

ATTACHMENT 1
AFFIRMATIVE ACTION PLAN
 Fiscal Year 1991
 For

910362

FINANCE

(Agency or Agency Subdivision)

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

GOAL UNITS	PROTECTED GROUPS				N.A.
	WOMEN	MINORITIES	HANDICAPPED	VETERANS	
Law Enforcement					
Craft, Maintenance, Labor Service					
Health Care Non-Professional					
Health Care Professional					
Clerical					
Technical		X			
Correctional Guards					
State University Instructional					
Community College Instructional					
State University Administrative					
Professional Engineering Supervisory					
Health Treatment Professional					
General Professional	X				
Professional State Residential Instructional					
Supervisory		X			
Commissioner's Plan		X			
Managerial Plan	X	X			
Other					

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

Bulletin boards in xerox rooms of 400 Centennial Building

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

Franklin E. Jensen
 Affirmative Action Officer

8/28/90
 Date

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

P. Hunt
 Agency Head

9/27/90
 Date

5. This annual plan meets the rules governing affirmative action, Chapter 20: 2 MCAR 2.290-2.299, and contains goals and timetables as well as methods for achieving them which are reasonable and sufficiently aggressive to deal with the identified disparities.

Equal Opportunity Division
 Equal Opportunity Division

10-31-90
 Date

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**Affirmative Action Policy
Minnesota Department of Finance**

It is the policy of the Department of Finance to provide equal employment opportunities to all employees on the basis of merit and fitness without regard to race, color, creed, religion, age, physical and mental handicap, marital status, public assistance status, national origin, or political affiliation. This policy applies to all phases of employment, including, but not limited to, recruitment, selection, placement, advancement, demotion, transfer, layoff, recall, termination, disciplinary action, rates of pay or other forms of compensation, and agency sponsored training and tuition assistance.

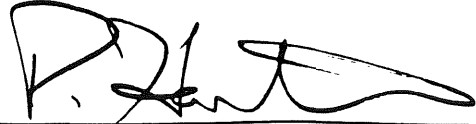
To affect the policies stated above, the Department of Finance will:

- a. Analytically approach the identification and elimination of any discriminatory practices.
- b. Ensure that program administrators and supervisors do not inhibit employment and promotional opportunities for protected class individuals. All supervisors will be briefed on the affirmative action plan.
- c. Evaluate progress towards hiring goals and take corrective action as necessary.
- d. Provide a means for hearing and settling complaints of discrimination.
- e. Post copies of the department's Affirmative Action Plan on an official bulletin board on the fourth floor of the Centennial Building.
- f. Require a pre-employment review of all hiring decisions for occupational categories with unmet affirmative action goals.

To ensure compliance with these principles, the department has appointed Susan E. Gurrola, Financial Bond Analyst, as the Affirmative Action Officer. She is delegated the responsibility and full authority for ensuring that an affirmative action program is developed, promoted and implemented in the department.

Affirmative action will benefit the department by a fuller utilization of the skills and abilities of protected group members and by providing equal employment conditions for all employees.

As commissioner, I am strongly committed to the principles and policies of effective affirmative action. All management and supervisory staff have responsibility for progressive affirmative action in their positions and I enlist all employees to assist in the effort to achieve equal opportunity within the department.

A handwritten signature in black ink, appearing to read 'P. Hutchinson', written over a horizontal line.

Peter Hutchinson, Commissioner

September 26, 1990

INTERNAL DISCRIMINATION COMPLAINT PROCEDURE

Any employee of the department who believes that he/she has been discriminated against by reason of race, creed, color, sex, age, national origin, religion, reliance on public assistance, marital status, handicap, or political opinion or affiliation, may file a complaint. Anyone filing a complaint or serving as a witness under this procedure shall do so without fear of coercion, reprisal, or intimidation. The legal limit to make a complaint is one year from the date of the action against the complainant.

Informal

An employee who has a complaint of discrimination may bring it to the attention of his/her supervisor in an attempt to reach a satisfactory resolution by administrative remedy. Alternatively, the employee may bring his/her complaint to the Affirmative Action Officer Designee.

Formal

Step 1 -If the employee alleging discrimination (complainant) does not feel that the complaint has been resolved, the complainant and the Affirmative Action Officer Designee shall jointly complete the affirmative action complaint form within seven calendar days of the informal resolution attempt. If the complaint is against the supervisor, the complainant shall give the complaint in writing, setting forth the nature of the complaint, the facts upon which it is based and the relief requested to the Affirmative Action Officer Designee.

Within 5 calendar days the Affirmative Action Officer Designee shall investigate and decide if the complaint is properly a discrimination complaint, and if not, shall immediately notify the complainant of the decision in order that he/she may use other remedies. The Affirmative Action Officer Designee can make a determination as to whether or not the employee is suffering irreparable loss in the absence of immediate action. If the Affirmative Action Officer Designee determines the need for immediate action, the Affirmative Action Officer Designee shall go directly to Step 3 for immediate action by the Appointing Authority.

Within seven calendar days after receiving the written complaint, the Affirmative Action Officer Designee shall investigate the complaint and shall arrange a meeting with the supervisor, with or without the complainant, in an attempt to resolve the complaint by administrative remedy. The supervisor shall give his/her written answer to the Affirmative Action Officer Designee within five calendar days following the meeting. The written answer will state what actions are being taken within the division to remedy the complaint or if the supervisor feels

the complaint is unfounded. The employee, through the Affirmative Action Officer Designee, may use Step 2 if dissatisfied with the supervisor's written answer.

Step 2 -If the complainant continues the complaint procedure, the Affirmative Action Officer Designee shall arrange a meeting within five calendar days with the next-level supervisor, with or without the complainant, to resolve the complaint. The next-level supervisor shall give his/her written answer to the Affirmative Action Officer Designee within five calendar days following the meeting. The complainant, through the Affirmative Action Officer Designee, may go on to Step 3 if still dissatisfied.

Step 3 -If the complainant continues the complaint procedure, the Affirmative Action Officer Designee shall arrange a meeting with the Commissioner or a delegated Division Assistant Commissioner. All parties involved shall be present to allow for a fair account of the issues. The Affirmative Action Officer Designee shall prepare and present a summation of the issues and a recommendation of a remedy. Within 60 calendar days from the filing of the written complaint in Step 1, the Commissioner or the delegated Division Assistant Commissioner shall respond in writing with the department's final answer or remedy.

If, as a result of this response, the complainant remains dissatisfied, the complainant, through the Affirmative Action Officer Designee, shall be advised of his/her right to file a charge of discrimination within one year after the occurrence of the event with the Commissioner of the Minnesota Department of Human Rights. The one year time limitation does not include the time spent on the internal investigation. In other words, the "clock stops" when the incident is being investigated and starts again when the final departmental response is given.

All disposition of complaints shall be filed with the Commissioner of Employee Relations within 30 days of final determination by the Affirmative Action Officer Designee.

Sexual Harassment Complaints

Complaints alleging sexual harassment will be handled as provided for in the collective bargaining agreement between the state of Minnesota and AFSCME, Council 6. This procedure will be used for all employees. A copy of the complaint procedure follows.

COMPLAINT OF DISCRIMINATION

Information on the Complainant (You)

Name: _____ Job Title: _____
Home Address: _____ Phone: _____
Work Address: _____ Phone: _____
Agency: _____ Division _____ Supervisor: _____

Information on the Respondent (Person who discriminated against you)

Name: _____ Job Title: _____
Work Address: _____ Phone: _____
Agency: _____ Division _____ Supervisor: _____
Others who discriminated against you: _____

Information on the Complaint

Basis (Check all that apply):

Race _____ Sex _____ Color _____ Creed _____ Religion _____ Handicap _____ Veterans Status _____
Marital Status _____ National Origin _____ Age _____
Reliance on Public Assistance _____ Political Affiliation _____

Date most recent act of discrimination took place: _____

If you filed this complaint with another agency, please give name of that agency: _____

Describe how you have been discriminated against, giving names, dates, places, etc.

This complaint is being filed based on my honest belief that the State of Minnesota has discriminated against me. I hereby certify that the information I have provided in this form is true, correct, and complete to the best of my knowledge and belief.

Received by: _____ Signature: _____

Date: _____ Date: _____

APPENDIX M - PROHIBITION OF SEXUAL HARASSMENT

It is agreed by the Employer and the Union that all employees have a right to a workplace free of verbal and/or physical sexual harassment. "Sexual harassment" includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact or communication of a sexual nature when:

- 1) Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment;
- 2) Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment; or
- 3) That conduct or communication has the purpose or effect of substantially interfering with an individual's employment or creating an intimidating, hostile, or offensive employment environment.

The Employer agrees that all agency complaint procedures for sexual harassment shall be opened to Union participation at the request of the complaining employee and that each Appointing Authority/designee shall inform a complaining party of this right. Further, the Employer and Union agree that agency complaint procedures covering sexual harassment are modified to include these additional requirements:

1. When a complaint of sexual harassment is initiated, a notice of a complaint in progress will be sent by the Appointing Authority/designee to the Union. If in filing a complaint an employee states that she/he is unable to function in the worksite from which the complaint arose, the Appointing Authority/designee shall conduct a preliminary investigation within two (2) working days. If this preliminary investigation establishes that a reasonable basis for the employee's concern about continuing in the work situation exists, the Appointing Authority/designee shall take intervening action to defuse the situation which may include temporarily reassigning either party until such time as the complaint is fully investigated, there is a finding, and corrective action, if required, is implemented.

2. Within twenty-one (21) calendar days, the Appointing Authority/designee shall conduct a full investigation and prepare a report along with designated actions to be taken to remedy the complaint. If the complaining employee has requested the Union's involvement in the complaint, the Union's representative as well as the complainant shall be provided a written summary of the findings and resolution. The Union and Employer agree that all hearings and records shall be private and that reprisal against an aggrieved employee or a witness is prohibited.

3. If the Appointing Authority fails to respond to resolve the matter to the satisfaction of the appealing party, then the complaint may be referred to the Equal Opportunity Division of the Department of Employee Relations for review within twenty-one (21) calendar days of the response or lack of response by the Appointing Authority. The Equal Opportunity Division shall confer within ten (10) working days with the Appointing Authority/designee involved in an attempt to resolve the complaint.

Any complaint which is not resolved by this procedure is not subject to the provisions of Article 17 of the Master Agreement between the Union and the Employer. Such unresolved complaints, if pursued, must be filed with the Minnesota Department of Human Rights within six (6) months of the occurrence of the alleged harassment.

IDEAL AND INTERIM GOALS

The next page shows the Department of Finance Ideal Goals and Interim Goals. These goals are shown by bargaining unit for each protected group.

AFFIRMATIVE ACTION GOAL ACHIEVEMENT & SPECIAL HANDLING REPORT
DATA AS OF APRIL 24, 1990

NAME=FINANCE GOALUNIT=057

BARG	NUMBER FEMALE FEMALES	FEMALE EMPL PCT	FEMALE GOAL PCT	NUMBER MIN_GRP EMPLYS	MIN EMPL PCT	MIN_GRP GOAL PERCENT	NUMBER HANDICAP EMPLYS	HAND EMPL PCT	HAND GOAL PCT	TOTAL UNIT EMPLYS	BARG UNIT	SPEC HAND CODE
OFFICE	23	79.31	62.00	2	6.90	4.69	5	17.24	8.20	29	206	8
TECHNCL	8	88.89	44.57	<u>0</u>	<u>0.00</u>	<u>4.69</u>	3.	33.33	8.20	9	207	9
PROFSNL	<u>10</u>	<u>43.48</u>	<u>44.57</u>	1.	2	8.70	4.69	2	8.70	23	214	2
SUPVRS	7	36.84	33.06	<u>0</u>	<u>0.00</u>	<u>5.70</u>	4.	10.53	8.20	19	216	1
COM PLN	4	50.00	44.57	<u>0</u>	<u>0.00</u>	<u>4.69</u>	4.	12.50	8.20	8	9CP	1
MGRS	<u>9</u>	<u>25.00</u>	<u>43.48</u>	2.	2	5.56	<u>13.04</u>	2.	3	36	9MP	3

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ANNUAL GOALS

- As if 1/1/89 Vietnam Veterans are no longer considered a protected group.
1. After the date of this report, a minority female applicant was hired in the Professional Category. The result of this hire is that the department is now in compliance for female employees in this category.
 2. -0- low turnover in this area. One position is currently vacant however, due to budget restrictions the department will probably leave the position vacant. If the position were to be filled the department would attempt to hire a female or a minority applicant.
 3. -0- low turnover in this area. If the current employee does not return after her planned maternity leave, the department will attempt to hire a minority.
 4. -0- low turnover in these areas.

PROGRAM OBJECTIVES

Objective: To provide a DOER training course for all department managers and supervisors dealing with The Three R's of Ethics: Roles, Responsibilities and Resources. The course would make managers and supervisors more aware of the standard conduct for state employees; our obligation under the state code of conduct; and the resources available to help managers and supervisors reinforce ethics in government and to promote public trust in general.

Rationale: The department has recently developed an agency mission statement and values. This course seems to coincide with the introduction of the new policy.

Methodology: Upon approval of the Affirmative Action Plan by the Equal Opportunity Division, the Affirmative Action Officer and the Personnel Director will work with the DOER Training Division Liaison to establish a course curriculum.

Action Steps: Employees will be given a calendar when the course will be available. A member of the DOER training staff would conduct a class using a presentation, small and large discussions, videotapes, questions and answers. It would be mandatory that managers and supervisors attend either this training or the training provided on Clear Writing.

Success

Indicator: A department which has managers and supervisors who can relay ethical insight, responsible actions, and acceptable standard conduct of state employees to their staff. A report from the Training Coordinator that includes the number of managers and supervisors completing the training, and a summary of the training evaluation.

Implementation

Date: October, 1990

Objective: The Department AAO will attend an Investigation Training Workshop as provided by the Equal Opportunity Division, Department of Employee Relations.

Rationale: To be more aware of the my responsibilities as the departments AAO in regards to investigations when dealing with complaints.

Methodology: Attend a training workshop as provided by DOER, Equal Opportunity Division.

Action Steps: Same as above.

Success

Indicator: An department AAO who can satisfactorily handle complaints. If an investigation is necessary, the satisfactory results as seen by the complainant, the department and the Equal Opportunity Division of DOER.

Implementation

Date: December, 1990

Objective: The department AAO will attend Affirmative Action workshops provided at the annual Statewide Affirmative Action Association Conference.

Rationale: The workshops given are not only informative but the topics are usually very timely.

Methodology: Look for workshops sponsored by SWAAA, that are pertinent to personnel policies or concerns in the department.

Action Steps: Register for the annual SWAAA Conference and attend the various workshops available.

Success

Indicator: Use the information provided at the workshop to better perform my role as the department AAO.

Implementation

Date: June, 1991

PRE-HIRING REVIEW

A pre-hiring review is required for all hiring decisions for occupational categories for which statistics indicate a disparity for a protected group. Each supervisor/manager who interviews candidates for a position must from his/her knowledge of the job and from the written position description decide which duties are most important for successful job performance. For each of the major job duties the supervisor/manager must decide what knowledge, skills and abilities are necessary for successful job performance. Other job related factors such as the work schedule and possible overtime should also be included in the interview.

Written questions should be developed to learn about the applicant's job related knowledge, skills, abilities and other job related factors. All questions developed must be job related. The questions may concern the applicant's previous education and work experience, interest in the job duties, willingness to accept the working conditions, or they may be based on hypothetical situations where the applicant is asked how he/she might handle a particular problem. All applicants must be asked the same questions. Sufficient time must be allowed to permit each candidate to give complete answers to all questions.

Applicants must be rated on an interview rating form. This may be a form developed by the supervisor/manager or the form on the next page. The form for each of the applicants interviewed must be turned in to the department personnel payroll clerk, and is available upon request to the Affirmative Action Officer Designee. The interview rating forms will be kept on file for one year to provide the documentation required for affirmative action. All applicants must be interviewed by a minimum of two persons.

All hiring decisions affected by this plan must be approved by the Affirmative Action Officer Designee before a candidate is notified of his/her selection.

INTERVIEW RATING FORM

Applicant's Name _____ Date Interviewed _____

Personnel Requisition Number _____ Position Control Number _____

Classification _____

	1	2	3	4	5
Question	Below Standards	Minimally Meets Standards	Fully Meets Standards	Exceeds Standards	Greatly Exceeds Standards

Comments:

	1	2	3	4	5
Question	Below Standards	Minimally Meets Standards	Fully Meets Standards	Exceeds Standards	Greatly Exceeds Standards

Comments:

	1	2	3	4	5
Question	Below Standards	Minimally Meets Standards	Fully Meets Standards	Exceeds Standards	Greatly Exceeds Standards

Comments:

REASONABLE ACCOMMODATION PROVISION

I. POLICY

It is the policy of this agency to encourage the employment and promotion of any qualified person including the handicapped. If the reason for the denial of employment or advancement in employment is the need to make reasonable accommodations to the physical or mental needs of a handicapped employee or job applicant, it must be demonstrated that: a) the accommodation would impose an undue hardship on the agency; b) the accommodation does not overcome the effects of the person's handicap; or c) the handicapped person is not qualified to perform that particular job. This agency's reasonable accommodations policy applies to all departmental employees with any known physical or mental limitations, and any job applicant requesting accommodation prior to employment interview.

This agency will provide accommodations to qualified handicapped employees/job applicants when such accommodations are directly related to performing a job or competing for a job on an equal basis. Accommodations will not be required for non-job related personal needs of individuals even though they may be a qualified handicapped individual. In such cases, questions may arise as to whether the accommodation is personal or job related. The primary factors 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.

II. SCOPE

This policy statement establishes the department's workforce standard for accommodation to the needs of handicapped employees. Reasonable accommodation requirements apply to both job applicants as well as current employees.

III. DEFINITIONS

A. Handicapped Persons

A handicapped person 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 state's Human Rights Act. A handicapped person is anyone who:

1. Has a physical or mental impairment which 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:
 - a. 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;
 - b. 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
 - c. Has no impairment but is treated by an employer as having such an impairment.

An employee with an acute disabling condition which is expected to be temporary, such as appendicitis, broken arms, pulled muscles, etc., will meet the definition of qualified handicapped person. In most cases, these individuals will require short-term methods of reasonable accommodation such as schedule modification, limited work assignments, etc., until they can return to their usual work schedule. If a residual medical impairment is determined and a permanent condition is demonstrated, the provision of permanent reasonable accommodation will be considered.

IV. REQUEST FOR REASONABLE ACCOMMODATIONS

In order to avoid processing delays, the procedures for processing requests for reasonable accommodations should reflect the least number of approval steps necessary. The steps in requesting reasonable accommodations for current employees are:

- A. The supervisor and the handicapped employee consult to determine the need for the accommodation and to discuss alternatives such as job restructuring, job site modification, and assistant devices.

- B. The supervisor submits a written request form PE-00091-01, obtained from the Affirmative Action Officer/Designee for reasonable accommodation, within five working days upon receipt of the request. The request includes a justification for the accommodation, and includes a statement of the disability. A medical statement of limitations may be included if the supervisor deems advisable.
- C. The Affirmative Action Officer will notify the appropriate division Assistant Commissioner of the request and gather information regarding availability and cost within seven working days.
- D. The Affirmative Action Officer reports to the appropriate Division Assistant Commissioner with a recommendation. The Assistant Commissioner considers the available alternatives and decides whether or not to grant the requested accommodation and determines what accommodation should be provided. The decision is then provided in writing to the supervisor within seven working days after the agency makes the determination.
- E. The Affirmative Action Officer fills out the Reasonable Accommodations Agreement Form PE-00092-01 and obtains necessary signatures.
- F. The Affirmative Action Officer submits appropriate purchasing documents to the purchasing agent if equipment, furniture, or other assistive devices must be purchased.

V. METHODS OF PROVIDING REASONABLE ACCOMMODATION

The following are some methods of providing reasonable accommodations to qualified handicapped individuals. Other forms of reasonable accommodation may also be provided.

A. 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, TTD 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.

B. Job Site Modification

The planning and provisions of accessibility to existing facilities may be required in order for disabled individuals 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.

C. 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 handicapped employees to meet such needs as medical appointments and medical dietary requirements.

D. Support Services

Support services such as interpreters for hearing impaired individuals, readers for blind, special attendants, etc., must be provided when it is clearly demonstrated that these services are required for a disabled employee's 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 of any agency outside the department, 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.

VI. UNDUE HARDSHIP

A. In determining whether or not the making of a reasonable accommodation would impose an "undue hardship" on the operation of a recipient's program, factors to be considered must include:

1. The overall size of the recipient's program (i.e., number and type of facilities, size of budget.)

the denial and inform the employee of his/her right to appeal and to file with other government agencies such as Human Rights and the Equal Employment Opportunity Commission.

X. APPEALS

An employee who is dissatisfied with the reasonable accommodation decision can appeal directly to the agency head or delegated Division Assistant Commissioner within fifteen working days of the decision. The agency head or Division Assistant Commissioner will, within fifteen working days of the individuals appeal, convene a reasonable accommodation review committee which shall consist of persons previously not involved. For example, an employee in the same job classification as the person requesting accommodation and a rehabilitation engineer (or other person knowledgeable of the requested accommodation). This committee will review all pertinent material and steps leading to the decision according to the following criteria.

- A. Job relatedness.
- B. Effectiveness.
- C. Necessity.
- D. The relationship between the accommodation and essential job functions.
- E. Cost.
- F. Other claims of undue hardship.

The committee will make a recommendation to the agency within ten working days from the date the committee was convened unless more time is needed to obtain more information from outside sources. The agency head or Division Assistant Commissioner will make a final determination within ten working days from receiving the committee's recommendation. The Affirmative Action Officer will then convey written copies of the decision to the employee and supervisor. If the employee is still dissatisfied with the decision, she/he may file with federal, state, local and human rights offices. The department's Affirmative Action Officer will provide employees and compliance agencies with information on assistance needed in the appeals process. Information will be provided in compliance with the Minnesota Government Data Privacy Act. 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.

XI. ASSISTANCE WITH REASONABLE ACCOMMODATION COMPLIANCE

All requests for information or assistance in determining reasonable accommodation for qualified handicapped employees/job applicants may be directed to the department's Affirmative Action Officer, the Council for the Handicapped, or the Director of Equal Opportunity. That person also assists in locating resources or interpreting reasonable accommodation requirements.

XII. REQUEST FOR REASONABLE ACCOMMODATIONS FOR JOB APPLICANTS

- A. All initial communication with job applicant regarding job vacancies shall indicate the willingness of the agency to make reasonable accommodation to the known physical or mental handicap and shall invite the applicant to contact the agency for the needed accommodation.
- B. The individual contacted with the request shall contact the Affirmative Action Officer immediately. In order to ensure that the accommodation is provided at the interview, requests shall be handled in a timely manner.
- C. The Affirmative Action Officer shall contact the job applicant to discuss the needed accommodation and possible alternatives.
- D. If the agreed upon accommodation requested costs no more than \$50.00, the Affirmative Action Officer shall approve the accommodation.
- E. If the accommodation costs more than \$50.00, the Affirmative Action Officer shall request approval of the accommodation from the agency head or delegated Division Assistant Commissioner.
- F. If the accommodation is approved, the Affirmative Action Officer will take the necessary steps to see that the accommodation is provided.

XIII. DENIAL OF ACCOMMODATION

If the requested accommodation is denied, the Affirmative Action Officer shall advise the applicant of his/her right to file a complaint with the Department of Human Rights alleging violation of the Minnesota Human Rights Act.

WEATHER EMERGENCY NOTIFICATION

All employees are informed of what radio stations to tune into in case of a weather emergency. The memo from the Commissioner of Employee Relations regarding the state policy on weather emergencies is posted on all department bulletin boards. Also, our Director of Administrative Services reaffirms the state's policy on weather emergencies and notification to state employees by publishing the memo in our department newsletter.

BUILDING EVACUATION

All employees are familiar with the exits to use in case of a fire or other such emergency that would cause building evacuation. Employees have also been directed not to use elevators when evacuating the building. The Affirmative Action Plan will adopt the plan developed by the safety commission for building evacuation.

DELEGATION OF AUTHORITY AND RESPONSIBILITY

A. COMMISSIONER OF FINANCE

1. Responsibilities: The Commissioner of Finance is responsible for administration of the department's Affirmative Action Program and for ensuring the department's compliance with all state and federal laws, rules and regulations regarding equal employment and opportunity.
2. Duties
 - a. Issue a written statement to all staff members affirming support to the state equal opportunity policy and affirmative action efforts.
 - b. Report to the Governor and the legislature on the progress of the Affirmative Action Plan as contained in the reporting system section. This reporting is accomplished by means of the Department of Employee Relations Annual Affirmative Action Report.
 - c. Designate the department's Affirmative Action Officer.
 - d. Hold senior staff responsible for the effectiveness of the affirmative action activities under their respective jurisdiction via specific program objectives in their position descriptions.
3. Accountability: The Commissioner of Finance is directly accountable to the Governor and the Commissioner of Employee Relations and is accountable to the State Director of Equal Opportunity.

B. AFFIRMATIVE ACTION OFFICER

1. Responsibilities: To implement and direct the department's Affirmative Action Program and all related activities.
2. Duties:
 - a. Monitor the day-to-day activities of the department's Affirmative Action Program.
 - b. Take necessary action and participate in the investigation of complaints of discrimination as outlined in the Affirmative Action Complaint Procedure.
 - c. Ensure all affirmative action reports are completed as required.

- d. Ensure that the Commissioner's statement of commitment and copies of the department's Affirmative Action Plan are disseminated to all managers and supervisors.
 - e. Ensure all employees have an opportunity to receive an exit interview.
 - f. Act as liaison between the department and the Equal Opportunity division.
 - g. Act as liaison between the department and the Department of Human Rights.
 - h. Review and determine affirmative action training needs and initiate the development and implementation of appropriate training programs.
 - i. Review policies, procedures, programs and physical accommodations and recommend changes.
 - j. Participate in the recruitment and selection of protected group persons for employment, promotion and training opportunities where there are disparities in occupational categories.
 - k. Establish a recruitment resource directory for the placement and selection of protected class persons in occupational categories where there are disparities.
 - l. Maintain communication with management through quarterly reports detailing the status of the department's achievement of affirmative action goals and any problems which may arise in this area.
 - m. Report to the Commissioner of Finance on the progress of the Affirmative Action Plan as contained in the reporting system section.
3. Accountability: the Affirmative Action Officer is directly accountable to the Commissioner of Finance.

C. DIVISION MANAGERS

1. Responsibilities: To ensure compliance with departmental affirmative action programs and to undertake such affirmative action activities as may be deemed necessary to ensure equal employment opportunity within their respective divisions and also to place and recruit protected group members where there is a disparity in occupational categories which they employ.

2. Classifications Include: Assistant commissioners, senior staff members and other managers.
3. Duties:
 - a. Hire and promote qualified protected group members where disparity exists. If protected group members are certified eligible and not hired in an occupational group where disparity exists, inform Affirmative Action Officer and/or designee prior to making a job offer of the reasons for not hiring a protected group member.
 - b. Communicate the department's affirmative action policy to all staff members and employees within the Department of Finance.
 - c. Take necessary actions to ensure prompt and efficient responses to any complaints of discrimination or requests for information from the Affirmative Action Officer.
 - d. Hold supervisors under their jurisdiction responsible for the effectiveness of their affirmative action efforts via specific program objectives in their position descriptions.
 - e. Make decisions and changes in policies, procedures or physical accommodations as may be needed to facilitate effective affirmative action.
 - f. To assist the department's Affirmative Action Officer in identifying and resolving problems and eliminating barriers which inhibit equal employment opportunity.
 - g. Perform other duties as may be outlined elsewhere in the plan.
4. Accountability: Division managers are directly accountable to their supervisors.

D. SUPERVISORS/PROGRAM STAFF

1. Responsibilities: Ensure equal treatment of all employees and applicants for positions under their jurisdiction.
2. Classifications Include: All those in the middle management bargaining unit (#216).
3. Duties:
 - a. Hire and promote qualified protected group members where disparity exists. If protected group members are certified eligible and not hired in an

occupational group where disparity exists, inform Affirmative Action Officer and/or designee prior to making a job offer of the reasons for not hiring a protected group member.

- b. Respond promptly to all complaints of discrimination brought to their attention.
 - c. Communicate the department's affirmative action policy to assigned staff.
 - d. Assign employees to attend such affirmation action related training sessions as may be offered.
 - e. Perform other duties as may be outlined elsewhere in this plan.
4. Accountability: Supervisors are directly accountable to their division managers or to other assigned supervisors, as appropriate.