
|                          |   | <p>NOTE: Any medical documentation must be collected and maintained on separate forms and in separate files. Medical information is available only on a "need to know" basis.</p>                                   |
| Supervisor and Requestor | 5 | Identify potential accommodations and assess the effectiveness each would have in allowing the requestor to perform the essential functions of the job.   |
| Supervisor               | 6 | Select and implement the accommodation that's effective and appropriate for both the requestor and the employer. Contact the ADA coordinator for technical assistance, as needed.                                   |

ADA Coordinator and Requestor 11

If an accommodation can't overcome the existing barriers or if the accommodation would cause an undue hardship on the operation of the agency, work together to determine whether reassignment may be an appropriate accommodation.

NOTE: MDES will look at transfer opportunities, mobility opportunities, appointment opportunities, and noncompetitive and competitive opportunities (Minn. Stat. § 43A).

NOTE: MDES isn't required to create a new job or to bump another employee from a job in order to provide a reassignment as a reasonable accommodation.

## APPEALING DENIALS

.042

Supervisors who deny a request for reasonable accommodation must:

- a) Complete the "Supervisor" section of the Request for Reasonable Accommodation form; and
- b) Send the form and the other request materials to the ADA coordinator and the branch assistant commissioner. If the assistant commissioner disagrees with the supervisor's decision, s/he implements the accommodation and informs the ADA coordinator via the request form. If the assistant commissioner agrees with the supervisor's decision, s/he sends the request to the ADA coordinator to resolve, if possible.

Qualified persons with disabilities who are denied reasonable accommodation may appeal the decision by filing a written complaint with the MDES ADA coordinator. The MDES commissioner will make a final agency decision on all complaints not resolved at the office level. Further appeals are processed through other governmental agencies such as Human Rights and the Equal Employment Opportunity Commission.

REASONABLE ACCOMMODATION MEDICAL RELEASE

.062

REASONABLE ACCOMMODATION MEDICAL RELEASE

Minnesota Department of Economic Security  
390 No. Robert St.  
St. Paul, MN 55101

I, \_\_\_\_\_, give my permission to my  
medical provider:

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_ FAX NUMBER \_\_\_\_\_

to discuss/disclose medical information about me, to the Minnesota Department of Economic  
Security representative listed below:

Americans with Disabilities Act Coordinator \_\_\_\_\_; or

Affirmative Action Officer \_\_\_\_\_; or

My Supervisor \_\_\_\_\_

The purpose of this disclosure is to provide the Minnesota Department of Economic Security with  
sufficient information to determine the need for a reasonable accommodation. I understand that  
the information disclosed will be used only for this purpose and will be kept confidential.

The extent or specific nature of the information to be disclosed is:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This release will expire on \_\_\_\_\_, or upon receipt by the Minnesota Department of  
Economic Security of my written notice to withdraw my consent.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **MDES Reasonable Accommodation Policy**

*It is MDES policy to reasonably accommodate qualified individuals with physical or mental disabilities, unless the accommodation would impose an undue hardship, in all terms and conditions of employment; including but not limited to application, hiring, training, meetings, promotion, discipline, demotion and any benefit of employment i.e. trips, parties etc . . .*

### **Methods and Procedures for Providing Reasonable Accommodation for Job Applicants with Disabilities.**

The MDES shall notify all applicants of this accommodation policy using accessible formats.

When a request for accommodation is received from an applicant, the supervisor/Human Resource Office will discuss the needed accommodation and discuss possible alternatives with the applicant.

The supervisor/Human Resource Office will make a decision regarding the request for accommodation and, if approved, take the necessary steps to see that the accommodation is provided.

If the supervisor/Human Resources Office is unable to make a definitive decision, for whatever reason, about providing the accommodation, the supervisor/Human Resources Officer will forward a written request for accommodation, along with his or her recommendations to the ADA Coordinator/Designee within three(3) days following the applicant's request.

If approved, the ADA Coordinator/Designee shall take the necessary steps to see that the accommodation is provided. If the accommodation is not approved, the ADA Coordinator Designee will inform the applicant the reason for the nonapproval, in writing, within three (3) working days of the decision.

### **Accommodation for Employees Seeking Promotion**

The supervisor, Human Resource Office, or the hiring authority will make a decision regarding the request for accommodation to employees with a disability seeking a promotion and, if approved, take the necessary steps to see that the accommodation is provided.

### **Provisions for Funding Reasonable Accommodations**

Employees are not responsible for paying reasonable accommodations. Accommodations are usually funded by the employees cost center. If the cost center cannot sufficiently fund the accommodation, the program budget will usually bear the cost. If the program budget cannot adequately fund the accommodation, funding will come from the general administrative budget.

**PRE-HIRE REVIEW POLICY**

7

## **Methods of Auditing MDES Hires**

The Minnesota Department of Economic Security (MDES) considers the goals and objectives of the Affirmative Action Plan when making hiring decisions.

### **Disparate Candidates Pre-Hire Review Process**

When deciding who to hire, the hiring authority considers qualified candidates for a position vacancy. When there is a disparity between the goals of the MDES Affirmative Action Plan and the MDES workforce, members of protected groups for which the disparity exists, must be given consideration for hire.

Protected group members are racial minorities, females and persons with disabilities.

When a supervisor does not intend to hire an available qualified protected group member, the supervisor must:

- Contact the MDES Equal Opportunity Officer or the MDES Human Resources unit to discuss the potential hire.
- Submit a written request to the MDES Equal Opportunity Officer that clearly identifies the reasons for the potential hire and the qualities the selected person would bring to the position that the disparate candidate would not bring. The hiring authority must state all the reasons why the disparate candidate was not selected for the position. A direct comparison must be made to every disparate candidate who is considered.
- The hiring authority must provide all documentation gathered during the hiring process. This includes, but is not limited to, resumes, applications, performance reviews and the position description and notes taken during the interview(s).

The MDES Equal Opportunity Officer, after gathering all necessary documentation, will confer with the MDES Director of Human Resources. The Human Resources Director will decide whether to hire the non-disparate candidate. The hiring authority may not extend a job offer to any candidate without approval from the Human Resources Director. The Equal Opportunity Officer or the Human Resources department will notify all relevant parties of the decision.

Supervisors who disagree with the decision may meet with the MDES Commissioner, Human Resources Director and the Equal Opportunity Officer to discuss the decision.

### **Definitions of Terms**

**Affirmative Action hire:** The hire of a disparate/protected group applicant.

**Availability:** The percent of protected group members in a given job and geographic area.

**Disparity:** When the percent of protected group members expected (availability) is less than the percent in the job group (utilization).

**Justified Hire:** A non-affirmative action hire that meets one or more of the following criteria:  
1) no disparate persons on the eligible list; 2) disparate persons are not interested in the position;  
and 3) union contract obligations.

**Missed Opportunity Hire:** A non-affirmative action hire where a non-disparate applicant is selected over a disparate applicant.

The MDES Office of Diversity and Equal Opportunity monitors all new hires through the State of Minnesota " Monitoring the Hiring Process" (Formerly Known as the Protected Group Report and the Monitoring Form for Non-List Hires).

The Monitoring the Hiring Process form is used to monitor the the number of affirmative appointments, justified appointments, and missed opportunities. MDES submits quarterly reports to the Department of Employee Relations (DOER) indicating its hiring during the previous quarter. That data becomes part of the affirmative action audit process, which is included as part of the Affirmative Action Biennial Report to the Governor and Legislature. The report is utilized to assess the affirmative action progress of the State of Minnesota as an employer.

FILLING VACANT POSITIONS

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612/296-4811

INTRODUCTION

.010

Filling vacant MDES positions can be a very complex process because of the conditions and requirements of the labor agreements/compensation plans and the various methods for filling vacancies.

This chapter, which should be read with the agreement/plan covering the particular vacancy, explains some of the ways to fill vacant AFSCME, MAPE, and MMA positions. Vacancies covered by the Commissioner's Plan and the Managerial Plan are explained in those plans and aren't addressed in this chapter. Refer to the appropriate article of these labor agreements for information on filling AFSCME, MAPE, and MMA vacancies:

AFSCME	-	Article 12
MAPE	-	Article 16
MMA	-	Article 15

Generalists/aides in the Human Resources (HR) Office will provide technical assistance. PPM Chapter 409, Probationary Period, and PPM Chapter 411, Salaries, should also be read along with this chapter.

DEFINITIONS

.020

Advisory Testing: Testing available to persons in a layoff situation or who are candidates for a lateral class transfer or voluntary demotion. The exam, which doesn't have to be open for general application, is scored on a pass/fail basis only. Arrangements for advisory testing are coordinated with the Department of Employee Relations (DOER) through the MDES HR generalists/aides. Names of employees who advisory-test in a layoff situation are sent to the supervisor of the vacant position along with names of candidates from open competitive and statewide promotional eligible lists.

Appointment: The act of filling a vacancy by placement of a person in a civil service position through selection from an eligible list or a noncompetitive or qualifying process.

Bid/Interest Bid: A contractual step allowing an incumbent of the same class as the vacant position to indicate an interest in transferring before the hiring supervisor considers candidates through other means.

Eligible Lists: Lists created through an examination process. The three eligible lists are: Agency Promotional, Statewide Competitive Promotional, and Open Competitive. Eligible lists contain the names of candidates who have successfully completed the examination process. Candidates are ranked on the eligible list according to their score.

.020 cont.

Exams are announced in the State of Minnesota Career Opportunity Bulletins on a biweekly basis or by a flyer to an internal mailing list.

Essential Functions: The fundamental duties of a position. That which others in a like position are required to do. A test of whether a function is essential would be, if removed, would it fundamentally alter the position? Also, does the position exist to perform a particular function?

Interview Report: A report prepared by HR which is sent, along with a copy of an eligible list, to the supervisor who has the vacancy. It identifies eligible candidates from the eligible lists to be considered in filling a particular vacancy; shows if a disparity exists and identifies persons who are members of that disparate group; and identifies current MDES employees.

Job Posting: A contractual agreement to post vacancies and their descriptions on employee bulletin boards. Each posting contains the class title, reference number, location, last date for which bids will be accepted, employment conditions, hours of work, description of duties, special requirements, and the name of the HR generalist/aide to whom the bid must be submitted.

Structured Interview: Interview in which all applicants are asked the same prepared job-related questions in the same manner. The questions should be centered around the essential functions of the job and the necessary skills, knowledge, and ability an applicant will need to perform those essential functions.

## POLICY

.030

The Minnesota Department of Economic Security has instituted a modified hiring freeze to minimize the potential future need for staff reduction. The objective is to ensure that the agency looks internally first when filling a vacancy. A hiring supervisor must obtain approval through the branch assistant commissioner to post a vacancy. If the vacancy is not filled by a bidder, transfer, or demotion, the supervisor must obtain a second approval to look at an eligible list. If the supervisor determines that a candidate from outside the agency should be selected, s/he must obtain approval through appropriate branch channels, including the commissioner/deputy commissioner.

Employees may be given release time to interview for vacancies within this agency.

WAYS TO FILL A VACANT POSITION

.040

The hiring process is started by a decision to fill a current vacancy or to create a new position. If not previously done, the hiring supervisor must review the position description to identify the essential functions. If the essential functions have been previously identified, the supervisor should determine whether the essential functions are still appropriate.

The hiring supervisor obtains appropriate branch approval to fill the vacancy and then notifies HR. HR posts vacancies and ensures that the appointment process meets legal and procedural requirements.

At the point the hiring supervisor decides to fill a vacancy, HR follows labor contracts and bargaining agreements by posting the vacancy. AFSCME vacancies are posted for ten calendar days; and MAPE and MMA vacancies must be posted for 14 calendar days. All posting periods are exclusive of holidays. Vacancy postings include a general description of the duties, the work area/geographic area, shift (if applicable), normal hours of work, and any other special job requirements.

When the posting period has ended, the hiring supervisor considers candidates for the vacancy in this order:

1. Qualified bidders/interest bidders. This group must be interviewed and notified of a selection decision before other candidates are considered.
2. Recall from MDES Seniority Unit Class Layoff List, if the vacancy isn't filled by a successful bid.
3. Claim by an employee of another state agency who is in layoff status and has expressed interest in the vacancy. "Claimers" must be considered following the bidding and recall from layoff processes and before other candidates. Claimers must qualify through the advisory test process.

NOTE: When filling AFSCME positions and the vacancy hasn't been filled by one of the three methods listed above, the statewide AFSCME Class Layoff List must be used. Supervisors hiring from the Class Layoff List may require the new employee to serve a probationary period. Notice of the requirement that a probation will be required must be in writing and delivered to the employee before beginning employment; see PPM Chapter 409.

4. Workers' Compensation referrals (state employees who are unable to return to their former jobs because of a work-related injury and who have qualified to transfer or demote to the class).

If the vacancy isn't filled by one of the four methods listed above, the hiring supervisor may choose to fill the position by other methods, such as through eligible lists, transfers, demotions, or reinstatements.

## BIDS

.041

Eligible employees may bid or express interest during the posting period. Bids and expressions of interest must be in writing, signed, and sent to HR by mail, fax, or e-mail (persons sending via fax must ensure that the transmittal was actually received; or, if using e-mail, the e-mail user ID will be accepted as a signature), but must be received by HR no later than 4:30 p.m. of the final day of posting. HR refers names of bidders and interest bidders to the hiring supervisor as names are received during the posting period.

Eligibility to Bid

.041a

## \* For AFSCME vacancies:

Permanent classified employees may bid on vacancies within their same class. Bidding is limited to vacancies located in other work areas except that 1) an employee may bid on a vacancy in the same work area when the vacancy has a different employment condition or is assigned to a different work shift; and 2) an unlimited part-time employee who isn't eligible for the full employer insurance contribution (less than 75%) may bid to an unlimited part-time vacancy with full employer contribution (75% or above), and an unlimited part-time employee in less than 50% position may bid on a 50% or greater unlimited part-time vacancy.

Unclassified and probationary employees aren't eligible to bid. An AFSCME employee who fills a position through bidding isn't eligible to bid on another vacancy for six months following the date on which the employee bid. However, a permanent non-probationary classified employee who is part-time unlimited, part-time seasonal, or full-time seasonal may bid on a full-time unlimited vacancy at any time.

## \* For MAPE vacancies:

Permanent classified employees in the same class may file interest bids. A MAPE employee who fills a position through interest bidding isn't eligible to bid again for six months from the date the employee reported to the new position, except that an employee who has received written notice of permanent layoff may bid in less than six months. An eligible interest bidder who is away from his/her work location on assignment or approved vacation for more than seven calendar days may submit an advance interest bid for specific vacancies that may be posted during the employee's absence. The advance interest bid must be submitted to HR and it will be valid for the period of absence or for four weeks, whichever is less.

## \* For MMA vacancies:

Qualified supervisors in the same class may express interest in a vacancy.

Selection from Among Bidders

.041b

From among eligible AFSCME bidders, the hiring supervisor must select in order of classification seniority, provided the senior employee's ability and capacity to perform the job are relatively equal to that of other bidders.

From among eligible MAPE bidders, the hiring supervisor must consider, among other things, ability to do the job, qualifications, current work load, and classification seniority. When there are three or more eligible MAPE bidders for a vacancy, selection will be made from among the three most-senior bidders without regard to their class seniority.

Eligible MMA bidders will be considered for a vacancy without regard to seniority among those expressing interest.

## RECALL FROM SENIORITY UNIT LAYOFF LIST

.042

If a vacancy isn't filled through bids, the next step is to consider persons from the Seniority Unit Layoff List (AFSCME, MAPE, and MMA). The list contains names of permanent or probationary MDES employees who have been laid off, demoted in lieu of layoff, or reallocated to a lower class.

The hiring supervisor notifies the HR generalist/aide that the vacancy wasn't filled by bidding. If a Seniority Unit Layoff List exists, the generalist/aide sends a recall letter to the most-senior employee available from that list. The generalist/aide notifies the supervisor of the person's acceptance of recall and the anticipated start date. The supervisor contacts the person to confirm the start date and other details.

## CLAIM BY OTHER STATE AGENCY EMPLOYEES IN LAYOFF STATUS

.043

Persons in other state agencies who have been given layoff notices may express interest in "claiming" an MDES vacancy which hasn't been filled by bidding or recall from agency layoff. Qualified "claimers" must be considered for vacancies before the other methods explained below.

After receiving a claim, HR contacts the other state agency to ensure that the person is actually in layoff status. If determined eligible to claim, HR arranges for advisory testing with DOER. If the claimant successfully completes the examination, HR helps arrange an interview. A successful claimer may be required to serve a probationary period; see PPM Chapter 409.

## OTHER METHODS

.044

This section explains methods for filling vacancies which may be considered only after a vacancy can't be filled by a bid, recall, or claim. The hiring supervisor may select one of the remaining options (however, when filling AFSCME positions, supervisors must use the AFSCME Class Layoff List before using any of the other remaining options).

Eligible Lists

.044a

Eligible lists may exist for a minimum of six months (statewide or open competitive) or one year (agency promotional) to a maximum of three years. Exam announcements usually indicate the disposition of previous eligible lists and anticipated duration of the new list created through the exam.

Eligible lists may be automatically supplemented with other types of candidates: those who have applied for reemployment, transfer, or demotion; and those who were advisory-tested due to a layoff situation. Candidates appointed to a permanent position are removed from eligible lists for that class and for all transferable and lower classes.

There are three eligible lists (NOTE: temporary or emergency employees whose names are on either the Agency Promotional or the Statewide Competitive Promotional lists remain on the eligible lists only for the duration of the appointment they are serving):

## • Agency Promotional

- Contains the names of MDES employees who have passed the promotional exam process for the class for which the list is established. Certifications from the list include the top ten candidates plus candidates who have the same score as the tenth candidate certified.

## • Statewide Competitive Promotional

- Contains names of persons employed by the state who have successfully completed the exam process for the class for which the list is established. Certifications from the list include the top twenty candidates plus candidates who have the same score as the twentieth candidate certified.

## • Open Competitive

- Contains names of persons who have qualified through the competitive exam process which is open to persons both within and outside state service. Certifications from the list include the top twenty candidates plus candidates who have the same score as the twentieth candidate certified.

.044a cont.

Open competitive and promotional certifications may be expanded when a disparity exists and there aren't at least two protected group members on the certification. Also, open competitive certifications may be extended to 40 names when the list has existed for more than 12 months, when more than 200 people are on the list, or when names on the list have been referred to more than ten vacancies. This is the procedure for hiring from eligible lists:

Who	Step	What
Generalist/Aide	1	<p>Request a certification from an eligible list. Prepare an Interview Report. Send the certification from the eligible list, candidate applications, and the Instructions for Interview Report and Selection Process, MDES-90180, to the hiring supervisor. If a disparity exists, inform the supervisor.</p> <p>NOTE: Notify supervisor if an eligible list doesn't exist. Ask DOER to announce the exam, or discuss with the supervisor the optional methods available.</p>
Supervisor	2	<p>Record on the hiring report whether candidates are available for the vacancy. Consult the appropriate labor contract. Contact candidates by phone or letter to schedule interviews. Conduct interviews (see 406.050); also see * at the end of this procedure. Verify information on applications, such as required licenses, certificates, etc. For clerk typist/steno positions, give performance test.</p>
	3	<p>Tentatively select a candidate and inform the generalist/aide. If a disparity exists and the selected candidate isn't a protected group member, follow the procedure in 406.060; no selection may be finalized until after the Affirmative Action (AA) officer announces a decision.</p> <p>• For AFSCME vacancies: The AFSCME contract requires the selection of an MDES bargaining unit employee when an eligible list contains</p>

.044a cont.

Who	Step	What
		<p>names of both MDES and non-MDES candidates who have been determined relatively equal.</p> <ul style="list-style-type: none"> <li>• For MAPE vacancies: The MAPE contract requires the selection of a bargaining unit employee when an eligible list contains names of both bargaining and non-bargaining unit employees who have been determined relatively equal.</li> <li>• For MMA vacancies: If a bargaining unit layoff list exists, the hiring supervisor may either transfer or promote a current supervisory bargaining unit employee, or recall a qualified supervisor from the bargaining unit layoff list (same class or other class). If a bargaining unit layoff list doesn't exist, the MMA contract doesn't further restrict the hiring supervisor's consideration of eligible list candidates.</li> </ul>
Generalist/ Aide	4	Review tentative selection/hiring decisions for conformance to MDES legal and contractual obligations, and if acceptable, inform supervisor.
Supervisor	5	Call the selected candidate; set a start date. Obtain the needed information for the Personal Information Sheet, Employment Eligibility Verification, child support obligation form, W-4 form, and a direct-deposit form. Confirm the appointment by sending a letter to the home address of the candidate; and send a copy to the generalist/aide.
	6	Complete the Interview Report, indicating the selection. Send it with the necessary appointment forms to the generalist/aide (forms need to be received by the Wednesday before the end of the payroll period to ensure timely processing).

.044a cont.

Who	Step	What
	7	Notify all candidates who were interviewed but not selected. Telephone notification is sufficient except for candidates who are veterans. For a veteran on the list, send a letter stating the reasons why another person was selected; send a copy to the generalist/aide.

\* There are some special considerations for interviewing from an eligible list, as explained below (through the end of 406.044a):

- When the labor contract gives elevated rights (first consideration) to seniority unit or bargaining unit candidates over non-seniority unit or non-bargaining unit candidates, the candidates with elevated rights may be interviewed first.

Under the AFSCME contract, seniority unit employees must be considered in seniority order. Under the MAPE contract, bargaining unit employees must be selected over relatively equal non-bargaining unit members. The hiring supervisor must make a decision whether to accept the seniority unit and bargaining unit candidate before considering others on the list.

- When a supervisor chooses not to select a candidate who has elevated rights by virtue of having seniority unit or bargaining unit status, the supervisor must determine if the justification for doing so is defensible under the applicable labor contract language. Supervisors should consult with the Labor Relations manager when making this determination.

If the vacancy isn't filled by a seniority unit or bargaining unit candidate, the hiring supervisor may choose from the following options for selecting candidates to be interviewed from the eligible list:

1. Offer interviews to all candidates on the eligible list; or
2. Select candidates on the eligible list for interviews by pre-selection screening. Questionnaires, preliminary-level interviews, or other methods to identify candidates with bona fide prerequisite work skills, knowledge, and abilities may be used; or
3. Offer interviews to any number of candidates (minimum of five) in the order shown on the eligible list and to other remaining protected group candidates on the list for which a disparity exists. Ensure that all disparate candidates have been offered the opportunity to interview before making a selection decision.

Transfers/Demotions

.044b

• MDES employees:

Current MDES employees may voluntarily request to class-transfer or demote to a vacancy in a class of positions different from their current class. If they haven't served in the same classification as the vacancy, they must meet certain qualifying criteria, which may include taking an exam. This type of transfer or demotion must be approved in advance.

To qualify for a class transfer, an employee must be working in a class with a salary range maximum of not less than two steps from the top of the new class. Class transfers must be approved in advance and are subject to meeting all qualifying criteria.

Employees who missed the posting period deadline or who weren't eligible to bid on the vacancy may request a transfer to a vacancy in the same class as their current class.

• Other state agency employees:

Employees from other state agencies may request to transfer or demote to MDES. If they haven't served in the same classification as the vacancy, they must meet certain qualifying criteria, which may include taking an exam. Class transfers and demotions must be approved in advance.

• Employees of other Merit/Civil Service System Jurisdictions:

Persons may be transferred from another state, a governmental unit within the state, or from the federal government. Special procedures are required; the generalist/aide should be contacted for instructions.

In a transfer, the employee receives no salary adjustment. However, transfers between bargaining units may result in an increase to place the employee on step. Class transfers are initiated by the employee through the supervisor of the vacant position and with the concurrence of the employee's current supervisor. Employees should contact other offices about transfer possibilities; they may ask the appropriate MDES generalist/aide for assistance. This is the procedure to use for transfers to a different class in MDES:

Who	Step	What
Employee	1	Send a written request for a transfer to the supervisor of the vacant position.
	2	During the posting period, send a memo to the

.044b cont.

Who	Step	What
		<p>generalist/aide stating the unit and position control number. NOTE: MAPE employees must supply additional qualifying information; refer to the MAPE Agreement, Article 16, Sec. 4, "Filling of Positions."</p>
Supervisor	3	<p>Interview persons who requested the transfer (see 406.050 to conduct interviews). Tentatively select a candidate and inform the generalist/aide. NOTE: Supervisor's discretion not to select a transfer candidate may be restricted when transfer is in lieu of layoff.</p>
Generalist/ Aide	4	<p>Determine if preferred candidate meets qualifications. If not, arrange an advisory exam. Notify supervisor of results.</p>
Supervisor	5	<p>Call the selected candidate; set a start date. Send a memo stating the start date to the generalist/aide, who will process the appointment.</p>

NOTE: Employees who want to transfer from/to another state agency should send a written request to the other agency's HR office. If accepted, the previous HR office will send leave balances and accrual rate information to the new agency. Unused compensatory time will be cashed-out before the transfer effective date. These employees are required to serve a probationary period.

Employees who transfer or demote within MDES to a classification in which they have never served may be required to serve a new probationary period; see PPM Chapter 409.

#### Reinstatement

.044c

Former employees may be reinstated to any class in which they had permanent or probationary classified status in the last four years. They may have separated from the class by demotion, transfer, promotion, resignation, retirement, or expiration of layoff recall rights. They may be directly reinstated to any

.044c cont.

agency or employment condition, not only that in which previously employed. Supervisors should contact the generalist/aide for information and assistance.

Reemployment Lists

.044d

These lists contain the names of former permanent or probationary employees in the classification who have separated from state service within three years in good standing and whose written requests for placement on the list have been approved by the DOER commissioner. Also included are names of permanent or probationary employees laid off in the classification for which the list exists, or laid off from another class but who served in the class for which the list exists sometime before being laid off. Names are certified on the open competitive and statewide promotional lists in random order. Supervisors should contact the generalist/aide for information and assistance.

AFSCME Class Layoff List

.044e

This list contains names of AFSCME employees who have been laid off, demoted in lieu of layoff, or reallocated downward. Employees who weren't able to bump, transfer, or demote to previously held classes in lieu of layoff will also be placed on this list for previously held AFSCME classes. Supervisors should contact the generalist/aide for information and assistance.

MAPE or MMA Bargaining Unit Layoff Lists

.044f

The "same class" list contains names of MAPE or MMA employees who have been laid off, demoted in lieu of layoff, or reallocated downward. Employees laid off or demoted in lieu of layoff may also be placed on the "different class" list for previously served transferable or lower classes. Supervisors should contact the generalist/aide for information and assistance.

Cooperative Placement Program

.044g

Cooperative Placement is a program administered jointly by DOER and MDES for filling certain state jobs by Job Service referral.

Beginning-level Clerk Typist 1 and Steno 1 positions may be filled through this program; candidates must pass performance typing and/or steno exams and sometimes, clerical aptitude tests given by Job Service. Other positions typically don't require testing, but rather, ability to follow written and oral instructions. However, candidates must pass typing and steno performance tests before appointment in any class requiring performance testing. Supervisors should contact the generalist/aide for information and assistance.

Provisional Appointment

.044h

Provisional appointments may be approved if there's an urgent need to fill a position, and the eligible list is incomplete or no list exists for the class, and no appropriate related lists are available. Advance approval for provisional appointments must be received before an appointment may be made. Supervisors should contact the generalist/aide for information and assistance.

A provisional appointment terminates 90 days after an eligible list is established for the position, or after six months, whichever comes first. No one may hold more than one provisional appointment in any 12-month period. Approval must be obtained for the probationary appointment of a provisional appointee who has performed satisfactorily for at least 60 days.

Workers' Compensation Referral

.044i

A workers' compensation referral is an employee with an active workers' compensation claim who is able to return to work, but not to his/her former classification, and who qualifies for appointment by transfer or demotion. These referrals must be offered the vacancy before an appointment of a non-state employee from the open competitive list. Supervisors should contact the generalist/aide for information and assistance.

700 Hour On-the-Job Trial Work Experience

.044j

This program is an alternative test procedure for persons with severe disabilities whose disability would place them at a competitive disadvantage in the standard examination process but who, with or without work site accommodations, could be expected to perform on the job. Special application procedures are required to qualify for this program. Supervisors should contact the generalist/aide for information and assistance.

Emergency Appointment

.044k

Emergency appointments require the branch assistant commissioner's approval unless delegated to a lower level. Emergency appointments may be considered under these conditions:

- 1) Time doesn't permit appointment through the normal process and it's essential that the duties be performed immediately.
- 2) It isn't possible to assign duties of a vacant position to a current employee or to temporarily assign various portions of these duties to other employees.
- 3) There is a short-term overload of work, and funds are available to pay the emergency appointee.

.044k cont.

Within any 12-month period, a person may work up to a total of 45 workdays in emergency appointments; the maximum duration is 45 workdays. Emergency requests during the period from May 1 through Labor Day each year are under the jurisdiction of the Governor's Summer Jobs Program. That program provides that recruitment of candidates be done through the Job Service offices or other processes which will be effective in providing qualified candidates who meet income guidelines and in reaching protected group members.

Who	Step	What
Supervisor	1	Send a request for an emergency appointment, justifying the need, through the appropriate branch channels to the assistant commissioner. Include the nature of work so the generalist/aide can determine the appropriate class and compensation.
Assistant Commissioner	2	Approve or deny the request. Return the decision to the supervisor, who will send an approved request to the generalist/aide.
Generalist/Aide	3	Check layoff lists. Inform the supervisor of authorization to appoint.
Supervisor	4	Select a candidate. (NOTE: Supervisors are encouraged to consider disparate candidates; they may contact the AA officer for assistance.) Send a memo stating the start date to the generalist/aide, who will process the appointment.

### Temporary Appointment

.0441

A temporary appointment must not exceed six months for normal circumstances, nor extend beyond one year for unusual circumstances. These appointments are appropriate for filling vacancies created by granting leaves of absence for six months or less or to carry out projects limited to six months or less. They can be made from an open competitive eligible list regardless of score. The hiring supervisor must first consider persons on layoff and employees referred from workers' compensation lists when making temporary appointments.

.0441 cont.

Like emergency appointments, temporary appointments made from May 1 through Labor Day are governed by the Governor's Summer Jobs Program criteria; see 406.044k.

Who	Step	What
Supervisor	1	Document the need for a temporary appointment and, according to branch discretionary authority, obtain appropriate approvals. If approved, send the request to the generalist/aide.
Generalist/ Aide	2	Check layoff lists. Review eligible list or refer to Job Service.
Supervisor	3	Select a candidate. HOWEVER: If a disparity exists and the selected candidate isn't a protected group member, follow the procedure in 406.060.
	4	Send a memo stating the start date to the generalist/aide, who will then process the appointment.

NOTE: If an extension of the six-month appointment is needed because of unforeseen circumstances, contact the generalist/aide.

#### Work Out-of-Class Appointment

.044m

Employees will be appointed when: 1) they have been expressly assigned substantially all of the duties allocated to a different class; and 2) that position is temporarily unoccupied; and 3) the assignment exceeds ten consecutive workdays. The generalist/aide should be contacted for information.

Work out-of-class assignments may be approved for up to six months. Upon request, they may be extended for an additional six months.

If an AFSCME work out-of-class assignment is for six or more consecutive months, the supervisor must appoint the most-senior and capable employee among or within classes and among or within work areas.

.044m cont.

Who	Step	What
Supervisor	1	In a memo to the generalist/aide, explain: the reason for the assignment; the proposed length of time (which can't exceed six months); and the name of the employee who will fill the position. Refer to PPM Chapter 411.
Generalist/ Aide	2	Review the request to ensure that it meets the work out-of-class criteria of the labor agreement or compensation plan. Complete the payroll transaction document.

Student Worker Appointment

.044n

Students may be appointed if they are attending an accredited school. The appointment can't exceed one year. The supervisor must certify, in the document appointing the student worker, that the student is attending an accredited school. Like emergency and temporary appointments, student worker appointments made from May 1 through Labor Day are governed by the Governor's Summer Jobs Program; see 406.044k.

Who	Step	What
Supervisor	1	Send a memo to the generalist/aide, requesting a student worker position. Indicate whether funds are available for the position. Attach a position description and verification of the student worker's enrollment.
Generalist/ Aide	2	If the definition of a student worker is met, complete employee transaction forms with student worker documentation for transmittal to DOER.
Supervisor	3	For an approved request, send a memo to the generalist/aide stating the appointment dates so the appointment may be processed.

Unclassified Service Appointment

.0440

There are two types of unclassified MDES positions allowed by statute. The first type is appointed by the MDES commissioner and reports directly to the commissioner. The second type is temporary, created for a short-term project with short-term funding, for a maximum of three years, and must be professional level or above.

Who	Step	What
Supervisor	1	Develop a position description and organizational chart. Provide written justification for the position; explain why the position shouldn't be in the classified service. Obtain appropriate branch approvals.
	2	Send the documentation and approvals to HR.
Human Resources	3	Assess request for compliance with law and issue appropriate determination.
Supervisor	4	If request is approved, select from interested candidates. HOWEVER: If a disparity exists and the selected candidate isn't a protected group member, follow the procedure in 406.060.
	5	Send a memo with the start date to the generalist/aide, who will process the appointment; include candidate's application and/or resume.

INTERVIEWING/ASSESSING CANDIDATES

.050

Supervisors should take these steps to prepare for employment interviews:

1. Analyze the vacant job; and identify essential functions and the knowledge, skills, and abilities needed to perform the job.
2. Write appropriate interview questions to assess the identified knowledge, skills, and abilities.
3. Ask questions in the same way to all candidates:
4. Develop a rating guide for evaluating candidate responses to questions.
5. Review and evaluate a candidate's application and resume before the interview.

.050 cont.

Questions of ability/disability must be in the context of ability to perform the essential functions of the job. The interviewer may provide a list of the of the job's essential functions to each candidate and, before completing the interview, determine whether a candidate believes that s/he will be able to accomplish the functions with or without accommodations.

The hiring supervisor:

- May contact the current supervisors of candidates who are state employees for information about the candidates' performance records (which may include attendance/absenteeism records). CAUTION: The hiring supervisor must not ask for, nor the current supervisor volunteer, any information of a medical nature about the candidate.
- May access the MDES HR personnel file specifically for performance appraisal records and other non-medical performance records of MDES employees. The hiring supervisor may be required to obtain a signed release from non-MDES state employees to view their performance records.
- Should contact the generalist/aide for advice on checking candidates' references.
- Should keep complete notes of employment interview questions and answers for one year after the interview.

MDES employees scheduled for an employment interview for an MDES vacancy because of a bid, voluntary transfer, voluntary demotion, or a promotion will be allowed reasonable time without loss of pay (release time). No hours outside the normal work schedule will be compensated, nor will expenses be paid. However, MDES will grant paid release time and pay pre-approved expenses for an employment interview for a vacancy in MDES or another state agency as a result of a voluntary transfer in lieu of layoff, a demotion in lieu of layoff, or a claim in lieu of layoff.

#### AFFIRMATIVE ACTION PRE-HIRE REVIEW PROCESS

.060

Supervisors are encouraged to consider all eligible candidates for a vacancy. However, when there's a disparity between the MDES workforce and MDES' Affirmative Action Plan, and a supervisor will be hiring from an eligible list, or will be making a temporary or unclassified service appointment, or will be converting from a previous emergency hire to a temporary or unclassified appointment, members of protected groups for which the disparity exists must be considered for hire. When a supervisor doesn't intend to hire a qualified protected group member in these circumstances, the supervisor must follow the procedure below.

.060 cont.

Who	Step	What
Supervisor	1	After interviewing all candidates and tentatively deciding not to select a qualified protected group member for which a disparity exists, call or meet with the AA officer; discuss the circumstances. Follow-up with a written request to deviate from the AA hiring practice and include justification; send it to the AA officer. Don't offer the position to anyone before the AA officer announces a final decision.
AA Officer	2	Notify HR. Make a recommendation to the Workforce Diversity director.
Human Resources	3	Arrange a meeting with the deputy commissioner, the commissioner, the Workforce Diversity director, and the AA officer to discuss the AA officer's recommendation. The commissioner makes the final decision.
AA Officer	4	Notify the supervisor and the generalist/aide of the decision.
Supervisor	5	Follow the usual procedure for hiring the approved candidate.

NOTE: Supervisors who disagree with the decision may meet with the commissioner, deputy commissioner, Workforce Diversity director, HR director, and the AA officer. Contact the AA officer (612/296-1823) to arrange the meeting.

Supervisors may contact the AA officer for advice or technical assistance at any time during the hiring process. The AA officer will provide periodic training to supervisors about AA hiring practices.

FORMS

.070

Supervisors should contact generalists/aides for forms assistance.

**PROCEDURE FOR REVIEW OF LAYOFF DECISIONS**

## **Pre-Review of Layoff Determinations by Affirmative Action Officer**

1. MDES management will make layoff determinations consistent with applicable bargaining unit contract/plan language.
2. The Human Resources Director and Affirmative Action Officer will review layoff determinations prior to implementation to determine the effect on agency affirmative action goals and timetables. Any negative impact on the Affirmative Action disparity status will be addressed via the pre-employment review process.
3. Nothing in this process will be considered an obstruction to the layoff and recall language in an applicable contract negotiated between the State and employee unions/associations.

SEASONAL LAYOFFS/RECALLS

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Contact Person: Vonnie Mulcahy  
612/296-4811

INTRODUCTION

.010

Seasonal appointments may be made to full-time or part-time positions, but the work schedule for this type of employment is cyclical in nature. A seasonal appointment may not exceed ten months in any twelve consecutive months.

A seasonal employee may be seasonally laid off during a season because of an office's decreased workload or budget concerns; however, at the end of a seasonal appointment, the seasonal employee must be seasonally laid off. If a manager/supervisor then still has a need for additional staff and chooses to make a temporary or emergency appointment, and there are no permanently laid-off employees available, the appointment must be offered to that seasonal employee who was laid off (permanently laid-off employees must be offered temporary or emergency appointments before seasonal employees).

This chapter provides guidelines for managers and supervisors in the seasonal layoff of seasonal employees, and in recalling employees from seasonal layoff. The policy applies only to employees identified on the MDES seniority roster as "seasonal."

Seasonal layoff and return from layoff can be complex because of the conditions and requirements of the labor agreements. Refer to the appropriate article of the labor agreements for information:

AFSCME	-	Article 15, Section 4
MAPE	-	Article 17, Section 4

Generalists/aides in the Human Resources Office can provide technical assistance.

POLICY

.020

Minnesota Department of Economic Security managers/supervisors have authority to initiate seasonal layoffs and recalls and will ensure that this delegated authority is administered in conformance with labor contracts.

SEASONAL LAYOFFS

.030

MDES managers/supervisors must maintain a record or tracking system of employees on seasonal layoff, for recall purposes, so that seasonal layoffs and recalls are accomplished timely.

NOTIFICATION

.031

AFSCME seasonal employees must be notified at least 14 calendar days before the effective date of the anticipated seasonal layoff.

MAPE seasonal employees should be notified 21 calendar days whenever practicable, but at least 14 calendar days before the effective date of the anticipated seasonal layoff.

ORDER OF LAYOFF

.032

The order of seasonal layoff for AFSCME seasonal employees is in inverse order of classification seniority within the employment condition, seniority unit, and place of employment of the affected position, unless waived by mutual agreement between the employee and the manager/supervisor.

The order of seasonal layoff for MAPE seasonal employees is in inverse order of classification seniority within the place of employment of the affected position, unless waived by mutual agreement between the employee and the manager/supervisor.

PROCEDURE

.033

This is the procedure to use for a seasonal layoff.

Who	Step	What
Manager	1	<p>Determine that due to a decreased workload in the office, budget concerns, or the completion of a season, a seasonal employee will be seasonally laid off.</p> <p>NOTE: If more than one seasonal employee is affected and they won't all be seasonally laid off, seasonal layoffs must be in inverse order of class seniority of those in the same principal place of employment.</p>

.033 cont.

Who	Step	What
Human Resources		<p>Issues may arise when there are a number of seasonal employees in the same classification and they have different seasons. Contact the Human Resources generalist or aide for assistance.</p>
	2	<p>Notify the seasonal employee, the appropriate union (see the Mailing List in 412.071), and the Human Resources Office in writing <u>at least 14 calendar days before the effective date of seasonal layoff</u>. Prepare a "Seasonal Layoff" memo (see sample form in 412.072 or 412.073, depending on which labor agreement covers the employee), for this notification; the anticipated date of recall must be included.</p>
	3	<p>If the employee is available for temporary or emergency work, have the employee complete a "Temporary/Emergency Work Availability" form (see sample in 412.074) and send it to Human Resources.</p> <p>NOTE: To be eligible for temporary and emergency appointments after they are laid off, seasonal employees must have indicated availability for such appointments, in writing, on a "Temporary/Emergency Work Availability" form, to the Human Resources Office at the time of the seasonal layoff.</p>
	4	<p>Process layoff transaction so that payroll and insurance information will be processed timely. Place the employee on seasonal layoff.</p>
	5	<p>Send the employee a "Seasonal Layoff Information" letter that includes a "Request for Continuation of (insurance) Coverage" form.</p>

.033 cont.

Who	Step	What
Employee	6	Sign and return the "Seasonal Layoff Information" letter to the Human Resources Office. Complete and sign the "Request for Continuation of Coverage" form; send it to the Department of Employee Relations <u>within 30 days</u> .
Manager	7	Set up a tracking system to monitor seasonal employees' seasons (especially when there is more than one season in the principal place of work).
	8	Determine the staffing needs of the office and, if appropriate, offer a temporary or emergency position to an employee in seasonal layoff in accordance with contract provisions that determine the priority order for seasonal employee(s).
Human Resources	9	Process the temporary/emergency appointment.

SEASONAL RECALLS

.040

Seasonal employees must keep their managers/supervisors informed of their current address so that proper notice of recall can be made.

If there is a need to fill a position with a temporary or emergency appointment, and there aren't any permanently laid off employees available, the appointment must be offered to seasonal employees who are seasonally laid off if the position is in the same class and principal place of employment from which they were seasonally laid off in the order of classification seniority.

If a seasonally laid off employee returns to work on a temporary or emergency appointment, managers/supervisors must notify the generalist or aide immediately. This is necessary to process the return and get the employee back on the payroll.

NOTIFICATION .041

The employee must be personally notified of recall, by certified mail (return receipt required), at least 15 calendar days before the reporting date. The employee must then notify the manager/supervisor by certified mail (return receipt required), within five calendar days of the return notice received, of his/her intent to return to work, and must report for work on the reporting date unless other arrangements are made.

ORDER OF RECALL .042

If all seasonal AFSCME and MAPE employees aren't recalled at the same time, they must be recalled in the order of classification seniority to the seniority unit, employment condition, and place of employment from which they were laid off.

PROCEDURE .043

This is the procedure to use for a seasonal recall.

Who	Step	What
Manager	1	Determine need to recall a seasonal employee in the order of classification seniority, employment condition, and principal place of employment.
	2	Send a letter of recall (see 412.075 or 412.076) to the employee at least 15 calendar days before the anticipated return date, with copies to the appropriate union (see Mailing List in 412.071) and Human Resources <u>immediately</u> .  If the seasonally laid off employee isn't being recalled on the anticipated recall date, contact Human Resources.

.043 cont.

Who	Step	What
Employee	3	Notify the manager, of intent to return to work, within five calendar days of receipt of recall notice.
	4	Report to work on scheduled return date and at scheduled time.
Human Resources	5	Process appropriate paperwork for payroll and insurance coverage. Send the manager a "Work Schedule" form (see 412.077). Send the employee any applicable insurance application forms.
Manager	6	Complete and sign the "Work Schedule" form; send it to Human Resources <u>immediately</u> .
Employee	7	Complete and sign the insurance application forms. Send them to Human Resources within one week of receiving them.
Manager	8	Update tracking system for next seasonal layoff.

REMOVAL FROM SEASONAL LAYOFF RECORD

.050

A seasonal employee will be removed from the seasonal layoff record for any of these reasons:

1. Failure to accept recall to a seasonal position;
2. Resignation, retirement, or termination from state service;
3. Acceptance of a full-time or part-time unlimited position; or
4. Conversion to permanent layoff.

CONVERSION TO PERMANENT LAYOFF

.060

A seasonal employee will be converted to permanent layoff if:-

1. The principal place of employment is abolished;
2. There is no anticipated date of recall; or
3. For an AFSCME seasonal employee, if there is no recall from seasonal layoff within 60 days of the anticipated date of recall, the employee is converted to permanent layoff.

Managers/supervisors must notify the Human Resources generalist if it becomes necessary to permanently lay off a seasonal employee.

MAILING LIST AND SAMPLE LETTERS/FORMS

.070

MAILING LIST

.071

Notification of a layoff for an AFSCME seasonal employee must be sent to both of the AFSCME representatives shown below.

AFSCME COUNCIL 6, AFL-CIO:

Bob Clegg (612/291-1020)  
AFSCME Council 6, AFL-CIO  
300 South Hardman Ave., Ste. 3  
So. St. Paul, MN 55075

AFSCME LOCAL 22:

Lucy Robinson (612/649-5419)  
AFSCME Local 22  
State Services for the Blind  
2200 University Ave, W, Ste. 240  
St. Paul, MN 55114

Notification of a layoff for a MAPE seasonal employee must be sent to the MAPE representative shown below.

MINNESOTA ASSOCIATION OF PROFESSIONAL EMPLOYEES (MAPE):

Dave Arneson (612/227-6457)  
MAPE President  
411 Main Street, Rm. 400  
St. Paul, MN 55102

SEASONAL LAYOFF - AFSCME

.072

Managers should develop their own memo containing this content.

STATE OF MINNESOTA  
Office Memorandum

DEPARTMENT: ECONOMIC SECURITY

TO: x DATE: X

FROM: x PHONE: x

SUBJECT: SEASONAL LAYOFF - AFSCME

---

Because of an anticipated reduction in the workload, you will be placed on seasonal layoff effective the close of business on \_\_\_\_\_. This is in accordance with the provisions of Article 15, Section 4, of the agreement between the State of Minnesota and the State Employees Union, AFSCME, Council 6. We anticipate that you will be recalled to employment on \_\_\_\_\_.

Under the negotiated provisions of the Collective Bargaining Agreement between the State and AFSCME, Council 6, employees on seasonal layoff who are not working for the State are to offered appointments to temporary and emergency vacancies within their seniority unit while on seasonal layoff. In order for employees to be offered such positions, our office must be made aware of the availability of employees for such work. Therefore, if you are interested in being offered any available emergency or temporary position during the time of your seasonal layoff, please return the attached form to the Department of Economic Security, Office of Human Resources.

Please contact Human Resources Generalist, \_\_\_\_\_ at (612) \_\_\_\_\_ if you have any questions regarding your seasonal layoff.

c: (FORMS)  
(Generalist)  
(Sr. Personnel Aide)  
Lucy Robinson, AFSCME Local 22  
Bob Clegg, AFSCME

SEASONAL LAYOFF - MAPE

.073

Managers should develop their own memo containing this content.

STATE OF MINNESOTA  
Office Memorandum

DEPARTMENT: ECONOMIC SECURITY

TO: x

DATE: X

FROM: x

PHONE: x

SUBJECT: SEASONAL LAYOFF - MAPE

---

Because of an anticipated reduction in the workload, you will be placed on seasonal layoff effective the close of business on \_\_\_\_\_. This is in accordance with the provisions of Article 17, Section 4, of the agreement between the State of Minnesota and the Minnesota Association of Professional Employees. We anticipate that you will be recalled \_\_\_\_\_.

Please contact Human Resources Generalist, \_\_\_\_\_ at (612) \_\_\_\_\_ if you have any questions regarding your seasonal layoff.

c: (FORMS)  
(Generalist)  
(Sr. Personnel Aide)  
Dave Arneson, MAPE

TEMPORARY/EMERGENCY WORK AVAILABILITY

.074

Managers should develop their own memo containing this content.

DEPARTMENT OF ECONOMIC SECURITY

Temporary/Emergency Work Availability

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

SOCIAL SECURITY #: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
(Street) (City) (State) (Zip)

TELEPHONE #: ( ) - ( ) - \_\_\_\_\_  
(Home) (Work)

1. List the classification(s) for which you have been placed on layoff.

\_\_\_\_\_  
\_\_\_\_\_

2. List the geographic location(s) from which you were laid off.

\_\_\_\_\_  
\_\_\_\_\_

3. When were you placed on seasonal or permanent layoff? \_\_\_\_\_

4. Are you currently working for the State of MN? \_\_\_\_\_

If you answered yes to number 4, please answer the following:

a. Which department are you working for? \_\_\_\_\_

b. What is your employment condition (e.g., full-time, part-time, seasonal, temporary)?  
\_\_\_\_\_

c. What is your scheduled end date if temporary or emergency? \_\_\_\_\_

5. Would you accept temporary employment which lasts from 30 days to 6 months? \_\_\_\_\_

6. Would you accept emergency employment which lasts from 1 working day to 45 working days? \_\_\_\_\_

NOTE: To remain eligible for non-permanent employment, please advise the Office of Human Resources, 390 North Robert Street, St. Paul, MN 55101, of any changes.

RECALL FROM SEASONAL LAYOFF - AFSCME

.075

Managers should develop their own memo containing this content.

STATE OF MINNESOTA  
Office Memorandum

DEPARTMENT: ECONOMIC SECURITY

TO:

DATE:

FROM:

PHONE:

SUBJECT: RECALL FROM SEASONAL LAYOFF - AFSCME

---

In conformance with Article 15, Section 4, of the Agreement between the State of Minnesota and the Minnesota State Employees Union, AFSCME, Council 6, you are hereby being recalled from seasonal layoff. Please report to work on \_\_\_\_\_ (Date) .

As stated in Article 15, Section 4, of the Union Agreement, "the employee shall notify the Appointing Authority by certified mail (return receipt required) within five (5) calendar days of receipt of notification, of intent to return to work and shall report for work on the reporting date unless other arrangements are made."

Your name will be removed from the seasonal layoff list if you do not respond to this recall and you will be terminated from this classification appointment.

C: (FORMS)  
(Generalist)  
(Sr. Personnel Aide)  
Lucy Robinson, AFSCME Local 22  
Bob Clegg, AFSCME

RECALL FROM SEASONAL LAYOFF - MAPE

.076

Managers should develop their own memo containing this content.

STATE OF MINNESOTA  
Office Memorandum

DEPARTMENT: ECONOMIC SECURITY

TO:

DATE:

FROM:

PHONE:

SUBJECT: RECALL FROM SEASONAL LAYOFF - MAPE

---

In conformance with Article 17 of the Agreement between the State of Minnesota and the Minnesota Association of Professional Employees, you are hereby being recalled from seasonal layoff. Please report to work on \_\_\_\_\_.

As stated in Article 17, Section 4B, of the Union Agreement, "The employee shall notify the Appointing Authority by certified mail (return receipt required) within five (5) calendar days of receipt of notification of intent to return to work and shall report to work on the reporting date unless other arrangements are made."

Your name will be removed from the layoff list if you do not respond to this recall and you will be terminated from this classification appointment.

c: (FORMS)  
(Generalist)  
(St. Personnel Aide)  
Dave Arneson, MAPE

WORK SCHEDULE

.077

The Human Resources Office sends this form to managers.

State of Minnesota  
*Office Memorandum*

DEPARTMENT OF ECONOMIC SECURITY  
Human Resources

TO: \_\_\_\_\_ DATE: \_\_\_\_\_

#

FROM: Vicky Thibedeau  
Insurance Supervisor PHONE: (612) 296-3662

SUBJECT: Work Schedule - \_\_\_\_\_

- |   |   |
|---|---|
| <input type="checkbox"/> New Hire                       | <input type="checkbox"/> Return from Season Off       |
| <input type="checkbox"/> Change in Employment Condition | <input type="checkbox"/> Return from Leave of Absence |
|   | <input type="checkbox"/> Return from Layoff           |

*If at any time the employee's work hours change and affect the eligibility requirements stated below, please notify your Human Resource generalist in writing prior to the date the change occurs.*

BARGAINING UNIT ELIGIBILITY REQUIREMENTS

Please check the appropriate statement for bargaining unit eligibility:

- It is anticipated that the employee will work 14 hours or more per week and 67 or more work days in any calendar year.
- It is anticipated that the employee will work less than 14 hours per week and less than 67 days in any calendar year.

INSURANCE ELIGIBILITY REQUIREMENTS

*(intermittent employees are not eligible to receive insurance benefits)*

In accordance with the Labor Agreements, employees must meet one of the following requirements to be eligible to receive full State contribution for medical/dental insurance:

- (1) Scheduled to work at least 40 hours weekly for a period of 9 months or more in any 12 consecutive months; or
- (2) Scheduled to work at least 30 hours weekly for a 12 consecutive month period.

If the employee does not meet one of the above requirements, the State will, at the employee's option, contribute partially (50% for MAPE and MMA employees; and 65% for AFSCME employees) toward the premium for medical and dental coverages for the employee and dependents if the employee meets one of the following:

- (1) Part-time unlimited appointments who work at least 50% but less than 75% of the time; or
- (2) Seasonal employees who are scheduled to work at least 1,044 hours for a period of 9 months or more in any 12 consecutive months.

- OVER -