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2000-2002 Affirmative Action Plan

*Office of Strategic and
Long Range Planning*

300 Centennial Building
658 Cedar Street
St. Paul, MN 55155-1603

This document can be made available in alternative formats, such as large print, Braille or audiotape. For TDD, contact Minnesota Relay Service at 800-627-3529 and ask for Minnesota Planning



Minnesota
Department of
Employee
Relations

State of Minnesota Employer of Choice



February 26, 2001

Ms. Marcia Farinacci
Asst. Director
MN Planning
658 Cedar St.
3rd Floor, Centennial Bldg.
St. Paul, MN 55155

Dear Ms. Farinacci:

Congratulations! Our office is pleased to notify you that we have approved your agency's 2000 - 2002 affirmative action plan. Your agency has a good plan that 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 forward six (6) additional copies to the Legislative Reference Library at:

State Office Building, Sixth Floor
100 Constitution Avenue
St. Paul, MN 55115

Your next affirmative action plan is scheduled for submission July 31, 2002. If you require additional assistance, please do not hesitate to contact our office.

Thank you for your continued cooperation in this matter.

Sincerely,

Michael Watts
Director, Office of Diversity and Equal Opportunity
(651) 296-8272/V or (651) 297-2003/TTY

Minnesota Planning 2000-2002 Affirmative Action Plan

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**AFFIRMATIVE ACTION PLAN
FY 2000 - 2002**

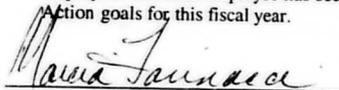
JAN 10 RECD

**OFFICE OF STRATEGIC AND LONG RANGE PLANNING
MINNESOTA PLANNING**

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

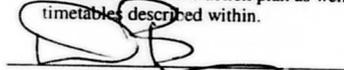
As of 07/31/00:	PROTECTED GROUPS			
	GOAL UNITS	FEMALES	MINORITIES	DISABLED
Manager		X	OK	N/A
Other		OK	OK	N/A
Clerical 206		N/A	OK	N/A
Professional 214		X	X	N/A
Supervisory 216		OK	X	N/A

2. This annual plan is and will be posted at the following location so that every employee is aware of the agency's commitment in affirmative action for the year: Agency's official department bulletin board also included in all copies of the agency's *Procedures, Policies and Practices Manual*, located in each team area and the agency library. Also in electronic form on the agency's shared G-Drive.
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 Minnesota Planning's Affirmative Action goals for this fiscal year.


 Marcia Farinacci
 Affirmative Action Officer

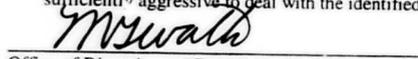
7-30-00
 Date

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 within.


 Dean Barkley
 Director

7-31-00
 Date

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


 Office of Diversity and Equal Opportunity

2/28/01
 Date

Statement of Commitment

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As the Director of Minnesota Planning, I am committed to the State of Minnesota's affirmative action efforts and to the implementation of the Affirmative Action Plan. I support the State of Minnesota's efforts to provide equal opportunity to current and prospective employees. Minnesota Planning will not tolerate discrimination on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation, membership or activity in a local commission, or age. To assure that positions are accessible to all qualified persons and to ensure a diverse workforce representative of all protected groups, Minnesota Planning will make every effort to recruit, hire and retain protected group employees.

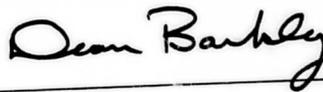
Valuing and promoting diversity helps us accomplish our mission to keep Minnesotans focused on the future, provide policy makers and the public with accurate information and analysis about critical and emerging issues, and to influence policy decisions for a better future through long-range planning. We are committed to creating an atmosphere in which all employees can contribute and succeed. We welcome and promote public interest and participation to help us accomplish our mission. We strive to build effective work relationships through respect and teamwork, provide products and services that are respectful of Minnesota's diversity, and achieve genuine representation of Minnesota's diversity in project committees, task forces and community activities.

I have delegated the responsibility for administration of this Affirmative Action Plan to Marcia Farinacci, Minnesota Planning's Affirmative Action Officer. Marcia is responsible for directing, monitoring and implementing the agency's affirmative action plan and the day to day activities of this program, and is accountable to Dean Barkley.

The management team is responsible for implementing these policies. I encourage employees to be involved in carrying out this policy and welcome comments and suggestions for improvement to our agency's policies and services to our customers.

7/31/00

Date



Dean Barkley, Director
Office of Strategic and Long Range Planning

Affirmative Action Officer/Designee and Duties

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Marcia Farinacci is Minnesota Planning's Affirmative Action Officer. She is responsible for directing, monitoring and implementing the agency's Affirmative Action Plan, and is accountable to Dean Barkley, the agency director.

Specific responsibilities and duties include:

- Distributing Affirmative Action Plan to all agency staff.
- Conduct training, including orientation for new employees.
- Identify ongoing training for employees, focused on issues such as recruitment and retention, diversity, affirmative action, and the Americans with Disabilities Act.
- Develop internships designed to give college students experience and information about state agency opportunities.
- Encourage agency participation and sponsorship of diverse community cultural events.
- Distribute newsletters, brochures, literature and other items addressing various aspects of diversity (including sexual harassment, racism, gay/lesbian issues, anti-Semitism, and disabilities).
- Monitor compliance with discrimination issues and Affirmative Action goals.
- Seeing that appropriate investigations of complaints are conducted within timelines and appropriate disciplinary action, where necessary, is taken.
- Monitor recruiting and retention efforts.
- Report to agency director and management team on issues involving compliance and Affirmative Action.
- Take other actions as required by the Affirmative Action Plan.

Managers and supervisors are also responsible for ensuring compliance with agency affirmative action programs and undertaking such affirmative action activities as may be necessary to ensure equal employment opportunity within their respective work teams and recruiting and placing protected group members where there are disparities. They are also responsible for ensuring equal treatment of employees under their supervision. Their classifications include program directors, GIS supervisors and administrative planning directors. Supervisors and team leaders are accountable to the Affirmative Action Officer and the agency director. Duties are:

- to assist the Affirmative Action Officer in identifying and resolving problems and eliminating barriers that inhibit equal employment opportunity
- to hire and promote qualified protected group members where disparity exists, and to ensure equal treatment in all aspects of employment for all employees
- to communicate affirmative action policy to all staff members and employees and demonstrate a commitment to the agency's plan
- to take necessary action to ensure prompt and efficient responses to any complaints of discrimination or requests for information from the Affirmative Action Officer
- to make decisions and changes in policies, procedures or physical accommodations as may be needed to facilitate effective equal employment opportunities
- to perform other duties as may be outlined elsewhere in the plan.

Methods for Communicating the Minnesota Planning Agency Affirmative Action Plan

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The Minnesota Planning's Affirmative Action Officer/Designee (AAO) will ensure that all employees are advised of the policy of non-discrimination, the provision of reasonable accommodation, and the procedure for filing a complaint. The material can be provided in alternative formats such as large print, Braille or on tape.

Methods for Communicating the Affirmative Action Plan Internally

1. The AAO will distribute to all supervisory staff, a copy of the full AA plan and a cover letter detailing their responsibility to read, understand, support and implement the plan.
2. The Human Resources Director will post the following documents on the official department bulletin board:
 - the Minnesota Planning Agency Affirmative Action Plan,
 - the Minnesota Equal Opportunity policy, and
 - the name and phone number of the agency's Affirmative Action Officer/Designee.
3. Additional copies of the AA plan will be available to employees upon request from the offices of the Director of Minnesota Planning and the Human Resources Director.

Methods for Communicating the Affirmative Action Plan Externally

1. The Minnesota Planning Agency will include the statement, "an equal opportunity employer," on agency letterhead, job announcements and training opportunity bulletins.
2. A notice of the Agency's Equal Employment Opportunity Policy will be posted in the main lobby, providing an opportunity for everyone doing business directly with the agency to be made aware of the policy.

Introduction

The Office of Strategic and Long-Range Planning intends to have a workplace free of harassment and discrimination and, therefore, will not tolerate actions by employees that are harassing or discriminatory. Employees are expected to conduct themselves with dignity and respect for others.

Policy

The Office of Strategic and Long-Range Planning prohibits harassing or discriminatory actions by any of its employees. The agency will take prompt and appropriate action in response to complaints of alleged discrimination, including sexual harassment. Any person who feels they are being subjected to discrimination or sexual harassment in any form or believes they have witnessed illegal discrimination or sexual harassment, should promptly report it to one or more of the following people: their supervisor, the Human Resources Representative or the Affirmative Action Officer. This includes employees, applicants, candidates for employment and independent contractors. If an investigation into a complaint of discrimination/sexual harassment finds evidence that discrimination or harassment has occurred, prompt and remedial action will be taken. Retaliation will not be tolerated against any employee who has participated as a complainant or as a witness in any departmental proceedings involving discrimination or sexual harassment. No employee shall intentionally use this policy or related procedure for reason of personal malice or abuse. Coercion, reprisal or intimidation of anyone filing a complaint or serving as a witness under this procedure is prohibited. Employees violating this policy may receive discipline up to and including discharge.

Any supervisor or manager who receives a complaint of discrimination and fails to report it to the Affirmative Action Officer designee is subject to disciplinary action, up to and including discharge. Performance evaluations of managers and supervisors will include consideration of the individual's compliance with and support for this policy.

All managers and supervisors are responsible for the implementation of this policy and for ensuring that all employees have knowledge and understanding of this policy.

All managers and supervisors must take immediate and appropriate corrective action to ensure compliance with the intent of this policy. Upon observing words or actions that may violate this policy, managers and supervisors must immediately take corrective action, even if no complaint is made.

Appropriate disciplinary action will be taken against individuals found to be engaging in conduct based on an applicant or employee's protected class characteristic(s). Appropriate disciplinary action will also be taken against supervisors and managers who fail to take timely and appropriate action when conduct that violates this policy is brought to their attention. Some forms of harassment are also criminal acts that may be referred to local law enforcement. Corrective action will be taken when necessary to build and/or restore a respectful work environment.

Definitions

DISCRIMINATION: to act on the basis of prejudice, intentional or unintentional, because of an individual's or group's protected class characteristics with respect to hiring, tenure, compensation, terms, conditions, facilities or privileges of employment, except when based on a bona fide occupational qualification.

Conduct based on protected class characteristics is prohibited if or when any of the following occurs:

- submission to such conduct is made a term or condition of an individual's employment, promotion, or other condition of employment
- submission to or rejection of such conduct is used as a basis for employment decisions affecting an employee or job applicant
- such conduct is intended to interfere or results in interference with an employee's work performance or creates an intimidating, hostile or offensive work environment.

PROTECTED CLASS: those characteristics which are covered by Title VII of the Civil Rights Act of 1964 and the Minnesota Human Rights Act which includes race, color, sex, religion, creed, national origin, disability, age, sexual orientation, marital status, public assistance or membership/activity in a local commission.

SEXUAL HARASSMENT: is a form of discrimination. Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when submission to or rejection of this conduct:

- explicitly or implicitly affects an individual's employment
- is used as a factor in decisions affecting that individual's employment
- substantially interferes with an individual's employment
- creates an intimidating, hostile or offensive work environment.

PHYSICAL HARASSMENT: prohibited actions include, but are not limited to, the display of posters, signs, pictures, cartoons, symbols, written statements or other materials that advocate a religious or creed viewpoint, or that belittle or discriminate against any individual(s) based on protected-class characteristics and verbal behaviors including gestures and facial expressions.

PHYSICAL HARASSMENT: unwelcome statements, name-calling, or other verbal conduct. Prohibited statements include using derogatory names or terms when referring to individuals or groups of individuals.

SEXUAL HARASSMENT: a form of discrimination that includes unwelcome sexual advances, requests for sexual favors, or verbal or physical conduct of a sexual nature when any of the following occurs:

- submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment
- submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment

- that conduct or communication has the purpose or effect of substantially interfering with an individual's employment or creating an intimidating, hostile, or offensive environment.

SEXUAL HARASSER/PERPETRATOR: a harasser may be a male harassing a female, a female harassing a male, a male harassing a male, or a female harassing a female, and the harassment is sexually based.

PHYSICAL SEXUAL HARASSMENT: prohibited actions include, but are not limited to, touching oneself or another person in a sexually suggestive way, physical contact or positioning so as to invade personal privacy, or intentional touching of anatomy that is private such as breasts, genital areas, or buttocks. Also included are intentional movements/actions made in an attempt to look at another person's breasts, genital areas or buttocks. Also prohibited are physical acts such as hitting, pushing and making physical gestures of a sexual nature such as hip-grinding or grabbing motions.

VERBAL SEXUAL HARASSMENT: examples of prohibited statements include, but are not limited to: derogatory or vulgar comments of a sexual nature; sexually vulgar language; remarks about a person's physical anatomy or characteristics; "dirty" jokes' sexual innuendo; sexually explicit language; lascivious tones; threats of physical harm; and distribution or display of written or graphic sexual materials. Also prohibited in the work place are nude and semi-nude pictures, sexually oriented magazines or posters, sexually offensive cartoons, and other words or pictures of a sexually suggestive nature.

UNWELCOME AND OFFENSIVE: under the laws of sexual harassment, the fact that an employee does not openly object to others' actions or words does not suggest they are welcome. Harassment may occur even if the individual originally remains silent or fails to show disapproval. Acts and statements that may not be offensive to some people may be extremely offensive to others. As a result, all employees must conduct themselves professionally in interaction with others in the workplace.

Discrimination/Sexual Harassment Complaint Procedures

To bring forth a complaint of discrimination or sexual harassment, employees are offered **STEPS 1 and 2** as options. However, they are not prohibited from filing a complaint with the Equal Employment Opportunity Commission (EEOC) or the Minnesota Department of Human Rights. Agency employees or contractors who believe they have been sexually harassed or discriminated against because of their protected class characteristics, or who have witnessed such behavior among other employees, are urged to use this procedure. Although the agency offers the following procedure as an effective method of dealing with harassment, **STEPS 1 and 2** may be omitted.

STEP 1. If you are willing, politely, but firmly, confront the perpetrator and ask him or her to stop the offensive conduct. Be specific about the exact behavior you want stopped. If practical, have a witness such as a co-worker present to hear your complaint and the harasser's response. After the face-to-face meeting, write a memo or note outlining what you said and the response of the harasser. Date the memo and keep it. Written evidence of your complaint is helpful if the harasser does not stop the offensive behavior.

Although a face-to-face meeting with the harasser is desirable, if you feel uncomfortable with it, write the harasser a memo or letter detailing the acts or statements you consider harassment and demand that it be stopped. Sign and date the memo or letter and keep a copy for possible future use if the harassment does not stop.

If you feel uncomfortable with a face-to-face meeting or a written letter, omit **STEP 1** and make your complaint using the procedures in **STEP 3**.

STEP 2. Document the incidents of the harassment. Write down what was said and done, who might have witnessed it, and the date. Keep any related letters, memos or written documentation.

STEP 3. If uncomfortable with **STEP 1**, or if the harassment continues after you complain to the harasser, or if you feel the harassment is likely to cause you a direct employment problem such as demotion, pay increase denial or discipline, immediately report it to the manager of your work area, the Affirmative Action Officer, the Human Resource Representative or the Deputy Director. You may be asked to complete a complaint form at this time. You should also submit a copy of any written documentation or a written summary of what has occurred.

Process for Managers and Supervisors

A supervisor or manager who receives a complaint will immediately notify and forward all written documentation to the Affirmative Action Officer. Within two (2) working days after receiving the complaint, the Affirmative Action Officer will:

- review the complaint;
- if the complaint alleges a violation of this policy, the Affirmative Action Officer will determine whether to initiate an investigation.

Procedure for Handling Complaints

All complaints will be handled in a timely and confidential manner. The complainant or information related to the complainant will not be disclosed to anyone who does not have a business need to know.

No person is permitted to discuss the complaint, the identity of the person complaining, or any other facts, except where necessary for investigating the complaint or deciding a dispute. All managers, supervisors and employees are subject to disciplinary action if they unnecessarily disclose information about the complaint, the investigation, allegations or facts concerning the discrimination/harassment complaint and investigation.

Upon filing a complaint, and during the investigation process, the complainant should be assured that agency policy and the law prohibit any reprisal for making a good-faith complaint, even if it is later determined that a violation of the policy did not occur. If the agency learns through an exit interview or other means that an employee has left employment because of alleged sexual harassment or discrimination, the appointing authority or his/her designee will conduct an inquiry. A copy of the inquiry will be brought to the attention of the Affirmative Action Officer.

The Affirmative Action Officer will review the complaint and determine whether a violation of this policy has taken place. Within five (5) working days of receipt of the complaint, the Affirmative Action Officer will determine if the complaint falls within the area of discrimination/sexual harassment. If it does not, the employee will be notified so that s/he may use another grievance or procedure for resolution. If it is determined that an investigation is warranted, the Affirmative Action Officer will begin it.

The Affirmative Action Officer will identify an investigator, notify the complainant, the supervisor(s) where complainant and respondent work, and the appropriate bargaining representative(s) that an investigation into alleged discriminatory conduct will commence.

The investigator will notify the complainant and the respondents of their rights under the collective bargaining agreement to request union participation.

The investigator will take statements from the complainant and respondent and any witnesses, obtain additional evidence or facts by reviewing relevant files, documentation, interviews of other alleged victims and co-workers, while disclosing as little about the case as is feasible to preserve confidentiality and prepare a thorough written report of the findings and submit it to the Affirmative Action Officer.

The Affirmative Action Officer will review the report and determine whether a violation of this policy has taken place. The Affirmative Action Officer will confer with legal authority.

If the investigation findings do not support violation of this policy, the Affirmative Action Officer will notify the complainant and respondent of that fact.

If the investigation findings support a violation of this policy, the Affirmative Action Officer will notify the complainant and the respondent's supervisor. The Affirmative Action Officer and the supervisor will determine the corrective action to be taken and notify the respondent and appropriate bargaining unit.



COMPLAINT OF DISCRIMINATION

INFORMATION ON THE COMPLAINANT (Person filing the complaint)		
Name	Job title	
Work address	Phone	
Agency	Supervisor	
INFORMATION ON THE RESPONDENT (Person who discriminated against or harassed you)		
Name	Job title	
Work address	Phone	
Agency	Supervisor	
Others who discriminated against or harassed you:		
INFORMATION ON THE COMPLAINT		
Basis - I believe I was discriminated against because of (check all that apply):		
<input type="checkbox"/> Age	<input type="checkbox"/> Color	<input type="checkbox"/> Creed
<input type="checkbox"/> Disability	<input type="checkbox"/> Gender	<input type="checkbox"/> Marital Status
<input type="checkbox"/> National Origin	<input type="checkbox"/> Race	<input type="checkbox"/> Religion
<input type="checkbox"/> Sexual Harassment	<input type="checkbox"/> Sexual Orientation	
<input type="checkbox"/> Membership or Activity in a Local Commission	<input type="checkbox"/> Reliance on Public Assistance	
Date most recent act of harassment or discrimination took place: _____		
Describe how you have been harassed or discriminated against, giving names, dates, places, etc. (be as specific as possible; attach additional sheets as necessary):		
Witnesses	Work Address/Phone	
1.		
2.		
3.		
Describe the actions you would like Minnesota Planning to take in this matter:		
Complaint is being filed based on my honest belief that I have been discriminated against. I hereby certify that the information I have provided in the complaint is true, correct, and complete to the best of my knowledge and belief.		
Complainant's signature	Received by	Date
Did you file this complaint with another agency? <input type="checkbox"/> Yes <input type="checkbox"/> No. If yes, which agency?		

Goals and Timetables

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For each area where the Office of Strategic and Long Range Planning's review reveals underutilization of protected groups in goal units, the agency will attempt to make a good faith effort to hire protected group members. *Note:* There may be a lack of qualified applicants within such protected classes to meet the goals.

GOAL: To recruit and retain female employees.

- For Officials/Administrative job group (1 FTE underutilization). Recruit and retain qualified persons.
- For Professional job group (2 FTE underutilized). Recruit and retain qualified persons.
- For Office/Clerical job group (Not underutilized). Recruit and retain qualified persons.

GOAL: To recruit and retain minority employees.

- For Officials/Administrative job group (Not underutilized). Recruit and retain qualified persons.
- For Professional job group (2 FTE underutilized). Recruit and retain qualified persons.
- For Office/Clerical job group (1 FTE underutilized). Recruit and retain qualified persons.

GOAL: To recruit and retain disabled employees.

- For Officials/Administrative job group (2 FTE underutilized). Recruit and retain qualified persons.
- For Professional job group (4 FTE underutilized). Recruit and retain qualified persons.
- For Paraprofessional job group (1 FTE underutilized). Recruit and retain qualified persons.
- For Office/Clerical job group (1 FTE underutilized). Recruit and retain qualified persons.

Note: We believe some staff who fall within the definition of disabled do not self-identify in response to questionnaires. An additional survey effort will be conducted to encourage self-identification of disabled employees.

Specific recruiting strategies will be implemented for hiring, including publication of position announcements in the "Minnesota Career Opportunities" jobs bulletin; advertisement in local and state-wide newspapers and with other resources that primarily service members of protected classes; and communication and notice to DOER of recruitment needs or plans to fill positions.

Nothing in the above process shall be considered an obstruction to hiring decisions based on the priority in appointment clauses (e.g., seniority, recall from layoff, etc.) detailed in contracts/plans negotiated.

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 is 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 2000-2002.

Date: July 31, 2000

Agency: Minnesota Planning

JOB GROUP	Current Work Force				Availability (%)			Underutilization # of Persons (nearest tenth)			Anticipated New Hires			Hiring Goals		
	TOTAL	Female	Minority	Disabled	Female	Minority	Disabled	Female	Minority	Disabled	Change +/-	Turn-over	Total Hires	Female	Minority	Disabled
Officials/Administrative													2	1	0	1
Office/Clerical													2	0	1	1
Para-professional													5	0	0	1
Professional													6	2	2	2

Note: Underutilization = Total x Availability

Availability/Utilization Analysis Minnesota Planning July 31, 2000

Job Group	Total	Women					Minorities					Disabled				
		Utilization		Availability		** Number Under- Utilized	Utilization		Availability		** Number Under- Utilized	Utilization		Availability		** Number Under- Utilized
		Number	%	Number	%		Number	%	Number	%		Number	%	Number	%	
Officials/ Administrative	11	3	27	4	35.00	1	1	10	1	6.79	0	0	0	2	13.74	2
Office/Clerical 379-382	28	21	75	23	82.84	n/a	0	0	1	4.73	1	1	4	2	8.66	1
Para- professional 389-402	6	4	67	4	74.22	0	1	17	0	4.72	0	0	0	1	7.68	1
Professional 065	56	23	41	25	43.78	2	0	0	2	4.32	2	1	2	5	8.61	4
Protective Service																
Service Maintenance																
Skilled Craft																
Technician																
Small Company Availability																

Column # #1 #2 #3# #4 #5 #6 #2 #3 #4 #5 #6 #2 #3 #4 #5 #6

Instructions:

1. Column #1 = Total # in Job Group
2. Column #2 = Total # of Women and Minorities in Job Group
3. Column #3 = Column #2 divided by Column #1
4. Column #4 = Column #5 multiplied by Column #1
5. Column #5 comes from the manpower information tables
6. Column #6 = Column #4 minus Column #2

**Round up to nearest whole number.

Programs and Program Objectives

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Program: Affirmative Action Hiring

Objective: The department will continue to hire affirmatively and will include Affirmative Action consideration in the hiring process for all hires.

Responsibility: Affirmative Action Officer and Human Resources staff.

Completion date: Ongoing throughout Affirmative Action Plan period (2000-2002).

Action steps:

1. The Affirmative Action Officer will maintain and provide current information regarding disparities to all agency supervisors and managers on a monthly basis. Date: monthly.
2. Prior to working with supervisors on all hires, Human Resources staff will check affirmative action data identifying disparities, which exist. Date: prior to beginning hiring process.
3. For all hires where a disparity exists, Human Resources staff will initiate the pre-employment review process prior to interview activities. Date: prior to beginning hiring process.
4. The Affirmative Action Officer will maintain files with background materials/documentation on any missed opportunities. Date: Ongoing.
5. Implement recommendations from the agency's Reinvest in Staff Resources strategic planning workgroup. Date: Ongoing.

Evaluation: Human Resources staff involved in the hiring process will provide oral evaluation of the affirmative action hiring process on a semi-annual basis to the Affirmative Action Officer. The Affirmative Action Officer will provide oral evaluation information to all supervisors and managers on a semi-annual basis.

Program: Affirmative Action Education

Objective: Provide education to department supervisors and managers about affirmative action and about responsibilities in implementing the Affirmative Action Plan.

Responsibility: Affirmative Action Officer and Human Resources staff.

Completion date: Ongoing.

Action steps:

1. Review frequently the interviewing and hiring process for situations where a disparity exists and outline the role of supervisors and managers in assuring that affirmative action goals are met. Date: Ongoing.
2. Continue to educate supervisors and managers about their role in implementing the Affirmative Action Plan, creating and maintaining a healthy and humane workplace and specific supervisory responsibilities that contribute to retention of protected group members. Date: Ongoing.

Program: Affirmative Action – Retention

Objective: Better understand and document the reasons behind turnover among protected group members.

Responsibility: Affirmative Action Officer and Human Resources staff.

Completion date: Ongoing.

Action steps:

1. Offer exit interviews in accordance with agency plan to all protected group members leaving the department. Date: Ongoing.
2. Prepare annual summary of 2000 and 2001 exit interview issues for discussion with all managers and supervisors. Dates: January 2001 and January 2002.

Pre-Employment Review Process

The Department of Employee Relations Office of Diversity and Equal Opportunity rules governing statewide affirmative action programs require that methods of auditing, evaluating and reporting program success be established for all agencies. This includes the establishment of the pre-employment review process for all hiring decisions in occupational categories in which a disparity exists. The Affirmative Action Officer will generate monthly affirmative action data reports indicating current disparities and will distribute them to Human Resources staff and department supervisors and managers. When filling a vacancy in an occupational category in which a disparity exists, we will follow these procedures:

1. The assigned Human Resources staff member will review the data and meet with the Affirmative Action Officer as necessary, to determine whether a disparity exists for a position that has been/will be posted.
2. The Human Resources staff member will work with the hiring supervisor, monitoring the hiring process, to ensure that available protected group candidates for whom there are disparities are included. Supervisors are not aware of protected group status of applicants.
3. Where a disparity exists, protected group candidates are available and the intended hiring selection is not a protected group member, the staff member from the Human Resources Office will obtain the hiring supervisor's rationale to discuss with the Affirmative Action Officer.
4. The Affirmative Action Officer, Human Resources staff member and division manager will review the rationale and attempt to resolve the hiring situation. If agreement cannot be reached, the Affirmative Action Officer, and the agency Director as necessary, will approve or deny the selection. All decisions will be made in writing and will be maintained on file in the Human Resources Office.

Pre-Review Procedure of Layoff Determinations

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

Recordkeeping and Evaluation

Data regarding hires is recorded on the Protected Group Report forms.

Evaluation documentation is maintained in the central files of the Human Resources Office, and include:

- Affirmative Action Plan and any related written comments
- Purchase orders for recruitment fees paid and notes on specific recruitment activities
- Affirmative Action complaints
- ADA complaints.

Weather Emergencies

9

The decision to declare an emergency can be statewide or limited to a specific portion of the state. Any decision to close state offices due to an emergency does not apply to employees who are required by their agency to work during a weather emergency.

If winter weather seems severe, Minnesota Planning employees should listen for information about state office closings on WCCO-AM Radio (830), WMNN Radio (1330), or KSTP, WCCO or KARE-TV. The announcement will also be forwarded to the Associated Press (AP) to be put on the news wire for radio stations in greater Minnesota.

In case of an emergency, all employees who are deaf or hard of hearing, if at work, will receive notification by the supervisor or designated backup staff. If a weather emergency is called after work hours, employees who are deaf or hard of hearing can obtain official notification by watching weather broadcasts on KSTP, WCCO, or KARE 11 Television. Broadcasts are closed-captioned. In addition, if employees who are deaf or hard of hearing prefer, they may arrange for notification at home from their supervisor or designee. If an emergency which affects the employee is called, the supervisor or designee may use the Minnesota Relay Service (1-800-627-3529) to contact the employee using the TTY.

The Department of Employee Relations consults with the Emergency Management Division and the commissioners of Public Safety and Transportation departments to determine whether to close state offices.

If an emergency is declared during the business day, the agency head or their designee will be notified by telephone and fax prior to the declaration. The media will also be notified.

The "News for state employees..." regarding Winter/Weather Emergencies is posted on the Minnesota Planning Bulletin Board.

The Minnesota Planning Agency has developed building evacuation procedures for use in the event of an emergency to ensure the safe exit of all individuals, both employees of the agency and those visiting the Minnesota Planning Agency.

IN CASE OF FIRE

When the building alarm sounds, follow these procedures.

- Immediately evacuate via the nearest emergency exit. Do not use elevators.
- Close all doors.
- Evacuation Team members assist with evacuation and ensure that all individuals in their assigned area have safely evacuated. Individuals with mobility impairments are assisted in moving into the stairwells, or other safe, smoke-free areas of the building as arranged with fire authorities. Individuals with mobility impairments are accompanied by two assistants during all evacuations. A third helper immediately reports the location of individuals inside the building to the Building Emergency Director or his/her representative or the Fire Department representative on the scene.
- Individuals who are deaf or hard of hearing and who have not seen the alarm lights are notified of the evacuation by an individual from their work unit or the evacuation team.

If you see the fire and no alarm has sounded, call Capitol Security immediately at 651-296-2100. Capitol Security will set off the alarm and will contact the Fire Department.

When it is safe to enter the building, the Building Emergency Director will issue the "all clear" and normal business may resume.

REMEMBER

...begin evacuation immediately

...don't try to return to your office for coats, purses, or other items before the "all clear" has sounded, and

...don't use building elevators.

IN CASE OF SEVERE WEATHER

The Building Emergency Director will be notified by Capitol Security or by the National Weather Service when the Capitol Complex is placed on a severe weather or tornado watch status and will notify the Department Emergency Coordinator. If the watch is upgraded to a warning, the Building Emergency Director will determine the need for relocation of all employees and visitors to safe areas, and will use the public address system to communicate that decision.

When the relocation order is given via public address system, the Department Emergency Coordinator will:

- Assist all individuals in moving away from windows and into assigned safe areas,
- Remind individuals assigned as assistants to assist employees and visitors with mobility impairments in relocating to the assigned safe stairwell areas, and
- Remind individuals assigned as assistants to assist employees and visitors who are deaf or hard of hearing

When the weather threat has passed, the Building Emergency Director will issue the "all clear" and normal operations may resume.

IN CASE OF BOMB THREATS

In the event of a bomb threat, the Agency will make a public address announcement.

- A. **Yellow Alert.** This alert will indicate that a bomb threat has been received.
- All employees should immediately look around the area for suspicious packages, envelopes, or items.
 - If an item is discovered, **DO NOT TOUCH OR MOVE IT.** Notify Capitol Security immediately at 651-296-2100.
 - Individuals who are deaf or hard of hearing will be informed of the alert by assistants or their supervisor.
- B. **Blue Alert.** This alert will notify building occupants that an unidentified package has been found.
- All individuals in the affected area will be instructed to move to a safe area.
 - Individuals who are deaf or hard of hearing will be assisted by assistants or by their supervisor.
 - Individuals who have a mobility impairment will be accompanied by two assistants and should use the elevators if it is safe to do so.
- C. **Red Alert.** This will notify building occupants that it is unsafe to remain in the building.
- All occupants should evacuate the building until further notice.
 - Individuals who are deaf or hard of hearing will be assisted by assistants or by their supervisor.
 - Individuals who have a mobility impairment will be accompanied by two assistants and should use the elevators if it is safe to do so.

D. **All Clear.** When it is safe to return to normal operation, the Evacuation Team members will announce the "all clear."

Note: All employees should continue to be cautious of suspicious items and, if concerned, should contact Capitol Security at 651-296-2100 or one of the Third Floor Centennial Building Emergency Coordinators:

- Kent Johnson, 651-282-5567
- Angela McGovern, 651-296-9535
- Tom Shaffer, 651-296-9718.

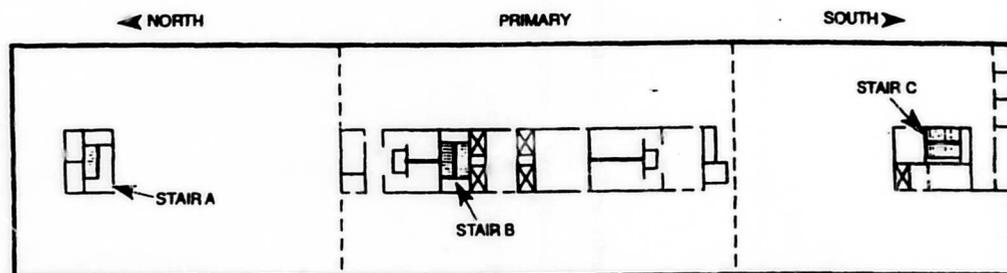
IN CASE OF MEDICAL EMERGENCIES

- A. Call 651-296-2100 (Capitol Security) or 9-911 and give:
- The exact location of the medical emergency, including the building address, floor and room number or name
 - The symptoms of the victim
 - Your name
 - Any other requested information

Do not hang up the phone until Capitol Security or the 911 operator does.

- B. Support the victim's medical needs. Call for a first-aid certified employee to help.
- C. Send someone to meet the paramedics and lead them to the scene.

THIRD, FOURTH AND FIFTH FLOORS



People occupying the north end of the building during an emergency will evacuate using STAIR A. Descend the stairs to the Second Floor and exit. Once out, proceed around the west side of the building to the Armory, find your area group and check in.

Secondary
USE STAIR B.

People occupying the central section of the building during an emergency will evacuate using STAIR B. Descend the stairs to the First Floor and exit by the lobby doors. Once out, proceed to the Armory, find your area group and check in.

Secondary
USE STAIR A or ...

People occupying the south end of the building during an emergency will evacuate using STAIR C. Descend the stairs to the Basement and exit by the south doors. Once out, proceed to the Armory, find your area group and check in.

Secondary
USE STAIR B.

Emergency exits floor plan

It is the policy of Minnesota Planning to reasonably accommodate qualified individuals (as defined by the Americans with Disabilities Act – ADA) with known physical or mental disabilities, to enable them to compete in the selection process or to perform the essential functions of the job and/or to enjoy equal benefits and privileges. An accommodation must provide an opportunity for a person with a disability to achieve the same level of performance or to enjoy benefits or privileges equal to those of an average, similarly-situated employee without a disability.

Funding for accommodations is provided by the department unless the accommodation causes an undue hardship or poses a direct threat to the health and safety of others in the workplace.

This agency's reasonable accommodations policy applies to all qualified applicants, current employees and employees seeking promotion who have a physical or mental impairment that substantially limits one or more major life activities; or have a record of such impairment; or are regarded as having such an impairment. This policy does not pertain to persons with non-ADA qualifying conditions.

Accommodations will not be required for non-job related personal needs of individuals even though they may be a qualified disabled individual. In such cases, questions may arise as to whether the accommodation is personal or job related. The primary factor in evaluating an accommodation is whether the accommodation will enable the person to perform the job on an equal basis in the most cost effective manner and in the most integrated setting possible.

Transportation to and from work is the responsibility of the employee. This agency will not provide transportation to and from work as part of reasonable accommodation.

The agency will provide accommodations to qualified disabled employees/job applicants/eligibles when such accommodations are directly related to performing a job or competing for a job on an equal basis.

Definitions

ADA COORDINATOR: the Assistant Director, Marcia Farinacci.

DIRECT THREAT: a significant risk to the health or safety of others that cannot be eliminated by reasonable accommodation.

A PERSON WITH A DISABILITY: for purposes of this policy, is anyone who meets the definition as stated in Section 504 regulations of the 1973 Rehabilitation Act as amended in 1978, Sub-part A, Section 84.3 j1-2 and k104 and Chapter 363 of the Minnesota Human Rights Act and the Americans with Disabilities Act of 1990, Subd. P.L. 101-336, Sec.102C.

A person with a disability is anyone who:

1. has a physical or mental impairment that substantially limits one or more of such person's major life activities.
2. has a record of such impairment which means that a person has a history of or has been misclassified as having a mental or physical impairment that substantially limits one or more major life activities.
3. is regarded as having such an impairment which means
 - has a physical or mental impairment that may not substantially limit major life activities, but that is treated by an employer as constituting such a limitation
 - has a physical or mental impairment that substantially limits major life activities only as a result of the attitudes of others toward such impairment, or
 - has no impairment but is treated by an employer as having such an impairment.

A REASONABLE ACCOMMODATION: any change 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 employment opportunities. Examples of accommodations may include acquiring or modifying equipment or devices, modifying examinations and training materials, making facilities readily accessible, job restructuring, modifying work schedules, providing qualified readers or interpreters and reassignment to a vacant position.

UNDUE HARDSHIP: an action that is unduly costly, extensive, substantial, or disruptive, or that would fundamentally alter the nature or operation of the department.

Procedure

A. JOB APPLICANTS

1. Request for Reasonable Accommodation
 - a) All initial communication with job applicants regarding job vacancies shall indicate the willingness of the agency to make reasonable accommodations to the known physical or mental disability and shall invite the applicant to contact the agency for the needed accommodation.
 - b) The individual contacted with the request shall contact the Human Resource Representative immediately. In order to ensure that the accommodation is provided at the interview, requests shall be handled in a timely manner. The Human Resource Representative will advise the ADA Coordinator of decision.
 - c) The Human Resource Representative shall contact the job applicant to discuss the needed accommodation and possible alternatives.
 - d) If the accommodation is approved, the Human Resource Representative or designee will take the necessary steps to see that the accommodation is provided.
 - e) If the accommodation cannot be provided, the Human Resource Representative will inform the applicant in writing of the reason within a reasonable time period.

B. EMPLOYEES

1. The employee will inform his/her supervisor, manager, or ADA Coordinator/ Human Resource Representative of the need for an accommodation, preferably by completing the Employee Request for Reasonable Accommodation (attached).
2. The ADA Coordinator may request medical documentation of the employee's functional limitations to support the request. Information from all medical examinations and inquiries will be kept apart from the general personnel files as a separate, confidential medical record, available only under the limited conditions specified in the Americans with Disabilities Act.
3. The ADA Coordinator/Human Resource Representative, in consultation with the employee and supervisor will:
 - a) discuss the purpose and essential functions of the particular job involved and complete a step-by-step job analysis when necessary.
 - b) determine the precise job-related limitations.
 - c) identify the potential accommodations and assess the effectiveness each would have in allowing the employee to perform the essential functions of the job, and
 - d) select and implement the accommodations that are the most appropriate for both the employee and the employer. While an employee's preference will be given consideration, the agency is free to choose among equally effective accommodations and may choose the one that is less expensive or easier to provide.
4. If an accommodation agreement cannot be reached, the ADA Coordinator will forward the written request for accommodation, along with her recommendation, to the Deputy Director, who will review the request for accommodation, along with the recommendations and make a final decision.
5. If an accommodation cannot overcome the existing barriers, or if the accommodation would cause an undue hardship (see section C) on the operation of the business or pose a direct threat (see section D) to the health or safety of others in the workplace, the employee and the supervisor will work together to determine whether reassignment may be an appropriate accommodation.
 - a) Human Resource management will first look for a vacant position in the agency equivalent to the one presently held by the employee in terms of pay and other job status. If the individual with the disability is not qualified, with or without reasonable accommodation, for a vacant position (or a position the department knows will become vacant within a reasonable period of time), the department may, as a reasonable accommodation, assign the employee to a lower level vacant position for which the individual is qualified. If this occurs, the department is not required to maintain the individual's salary at the previous level.
 - b) Human Resource management will examine transfer, mobility or other employment options for the employee.
 - c) The agency will not be required to create a new job or to bump another employee from a job in order to provide an accommodation.

6. The decision is provided in writing to the supervisor within seven (7) working days after the agency makes the determination.
 7. The Human Resource Representative fills out the Reasonable Accommodation Agreement Form (attached) and obtains necessary signatures.
 8. The ADA Coordinator submits appropriate purchasing documents to the purchasing agent if equipment, furniture or other assistive devices must be purchased.
 9. If an accommodation cannot be made, the ADA Coordinator/Human Resource Representative will provide the employee with written notification explaining the reason(s) for denying approval.
- C. **UNDUE HARDSHIP** – the following procedures will be followed when considering undue hardships.
1. The ADA Coordinator/Human Resource Representative will consult with the Deputy Director to discuss the requested accommodation.
 2. They will determine undue hardship by considering the factors outlined in 29 CFR 1630.2, including: the nature and cost of the accommodation in relation to the size, the financial resources, the nature and structure of the agency's operation and the impact of the accommodation on the nature and operation of the division.
 3. If the accommodation is considered to impose an undue hardship, an analysis and recommendation will be sent to the agency Director.
 4. The agency Director will provide a written decision to the ADA Coordinator/Human Resource Representative. The Human Resource Representative will notify the employee requesting the accommodation of the final determination in writing.
- D. **DIRECT THREAT** – the following procedures will be followed when determining direct threat:
1. The team leader of the employee requesting reasonable accommodation and the assistant director will make an individualized determination of an individual's current ability to safely perform a job's essential functions. These determinations cannot be based on myths or stereotypes about a given disability.
 2. The determinations will demonstrate there is a significant risk of substantial harm, identify the specific risk, demonstrate the risk is current, as opposed to speculative or remote, support the risk assessment with objective medical evidence related to the particular employee, and consider whether the risk can be eliminated or reduced below the level of a "direct threat" by reasonable accommodation.
- E. **METHODS OF PROVIDING REASONABLE ACCOMMODATION** — The following are some methods of providing reasonable accommodations to qualified individuals with disabilities. Other forms of reasonable accommodation may also be provided.

1. **Modification of Equipment or Assistive Devices** – the provision of equipment may include special telephone equipment, talking calculators, one-handed typewriters, closed circuit televisions, specifically designed desk and files, TTY communications equipment and other types of equipment to facilitate the performance of job duties. These items may include off-the-shelf devices as well as highly specialized, customized and/or prescription items.
2. **Job Site Modification** – the planning and provisions of accessibility to existing facilities may be required in order for individuals with disabilities to work in them. Modifications may include adjustments to equipment height, including desks, chairs, etc., addition of electrical outlets, rearrangement of furniture and equipment, widening doorways, reallocation of the job site to an accessible area, provision of special parking facilities, modifications of ventilation, heating, cooling and lighting systems, and other types of similar modifications. This agency will negotiate any changes with the Real Estate Management Division of the Department of Administration to determine costs involved.
3. **Job Restructuring** – the restructuring of any job may include modifying work hours and/or changing job duties while retaining the basic job functions. Arrangements must be considered for full-time permanent and intermittent employment. Job sharing and flexible work hours may permit disabled employees to meet such needs as medical appointments and medical dietary requirements.
4. **Support Services** – support services such as interpreters for deaf or hard-of-hearing individuals, readers for blind, special attendants, etc., must be provided when it is clearly demonstrated that these services are required for employees with disabilities performance of the essential functions of the job. Support services may also be needed for job applicants during the interview process. This agency may directly or on a contractual basis with any agency outside the agency provide the training necessary to allow staff members to provide support services when such training and the provisions of such support services are administratively feasible.

F. FUNDING FOR REASONABLE ACCOMMODATION

1. This agency will make funds available in order to provide reasonable accommodations to employees/job applicants with disabilities. (The amount will be determined by the ADA Coordinator and signed by the agency Director.)

G. PURCHASE AND MAINTENANCE OF ACCOMMODATIONS

1. While an employee's preference will be given consideration, the agency is free to choose among equally effective accommodations and may choose the one that is less expensive or easier to provide.
2. All tangible accommodations purchased by this agency will be the property of the State of Minnesota and shall be used only for job-related functions. The maintenance of equipment will be the responsibility of the agency, and projected maintenance costs will be a factor in the initial decision to provide accommodations – for example, repair of special office equipment.

H. DENIAL OF ACCOMMODATION

1. All denials of requests for reasonable accommodation will be documented and kept on file by the ADA Coordinator.
2. A copy of the document denying the request for reasonable accommodation will be given to the supervisor.
3. The ADA Coordinator will notify the employee of the denial and inform the employee of his/her right to appeal and to file with other government agencies such as the Department of Human Rights and the Equal Employment Opportunity Commission.

I. APPEALS

1. An employee who is dissatisfied with the reasonable accommodation decision can appeal to the director within fifteen (15) working days of the decision.
2. The ADA Coordinator will convey written copies of the agency Director's decision to the employee and supervisor.
3. If the employee is still dissatisfied with the decision he/she may file with federal, state, local and human rights offices. Information will be provided in compliance with the Minnesota Government Data Privacy Act.
4. Compliance agencies which are investigating complaints or request information from the agency head will be provided documentation relating to the denial of a request for reasonable accommodation.

ADA Grievance Procedure

The State of Minnesota has established grievance procedures that provide for the prompt and equitable resolution of complaints alleging any action that is prohibited by Title II of the Americans with Disabilities Act (ADA). This grievance procedure is to be used by persons with disabilities who are eligible for the services, benefits, programs or activities of this agency.

Title II states in part that "no otherwise qualified disabled person shall, solely by reason of such disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination" in programs or activities sponsored by a public entity.

Complaints relating to Minnesota Planning should be sent to: Marcia Farinacci, ADA Coordinator, 300 Centennial Office Building, 658 Cedar Street, St. Paul, MN 55155. Voice telephone: 651-296-9007. Minnesota Relay Service telephone number: 1-800-627-3529, V/TTY.

1. A complaint should be filed in writing containing the name and address of the complainant, a brief description of the violation and accommodation sought. The complaint shall be filed within 15 working days after the complainant becomes aware of the alleged violation. Within 10 working days of the receipt of the written complaint, the ADA Coordinator shall review the complaint for completeness and validity, shall make all parties to the complaint aware of the allegation, obtain additional information related to the complaint if necessary, and shall attempt to resolve the complaint.
2. If the ADA Coordinator is not able to resolve the complaint in step 1, the ADA Coordinator shall schedule a meeting, which will include the ADA Coordinator, representative(s) of the agency and the complainant within 15 working days. The ADA Coordinator will respond in writing to the complainant detailing any action taken or proposed by the agency within 15 working days of the meeting.
3. If the complainant is not satisfied with the agency's proposal to resolve the complaint, the complaint shall be referred to the ADA Advisory Council. The ADA Advisory Council will review the complaint and any documentation associated with the complaint and respond to the complainant in writing within 30 days of their recommendation for action.
4. Nothing in this procedure prevents individuals who believe they have a grievance under the ADA from contacting the Minnesota Department of Human Rights, the Equal Employment Opportunity Commission, the U.S. Department of Justice or a private attorney.
5. Any timelines established in these procedures may be waived by mutual consent.

Complaints of discrimination based on disability in employment should be addressed through the complaint procedure found in the affirmation action plan.

Minnesota Planning
Americans with Disabilities Act

NOTICE TO THE PUBLIC

It is the policy of the Office of Strategic and Long-Range Planning (Minnesota Planning) to comply with the provisions of the Americans with Disabilities Act, 42 U.S. C.A. Section 12101, et. seq. ("ADA"). The ADA prohibits discrimination against qualified individuals with disability on the basis of their disability. The ADA provides, in part, that qualified individuals with disabilities shall not be excluded from participating in or be denied the benefits of any program, service or activity offered by this department.

The ADA requires that all programs services and activities, when viewed in the entirety, are readily accessible to and usable by qualified individuals with disabilities. This agency must communicate effectively with individuals with speech, visual, and hearing impairments and provide auxiliary communication aids to qualified individuals with disabilities participating in or benefiting from this agency's programs, services or activities to afford equal opportunity.

Should you wish to review the ADA or its interpretive regulations, ask questions about your rights and remedies under the ADA, request a reasonable modification to the agency's policies, practices or procedures, or file a written grievance with this agency alleging non-compliance with the ADA, please contact the agency's Designated Coordinator for the ADA listed below.

Name:	Marcia Farinacci
Agency:	Minnesota Planning
Address:	300 Centennial Office Building 658 Cedar Street St. Paul, MN 55155
Telephone:	651-296-9007, voice 1-800-627-3529, MN Relay Service/TTY



EMPLOYEE REQUEST FOR REASONABLE ACCOMMODATION

EMPLOYEE NAME	JOB TITLE								
DATE OF REQUEST	TEAM								
<i>This information will be used by _____ or any other person, including the agency's legal counsel, who is authorized by my employer to handle medical information for ADA/MHRA purposed and, any information concerning my physical or mental condition, that are necessary to determine whether I have a disability as defined by the Americans with Disabilities Act and/or the Minnesota Human Rights Act, and to determine whether any reasonable accommodations can be made. The provision of this information is voluntary, however if you refuse to provide it, your employer may refuse to provide reasonable accommodation.</i>									
1. Please describe the nature of your limitations, what life activity(ies) it substantially limits, and how this life activity(ies) is substantially limited.									
2. How does it affect your ability to perform your job?									
3. Type of accommodation you are requesting: <table><tr><td><input type="checkbox"/> Making facilities readily accessible</td><td><input type="checkbox"/> Modification of equipment or devices</td></tr><tr><td><input type="checkbox"/> Job restructuring</td><td><input type="checkbox"/> Qualified reader or interpreter</td></tr><tr><td><input type="checkbox"/> Part time or modified work schedule</td><td><input type="checkbox"/> Acquisition of equipment or devices</td></tr><tr><td><input type="checkbox"/> Modification to a rule, policy or practice</td><td><input type="checkbox"/> Other (specify)</td></tr></table> <p>Please describe in detail the accommodation you are requesting:</p>		<input type="checkbox"/> Making facilities readily accessible	<input type="checkbox"/> Modification of equipment or devices	<input type="checkbox"/> Job restructuring	<input type="checkbox"/> Qualified reader or interpreter	<input type="checkbox"/> Part time or modified work schedule	<input type="checkbox"/> Acquisition of equipment or devices	<input type="checkbox"/> Modification to a rule, policy or practice	<input type="checkbox"/> Other (specify)
<input type="checkbox"/> Making facilities readily accessible	<input type="checkbox"/> Modification of equipment or devices								
<input type="checkbox"/> Job restructuring	<input type="checkbox"/> Qualified reader or interpreter								
<input type="checkbox"/> Part time or modified work schedule	<input type="checkbox"/> Acquisition of equipment or devices								
<input type="checkbox"/> Modification to a rule, policy or practice	<input type="checkbox"/> Other (specify)								
4. How will the requested accommodation be effective in allowing you to perform the essential functions of your job?									
5. Additional comments:									
EMPLOYEE SIGNATURE	DATE								



State of Minnesota
 Minnesota Planning
 300 Centennial Office Building
 658 Cedar Street
 St. Paul, MN 55155
 651-296-3985
 www.mnplan.state.mn.us

REASONABLE ACCOMMODATION AGREEMENT

This form is to be completed by Minnesota Planning's Affirmative Action Officer after the reasonable accommodation decision has been made. The signatures on this form indicate an agreement between the employee and Minnesota Planning to the specific accommodation.

NAME OF EMPLOYEE		NAME OF SUPERVISOR/TEAM LEADER	
The request for reasonable accommodation to the needs of the above named employee with a disability was: <input type="checkbox"/> ACCEPTED <input type="checkbox"/> DENIED Justification for the decision (indicate specific factors considered):			
If reasonable accommodation was approved, was the employee's suggestion accepted? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> PARTIALLY REASON: DESCRIBE specific accommodations to be made:			
COST ESTIMATE:			
I have read the employee request for reasonable accommodation. I understand that all tangible accommodations purchased by Minnesota Planning will become the Property of the State of Minnesota.			
Signature of Employee		Date	
Signature of Agency Director		Date	
Signature of Affirmative Action Officer		Date	

Rev 12/2000

An Equal Opportunity Employer

Supported Work Program**Statement of Policy**

It is the policy of Minnesota Planning to seek opportunities to hire Supported Work Employees through an assessment of the vacant positions and determinations of positions appropriate for Supported Employment Workers.

Plan

1. Human Resources staff, working with the hiring supervisor, will determine whether the job tasks are appropriate for a Supported Employment Worker as defined in the position description.
2. Human Resources staff will work with the hiring supervisor and with the State ADA/Disability Coordinator during the hiring process to ensure that eligible Supported Worker candidates are considered for the position.
3. Human Resource staff will work directly with the Supported Employment Worker's supervisor and the identified vocational rehabilitation or education job coach, who will be working with the Supported Employment Worker to place the worker in the job.
4. The Supported Employment Worker's supervisor and the Human Resource staff member, along with the vocational rehabilitation or education job coach, will monitor the progress of the worker. The supervisor and Human Resource staff member will decide how long the on-the-job test will last, up to a maximum of 700 hours. In addition, the supervisor and Human Resources staff member will determine whether consideration will be given for the Supported Employment Worker to be certified for hire.

Recruitment Program

Recruitment Activities 1999-2000

Sources Used

We are a small agency and have few vacancies. We very rarely advertise in publications. We occasionally advertise on the American Planning Association and the Minnesota Planning Association web sites (at no cost) and we post vacancies on our web site. We generally utilize DOER for position announcements; we also use the DOER eligible lists.

Costs Incurred

Negligible.

Results

We have had three applicants from postings on the American Planning Association web site. One was hired.

Other Methods Used

None.

Job Fairs Attended/Projected

- Humphrey Institute Job Fair
- McKinney Job Fair

Strategies

We project very few hiring opportunities in the next year. We have, in fact, taken a reduction in salary dollars.

Internship Program Opportunities

The supervisor seeking a student intern will establish the relationship with the educational institution and will work with the Human Resources Office to formalize and implement the specific internship arrangement.

We have attached a list of organizations that receive job notices for intern and student worker positions.

Recruitment

The Human Resources Representative is responsible for recruitment efforts, such as overseeing the recruitment of qualified candidates. In regard to recruitment of persons with disabilities, we are currently complying with the requirements of the Americans with Disabilities Act in our recruitment activities.

The Affirmative Action Officer, Marcia Farinacci, is responsible for overseeing Minnesota Planning's retention activities.

A coordinated retention plan will exist to retain state employees through agency and DOER activities. These initiatives will improve productivity, make the work culture more conducive to diverse employees and guide new employees toward promotional opportunities. Minnesota Planning has a history of high retention of all its classified employees, including protected group individuals. If an individual leaves our agency, there are usually two reasons: 1) the individual was hired for time-limited special projects; or 2) the individual has been promoted within state government.

As a result of our strategic planning process, we have created two standing committees made up of employees and managers. The first, *Reinvest in Staff Resources*, is examining separation data to determine the impact on protected group employees, devising an individual development plan, and assessing training programs and practices. The *Creative Culture and Work and Wellness* group is planning activities that promote diversity and cultural awareness and a worker-friendly atmosphere. The agency strongly supports these efforts and has empowered these groups.

Objective: Understand and document the reasons behind turnover among protected group members so that we can identify relevant issues for further analysis; analyze separation and layoff patterns.

Responsibility: Affirmative Action Officer, Human Resources Representative and Reinvest in Staff Resources workgroup.

Completion Date: Not completed. Will continue to define and collect data as described below.

Action Steps:

1. Offer exit interviews in accordance with agency plan to all protected group members leaving the department.
2. Prepare annual summary of 2001 and 2002 exit interviews for discussion with all managers and supervisors. Date: January 2002 and January 2003.
3. Analyze separation and layoff patterns of all employees to determine the impact on protected group members. Compare the percentage of protected group members for a two-year period to the non-protected group members to determine if a disparity exists. Retain data for two- and four-year periods. Evaluation will be maintained by the Human Resource Representative and includes copies of the Affirmative Action Plan and any comments received in writing which pertain to the plan, recruitment documentation such as purchase orders for fees paid and notes on specific recruitment activities, Affirmative Action complaints, ADA complaints and missed opportunities.
4. Using above information, determine need for action and take appropriate steps.

Objective: Continue to create and maintain a respectful environment for all employees.

Responsibility: The Creative Culture and Work and Wellness group, supervisors, managers and all Minnesota Planning Agency employees.

Completion Date: Ongoing.

Action Steps:

1. Encourage employees to participate in events that celebrate the rich diversity within the department.
2. Educate supervisors and managers about their role in creating and maintaining a healthy and humane workplace and about specific supervisory responsibilities that contribute to retention of protected group members.
3. Continue to notify employees of state-sponsored events put on by other state agencies.

Objective: Management and team leaders will attempt to create an atmosphere in which all employees can contribute and succeed by (a) providing opportunities for all team members to speak, moderate, assist with presentations, and gain exposure as a representative of the agency; and (b) encouraging teams to assign the lead role on a task or program on a rotational basis so all team members can enhance their skills.

Responsibility: Management Team.

Completion Date: Ongoing.

Action Steps:

1. Inform and facilitate this process.
2. Monitor and report progress.

Objective: Implement group training and individual development plans as a specific method to retain protected group members.

Responsibility: Affirmative Action Officer and all supervisors.

Completion Date: Ongoing.

Action Steps:

1. Review individual development plans and advise supervisors on content.
2. Identify development/training opportunities that support appreciation of diversity.
3. Consult with individual supervisors and employees to determine how to most effectively address their concerns.

**Separation and Layoff Patterns
from 1/1/1998 through 12/31/1999**

Female:	Group Percent
Layoff	0
Retirement	66.67
Dismissal	0
Resignation	71.43
Term - No Rights	88.0
All Others	26.67

- Total goal unit employees as of 1/1/98: 50
- Total group employees as of 1/1/98: 33
- Group Percent: 66%

Minority:	Group Percent
Layoff	0
Retirement	0
Dismissal	0
Resignation	14.29
Term - No Rights	8.0
All Others	13.33

- Total goal unit employees as of 1/1/98: 50
- Total group employees as of 1/1/98: 5
- Group Percent: 10%

Disabled:	Group Percent
Layoff	0
Retirement	0
Dismissal	0
Resignation	0
Term - No Rights	4.0
All Others	6.67

- Total goal unit employees as of 1/1/98: 50
- Total group employees as of 1/1/98: 2
- Group Percent: 4%

Minnesota Planning is a small agency, with the majority of our positions being in the temporary unclassified service due to the nature of work in response to legislative mandates. There are no patterns to our resignations that are of concern. We are committed to employee growth and development and promote training opportunities for all staff. We also have a working "retention" committee to research reasons behind employee separations and if patterns do arise, we would be able to identify and address those concerns.

ATTACHMENTS

MINNESOTA PLANNING

1994

MISSION

Minnesota Planning's mission is to keep Minnesotans focused on the future; to provide policy-makers and the public with accurate information and analysis on emerging and critical issues; and to influence public policy decisions for a better future through long-range planning.

AGENCY GOALS

- To develop an integrated long-range plan for the state.
- To coordinate activities among all levels of government.
- To stimulate public interest and participation in the future of the state.
- To act in coordination with the Commissioner of Finance, affected state agencies and the Legislature in planning and financing major public programs.

(Goals are taken from M.S. 4A.01, 4A.02, 4A.04, 16B.92)

June, 1993

COMMITMENT TO DIVERSITY

At Minnesota Planning, we respect all individuals and communities. Valuing and promoting diversity helps us accomplish our mission of encouraging sound public policy for the betterment of all Minnesotans.

We are an agency with high standards and expectations. We know that a variety of talented employees who are committed to excellence in researching and analyzing public policy will move Minnesota toward a secure and vibrant future. We value all employees and are committed to creating an atmosphere in which everyone can contribute, develop to their fullest potential and succeed.

We welcome and actively promote all members of the public to help us in our mission and strive to make them comfortable in our agency. We respect the public by listening and responding to the needs of all Minnesotans.

DEFINITION OF DIVERSITY

Diversity is the variety of ways people live, work and understand the world based on their unique experiences, attributes and cultures.

Diversity is reflected in appreciating similarities and respecting and valuing differences while striving for a common goal.

DIVERSITY GOALS

Achieving genuine representation of Minnesota's diversity in project committees, task forces and community activities.

Recruiting, hiring and retaining staff reflective of Minnesota's diversity.

Providing products and services that are respectful of Minnesota's diversity.

Building effective work relationships through respect and teamwork.

March, 1994

ACHIEVING INCLUSIVE POLICY PROJECTS: A Guide to Success

Commitment

Valuing and promoting diversity helps us accomplish our mission of encouraging sound public policy for the betterment of all Minnesotans.

Diversity Goal

Achieving genuine representation of Minnesota's diversity in project committees, task forces and community activities.

- *Minnesota Planning, 1994*

Prepared by
Beyond Affirmative Action Committee
Minnesota Planning
300 Centennial Building
St. Paul, MN 55155
(612) 296-3985

INTRODUCTION

This guide shares some ideas that can help achieve genuine and diverse representation in public policy task forces and meetings. The guide was compiled from a discussion involving 26 staff members; a panel presentation including Vietnamese, American Indian and African American representatives; and the work of Minnesota Planning's *State of Diversity* project.

Minnesota Planning has defined diversity broadly as "the variety of ways people live, work and understand the world based on their unique experiences, attributes and cultures." The ideas in this guide should be relevant to achieving good participation from many different types of communities and interest groups in Minnesota.

ISSUES TO CONSIDER

Trust — What kinds of experiences do people being invited to the table have with state government? Is there trust in the state, the agency and the planning process?

- The state is seen has having a history of not being user friendly.
- People from some backgrounds feel they receive different treatment; this makes trust difficult. For example, communities of color see talented individuals who can't get jobs at the state and a high turnover rate in state jobs. They are aware of problems between management and employees of color. In order to overcome mistrust, they may want some guarantees that they will be treated respectfully and that their participation will bring results.
- Some people will be subject to suspicion from their communities about why they are involved.

Budgets — Are you considering the cost of such potential needs as appropriate access for persons with disabilities, interpreters for hearing-impaired or non-English-speaking audiences, translations of materials, community meeting locations, travel expenses for task force members, and honorariums?

Diversity versus Representation — Are you clear at the start what kinds of diversity are desired and why? What is the purpose of your project—are you looking for diverse individuals with a particular expertise or interest or for authentic representation and buy-in of diverse communities or organizations?

- All communities are diverse in themselves, and many individuals don't feel they can speak for a community. Don't expect them to.
- Certain organizations are well-respected in a community and feel they can voice the community's views. Recognize, however, that many groups have pre-set agendas that you should understand and consider when making decisions. Seek out additional viewpoints.
- Recognize that official representatives of American Indian tribes are speaking for sovereign political bodies. Recognize distinctions between various tribes and bands.
- The steering group of the *State of Diversity* project suggested a policy goal: "Communities of color will have genuine representation ... in all areas of public decision-making. People of color will be able to guide programs and policies that specifically and uniquely affect their communities." This principle may apply to other groups as well.

Small Committees — How can diverse communities and interests be represented on very small committees without having tokenism or someone feeling left out?

Expertise — Who defines it? How is it defined for a particular project? Are consumer and citizen interests considered? Have you considered what kind of "expertise" a group or community might want to offer? Avoid involving someone just because of their gender, race or background. Address skills, experience and interests.

Communication Styles — How do various individuals or groups tend to participate in different ways, and what can leaders do to ensure everyone's full input?

SUGGESTIONS: BUILDING RELATIONSHIPS

- Build a better understanding of different communities and cultures.
- Build personal and professional relationships that create trust. Take the time. Consider it an important part of your job, and get management support.
- Go out to communities and join their activities. Be participative, not directive.
- Be sure people are at the table from the very beginning, before planning begins.
- Get information we have back to communities. Let them know what is being done. Bring government reports to them and explain what they mean. Major misunderstandings can occur, especially when there are language and cultural differences. Sometimes communities feel used when they don't understand the issues.
- Look for commonalities; emphasize shared visions. Avoid stereotyping and generalizations that lead to "you people", "us-them" attitudes. We're in this together!

SUGGESTIONS: IDENTIFYING AND RECRUITING PARTICIPANTS

Work With Existing Groups — When possible, consider approaches other than starting a new committee. Go to existing groups on their turf; get on their agendas. Don't expect people to join your group every time.

Networks — Ask the "usual" well-known people to recommend others. Don't always call on the same busy persons from the same pool. Expand outward using all of your own relationships and those of your colleagues.

One-on-One — Meet personally with individuals, on their terms. Get to know them and explain the project. Continue contact as the project proceeds. Phone calls and letters alone may not be enough to establish goodwill and trust.

Representatives — If you want representation from an organization, ask it to nominate one or several people. Provide lead time if their board must take action.

Councils and Tribes — Work through tribal governments and state councils when appropriate (Council on Asian Pacific Minnesotans, Council on Black Minnesotans, Disability Council, Indian Affairs Council, Spanish Speaking Affairs Council). The Indian Affairs Council maintains a current list of tribal officials.

Open Appointments — Consider using the Open Appointments Process through the Office of the Secretary of State (297-5845) and the Governor's Office (296-0033). This allows for publicizing the commission or task force in the State Register.

SUGGESTIONS: MAINTAINING GOOD PARTICIPATION

Welcoming — Use welcoming methods, such as icebreakers, round-robin introductions, name tags or refreshments. Consider ethnic foods and suppliers.

Meetings — Consider how to make the time, location, setting, format and atmosphere of your events comfortable to communities you want to include. Use humor or group dynamics techniques. Be aware of communications barriers such as using jargon, displaying potentially intimidating body language, or presenting overly technical or bureaucratic written materials.

"Critical Mass" — Avoid tokenism and isolation; if possible, achieve a "critical mass" of persons of color, rural persons, or other critical groups.

Support Diverse Communications Styles — Consider designing meeting processes that encourage everyone's participation. Listen, then bend the rules and adjust the process. Use various forms of input besides meetings—written, one-on-one, telephone, circulation of drafts for comment.

Small Groups — For large meetings, consider using small groups that report back to the main group. Large public hearings may be intimidating to some citizens.

Interpreters — Recognize language barriers; they can be immense. Take advantage of interpreter referrals, such as STARS (296-2771), the Disability Council (296-6785), the Interpreter Referral Center (296-9299) or the MCS Language Connection (871-2383).

Listening and Respect — Listen and take seriously the contributions of those you invite. Respect their experience and community status, not just professional credentials.

Staffing — Recognize the value of diversity in your project staffing.

SUGGESTIONS: COMMUNITY MEETINGS

Community Organizers and Sponsorship — For community meetings, work with local representatives to cosponsor, identify locations, design format, recruit and conduct sessions. Get local legislators' support. Don't rely solely on media notices for recruiting.

Community Facilitators — Use meeting facilitators from the community to make participants feel comfortable.

Community Media — Use local, minority, specialty and community-based newspapers and media to publicize events and results of your work. One channel is the Minnesota Minority Media Coalition, whose current president is Gleason Glover (827-4021).

Choice of Settings — Allow a choice of times and settings in communities. Be aware whether sites are perceived as unfriendly turf for groups you wish to attract.

RESOURCES

- See Minnesota Planning's November 1993 *State of Diversity Resource Guide* for a listing of diversity directories and organizations relating to cultural diversity.
- See a variety of directories in the Minnesota Planning library, for women's organizations, organizations of color and university faculty, for example.

List of organizations that receive job notices for interns and student workers

G:\JOB-BANK\RESOURCE\ALL-LIST.WPD
updated 10-3-00

University of Minnesota
CLA - Career Development Office
345 Fraser Hall, 106 Pleasant St. SE
Minneapolis, MN 55455

University of Minnesota
Department of Geography
414 Social Science Tower
267 - 19th Ave S
Minneapolis, MN 55455

University of Minnesota
Asian Learning Resource Center
ATTN: Kathy
306 Walter Library, 117 Pleasant St. SE
Minneapolis, MN 55455

University of Minnesota
Chicano/Latino Learning Resource Center
ATTN: Jean
323 Walter Library, 117 Pleasant St. SE
Minneapolis, MN 55455

Student Career Placement Office
Hamline University
1536 Hewitt Avenue
St. Paul, MN 55104-1284

Internship & Cooperative Ed. Office
Augsburg College
2211 Riverside Avenue
Minneapolis, MN 55454

Macalester College - Dept. of Geography
Student Career Placement Office
1600 Grand Avenue
St. Paul, MN 55105-9984

Minority Student Affairs Counselor
University of St. Thomas
Mail # 5020
2115 Summit Avenue
St. Paul, MN 55105-1096

Metropolitan State University
ATTN: Minority Student Affairs Coordinator
700 East Seventh Street
St. Paul, MN 55106

University of Minnesota
Humphrey Institute, ATTN: Lynne Schuman
301 - 19th Ave. S
Minneapolis, MN 55455

University of Minnesota
American Indian Resource Learning
ATTN: Jill
125 Fraser Hall, 106 Pleasant St. SE
Minneapolis, MN 55455

University of Minnesota
African American Learning Resource Center
ATTN: Tony Diggs
323 Walter Library, 117 Pleasant St. SE
Minneapolis, MN 55455

Student Career Placement Office
Macalester College
1600 Grand Avenue
St. Paul, MN 55105-9984

Counseling and Career Services
University of St. Thomas
Mail # 5020
2115 Summit Avenue
St. Paul, MN 55105-1096

Minority Student Affairs Counselor
Macalester College
1600 Grand Avenue
St. Paul, MN 55105-9984

Minority Student Affairs Counselor
Hamline University
1536 Hewitt Avenue
St. Paul, MN 55104-1284

Minority Student Affairs Counselor
Augsburg College
2211 Riverside Avenue
Minneapolis, MN 55454

Metropolitan State University
ATTN: Career Services Office
700 East Seventh Street
St. Paul, MN 55106

Moorhead State University
Minority Student Affairs Coordinator
1104 - 7th Avenue South
Moorhead, MN 56560

Moorhead State University
Student Career Services Office
1104 - 7th Avenue South
Moorhead, MN 56560

Mankato State University
Minority Student Affairs Coordinator
Ellis and South Road
Mankato, MN 56002-8400

Mankato State University
Student Career Placement Office
Ellis and South Road
Mankato, MN 56002-8400

Gustavus Adolphus College
Minority Student Affairs Coordinator
St. Peter, MN 56082

Gustavus Adolphus College
Student Career Placement Office
St. Peter, MN 56082

St. Catherine Campus
Student Career Placement Office
College of St. Catherine
2004 Randolph Avenue
St. Paul, MN 55105

St. Cloud State University
Minority Student Affairs Coordinator
720 - 4th Avenue South
St. Cloud, MN 56301-4498

St. Cloud State University
Student Career Placement Office
720 - 4th Avenue South
St. Cloud, MN 56301-4498

University of MN-Duluth
Minority Student Affairs Coordinator
515 Darland Administration Building
10 University Drive
Duluth, MN 55812-2496

University of MN-Duluth
Student Career Placement Office
515 Darland Administration Building
10 University Drive
Duluth, MN 55812-2496

St. John's University
Minority Student Affairs Coordinator
Collegeville, MN 56321

St. John's University
Student Career Placement Office
Collegeville, MN 56321

Bemidji State University
American Indian Student Director
1500 Birchmont Drive NE
Bemidji, MN 56601-2699

Bemidji State University
Student Career Placement Office
1500 Birchmont Drive NE
Bemidji, MN 56601-2699

Minneapolis Spokesman
Norma Jean Williams
Classified Advertising
3744 - 4th Avenue South
Minneapolis, MN 55409

Circle Newspaper
Mike Basset
Advertising Manager
1530 E. Franklin Avenue
Minneapolis, MN 55404

La Prensa
550 Concord St., #1
St. Paul, MN 55107-2488

Native American Press
Editor
7800 Metro Parkway, Suite 300
Minneapolis, MN 55425-1514

Minnesota Women's Press, Inc.
Advertising Manager
771 Raymond Avenue
St. Paul, MN 55114

Minnesota
Department of
Employee
Relations

Leadership and partnership in
human resource management

Memo

DATE: November 14, 1997

TO: Agency Heads
Human Resource Directors/Designees

FROM: Karen L. Carpenter *Karen L. Carpenter*
Commissioner

RE: Weather Emergencies

The purpose of this memo is to remind you that once again we are approaching the time of year when we may have severe weather emergencies.

As background, weather emergencies are declared when a number of conditions exist. The factors that are considered are:

- Road maintenance. Are state highways open and snowplows operating?
- Transit operations. Are local transit systems running?
- Additional weather conditions. Is wind, cold or ice a factor?
- Other considerations. Are power or heating systems affected?

This office receives notification from the Duty Officer in the Emergency Management Division of Public Safety if a severe weather situation is occurring anywhere in the state. This office also provides us with road conditions, snowplowing information and transit operations obtained from local law enforcement. We consider all of the information from these sources and then decide if it is necessary to declare an emergency and close state offices.

The decision to declare an emergency can be statewide or limited to a specific portion of the state. Any decision to close state offices due to an emergency does not apply to employees who are required by their agency to work during a weather emergency.

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Agency heads or their designee will be notified when an emergency is declared. It is imperative that your agency has in place an internal procedure for relaying this information to any/all your offices affected. While we will be informing the media, we have found that some employees do not receive the notification in a timely fashion.

Please note MnSCU (Minnesota State Colleges and Universities) have statutory authority to close their facilities and this policy does not apply to them.

How to find out about a weather emergency

If a weather emergency is declared during the night, we will give the following announcement to WCCO 830 and WMNN 1330, KSTP, WCCO and KARE TV for broadcast. The announcement will also be forwarded to the Associated Press (AP) to be put on the news wire for radio stations in greater Minnesota.

"A weather emergency has been declared by the Commissioner of the Department of Employee Relations. As of (time and date), all Minnesota state offices will be closed in the following area(s): (geographic location(s)). This does not apply to employees who are required by their agency to work during a weather emergency."

This statement will be provided to the media prior to the start of the normal work day (8:00 a.m.). We continue to monitor weather conditions through the Emergency Management Division, and if changes in the emergency designation are warranted, they will be made as the day progresses.

If an emergency is declared during the business day, the agency head or their designee will be notified by telephone and fax prior to the declaration. We will also notify the media of the declaration.

Several days following a weather emergency, you will receive a written notification from my office which includes the time, date and geographic location of the emergency along with processing information to pay employees.

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If you have employees who are deaf or have a hearing impairment

Supervisors of deaf and hearing impaired employees should have a procedure in place for these individuals to learn about a weather emergency. If your employee has a TTY machine (telecommunication device for the deaf), the supervisor can contact the employee through the Direct Connect Minnesota Relay Service (MRS) at (612) 297-5353 (metro) or 1-800-627-3529 (out state). Here's how it works:

- The supervisor or other assigned co-worker calls the MRS number.
- The MRS operator dials the employee's number.
- When the supervisor is on the line, he/she can relay a message to the TTY machine and help conduct any conversation that may be necessary.

The weather emergency is meant for those extreme cases when it would be unsafe for most employees to travel to or from home. We recognize that there may be unique individual situations due to the employee's location that make it impossible for that employee to get to work when an emergency has not been declared. In those circumstances, supervisors should consider allowing the employee to make up the lost time or use compensatory time or annual leave.

I hope this information helps you understand how emergencies for state employees are determined and announced. Please feel free to share this information with your employees. Posters sent last year remain the same. If you need additional copies, contact Mary Ferguson at (612) 297-3053. If you have any questions, please contact your human resources office.

cc: Labor Relations Representatives

cfj/weatherm-weather

NEWS for state employees ...

Winter Weather Emergencies



Important answers to important questions state employees have winter weather emergencies.

Who declares a weather emergency?

The Commissioner of the Department of Employee Relations (DOER). When severe weather covers all or part of the state, DOER confers with the Duty Officer of the Emergency Management Division in the Department of Public Safety to assess whether conditions exist to warrant state office closure. The State Patrol, Transportation Department and local law enforcement agencies are also consulted.

What issues are addressed?

- Are state highways open and snowplows operating?
- Are local transit systems running?
- Is wind, cold or ice a factor?
- Are electrical power or heating systems affected?

All of these questions are factored into deciding whether an emergency should be called. In affected areas, a number of conditions must exist to warrant state office closure. (DOER is not likely to declare an emergency if buses are running and plows are on the roads.)

Where are weather emergencies declared?

Emergencies can be declared statewide or be limited to specific portions of the state. Weather emergencies are declared wherever a number of conditions exist to warrant state closure.

How will I know an emergency has been declared?

If a weather emergency is declared during the night, the media will be notified prior to the start of the normal workday (8:00 a.m.). Agency heads (or an appointed designee) are also notified.

If an emergency is declared during the business day, agency heads will be notified by telephone and fax prior to notification being made to the media.

Note: All state agencies should have an internal procedure developed to relay office closure information to their employees. Although weather emergencies are relayed to the media, some employees may not receive notification in a timely fashion.

An announcement detailing the date, time and geographic location of the closure will be given by DOER to WCCO (830) and WMNN (1330), KSTP, WCCO and KARE TV for broadcast. The announcement will also be forwarded to the Associated Press (AP) to be placed on the news wire for radio stations in greater Minnesota. If changes in the emergency declaration are warranted, they will be broadcast as the day or night progresses.

Which state employees are affected by DOER's decision to call a weather emergency?

All state employees in the Executive Branch Offices, except:

- Minnesota State Colleges and Universities (MnSCU) employees throughout the state; MnSCU has statutory authority to close their facilities.
- Employees who are required by their agency to work during a weather emergency.

What if a weather emergency is not declared, but I cannot get to work?

Weather emergencies are meant for extreme cases when it would be unsafe for most employees to travel to or from home. There may be times that an emergency is not called for your area and, due to distances you must travel between home and work, you may not be able to get to work. In these cases, supervisors should consider allowing employees to make up lost time, use compensatory time or take annual leave.

If you have questions regarding weather emergencies, please contact your human resources office.