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**March 2008**

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# **Metropolitan Agency Report**

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**Submitted to the Minnesota Legislature by the  
Department of Employee Relations**

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# About This Report

The Department of Employee Relations is responsible for submitting the 2008 Metropolitan Agency Report to the Minnesota Legislature. This report includes the Metropolitan agency requirements for Affirmative Action and summarizes the data that the four Metropolitan agencies – Metropolitan Council, Metropolitan Airports Commission, Metropolitan Sports Facilities Commission and the Metropolitan Mosquito Control District - are required to submit to the Minnesota Department of Employee Relations.

This report summarizes Affirmative Action information submitted to the Minnesota Department of Employee Relations by four Metropolitan agencies as required by MN Statute 473.143.

The agencies' Affirmative Action Plans and programs continue to demonstrate good faith efforts on the part of each agency to comply with the requirements and to go beyond to provide an employment setting that is equally accessible and supportive to all employees.

This document can be made available, upon request, in alternative formats such as large print, Braille or audiotape.

Questions regarding this report may be directed to the DOER Affirmative Action Coordinator at (651) 259-3623.

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## Section One

# Background Information

There are four Metropolitan agencies:

1. The Metropolitan Council is the regional planning organization for the seven-county Twin Cities area. It runs the regional bus and light rail system, collects and treats wastewater, manages regional water resources, plans regional parks and administers funds that provide housing opportunities for low- and moderate-income individuals and families.
2. The Metropolitan Airports Commission (MAC) operates the third largest aviation system in the nation, consisting of Minneapolis-St. Paul International and six reliever airports.
3. The Metropolitan Mosquito Control District (MMCD) provides a variety of services, including the survey and control of mosquitoes that transmit human diseases, to people living in the seven county Minneapolis and St. Paul, Minnesota metropolitan area.
4. The Metropolitan Sports Facilities Commission (MSFC) is the owner and operator of the Hubert H. Humphrey Metrodome.

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## Section Two

# Requirements of the Law

The requirements for the Metropolitan agencies' Affirmative Action Plans are identified in MN Statute 473.143.

### A. Affirmative Action Plan Requirements

**Subd. 2. Development and contents.** The council and each agency shall develop an affirmative action plan and submit its plan to the commissioner for approval. The commissioner may not approve a plan unless the commissioner determines that it will be effective in assuring that employment positions are equally accessible to all qualified persons, in eliminating the underutilization of qualified members of protected groups, in providing a supportive work environment to all employees, regardless of race, religion, sex, national origin, or disability, and in dealing with discrimination complaints. For purposes of this section, "protected group" has the meaning given it in section 43A.02, subdivision 33. A plan must contain at least the elements required in this subdivision.

(a) **It must identify protected groups that are underrepresented in the council's or agency's work force.**

(b) **It must designate a person responsible for directing and implementing the affirmative action program and assign the specific responsibilities and duties of that person.** The person responsible for implementing the program shall report directly to the council's or agency's chief operating officer regarding the person's affirmative action duties. The person responsible for the affirmative action program shall review examination and other selection criteria to assure compliance with law. This person shall be involved in the filling of all vacancies in the council or agency work force, to the extent necessary to facilitate attainment of affirmative action goals.

(c) **It must describe the methods by which the plan will be communicated to employees and to other persons.**

(d) **It must describe methods for recruiting** members of protected groups. These methods may include internship programs, cooperation with union apprenticeship programs, and other steps necessary to expand the number of protected group members in applicant pools.

(e) **It must describe internal procedures** in accordance with this paragraph **for processing complaints of alleged discrimination from job applicants and employees.** The procedures must provide for an initial determination of whether the complaint is properly a discrimination complaint subject to the procedure under the affirmative action plan. Complaints filed under the discrimination procedures that allege reprisals against an employee for opposing a forbidden practice or for filing a charge, testifying, or participating in an investigation, proceeding, or hearing relating to a forbidden practice are appealable to the chief operating officer of the council or agency. Procedures under this paragraph must be distinct from any procedures available under a union contract or personnel policy for nondiscrimination complaints. Use of procedures developed under this paragraph is not a prerequisite to filing charges with a governmental enforcement agency, nor does it limit a person's right to file these charges.

(f) **It must set goals and timetables to eliminate underutilization of members of each protected group in the council or agency work force.**

(g) **It must provide a plan for retaining and promoting protected group members** in the council or agency work force. This plan should encourage training opportunities for protected

group members, to the extent necessary to eliminate underutilization in specific parts of the work force.

(h) It must describe **methods of auditing, evaluating, and reporting program success, including a procedure that requires a pre employment review of all hiring decisions for occupational groups with unmet affirmative action goals.**

(i) It must provide for **training of management and supervisory personnel in implementation of the plan** and in dealing with alleged acts of discrimination in the workplace.

(j) It must provide for **periodic surveying of the council or agency work force** to determine employee attitudes toward implementation of the plan.

(k) It must provide for **creation of an employee committee** to advise on implementation of the plan and on any changes needed in the plan.

**Subd. 3. Harassment.** The council and each agency shall adopt written policies forbidding harassment based on sex, disability, or race in their workplaces and establishing implementation plans and grievance procedures to deal with complaints of harassment based on sex, disability, or race.

**Subd. 4. Performance evaluation.** The evaluation of the performance of each supervisory and managerial employee of the council and the agencies must include evaluation of the person's performance in implementing the council's or agency's affirmative action plan and in preventing forbidden discrimination in the workplace.

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## Section Three

# Report Requirements

The Commissioner of the Department of Employee Relations is required to submit an annual report to the state legislature regarding the affirmative action process of the council and of each agency. Minnesota Statutes 473.143 states:

The report must include:

- (1) an audit of the record of the council and each agency to determine compliance with affirmative action goals and to evaluate overall progress in attainment of overall affirmative action objectives;
- (2) if the council or any agency has failed to make satisfactory progress toward its affirmative action goals, a list of unmet goals and an analysis of why the failure occurred;
- (3) a summary of all personnel actions taken by the council and each agency during the past calendar year, categorized by occupational group, protected group status, and full-time, part-time, temporary, and seasonal status;

Definition of "personnel action"

- new hire
- promotion
- transfer
- demotion
- layoff
- recall from layoff
- suspension with or without pay
- letter of reprimand
- involuntary termination
- voluntary termination
- other disciplinary action

The four Metropolitan agencies submitted the information to meet the requirements of Subd. 5. (3) in statute and the results by agency are in Section Four A. The sample forms are in Section Five.



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(4) a summary of discrimination complaints and lawsuits against the council and each agency filed or resolved during the past calendar year, including the basis for the complaints and lawsuits. Summary, including basis:

- Age
- Race
- Color
- Creed
- National origin
- Religion
- Sex
- Status with regard to public assistance
- Disability
- Sexual orientation
- Membership in local human rights commission
- Marital status

The four Metropolitan agencies submitted information to meet the requirements of Subd. 5. (4) in statute and the results by agency are in Section Four B. The sample forms are in Section Five.

**\*Note about non-disclosable data:**

The Metropolitan agencies correctly submitted all of the required information. For this report, in places where non-disclosable data would be revealed by reporting the protected class status of members of a job group, the data has been removed so neither an individual's identity nor any other characteristic that could uniquely identify an individual is ascertainable.

No totals are shown in the protected group status columns where the total is 10 or less as it is considered non-disclosable data. **The non-disclosable data columns are signified by an \*.**

## Section Four

# Data by Agency

The four Metropolitan agencies submitted their Affirmative Action Plans (AAP) for 2006-2008 to the Department of Employee Relations. Each plan was reviewed and approved and each complied with the statutory requirements of MN 473.143. The agencies' AAPs and programs demonstrated continuing satisfactory progress toward Affirmative Action objectives. Each agency has provided information in its AAP which assures that employment is equally accessible to all qualified persons, that the agency is working toward the elimination of underutilization of qualified members of protected groups and providing a supportive work environment to all employees.

All four agencies submitted their summaries of personnel actions for the reporting period January 1 through December 31, 2007.

### A. Personnel action data by agency

#### Metropolitan Council

Summary of Personnel Actions:	Total number
New hires	450
Promotions	141
Transfers*	952
Demotions	36
Layoffs	0
Recalls from layoff	0
Suspensions with or without pay	42
Letters of reprimand**	735
Involuntary terminations	86
Voluntary terminations	134
Other disciplinary actions	107
Total of all personnel actions	2683

#### Notes from the Metropolitan Council report:

\*Transfers include positions where there is frequent mobility because of job bids/picks.

\*\*Letters of reprimand. Standard procedure at transit is to document most verbal warnings to employee with a letter.

# Metropolitan Council

## Detail for each personnel action

	Occupational group		Protected group status			Full-time	Part-time	Temp	Seasonal
	#		Wom	Min	Disab				
<b>New hires</b>  <b>Total = 450</b>	Off/Mgr	12				12	0	0	0
	Professional	61				61	0	2	0
	Technical	49				45	4	24	0
	Off/Clerical	10				9	1	1	0
	Service Maint	241				13	228	2	0
	Police	10				10	0	0	0
	Paraprofessional	0				0	0	0	0
	Skilled Craft	67				67	0	2	0
	Total	450	153	179	*	217	233	31	NA

	Occupational group		Protected group status			Full-time	Part-time	Temp	Seasonal
	#		Wom	Min	Disab				
<b>Promotions</b>  <b>Total = 141</b>	Off/Mgr	46				46	0	0	0
	Professional	18				18	0	0	0
	Technical	13				13	0	0	0
	Off/Clerical	6				6	0	0	0
	Service Maint	16				16	0	0	0
	Police	0				0	0	0	0
	Paraprofessional	2				2	0	0	0
	Skilled Craft	40				40	0	0	0
	Total	141	30	18	*	141	0	0	NA

### Notes from the Metropolitan Council report:

Temps are distributed between full-time and part-time. No Seasonal designation.

## Metropolitan Council

	Occupational group		Protected group status			Full-time	Part-time	Temp	Seasonal
	#		Wom	Min	Disab				
<b>Transfers*</b>  <b>Total = 952</b>	Off/Mgr	20				20	0	0	0
	Professional	8				8	0	0	0
	Technical	8				8	0	0	0
	Off/Clerical	44				44	0	0	0
	Service Maint	674				423	251	0	0
	Police	0				0	0	0	0
	Paraprofessional	1				1	0	0	0
	Skilled Craft	197				197	0	0	0
	Total	952	214	457	21	701	251	0	NA

	Occupational group		Protected group status			Full-time	Part-time	Temp	Seasonal
	#		Wom	Min	Disab				
<b>Demotions</b>  <b>Total = 36</b>	Off/Mgr	1				1	0	0	0
	Professional	1				1	0	0	0
	Technical	1				1	0	0	0
	Off/Clerical	0				0	0	0	0
	Service Maint	7				7	0	0	0
	Police	0				0	0	0	0
	Paraprofessional	0				0	0	0	0
	Skilled Craft	26				26	0	0	0
	Total	36	*	*	*	36	0	0	NA

### Notes from the Metropolitan Council report:

\*Transfers include positions where there is frequent mobility because of job bids/picks.

## Metropolitan Council

	Occupational group		Protected group status			Full-time	Part-time	Temp	Seasonal
	#		Wom	Min	Disab				
<b>Layoffs</b>  <b>Total = 0</b>	Off/Mgr	0	0	0	0	0	0	0	0
	Professional	0	0	0	0	0	0	0	0
	Technical	0	0	0	0	0	0	0	0
	Off/Clerical	0	0	0	0	0	0	0	0
	Service Maint	0	0	0	0	0	0	0	0
	Police	0	0	0	0	0	0	0	0
	Paraprofessional	0	0	0	0	0	0	0	0
	Skilled Craft	0	0	0	0	0	0	0	0
	Total	0	0	0	0	0	0	0	0

	Occupational group		Protected group status			Full-time	Part-time	Temp	Seasonal
	#		Wom	Min	Disab				
<b>Recalls from layoff</b>  <b>Total = 0</b>	Off/Mgr	0	0	0	0	0	0	0	0
	Professional	0	0	0	0	0	0	0	0
	Technical	0	0	0	0	0	0	0	0
	Off/Clerical	0	0	0	0	0	0	0	0
	Service Maint	0	0	0	0	0	0	0	0
	Police	0	0	0	0	0	0	0	0
	Paraprofessional	0	0	0	0	0	0	0	0
	Skilled Craft	0	0	0	0	0	0	0	0
	Total	0	0	0	0	0	0	0	0

## Metropolitan Council

	Occupational group		Protected group status			Full-time	Part-time	Temp	Seasonal
	#		Wom	Min	Disab				
<b>Suspensions (w or w/o pay)</b>  <b>Total = 42</b>	Off/Mgr	2				2	0	0	0
	Professional	1				0	1	0	0
	Technical	0				0	0	0	0
	Off/Clerical	0				0	0	0	0
	Service Maint	36				27	9	0	0
	Police	0				0	0	0	0
	Paraprofessional	0				0	0	0	0
	Skilled Craft	3				3	0	0	0
	<b>Total</b>	<b>42</b>	<b>*</b>	<b>20</b>	<b>*</b>	<b>32</b>	<b>10</b>	<b>0</b>	<b>NA</b>

	Occupational group		Protected group status			Full-time	Part-time	Temp	Seasonal
	#		Wom	Min	Disab				
<b>Letters of reprimand*</b>  <b>Total = 735</b>	Off/Mgr	0				0	0	0	0
	Professional	0				0	0	0	0
	Technical	0				0	0	0	0
	Off/Clerical	0				0	0	0	0
	Service Maint	723				532	191	0	0
	Police	0				0	0	0	0
	Paraprofessional	0				0	0	0	0
	Skilled Craft	12				12	0	0	0
	<b>Total</b>	<b>735</b>	<b>199</b>	<b>408</b>	<b>*</b>	<b>544</b>	<b>191</b>	<b>0</b>	<b>NA</b>

### Notes from the Metropolitan Council report:

\*Letters of reprimand. Standard procedure at transit is to document most verbal warnings to employee with a letter.

## Metropolitan Council

	Occupational group		Protected group status			Full-time	Part-time	Temp	Seasonal
	#		Wom	Min	Disab				
<b>Involuntary terminations</b>	Off/Mgr	1				1	0	0	0
	Professional	5				3	2	2	0
	Technical	4				4	0	1	0
	Off/Clerical	4				4	0	1	0
	Service Maint	61				19	42	1	0
	Police	1				0	1	0	0
	Paraprofessional	0				0	0	0	0
	Skilled Craft	10				10	0	0	0
	<b>Total</b>	<b>86</b>	<b>28</b>	<b>43</b>	<b>*</b>	<b>41</b>	<b>45</b>	<b>5</b>	<b>NA</b>
<b>Total = 86</b>									

	Occupational group		Protected group status			Full-time	Part-time	Temp	Seasonal
	#		Wom	Min	Disab				
<b>Voluntary terminations</b>	Off/Mgr	8				7	1	0	0
	Professional	17				15	2	0	0
	Technical	28				26	2	17	0
	Off/Clerical	1				1	0	0	0
	Service Maint	62				23	39	1	0
	Police	10				1	9	0	0
	Paraprofessional	0				0	0	0	0
	Skilled Craft	8				8	0	0	0
	<b>Total</b>	<b>134</b>	<b>46</b>	<b>35</b>	<b>*</b>	<b>81</b>	<b>53</b>	<b>18</b>	<b>NA</b>
<b>Total = 134</b>									

## Metropolitan Council

	Occupational group		Protected group status			Full-time	Part-time	Temp	Seasonal
	#		Wom	Min	Disab				
<b>Other disciplinary actions</b>  <b>Total = 107</b>	Off/Mgr	0				0	0	0	0
	Professional	0				0	0	0	0
	Technical	1				1	0	0	0
	Off/Clerical	0				0	0	0	0
	Service Maint	100				56	44	0	0
	Police	0				0	0	0	0
	Paraprofessional	1				1	0	0	0
	Skilled Craft	5				5	0	0	0
	<b>Total</b>	<b>107</b>	<b>29</b>	<b>62</b>	<b>*</b>	<b>63</b>	<b>44</b>	<b>0</b>	<b>NA</b>

**End of Data for Metropolitan Council**



## Metropolitan Airports Commission (MAC)

Summary of Personnel Actions:	Total number
New hires	95
Promotions	27
Transfers	2
Demotions	0
Layoffs	0
Recalls from layoff	0
Suspensions with or without pay	9
Letters of reprimand	3
Involuntary terminations	6
Voluntary terminations	92
Other disciplinary actions	0
Total of all personnel actions	234

# Metropolitan Airports Commission (MAC)

## Detail for each personnel action

	Occupational group		Protected group status			Full-time	Part-time	Temp	Seasonal
	#		Wom	Min	Disab				
<b>New hires</b>  <b>Total = 95</b>	Off/Admin	0				0	0	0	0
	Professional	3				3	0	0	0
	Technical	1				1	0	0	0
	Off/Clerical	14				6	0	8	0
	Service Maint	48				12	0	36	0
	Protective Services	17				9	0	8	0
	Supervisors	3				3	0	0	0
	Skilled Craft	9				3	0	6	0
	Total	95	*	*	*	37	0	58	0

	Occupational group		Protected group status			Full-time	Part-time	Temp	Seasonal
	#		Wom	Min	Disab				
<b>Promotions</b>  <b>Total = 27</b>	Off/Admin	4				4	0	0	0
	Professional	0				0	0	0	0
	Technical	0				0	0	0	0
	Off/Clerical	3				3	0	0	0
	Service Maint	2				2	0	0	0
	Protective Services	6				6	0	0	0
	Supervisors	10				10	0	0	0
	Skilled Craft	2				2	0	0	0
	Total	27	11	*	*	27	0	0	0

## Metropolitan Airports Commission (MAC)

	Occupational group		Protected group status			Full-time	Part-time	Temp	Seasonal
	#		Wom	Min	Disab				
<b>Transfers</b>  <b>Total = 2</b>	Off/Admin	0				0	0	0	0
	Professional	0				0	0	0	0
	Technical	0				0	0	0	0
	Off/Clerical	0				0	0	0	0
	Service Maint	2				2	0	0	0
	Protective Services	0				0	0	0	0
	Supervisor	0				0	0	0	0
	Skilled Craft	0				0	0	0	0
	Total	2	*	*	*	2	0	0	0

	Occupational group		Protected group status			Full-time	Part-time	Temp	Seasonal
	#		Wom	Min	Disab				
<b>Demotions</b>  <b>Total = 0</b>	Off/Admin	0	0	0	0	0	0	0	0
	Professional	0	0	0	0	0	0	0	0
	Technical	0	0	0	0	0	0	0	0
	Off/Clerical	0	0	0	0	0	0	0	0
	Service Maint	0	0	0	0	0	0	0	0
	Protective Services	0	0	0	0	0	0	0	0
	Supervisor	0	0	0	0	0	0	0	0
	Skilled Craft	0	0	0	0	0	0	0	0
	Total	0	0	0	0	0	0	0	0

## Metropolitan Airports Commission (MAC)

	Occupational group		Protected group status			Full-time	Part-time	Temp	Seasonal
	#		Wom	Min	Disab				
<b>Layoffs</b>  <b>Total = 0</b>	Off/Admin	0	0	0	0	0	0	0	0
	Professional	0	0	0	0	0	0	0	0
	Technical	0	0	0	0	0	0	0	0
	Off/Clerical	0	0	0	0	0	0	0	0
	Service Maint.	0	0	0	0	0	0	0	0
	Protective Services	0	0	0	0	0	0	0	0
	Supervisory	0	0	0	0	0	0	0	0
	Skilled Craft	0	0	0	0	0	0	0	0
	Total	0	0	0	0	0	0	0	0

	Occupational group		Protected group status			Full-time	Part-time	Temp	Seasonal
	#		Wom	Min	Disab				
<b>Recalls from layoff</b>  <b>Total = 0</b>	Off/Admin	0	0	0	0	0	0	0	0
	Professional	0	0	0	0	0	0	0	0
	Technical	0	0	0	0	0	0	0	0
	Off/Clerical	0	0	0	0	0	0	0	0
	Service Maint.	0	0	0	0	0	0	0	0
	Protective Services	0	0	0	0	0	0	0	0
	Supervisor	0	0	0	0	0	0	0	0
	Skilled Craft	0	0	0	0	0	0	0	0
	Total	0	0	0	0	0	0	0	0

## Metropolitan Airports Commission (MAC)

	Occupational group		Protected group status			Full-time	Part-time	Temp	Seasonal
		#	Wom	Min	Disab				
<b>Suspensions (w or w/o pay)</b>  <b>Total = 9</b>	Off/Admin	0				0	0	0	0
	Professional	0				0	0	0	0
	Technical	0				0	0	0	0
	Off/Clerical	0				0	0	0	0
	Service Maint	6				0	0	0	0
	Protective Services	2				0	0	0	0
	Supervisor	0				0	0	0	0
	Skilled Craft	1				0	0	0	0
	Total	9	*	*	*	0	0	0	0

	Occupational group		Protected group status			Full-time	Part-time	Temp	Seasonal
		#	Wom	Min	Disab				
<b>Letters of reprimand</b>  <b>Total = 3</b>	Off/Admin	0				0	0	0	0
	Professional	0				0	0	0	0
	Technical	0				0	0	0	0
	Off/Clerical	0				0	0	0	0
	Service Maint	1				0	0	0	0
	Protective Services	0				0	0	0	0
	Supervisor	0				0	0	0	0
	Skilled Craft	2				0	0	0	0
	Total	3	*	*	*	0	0	0	0

## Metropolitan Airports Commission (MAC)

	Occupational group		Protected group status			Full-time	Part-time	Temp	Seasonal
	#		Wom	Min	Disab				
<b>Involuntary terminations</b>  <b>Total = 6</b>	Off/Admin	0				0	0	0	0
	Professional	0				0	0	0	0
	Technical	0				0	0	0	0
	Off/Clerical	1				0	0	0	0
	Service Maint	2				0	0	0	0
	Protective Services	2				0	0	0	0
	Supervisor	1				0	0	0	0
	Skilled Craft	0				0	0	0	0
	Total	6	*	*	*	0	0	0	0

	Occupational group		Protected group status			Full-time	Part-time	Temp	Seasonal
	#		Wom	Min	Disab				
<b>Voluntary terminations</b>  <b>Total = 92</b>	Off/Admin	0				0	0	0	0
	Professional	0				0	0	0	0
	Technical	1				0	0	0	0
	Off/Clerical	11				0	0	6	0
	Service Maint	45				0	0	38	0
	Protective Services	23				12	0	9	0
	Supervisor	4				0	0	0	0
	Skilled Craft	8				0	0	4	0
	Total	92	*	*	*	12	0	57	0

## Metropolitan Airports Commission (MAC)

	Occupational group		Protected group status			Full-time	Part-time	Temp	Seasonal
	#		Wom	Min	Disab				
<b>Other disciplinary actions</b>  <b>Total = 0</b>	Off/Admin	0	0	0	0	0	0	0	0
	Professional	0	0	0	0	0	0	0	0
	Technical	0	0	0	0	0	0	0	0
	Off/Clerical	0	0	0	0	0	0	0	0
	Service Maint	0	0	0	0	0	0	0	0
	Protective Services	0	0	0	0	0	0	0	0
	Supervisors	0	0	0	0	0	0	0	0
	Skilled Craft	0	0	0	0	0	0	0	0
	Total	0	0	0	0	0	0	0	0

## End of Data for Metropolitan Airports Commission (MAC)

## Metropolitan Mosquito Control District

Summary of Personnel Actions:	Total number
New hires	209
Promotions	1
Transfers	3
Demotions	0
Layoffs	0
Recalls from layoff	0
Suspensions with or without pay	0
Letters of reprimand	26
Involuntary terminations	4
Voluntary terminations	205
Other disciplinary actions	0
Total of all personnel actions	336



# Metropolitan Mosquito Control District

## Detail for each personnel action

	Occupational group		Protected group status			Full-time	Part-time	Temp	Seasonal
	#		Wom	Min	Disab				
<b>New hires</b>  <b>Total = 209</b>	Off/Mgr	0				0	0	0	0
	Professional	0				0	0	0	0
	Technical	0				0	0	0	0
	Off/Clerical	0				0	0	0	0
	Service Maint	209				0	0	0	209
	Laborer	0				0	0	0	0
	Paraprofessional	0				0	0	0	0
	Skilled Craft	0				0	0	0	209
	Total	209	59	*	*	0	0	0	209

	Occupational group		Protected group status			Full-time	Part-time	Temp	Seasonal
	#		Wom	Min	Disab				
<b>Promotions</b>  <b>Total = 1</b>	Off/Mgr	0				0	0	0	0
	Professional	0				0	0	0	0
	Technical	0				0	0	0	0
	Off/Clerical	0				0	0	0	0
	Service Maint	0				0	0	0	0
	Laborer	0				0	0	0	0
	Paraprofessional	0				0	0	0	0
	Skilled Craft	1				1	0	0	0
	Total	1	*	*	*	1	0	0	0

## Metropolitan Mosquito Control District

	Occupational group		Protected group status			Full-time	Part-time	Temp	Seasonal
	#		Wom	Min	Disab				
<b>Transfers</b>  <b>Total = 3</b>	Off/Mgr	0				0	0	0	0
	Professional	0				0	0	0	0
	Tech	0				0	0	0	0
	Off/Clerical	0				0	0	0	0
	Service Maint	0				0	0	0	0
	Laborer	0				0	0	0	0
	Paraprofessional	0				0	0	0	0
	Skilled Craft	3				3	0	0	0
	Total	3	*	*	*	3	0	0	0

	Occupational group		Protected group status			Full-time	Part-time	Temp	Seasonal
	#		Wom	Min	Disab				
<b>Demotions</b>  <b>Total = 0</b>	Off/Mgr	0	0	0	0	0	0	0	0
	Professional	0	0	0	0	0	0	0	0
	Technical	0	0	0	0	0	0	0	0
	Off/Clerical	0	0	0	0	0	0	0	0
	Service Maint	0	0	0	0	0	0	0	0
	Laborer	0	0	0	0	0	0	0	0
	Paraprofessional	0	0	0	0	0	0	0	0
	Skilled Craft	0	0	0	0	0	0	0	0
	Total	0	0	0	0	0	0	0	0

## Metropolitan Mosquito Control District

	Occupational group		Protected group status			Full-time	Part-time	Temp	Seasonal
	#		Wom	Min	Disab				
<b>Layoffs</b>  <b>Total = 0</b>	Off/Mgr	0	0	0	0	0	0	0	0
	Professional	0	0	0	0	0	0	0	0
	Technical	0	0	0	0	0	0	0	0
	Off/Clerical	0	0	0	0	0	0	0	0
	Service Maint	0	0	0	0	0	0	0	0
	Laborer	0	0	0	0	0	0	0	0
	Paraprofessional	0	0	0	0	0	0	0	0
	Skilled Craft	0	0	0	0	0	0	0	0
	Total	0	0	0	0	0	0	0	0

	Occupational group		Protected group status			Full-time	Part-time	Temp	Seasonal
	#		Wom	Min	Disab				
<b>Recalls from layoff</b>  <b>Total = 0</b>	Off/Mgr	0	0	0	0	0	0	0	0
	Professional	0	0	0	0	0	0	0	0
	Technical	0	0	0	0	0	0	0	0
	Off/Clerical	0	0	0	0	0	0	0	0
	Service Maint	0	0	0	0	0	0	0	0
	Laborer	0	0	0	0	0	0	0	0
	Paraprofessional	0	0	0	0	0	0	0	0
	Skilled Craft	0	0	0	0	0	0	0	0
	Total	0	0	0	0	0	0	0	0

## Metropolitan Mosquito Control District

	Occupational group		Protected group status			Full-time	Part-time	Temp	Seasonal
	#		Wom	Min	Disab				
<b>Suspensions (w or w/o pay)</b>  <b>Total = 0</b>	Off/Mgr	0	0	0	0	0	0	0	0
	Professional	0	0	0	0	0	0	0	0
	Technical	0	0	0	0	0	0	0	0
	Off/Clerical	0	0	0	0	0	0	0	0
	Service Maint	0	0	0	0	0	0	0	0
	Laborer	0	0	0	0	0	0	0	0
	Paraprofessional	0	0	0	0	0	0	0	0
	Skilled Craft	0	0	0	0	0	0	0	0
	Total	0	0	0	0	0	0	0	0

	Occupational group		Protected group status			Full-time	Part-time	Temp	Seasonal
	#		Wom	Min	Disab				
<b>Letters of reprimand</b>  <b>Total = 26</b>	Off/Mgr	0				0	0	0	0
	Professional	0				0	0	0	0
	Technical	0				0	0	0	0
	Off/Clerical	0				0	0	0	0
	Service Maint	26				0	0	0	26
	Laborer	0				0	0	0	0
	Paraprofessional	0				0	0	0	0
	Skilled Craft	0				0	0	0	0
	Total	26	*	*	*	0	0	0	26

## Metropolitan Mosquito Control District

	Occupational group		Protected group status			Full-time	Part-time	Temp	Seasonal
	#		Wom	Min	Disab				
<b>Involuntary terminations</b>  <b>Total = 4</b>	Off/Mgr	0				0	0	0	0
	Professional	0				0	0	0	0
	Technical	0				0	0	0	0
	Off/Clerical	0				0	0	0	0
	Service Maint	4				0	0	0	4
	Laborer	0				0	0	0	0
	Paraprofessional	0				0	0	0	0
	Skilled Craft	0				0	0	0	0
	Total	4	*	*	*	0	0	0	4

	Occupational group		Protected group status			Full-time	Part-time	Temp	Seasonal
	#		Wom	Min	Disab				
<b>Voluntary terminations</b>  <b>Total = 205</b>	Off/Mgr	0				0	0	0	0
	Professional	0				0	0	0	0
	Technical	0				0	0	0	0
	Off/Clerical	0				0	0	0	0
	Service Maint	205				0	0	0	205
	Laborer	0				0	0	0	0
	Paraprofessional	0				0	0	0	0
	Skilled Craft	0				0	0	0	0
	Total	205	59	*	*	0	0	0	205

## Metropolitan Mosquito Control District

	Occupational group		Protected group status			Full-time	Part-time	Temp	Seasonal
		#	Wom	Min	Disab				
Other disciplinary actions  Total = 0	Off/Mgr	0	0	0	0	0	0	0	0
	Professional	0	0	0	0	0	0	0	0
	Technical	0	0	0	0	0	0	0	0
	Off/Clerical	0	0	0	0	0	0	0	0
	Service Maint	0	0	0	0	0	0	0	0
	Laborer	0	0	0	0	0	0	0	0
	Paraprofessional	0	0	0	0	0	0	0	0
	Skilled Craft	0	0	0	0	0	0	0	0
	Total	0	0	0	0	0	0	0	0

**End of Data for Metropolitan Mosquito Control District**

## Metropolitan Sports Facilities Commission

Summary of Personnel Actions:	Total number
New hires	1
Promotions	0
Transfers	0
Demotions	0
Layoffs	6
Recalls from layoff	7
Suspensions with or without pay	0
Letters of reprimand	0
Involuntary terminations	21
Voluntary terminations	4
Other disciplinary actions	1
Total of all personnel actions	40

# Metropolitan Sports Facilities Commission

## Detail for each personnel action

	Occupational group		Protected group status			Full-time	Part-time	Temp	Seasonal
	#		Wom	Min	Disab				
<b>New hires</b>  <b>Total = 1</b>	Off/Mgr	0				0	0	0	0
	Professional	0				0	0	0	0
	Technical	0				0	0	0	0
	Off/Clerical	0				0	0	0	0
	Service Maint	0				0	0	0	0
	Laborer	1				0	1	0	0
	Paraprofessional	0				0	0	0	0
	Skilled Craft	0				0	0	0	0
	Total	1	*	*	*	0	1	0	0

	Occupational group		Protected group status			Full-time	Part-time	Temp	Seasonal
	#		Wom	Min	Disab				
<b>Promotions</b>  <b>Total = 0</b>	Off/Mgr	0	0	0	0	0	0	0	0
	Professional	0	0	0	0	0	0	0	0
	Technical	0	0	0	0	0	0	0	0
	Off/Clerical	0	0	0	0	0	0	0	0
	Service Maint	0	0	0	0	0	0	0	0
	Laborer	0	0	0	0	0	0	0	0
	Paraprofessional	0	0	0	0	0	0	0	0
	Skilled Craft	0	0	0	0	0	0	0	0
	Total	0	0	0	0	0	0	0	0



## Metropolitan Sports Facilities Commission

	Occupational group		Protected group status			Full-time	Part-time	Temp	Seasonal
	#		Wom	Min	Disab				
<b>Transfers</b>  <b>Total = 0</b>	Off/Mgr	0	0	0	0	0	0	0	0
	Professional	0	0	0	0	0	0	0	0
	Technical	0	0	0	0	0	0	0	0
	Off/Clerical	0	0	0	0	0	0	0	0
	Service Maint	0	0	0	0	0	0	0	0
	Laborer	0	0	0	0	0	0	0	0
	Paraprofessional	0	0	0	0	0	0	0	0
	Skilled Craft	0	0	0	0	0	0	0	0
	Total	0	0	0	0	0	0	0	0

	Occupational group		Protected group status			Full-time	Part-time	Temp	Seasonal
	#		Wom	Min	Disab				
<b>Demotions</b>  <b>Total = 0</b>	Off/Mgr	0	0	0	0	0	0	0	0
	Professional	0	0	0	0	0	0	0	0
	Technical	0	0	0	0	0	0	0	0
	Off/Clerical	0	0	0	0	0	0	0	0
	Service Maint	0	0	0	0	0	0	0	0
	Laborer	0	0	0	0	0	0	0	0
	Paraprofessional	0	0	0	0	0	0	0	0
	Skilled Craft	0	0	0	0	0	0	0	0
	Total	0	0	0	0	0	0	0	0

## Metropolitan Sports Facilities Commission

	Occupational group		Protected group status			Full-time	Part-time	Temp	Seasonal
	#		Wom	Min	Disab				
<b>Layoffs</b>  <b>Total = 6</b>	Off/Mgr	0				0	0	0	0
	Professional	0				0	0	0	0
	Technical	0				0	0	0	0
	Off/Clerical	0				0	0	0	0
	Service Maint	0				0	0	0	0
	Laborer	6				0	6	0	0
	Paraprofessional	0				0	0	0	0
	Skilled Craft	0				0	0	0	0
	<b>Total</b>	<b>6</b>	<b>*</b>	<b>*</b>	<b>*</b>	<b>0</b>	<b>6</b>	<b>0</b>	<b>0</b>

	Occupational group		Protected group status			Full-time	Part-time	Temp	Seasonal
	#		Wom	Min	Disab				
<b>Recalls from layoff</b>  <b>Total = 7</b>	Off/Mgr	0				0	0	0	0
	Professional	0				0	0	0	0
	Technical	0				0	0	0	0
	Off/Clerical	0				0	0	0	0
	Service Maint	0				0	0	0	0
	Laborer	7				0	7	0	0
	Paraprofessional	0				0	0	0	0
	Skilled Craft	0				0	0	0	0
	<b>Total</b>	<b>7</b>	<b>*</b>	<b>*</b>	<b>*</b>	<b>0</b>	<b>7</b>	<b>0</b>	<b>0</b>

## Metropolitan Sports Facilities Commission

	Occupational group		Protected group status			Full-time	Part-time	Temp	Seasonal
	#		Wom	Min	Disab				
<b>Suspensions (w or w/o pay)</b>  <b>Total = 0</b>	Off/Mgr	0	0	0	0	0	0	0	0
	Professional	0	0	0	0	0	0	0	0
	Technical	0	0	0	0	0	0	0	0
	Off/Clerical	0	0	0	0	0	0	0	0
	Service Maint	0	0	0	0	0	0	0	0
	Laborer	0	0	0	0	0	0	0	0
	Paraprofessional	0	0	0	0	0	0	0	0
	Skilled Craft	0	0	0	0	0	0	0	0
	Total	0	0	0	0	0	0	0	0

	Occupational group		Protected group status			Full-time	Part-time	Temp	Seasonal
	#		Wom	Min	Disab				
<b>Letters of reprimand</b>  <b>Total = 0</b>	Off/Mgr	0	0	0	0	0	0	0	0
	Professional	0	0	0	0	0	0	0	0
	Technical	0	0	0	0	0	0	0	0
	Off/Clerical	0	0	0	0	0	0	0	0
	Service Maint	0	0	0	0	0	0	0	0
	Laborer	0	0	0	0	0	0	0	0
	Paraprofessional	0	0	0	0	0	0	0	0
	Skilled Craft	0	0	0	0	0	0	0	0
	Total	0	0	0	0	0	0	0	0

## Metropolitan Sports Facilities Commission

	Occupational group		Protected group status			Full-time	Part-time	Temp	Seasonal
	#		Wom	Min	Disab				
<b>Involuntary terminations</b>  <b>Total = 21</b>	Off/Mgr	0				0	0	0	0
	Professional	0				0	0	0	0
	Technical	19				0	19	0	0
	Off/Clerical	0				0	0	0	0
	Service Maint	2				0	2	0	0
	Laborer	0				0	0	0	0
	Paraprofessional	0				0	0	0	0
	Skilled Craft	0				0	0	0	0
	<b>Total</b>	<b>21</b>	<b>*</b>	<b>*</b>	<b>*</b>	<b>0</b>	<b>21</b>	<b>0</b>	<b>0</b>

	Occupational group		Protected group status			Full-time	Part-time	Temp	Seasonal
	#		Wom	Min	Disab				
<b>Voluntary terminations</b>  <b>Total = 4</b>	Off/Mgr	0				0	0	0	0
	Professional	0				0	0	0	0
	Technical	0				0	0	0	0
	Off/Clerical	0				0	0	0	0
	Service Maint	2				1	2	0	0
	Laborer	2				0	2	0	0
	Paraprofessional	0				0	0	0	0
	Skilled Craft	0				0	0	0	0
	<b>Total</b>	<b>4</b>	<b>*</b>	<b>*</b>	<b>*</b>	<b>1</b>	<b>4</b>	<b>0</b>	<b>0</b>

## Metropolitan Sports Facilities Commission

	Occupational group		Protected group status			Full-time	Part-time	Temp	Seasonal
		#	Wom	Min	Disab				
<b>Other disciplinary actions</b>  <b>Total = 1</b>	Off/Mgr	0				0	0	0	0
	Professional	0				0	0	0	0
	Technical	1				0	1	0	0
	Off/Clerical	0				0	0	0	0
	Service Maint	0				0	0	0	0
	Laborer	0				0	0	0	0
	Paraprofessional	0				0	0	0	0
	Skilled Craft	0				0	0	0	0
	Total	1	*	*	*	0	1	0	0

**End of Data for Metropolitan Sports Facilities Commission**

## **B. Data for discrimination complaints and lawsuits filed and resolved by agency**

The data that each agency submitted for discrimination complaints and lawsuits filed and resolved during the reporting period are shown below. The reporting period was January 1 through December 31, 2007.

### **Metropolitan Council**

#### **Summary of discrimination complaints resolved during reporting period**

<b>Basis</b>	<b>Number</b>
Age	4
Race	11
Color	0
Creed	0
National origin	5
Religion	0
Sex	4
Status with regard to public assistance	0
Disability	4
Sexual orientation	0
Marital status	0
Membership in local human rights commission	0
<b>Total</b>	<b>28</b>

#### **Summary of lawsuits resolved during reporting period**

<b>Basis</b>	<b>Number</b>
Age	0
Race	0
Color	0
Creed	0
National origin	0
Religion	0
Sex	0
Status with regard to public assistance	0
Disability	0
Sexual orientation	0
Marital status	0
Membership in local human rights commission	0
<b>Total</b>	<b>0</b>

## Metropolitan Airports Commission

### Summary of discrimination complaints resolved during reporting period

Basis	Number
Age	0
Race	0
Color	0
Creed	0
National origin	0
Religion	0
Sex	0
Status with regard to public assistance	0
Disability	1
Sexual orientation	0
Marital status	0
Membership in local human rights commission	0
<b>Total</b>	<b>1</b>

### Summary of lawsuits resolved during reporting period

Basis	Number
Age	0
Race	0
Color	0
Creed	0
National origin	0
Religion	0
Sex	0
Status with regard to public assistance	0
Disability	0
Sexual orientation	0
Marital status	0
Membership in local human rights commission	0
<b>Total</b>	<b>0</b>

## Metropolitan Mosquito Control District

### Summary of discrimination complaints resolved during reporting period

Basis	Number
Age	0
Race	0
Color	0
Creed	0
National origin	0
Religion	0
Sex	0
Status with regard to public assistance	0
Disability	0
Sexual orientation	0
Marital status	0
Membership in local human rights commission	0
<b>Total</b>	<b>0</b>

### Summary of lawsuits resolved during reporting period

Basis	Number
Age	0
Race	0
Color	0
Creed	0
National origin	0
Religion	0
Sex	0
Status with regard to public assistance	0
Disability	0
Sexual orientation	0
Marital status	0
Membership in local human rights commission	0
<b>Total</b>	<b>0</b>



## Metropolitan Sports Facilities Commission

### Summary of discrimination complaints resolved during reporting period

Basis	Number
Age	0
Race	0
Color	0
Creed	0
National origin	0
Religion	0
Sex	0
Status with regard to public assistance	0
Disability	0
Sexual orientation	0
Marital status	0
Membership in local human rights commission	0
<b>Total</b>	<b>0</b>

#### Notes from Metropolitan Sports Facilities Commission report:

MSFC received one race discrimination complaint from the City of Minneapolis Civil Rights department regarding a contract employee. The contractor is responsible for all employee complaints. The MSFC was named in error on the complaint form. The City of Minneapolis Civil Rights department has been notified.

### Summary of lawsuits resolved during reporting period

Basis	Number
Age	0
Race	0
Color	0
Creed	0
National origin	0
Religion	0
Sex	0
Status with regard to public assistance	0
Disability	0
Sexual orientation	0
Marital status	0
Membership in local human rights commission	0
<b>Total</b>	<b>0</b>

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## Section Five

# Samples of reporting tools provided to all Metropolitan agencies to submit personnel action data to DOER

### Sample - Summary of all Personnel Actions Required by Minnesota Statutes 473.143 Subd. 5

Agency name:

---

Reporting period:  
January 1 through December 31, 2007

Summary of Personnel Actions: (See a completed sample summary chart at the end of this document.)	Total number
New hires	
Promotions	
Transfers	
Demotions	
Layoffs	
Recalls from layoff	
Suspensions with or without pay	
Letters of reprimand	
Involuntary terminations	
Voluntary terminations	
Other disciplinary actions	
Total of all personnel actions	

See a completed sample personnel action chart on page 45.

**Detail for each personnel action**

	Occupational group		Protected group status			Full-time	Part-time	Temp	Seasonal
	#		Wom	Min	Disab				
<b>New hires</b>  <b>Total =</b> <hr/>	Off/Mgr								
	Professional								
	Technical								
	Off/Clerical								
	Service Maint								
	Laborer								
	Paraprofessional								
	Skilled Craft								
	<b>Total</b>								

	Occupational group		Protected group status			Full-time	Part-time	Temp	Seasonal
	#		Wom	Min	Disab				
<b>Promotions</b>  <b>Total =</b> <hr/>	Off/Mgr								
	Professional								
	Technical								
	Off/Clerical								
	Service Maint								
	Laborer								
	Paraprofessional								
	Skilled Craft								
	<b>Total</b>								

	Occupational group		Protected group status			Full-time	Part-time	Temp	Seasonal
	#		Wom	Min	Disab				
<b>Transfers</b>  <b>Total =</b> <hr/>	Off/Mgr								
	Professional								
	Technical								
	Off/Clerical								
	Service Maint								
	Laborer								
	Paraprofessional								
	Skilled Craft								
	<b>Total</b>								

	Occupational group		Protected group status			Full-time	Part-time	Temp	Seasonal
	#		Wom	Min	Disab				
<b>Demotions</b>  <b>Total =</b> _____	Off/Mgr								
	Professional								
	Technical								
	Off/Clerical								
	Service Maint								
	Laborer								
	Paraprofessional								
	Skilled Craft								
	<b>Total</b>								

	Occupational group		Protected group status			Full-time	Part-time	Temp	Seasonal
	#		Wom	Min	Disab				
<b>Layoffs</b>  <b>Total =</b> _____	Off/Mgr								
	Professional								
	Technical								
	Off/Clerical								
	Service Maint								
	Laborer								
	Paraprofessional								
	Skilled Craft								
	<b>Total</b>								

	Occupational group		Protected group status			Full-time	Part-time	Temp	Seasonal
	#		Wom	Min	Disab				
<b>Recalls from layoff</b>  <b>Total =</b> _____	Off/Mgr								
	Professional								
	Technical								
	Off/Clerical								
	Service Maint								
	Laborer								
	Paraprofessional								
	Skilled Craft								
	<b>Total</b>								

	Occupational group		Protected group status			Full-time	Part-time	Temp	Seasonal
	#		Wom	Min	Disab				
<b>Suspensions (w or w/o pay)</b>  <b>Total =</b> _____	Off/Mgr								
	Professional								
	Technical								
	Off/Clerical								
	Service Maint								
	Laborer								
	Paraprofessional								
	Skilled Craft								
	<b>Total</b>								

	Occupational group		Protected group status			Full-time	Part-time	Temp	Seasonal
	#		Wom	Min	Disab				
<b>Letters of reprimand</b>  <b>Total =</b> _____	Off/Mgr								
	Professional								
	Technical								
	Off/Clerical								
	Serv Maint								
	Laborer								
	Paraprofessional								
	Skilled Craft								
	<b>Total</b>								

	Occupational group		Protected group status			Full-time	Part-time	Temp	Seasonal
	#		Wom	Min	Disab				
<b>Involuntary terminations</b>  <b>Total =</b> _____	Off/Mgr								
	Professional								
	Technical								
	Off/Clerical								
	Serv Maint								
	Laborer								
	Paraprofessional								
	Skilled Craft								
	<b>Total</b>								

	Occupational group		Protected group status			Full-time	Part-time	Temp	Seasonal
	#		Wom	Min	Disab				
<b>Voluntary terminations</b>  <b>Total =</b> <hr/>	Off/Mgr								
	Professional								
	Technical								
	Off/Clerical								
	Service Maint								
	Laborer								
	Paraprofessional								
	Skilled Craft								
	<b>Total</b>								

	Occupational group		Protected group status			Full-time	Part-time	Temp	Seasonal
	#		Wom	Min	Disab				
<b>Other disciplinary actions</b>  <b>Total =</b> <hr/>	Off/Mgr								
	Professional								
	Technical								
	Off/Clerical								
	Service Maint								
	Laborer								
	Paraprofessional								
	Skilled Craft								
	<b>Total</b>								

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## Samples of completed forms

### Sample completed summary

Summary of Personnel Actions	Total number
New hires	42
Promotions	3
Transfers	0
Demotions	0
Layoffs	1
Recalls from layoff	0
Suspensions with or without pay	0
Letters of reprimand	0
Involuntary terminations	0
Voluntary terminations	0
Other disciplinary actions	0
Total of all personnel actions	46

## Sample personnel action chart for *New Hires*

Detail for each personnel action:

	Occupational group		Protected group status			Full-time	Part-time	Temp	Seasonal
		#	Wom	Min	Disab				
<b>New hires</b>  <b>Total = 42</b>	Off/Mgr	2	1	1	1	2	0	0	0
	Professional	8	4	2	3	7	1	1	0
	Technical	6	3	3	3	5	1	1	0
	Off/Clerical	12	10	5	3	10	2	2	0
	Service Maint	4	1	1	2	4	0	0	0
	Laborer	3	2	1	1	3	0	0	0
	Paraprofessional	5	3	2	3	5	0	0	0
	Skilled Craft	2	1	1	1	2	0	0	0
	<b>Total</b>	<b>42</b>	<b>25</b>	<b>16</b>	<b>17</b>	<b>38</b>	<b>4</b>	<b>4</b>	<b>0</b>



**Sample of reporting tool provided to all Metropolitan agencies to submit their discrimination and lawsuit data to DOER**

**Summary of all discrimination complaints and lawsuits filed and resolved as required by Minnesota Statute 473.143 Subd. 5**

**Agency name:**

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**Reporting period:**

**January 1 through December 31, 2007**

**Summary of discrimination complaints resolved during reporting period**

<b>Basis</b>	<b>Number</b>
Age	
Race	
Color	
Creed	
National origin	
Religion	
Sex	
Status with regard to public assistance	
Disability	
Sexual orientation	
Marital status	
Membership in local human rights commission	
<b>Total</b>	

**Summary of lawsuits resolved during reporting period**

<b>Basis</b>	<b>Number</b>
Age	
Race	
Color	
Creed	
National origin	
Religion	
Sex	
Status with regard to public assistance	
Disability	
Sexual orientation	
Marital status	
Membership in local human rights commission	
<b>Total</b>	