



State of Minnesota

Minneapolis Community and Technical College

July 1, 2020 – June 30, 2022, Affirmative Action Plan

Minneapolis Community and Technical College

1501 Hennepin Ave.

Minneapolis, MN 55403

612-659-6000

MN Relay 711 or 800-627-3529

<http://minneapolis.edu>

As requested by Minnesota Statute 3.197: This report cost approximately \$25,500 to prepare, including staff time, printing and mailing expenses.

To request an alternative format of this document, please contact Minneapolis Human Resources Department Human.Resources@Minneapolis.edu

Table of Contents

| | |
|---|-----------|
| Statement of Commitment | 1 |
| Executive Summary | 2 |
| Organizational Profile | 4 |
| Individuals Responsible for Directing/Implementing the Affirmative Action Plan | 4 |
| A. President..... | 4 |
| B. Affirmative Action Officer..... | 5 |
| C. Vice President, Human Resources and Workforce Equity..... | 7 |
| D. Americans with Disabilities Act Title I Coordinator..... | 8 |
| E. Americans with Disabilities Act Title II Coordinator..... | 10 |
| F. Executive Team Leaders, Directors and Supervisors..... | 12 |
| G. All Employees..... | 13 |
| Communication of the Affirmative Action Plan | 14 |
| Internal Methods of Communication..... | 14 |
| External Methods of Communication..... | 15 |
| Job Category Analysis | 15 |
| Determining Availability | 15 |
| Utilization/Availability Analysis, Establishment of Goals, and Timetables | 16 |
| Progress and Personnel Activity Reports | 18 |
| Identification of Areas for Further Monitoring | 19 |
| Workforce Snapshot..... | 19 |
| Personnel Activities..... | 20 |
| Progress Reports..... | 20 |
| Separations..... | 20 |
| Corrective Actions and Action-Oriented Programs | 21 |
| Corrective Actions..... | 21 |
| Other Action-Oriented Programs..... | 24 |
| Barriers..... | 24 |
| Recruitment and Processes..... | 24 |
| Retention..... | 26 |
| Training..... | 28 |
| Methods of Auditing, Evaluating, and Reporting Program Success | 28 |
| Pre-Employment Review Procedure/Monitoring the Hiring Process..... | 28 |
| Pre-Review Procedure for Layoff Decisions..... | 32 |
| Other Methods of Program Evaluation..... | 32 |
| Policies, Procedures, and Notice | 33 |

| | |
|--|-----------|
| Minnesota State Board Policy 1B.1 Equal Opportunity and Nondiscrimination in Employment and Education | 33 |
| Part 1. Policy Statement | 33 |
| Part 2. Definitions | 34 |
| Minneapolis Community and Technical College Policy 2.01.01 – Investigating Complaints of Discrimination and Harassment..... | 36 |
| Part 1. Purpose and Applicability..... | 36 |
| Part 2. Definitions | 37 |
| Part 3. Consensual relationships..... | 38 |
| Part 4. Reporting incidents of discrimination/harassment | 39 |
| Part 5. Right to representation | 40 |
| Part 6. Investigation and Resolution..... | 40 |
| Part 7. Office of the Chancellor, college, or university action | 44 |
| Part 8. Appeal..... | 45 |
| Part 9. Education and Training..... | 45 |
| Part 10. Distribution..... | 45 |
| Part 11. Maintenance of report/complaint procedure documentation | 46 |
| Minnesota State Board Policy 1B.3 Sexual Violence Policy | 48 |
| Minnesota State Board Procedure 1B.3.1 Response to Sexual Violence and Title IX Sexual Harassment | 50 |
| Minneapolis Community and Technical College Policy 2.05.01 – Procedures for Requesting Reasonable Workplace Accommodations | 65 |
| Notice Under the Americans with Disabilities Act..... | 68 |
| Minneapolis Community and Technical College Grievance Procedure Under Title II of the Americans with Disabilities Act..... | 69 |
| Americans with Disabilities Act (“ADA”) Title II (non-employee) Reasonable Accommodation/Modification in Public Services, Programs or Activities Request Form..... | 70 |
| Minneapolis Community and Technical College Evacuation Procedure for Individuals with Disabilities or Otherwise in Need of Assistance | 71 |
| Appendix | 73 |
| Definitions of Terms Used in This Affirmative Action Plan..... | 74 |

Statement of Commitment

Minnesota Administrative Rules, part 3905.0400, subpart 1, item C

This statement reaffirms Minneapolis Community and Technical College (hereafter “the college”) is committed to Minnesota’s statewide affirmative action efforts and providing equal employment opportunity to all employees and applicants in accordance with equal opportunity and affirmative action laws.

I affirm my personal and official support of these policies which provide that:

- No individual shall be discriminated against in the terms and conditions of employment, personnel practices, or access to and participation in programs, services, and activities, or subject to harassment, on the basis of race, sex (including pregnancy), color, creed, religion, age, national origin, sexual orientation, gender expression, gender identity, disability, marital status, familial status, status with regard to public assistance, or membership or activity in a local human rights commission.
- The prohibition of discrimination on the basis of sex precludes sexual harassment, gender-based harassment, and harassment based on pregnancy.
- This college is committed to the implementation of the affirmative action policies, programs, and procedures included in this plan to ensure that employment practices are free from discrimination. Employment practices include, but are not limited to the following: hiring, promotion, demotion, transfer, recruitment or recruitment advertising, layoff, disciplinary action, termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. We will provide reasonable accommodation to employees and applicants with disabilities.
- This college will continue to actively promote a program of affirmative action, wherever females, racial/ethnic minorities, and individuals with disabilities are underrepresented in the workforce, and work to retain all qualified, talented employees, including protected group employees.
- This college will evaluate its efforts, including those of its directors, managers, and supervisors, in promoting equal opportunity and achieving affirmative action objectives contained herein. In addition, this college will expect all employees to perform their job duties in a manner that promotes equal opportunity for all.

It is the college’s policy to provide an employment environment free of any form of discriminatory harassment as prohibited by federal, state, and local human rights laws. I strongly encourage suggestions as to how we may improve. We strive to provide equal employment opportunities and the best possible service to all Minnesotans.

College President:  Date Signed Sharon J. Pierce, 10/02/2020

Executive Summary

Minnesota Administrative Rules, part 3905.0400, subpart 1, item A

This Affirmative Action Plan meets the requirements as set forth in statute, in Administrative Rule, and by Minnesota Management and Budget (MMB). The plan outlines:

- Affirmative action goals
- Timetables
- Reasonable and assertive hiring and retention methods for achieving these goals

This Affirmative Action review revealed underutilization of the following protected group(s) in the following job categories:

Table 1 Workforce Underutilization Analysis of Protected Groups and Veterans

(x indicates the job categories and protected groups that have underutilization.)

| Job Categories | Female | Racial/Ethnic Minorities | Individuals with Disabilities | Veterans |
|-------------------------------|--------|--------------------------|-------------------------------|----------|
| Officials & Administrators | | | | |
| Professionals | | | | |
| Technicians | | | | |
| Protected Services: Non-Sworn | X | | | |
| Paraprofessionals | | | | |
| Office/Clericals | | | | X |
| Skilled Craft | X | | | |
| Service Maintenance | X | | X | |
| Faculty: Temporary | | | | X |
| Faculty: Probationary | | | | |
| Faculty: Unlimited | | | | X |

Once complete, information about how to obtain or access a copy of this Plan is provided to every employee of the college. Our intention is to make every employee aware of Minneapolis Community and Technical College's commitments to affirmative action and equal employment opportunity. The completed Plan is also posted on the college's website and maintained in the Human Resources Office.

Bobbie D. Davis

Affirmative Action Officer: _____ **Bobbie D. Davis** Date Signed: 10/02/2020

Dianna L. Cusick

VP, Human Resources: _____ **Dianna L. Cusick** Date Signed: 10/02/2020

Sharon J. Pierce

College President: _____ **Sharon J. Pierce** Date Signed: 10/02/2020

Organizational Profile

Minneapolis Community and Technical College is one of the largest and most diverse two-year colleges in Minnesota, serving more than 10,000 students annually in credit and noncredit programs. Minneapolis Community and Technical College enrolls 57% students of color. As a comprehensive public community and technical college, Minneapolis Community and Technical College offers 114 credentials in 44 liberal arts and career and technical programs. The College has strong ties to corporate and industry partners that help fund student scholarships, provide state-of-the-art training and equipment, and offer internship and employment opportunities to the College's graduates. Minneapolis Community and Technical College is a member of the Minnesota State colleges and universities system.

Individuals Responsible for Directing/Implementing the Affirmative Action Plan

Minnesota Administrative Rules, part 3905.0400, subpart 1, item B

A. President

Responsibilities

The President is responsible for establishing an Affirmative Action Program, including goals, timetables, and compliance with all federal and state laws and regulations. Quarterly, the President reports the college's progress in meeting its affirmative action goals and objectives to the Commissioner of MMB. The MMB President is responsible for reporting all agencies progress to the Governor and the Legislature.

Duties

The duties of the President include, but are not limited to:

- Appoint the Affirmative Action Officer or designee and include accountability for the administration of the college's Affirmative Action Plan in his or her position description.
- Take action, if needed, on complaints of discrimination and discriminatory harassment.
- Issue a statement affirming the department's commitment to affirmative action and equal employment opportunity and ensure the statement is shared with all employees.
- Make decisions and changes in policies, procedures or physical accommodations as needed to implement effective affirmative action in the college.
- Actively promote equal employment opportunity and incorporate diversity and inclusion principles in annual business plans, strategic plan, and college's mission.

- Notify all contractors and sub-contractors with the department of their affirmative action responsibilities.
- Enforce equal employment opportunity in affirmative and non-affirmative hiring decisions reviewed in the hiring process.
- Require that all college directors, managers, and supervisors include responsibility statements for the supporting affirmative action, equal opportunity, diversity, and/or cultural responsiveness in their position descriptions and annual objectives.
- Comply with state-wide and college anti-discrimination and anti-harassment policies.

Accountability

The President is accountable directly to the Chancellor and indirectly to the President of MMB for affirmative action matters.

Name of individual(s) responsible

Name: Sharon Pierce

Email: Sharon.Pierce@minneapolis.edu

Title: President, Minneapolis Community and Technical College

Phone: 612-659-6300

B. Affirmative Action Officer

Responsibilities

The Affirmative Action Officer is directly responsible for developing, coordinating, implementing, and monitoring the college's affirmative action program.

Duties

The duties of the Affirmative Action Officer include, but are not limited to:

- Prepare and oversee the college's Affirmative Action Plan.
- Monitor college compliance and fulfill all affirmative action reporting requirements.
- Disseminate the affirmative action policy to employees in the college.
- Inform the President on progress on affirmative action and equal opportunity goals and report potential concerns.
- Act as the affirmative action liaison between the college, MMB, and the Governor's Office.

- Determine the need for affirmative action training within the college. Develop training goals and content with internal and external resources.
- Review and recommend changes in policies, procedures, programs, and physical accommodations to implement affirmative action and equal opportunity.
- Develop innovative programs to attract and retain individuals from protected groups in the college.
- Support and recruit racial/ethnic minorities, individuals with disabilities, and females for employment, promotion, and training opportunities.
- Manage the college’s pre-hire review process.
- Review requests for non-affirmative non-justified hires in the Monitoring the Hiring process and refer unresolved issues to the President for final decision.
- Ensure supervisors and managers are making affirmative efforts to recruit and retain candidates and employees from protected groups.
- Oversee the administration of the Americans with Disabilities Act Title I and Title II.
- Receive requests for ADA accommodations and work with appropriate supervisors, unions, etc. to approve or deny the request, or provide alternative accommodations.
- Maintain records of requests for reasonable accommodations.
- Oversee the administration of the College Diversity Recruitment program.
- Comply with state-wide and college anti-discrimination and anti-harassment policies.

Accountability

The Affirmative Action Officer is accountable to the Vice President, Human Resources and Workforce Equity for program impacts and for ongoing program activities and direction. The Affirmative Action Officer oversees the administrator of ADA Title II, administrator of Diversity and Inclusion, and other equal opportunity related administrators. In addition, AAO ensures that aggregated data and trends of complaints of illegal discrimination in hiring are provided and shared with the Human Resources Director on a quarterly basis.

Name of individual(s) responsible

Name: Bobbie Denson Davis

Email: Bobbi.Davis@Minneapolis.edu

Title: Sr. HR Business Partner

Phone: 612-659-6572

C. Vice President, Human Resources and Workforce Equity

The Vice President, Human Resources and Workforce Equity is responsible for ensuring equitable and uniform administration of all personnel policies.

The Vice President, Human Resources and Workforce Equity is responsible, in conjunction with the college ADA Coordinator, for ensuring timely responses to all Americans with Disabilities Act (ADA) requests for reasonable accommodations to remove barriers to equal employment opportunity with the college. The HR Director is responsible for assisting managers and supervisors in human resources management activities.

Staff within Human Resources who work on affirmative action and diversity issues are accountable to the Vice President, Human Resources and Workforce Equity.

Duties

The duties of Vice President, Human Resources and Workforce Equity, but are not limited to:

- Maintain effective working relationships with college affirmative action officers and designees.
- Provide leadership to HR staff and others to ensure personnel decision-making processes adhere to equal opportunity and affirmative action principles.
- Provide guidance in the development and use of selection criteria to ensure they are objective, uniform, and job related.
- Assist in recruitment and retention of protected groups and notify managers and supervisors of existing disparities.
- Ensure an Affirmative Action Pre-hire Review process is implemented and followed by hiring managers and supervisors by collaboration with the Affirmative Action Officer.
- Initiate and report on progress made with program objectives contained in the Affirmative Action Plan.
- Ensure that the reasonable accommodation process is implemented and followed for all employees and applicants in need of reasonable accommodation.
- Assist supervisors, managers, and the Affirmative Action Officer in recruitment of protected group members through career and job fairs and other efforts, as well as in selection and retention of protected group members.
- Assist supervisors, managers, affirmative action officers, and HR staff in the creation of supported worker positions. These positions help reduce college costs by diverting supportive employment duties from higher skilled workers to supported worker positions. This can improve employee morale and retention of individuals with disabilities in integrated employment.

- Request assistance from MMB to support diversity recruitment efforts, as well as the retention of protected group members in hard-to-fill or executive level positions.
- Include responsibility statements for affirmative action/equal employment opportunity in position descriptions and annual performance objectives.
- Comply with state-wide and college anti-discrimination and anti-harassment policies.

Accountability

HR staff are accountable to the Vice President, Human Resources and Workforce Equity

Name of individual(s) responsible

Name: Dianna Cusick

Email: Dianna.Cusick@Minneapolis.edu

Title: Vice President, Human Resources and Workforce Equity

Phone: 612-659-6572

D. Americans with Disabilities Act Title I Coordinator

Responsibilities

The Americans with Disabilities Act (ADA) Title I Coordinator is responsible for ensuring the college's compliance with the ADA Title I – Employment, in accordance with the ADA - as amended, and the Minnesota Human Rights Act.

Duties:

The duties of the ADA Title I Coordinator include, but are not limited to:

- Provide guidance, coordination, and direction to college management on the ADA. The college develops and implements policies, procedures, and practices to ensure college employment practices and programs are accessible and nondiscriminatory.
- Provide training, technical guidance, and consultation to college management and staff on compliance and best practices for hiring and retaining individuals with disabilities, as well as the provision of reasonable accommodations to employees and job applicants.
- Track and facilitate requests for reasonable accommodations for job applicants and employees, as well as members of the public accessing college services, and report reasonable accommodations annually to MMB.

- Research case law rules and regulation and update HR Directors on evolving ADA issues. Meet bi-annually with ADA Coordinators and provide updates on ADA.
- Ensure compliance with ADA reporting according to state and federal requirements.
- Assist the Affirmative Action Officer in designing and delivering specific ADA training for targeted groups.
- Submit reasonable accommodation reimbursement under the guidelines of the state-wide accommodation fund.
- Provide reasonable accommodations to qualified individuals (as defined by ADA) with known physical or mental disabilities, to enable them to compete in the selection process, perform essential functions of the job, and/or enjoy equal benefits and privileges. The ADA Coordinator and the Regional Human Resources Director (RHRD) who also serves as the Regional ADA Coordinator, in consultation with the employee and supervisor, and other individuals involved must:
 - Discuss the purpose and essential functions of the job and complete a step-by-step job analysis
 - Determine the precise job-related limitations
 - Identify potential accommodations and assess the effectiveness each would have in allowing the employee to perform essential functions of the job
 - After discussion and review, select and implement the accommodations that are appropriate for both the employee and the employer using the Reasonable Accommodation Agreement.
- Comply with state-wide and college anti-discrimination and anti-harassment policies.

Accountability:

The ADA Title I Coordinator is accountable to college’s Vice President, Human Resources and Workforce Equity on matters pertaining to the college’s compliance with the Americans with Disabilities Act.

Name of individual(s) responsible

Name: Bobbie Denson Davis

Email: Bobbi.Davis@Minneapolis.edu

Title: Sr. HR Business Partner

Phone: 612-659-6572

E. Americans with Disabilities Act Title II Coordinator

Responsibilities

The Americans with Disabilities Act (ADA) Title II Coordinator is responsible ensuring the college's compliance with the ADA Title II – Public Services, in accordance with the ADA as amended, and the Minnesota Human Rights Act.

Duties:

The duties of the ADA Title II Coordinator include, but are not limited to:

- Provide guidance, coordination, and direction to college management on the ADA. The college develops and implements policies, procedures, and practices to ensure college employment practices and programs are accessible and nondiscriminatory.
- Provide training, technical guidance, and consultation to the college's management and staff on compliance and best practices with regards and obligations to members of the public with disabilities, as well as the provision of reasonable modifications for visitors.
- Track and facilitate requests for reasonable modifications for members of the public accessing college services. Report reasonable modifications annually to MMB.
- Research case law rules and regulation and update Executive team on evolving ADA issues. Meet bi-annually with state ADA Coordinators and learn updates and share practices on ADA.
- Ensure compliance with ADA reporting according to state and federal requirements.
- Assist the Affirmative Action Officer in designing and delivering training for the college's employees assisting ADA modifications for the public.
- Provide reasonable modifications to members of the public (as defined by ADA) with known physical or mental disabilities, to ensure equal access and privileges to programming and services. The ADA Title II Coordinator will consult with the member of the public in need of a modification and:
 - Discuss the purpose and essential functions of the reasonable modification.
 - Identify the potential modifications and assess the effectiveness each request.
 - After discussion and review, select and implement the modifications that are appropriate for both the member of the public and the college.
 - Document this review and reported in the State ADA Annual Report.
- Comply with state-wide and college anti-discrimination and anti-harassment policies.

Accountability:

The ADA Title II Coordinator is accountable to the college's Vice President, Human Resources and Workforce Equity on matters pertaining to the college's compliance with the Americans with Disabilities Act.

Name of individual(s) responsible

Name: Oana Zayic

Email: Oana.Zayic@Minneapolis.edu

Title: Director, Accessibility Services

Phone: 612-659-6107

F. Executive Team Leaders, Directors and Supervisors

Responsibilities

Executive Team Leaders, Directors and Supervisors are responsible for implementing all aspects of the college Affirmative Action Plan and the college's commitment to affirmative action and equal opportunity.

Duties

The duties of senior managers and faculty executive team leaders include, but are limited to:

- Identify problem areas and eliminate barriers that prevent equal employment opportunity within the college.
- Communicate the equal opportunity employment policy and the affirmative action program and plan to all employees.
- Assist the Affirmative Action Officer in periodic audits of hiring and promotion patterns to remove obstacles to attaining affirmative action goals and objectives.
- Hold regular discussions with supervisors and employees to ensure the college's equal employment opportunity policies are being followed.
- Inform and evaluate managers and supervisors on their equal employment opportunity efforts and results, in addition to other job performance criteria.
- Comply with statewide and college anti-discrimination and anti-harassment policies.

Accountability

Executive Team Leaders, Directors and Supervisors are accountable directly to their designated supervisor and/or the college's President.

Name of individual(s) responsible

Name: Sharon Pierce Email: Sharon.Pierce@Minneapolis.edu

Title: President, Minneapolis Community College Phone: 612-659-6300

Name: Gail O'Kane Email: Gail.O'Kane@Minneapolis.edu

Title: Vice President of Academic Affairs Phone: 612-659-6299

Name: Patrick Troup Email: Patrick.Troup@Minneapolis.edu

Title: Vice President of Student Affairs Phone: 612-659-6707

Name: Chris Rau Email: Chris.Rau@Minneapolis.edu

Title: Vice President of Finance and Operations Phone: 612-659-6890

Name: Tiffni Deeb Email: Tiffni.Deeb@Minneapolis.edu

Title: Vice President of Information Technology Phone: 612-659-6622

Name: Dianna Cusick Email: Dianna.Cusick@Minneapolis.edu

Title: Vice President of Human Resources and Workforce Equity Phone: 612-659-6319

Name: Trumanue Lindsey Jr. Email: Trumanue.Lindsey@Minneapolis.edu

Title: Vice President of Equity and Inclusion Phone: 612-659-6474

G. All Employees

Responsibilities

All employees are responsible for conducting themselves in accordance with the State of Minnesota's policy of equal employment opportunity. This includes refraining from any actions that would subject any employee to negative treatment on the basis of race, creed, color, sex (including pregnancy), national origin, age, marital status, familial status, disability, sexual orientation, gender expression, gender identity, reliance on public assistance, membership or activity in a local human rights commission, religion, political opinions, or affiliations. Employees who believe they have been subjected to such discrimination or harassment are encouraged to use the college's complaint procedure.

Duties:

The duties of all employees include, but are not limited to:

- Exhibit an attitude of respect, courtesy, and cooperation toward colleagues and the public.

- Refrain from any actions that would adversely affect a colleague on the basis of their race, creed, color, sex (including pregnancy), national origin, age, marital status, familial status, disability, sexual orientation, gender expression, gender identity, reliance on public assistance, membership or activity in a local human rights commission, religion, political opinions, or affiliations.
- Comply the state-wide and college anti-discrimination and anti-harassment policies.

Accountability:

Employees are accountable to their designated supervisor and indirectly to the college’s President. All employees are responsible for conducting themselves in accordance with the Affirmative Action Plan.

Communication of the Affirmative Action Plan

Minnesota Administrative Rules, part 3905.0400, subpart 1, item D and Minnesota Administrative Rules, part 3905.0400, subpart 1, item E

The following information describes the methods that the college takes to communicate the Affirmative Action Plan to employees and the general public:

Internal Methods of Communication

- **Internal memorandum.** College leadership or the Affirmative Action Officer will send an internal memo to college employees each year. This message identifies the location of the Affirmative Action Plan and the employee’s responsibility to read and understand it. It also indicates the employees’ responsibility to support and implement equal opportunity and affirmative action.
- **Intranet.** The college’s Affirmative Action Plan is available to all employees on the college’s internal website at <https://minneapolis.edu/about-us/human-resources/employment> or in print to anyone who requests it. As requested, the college will make the plan available in alternative formats.
- **Printed copy.** A physical copy of the College’s Affirmative Action Plan is available to employees at the following address:

1501 Hennepin Ave., Suite K 1100, Minneapolis, MN 55403
- **Signage.** Nondiscrimination and equal opportunity statements and posters are prominently displayed in areas frequently used by employees.

External Methods of Communication

- **Public website.** The college’s Affirmative Action Plan is available on the college’s public website at <https://minneapolis.edu/about-us/human-resources/employment>. Printed copies are available to anyone who requests it. As requested, the college will make the plan available in alternative formats.
- **Equal opportunity employer language.** The college’s website homepage, letterhead, publications, and all job postings, includes the statement “Minneapolis Community and Technical College is an equal opportunity employer.” The college will also ensure a representative ratio of diversity is on all marketing materials.
- **Signage.** Nondiscrimination and equal opportunity statements and posters are prominently displayed in common public areas. Examples of posters displayed include(s): Equal Employment Opportunity is the law, Employee Rights under the Fair Labor Standards Act, and the Americans with Disabilities Act Notice to the Public.
- A physical copy of the College’s Affirmative Action Plan is available to contractors, vendors, and members of the public at the following address:

1501 Hennepin Ave., Suite K-1100, Minneapolis MN 55403

Job Category Analysis

Minnesota Administrative Rules 3905.0600 Subp 3.A and Minnesota Administrative Rules 3905.0600 Subp 3.B

The college conducted a Job Category Analysis to determine the percent of protected group employees in each job category. The job category analysis lists job class titles in each Equal Employment Opportunity (EEO) job category at the college. A job classification is a group of one or more positions with similar duties and responsibilities. These classifications help clarify positions within the class so the same schedules of pay can be applied with equity to all positions in the class that fall under the same, or substantially the same, employment conditions.

Determining Availability

MS 43A.19(b), MS 43A.19(c), Minnesota Administrative Rules 3905.0600 Subp 1, Minnesota Administrative Rules 3905.0600 Subp 2, Minnesota Administrative Rules 3905.0600 Subp 3C, and Minnesota Administrative Rules 3905.0600 Subp 3D

For purposes of this Affirmative Action Plan, “availability” means an estimated percentage of qualified females, racial/ethnic minorities, or individuals with disabilities in the relevant labor market who are available for positions in each job category at a state college.

The college used the United States Census Bureau’s 2014-2018 American Community Survey, which is the most current statistical information available at the time of developing this Affirmative Action Plan.

The college used the American Community Survey statistical data for external availability and feeder job statistics of employees for internal availability. For affirmative action purposes, “feeder job” means staffed positions within the college that can be promoted and/or transferred into/within EEO job categories (refer to Appendix D. Feeder Jobs for details).

These external and internal factors are weighted according to the college’s past hiring patterns and/or future recruitment focus to obtain the final availability (Refer to Appendix D. Feeder Jobs and Appendix E. Determining Availability for details).

Utilization/Availability Analysis, Establishment of Goals, and Timetables

Minnesota Administrative Rules 3905.0400 Subp 1 Item G, Minnesota Administrative Rules 3905.0600 Subp 3, Minnesota Administrative Rules 3905.0600 Subp 4, Minnesota Administrative Rules 3905.0600 Subp 5, and Minnesota Administrative Rules 3905.0600 Subp 6.

Utilization is an analysis of affirmative action and equal opportunity employment data used to assess the available workforce for a given state. As explained in the previous section, “availability” means an estimated percentage of qualified females, racial/ethnic minorities, or individuals with disabilities in the relevant labor market who are available for positions in each job category at a state college.

Through the utilization and availability analysis, the college has determined which job categories are underutilized for females, racial/ethnic minorities, and individuals with disabilities in the college and has set hiring goals for the next two years. Hiring goals are objective and used for making good faith efforts for all aspects of the affirmative action program. Effective hiring goals are strategic, actionable, and measurable efforts the college is committed to pursuing and implementing in 2020-2022.

The goals are not quotas, nor do they require protected group status-based hiring preferences. They are aspirational goals so that the college makes good faith efforts to remove barriers to equal employment opportunity.

The college used the whole person rule to establish a hiring goal. This means when the actual representation percentage of females, racial/ethnic minorities, or individuals with disabilities is less than reasonably would be expected given the workforce participation in the labor market area, and the difference is at least one whole person (more than 1), then a goal is established for that job category.

When a hiring goal for a job category is established, a percentage goal equals to the final availability percentage is calculated for females, racial/ethnic minorities, and individuals with disabilities in that job category.

In **Table 2. Hiring Goals by Job Category and Protected Group**, if a protected group in a job category shows “Monitor,” the college will proactively make good faith efforts to recruit external qualified

protected groups. The college will also train and retain employees in the job category to help prevent underutilization due to an employee move or attrition.

Refer to Appendix F. Utilization-Goals for details for underutilization and hiring goals.

Table 2. Hiring Goals by Job Category and Protected Group is a summary of hiring goals by job category and protected group. The actions the college will take to address these hiring goals will be described in Corrective Actions and Action-Oriented Programs section.

Table 2. Hiring Goals by Job Category and Protected Group and Veterans

| Job Categories | Females Establish Goals? | Females If Yes, Goals for FY 2020-2022 | Racial/ Ethnic Minorities Establish Goals? | Racial/ Ethnic Minorities If Yes, Goals for FY 2020-2022 | Individuals with Disabilities Establish Goals? | Individuals with Disabilities If Yes, Goals for FY 2020-2022 | Veterans Establish Goals? | Veterans If Yes, Goals for FY 2020-2022 |
|--------------------------------|--------------------------|--|--|--|--|--|---------------------------|---|
| Officials/Administrators | | | | | Monitor | | Monitor | |
| Professionals | | | | | Monitor | | Monitor | |
| Technicians | Monitor | | Monitor | | Monitor | | Monitor | |
| Protective Services: Non-sworn | Yes | 33.03% | | | Monitor | | Monitor | |
| Paraprofessionals | | | | | | | | |
| Office/Clerical | | | | | Monitor | | Yes | 3.21% |
| Skilled Craft | Yes | 35.87% | Monitor | | Monitor | | Monitor | |
| Service Maintenance | Yes | 36.03% | | | Yes | 3.44% | Monitor | |
| Faculty: Temporary | | | | | Monitor | | Yes | 4.09% |
| Faculty: Probationary | Monitor | | | | Monitor | | | |
| Faculty: Unlimited | | | Monitor | | Monitor | | Yes | 10.59% |

Progress and Personnel Activity Reports

MS 43A.19 Subd. 1(a)(3) for separations, and Minnesota Administrative Rules 3905.0400 Subp. 1 Item I

The progress report examines hiring goals established in the prior Affirmative Action Plan. As a part of the college's monitoring practices, the college evaluated if it met the hiring goal(s) established in the prior Affirmative Action Plan (refer to **Appendix A. Progress Report**).

Females

At the college, the population of women in the following job categories:

- Officials/Administrators, there is either no change or the populations of women continue to exceed the availability of individuals in this job category.
- Office/Clerical, there is either no change or the populations of women continue to exceed the availability of individuals in those job categories.
- In the previous plan, Faculty was not included in the breakdown because temporary employees were not included in the AAP report. The Affirmative Action's Subcommittee decided to use temporary faculty going forward for consistency across the system. In the current Faculty: Probationary category, women meet availability and will continued to be monitored.
- Paraprofessionals goals were met. Protective Services: Non-sworn, Skilled-Craft, Technicians have a small number of employees and can affect the percentage significantly by the loss of one female. Service Maintenance utilization has improved, but not enough to reach the goal (last plan year's utilization was 14.29%; this plan year's utilization is 22.58%) For the 2018-2020 Affirmative Action Plan, the college set a goal to hire five women in four separate categories. Although there were openings filled for these positions, we were unable to fulfill the goals as other candidates were determined to be more qualified by hiring managers.

Racial/Ethnic Minorities

- Officials/Administrators shows great improvement over last submitted plan with 50% of administrators hired being minorities and 60% of promotions being minorities.
- At the college in 2018-2020, there were underutilization in the following job categories: Technicians and Protective Services Non-Sworn. The 2018-2020 goal was to hire two (2) Protective Services Non-Sworn, one was hired. The goal was to hire one (1) Technician in this group, although there were openings filled for these positions, we were unable to fulfill the goals in this category and in faculty hires as other candidates were determined to be more qualified by hiring managers. Skilled Craft workers are small in number yielding 0 vacancies during this reporting period.
- There is either no change or the populations of minorities continue to exceed the availability of individuals in all other job categories, especially with Paraprofessionals.

Individuals with Disabilities

- The population of individuals with disabilities has not improved in the following job categories: all categories. While there was improvement in Professionals and Paraprofessionals, utilization declined in Technicians. Temporary, Probational Faculty positions was not included in last plan period.
- Utilization of individuals with disabilities did improve in the Paraprofessionals; however, the hiring goals for Professionals were not met though progress was made, and current utilization is slightly above availability.
- There was decline in Technicians in this category 25% last plan year and 0% this plan year, Office/Clerical (7.21% last plan year vs. 3.77% this plan year), and Service Maintenance (7.14% last plan year vs. 0% this plan year). During the 2018-2020 year, the college worked with Connect 700 and various agencies to fill these positions. We also recognize that employees may not self-identify which may affect the outcome in these categories.

Veterans

- Although the college made great progress towards the hiring goals for 2018-2020 of Professionals, the goals were not met. Technician and Skilled Craft utilization has also not improved. Protective Service: Non-sworn and Office/Clerical utilization has declined.
- Utilization of Veterans have remained the same in other job categories. The college had position openings in these job groups; however, other candidates were seen as more qualified. In the Faculty job category, the college's open Faculty positions are in specialized teaching areas, such as Biology or Nursing, which decreased the size of the candidate pool. We also recognize that employees may not self-identify which may affect the outcome in this category.

Separation results were evaluated to identify potential action area(s) to establish retention strategies for the 2020-2022 plan year (refer to **Appendix B. Separation Analysis**).

Identification of Areas for Further Monitoring

Minnesota Administrative Rules 3905.0400 Subp. 1 Item H and I

Monitoring personnel activity helps agencies monitor progress in meeting hiring goals. Data from the previous plan period can help indicate when changes to program efforts are appropriate.

Workforce Snapshot

In **Appendix F. the Utilization Goals worksheet** indicates if a job category by protected group is underutilized.

Area(s) in the college's workforce that require further monitoring appear in the "Establish Goals?" column as:

- "Yes": there is underutilization.
- "Monitor": the college needs to monitor the job it may be underutilized where employee movement occurs.

Corrective Actions and Action-Oriented Programs will be followed to address the identified placement goal(s).

Personnel Activities

Progress Reports

Appendix A. Progress Report includes only job categories that have hiring goal(s) established in the prior Affirmative Action Plan and it evaluates if the college attained the hiring goal(s).

Where the indication of the "Goal Met?" column is:

- "Yes": the college met the goal established in the prior Affirmative Action Plan.
- "No": the college did not attain the goal established in the prior Affirmative Action Plan.
- "No Hire/Prom": there were no opportunities in the prior Affirmative Action Plan period.

Corrective Actions and Action-Oriented Programs will be followed to address the identified area(s) to monitor/focus.

Separations

Appendix B. Separation Analysis shows the results by separation type and the protected group during the prior Affirmative Action Plan period. The separation percentages were derived within the separation type by protected group to identify impact on protected group members. There are two examinations in this worksheet:

1. The total percentage indicates the percentage by separation type. For example, there were 15 separations in total. Of those separations, 10 employees separated due to dismissal or non-certification. The dismissal or non-certification percentage is 66.67% (10 divided by 15).
2. The "percentage type¹" indicates percentages by protected group within a separation type. For example, there were 10 separations by dismissal or non-certification in total. Of those separations, eight were female employees. The female dismissal or non-certification separation is 80.00% (8 divided by 10).

Corrective Actions and Action-Oriented Programs will be followed to address the identified area(s) to monitor/focus.

Corrective Actions and Action-Oriented Programs

Minnesota Administrative Rules 3905.0400 Subp 1 Item H

The college’s Affirmative Action Program is designed to implement the provisions of this Affirmative Action Plan and meet requirements found in Minnesota Statutes, section 43A.191 Subdivision 2. These Action-Oriented Programs are carried out throughout this Affirmative Action Plan period.

Corrective Actions

This section identifies ways the college will eliminate barriers, provide corrective actions, and make good faith efforts toward the affirmative action goals for underutilized protected groups (broken down by specific job categories).

The college developed the below action-oriented programs specific to the job category/protected group(s) identified in the “Identification of Areas for Further Monitoring” section supported by the “Utilization/Availability Analysis, Establishment of Statement of Goals, and Timetable” “Personnel Activities” sections.

Table 3. Areas of Further Monitoring and Corrective Actions

| Areas for Further Monitoring | Corrective Actions |
|---|---|
| <p>Officials/Administrators</p> <ul style="list-style-type: none"> • <i>Individuals with Disabilities and Veterans will continue to be monitored.</i> • <i>We do not have an excess of utilization in these categories</i> | <ul style="list-style-type: none"> • <i>Minneapolis Community and Technical College will continue to adhere to the equal opportunities hiring practices (i.e., wages, race, diversity, equity and inclusion) and the state’s commitment to the Connect 700 program to increase exposure to state jobs in the disability community.</i> • <i>Engage in outreach to, and targeted recruitment of, both internal and external candidates with disabilities using excepted appointment authorities that apply to hiring people with targeted disabilities.</i> • <i>We are a “Yellow Ribbon” organization as stated in our postings and our website. Our veteran’s coordinator is dedicated to working with the veteran community. Human Resources will meet quarterly to collaborate with the coordinator on best practices to attract and retain veterans.</i> |

| Areas for Further Monitoring | Corrective Actions |
|--|--|
| <p>Professionals</p> <ul style="list-style-type: none"> • The college needs to “monitor” Individuals with Disabilities, Veteran and minority retention because underutilization may occur by some employees leaving the workplace within a year of hire. | <ul style="list-style-type: none"> • Continue our commitment to a model of competency-based hiring, specifically in non-faculty positions. Competency-based hiring focuses on candidate’s skills, talents and abilities and ensures that minimum qualifications are not arbitrary and are narrowly tailored for the work of the position, thus significantly reducing barriers for hiring individuals with disabilities. • We are currently working with Equity and Inclusion to introduce an affinity group for people of color to create a culture of collective engagement which will allow employees to come together and express ideas to build community in the workplace. |
| <p>Technicians</p> <ul style="list-style-type: none"> • Racial and Ethnic Minorities and Veterans are underutilized • The college needs to “monitor” females and Individuals with Disabilities. | <ul style="list-style-type: none"> • Due to low employee count and separations in this category hires are infrequent. • Contact College program leaders to determine potential of targeted recruitment of graduates that could fill positions in underutilized areas. |
| <p>Protective Service Non-Sworn</p> <ul style="list-style-type: none"> • Females are underutilized. • The college needs to “monitor” Individuals with Disabilities. | <ul style="list-style-type: none"> • This is a very small department with limited positions. We will develop a plan to partner with the Department of Public Safety to understand the diversity goals and ensure a plan is in place by Fiscal year 2023. • Recruit from industry events where there is significant female attendance who have experience in law enforcement when such opportunities become available. |
| <p>Office and Clerical</p> <ul style="list-style-type: none"> • The college needs to “monitor” Individuals with Disabilities and Veterans. | <ul style="list-style-type: none"> • Continue to review all position descriptions and job postings to ensure that all non-faculty positions in this area use 206 languages, address Connect 700 for individuals with disabilities. • Work with the veteran’s coordinator to do targeted recruitment in this area. While ensuring positions are posted on Veteran related job boards and websites. • There are a high number of separations in this category due to temporary and seasonal positions such as bookstore employees. We will review how these positions and separations are recorded and determine most accurate method of categorization. |

| Areas for Further Monitoring | Corrective Actions |
|--|--|
| <p>Skilled Craft</p> <ul style="list-style-type: none"> • Females are underutilized. • The college needs to “monitor” Racial or Ethnic Minorities and Individuals with Disabilities. | <ul style="list-style-type: none"> • Improve recruitment by collaborating with trades agencies to source skilled craft workers for people under these protective classes. • Recruit from skilled craft trade industry events for Females, Racial or Ethnic Minorities and Individuals with Disabilities • Develop a plan and create funding to attend job fairs or virtual job fairs for this category by Fiscal year end 2022. |
| <p>Service Maintenance</p> <ul style="list-style-type: none"> • Females are underutilized. • The college needs to “monitor” Individuals with Disabilities. • Data shows females were hired; however, they disproportionately leave voluntarily by resignation. | <ul style="list-style-type: none"> • Review minimum qualifications in postings, to identify any words/descriptions that screen out females • Continue to emphasis unconscious bias in the workplace training with search committees and supervisors. • Review college exit survey data for females and conduct an analysis. Develop a plan to address any significant issues in the department by Fiscal year end. |
| <p>Faculty: Temporary</p> <ul style="list-style-type: none"> • The college needs to “monitor” Individuals with Disabilities. | <ul style="list-style-type: none"> • Create an infrastructure to support faculty members with disabilities that will bring awareness and reduce stigmatization and implicit biases during the hiring process. Such as, providing implicit bias training for hiring managers and ensuring classrooms or online platforms are equipped to accommodate faculty with disabilities. |
| <p>Faculty: Probationary</p> <ul style="list-style-type: none"> • The college needs to “monitor” Females and Individuals with Disabilities. | <ul style="list-style-type: none"> • Create an infrastructure to support faculty members who are females and those with disabilities that will bring awareness and reduce stigmatization and implicit biases during the hiring process. Such as, providing implicit bias training for hiring managers and ensuring classrooms or online platforms are equipped to accommodate faculty with disabilities. |

| Areas for Further Monitoring | Corrective Actions |
|---|---|
| <p>Faculty: Unlimited</p> <ul style="list-style-type: none"> • <i>The college needs to “monitor” Racial or Ethnic Minorities.</i> • <i>Individuals with Disabilities are underutilized.</i> • <i>Low self-identification in this category may cause the underutilization.</i> • <i>Veterans are also underutilized in this category.</i> | <ul style="list-style-type: none"> • <i>Create an infrastructure to support faculty members of color that will bring awareness and reduce stigmatization and implicit biases during the hiring process. Such as, providing implicit bias training for hiring managers and search committees.</i> • <i>Create a platform with Equity and Inclusion and Human Resources to proactively communicate the purpose and importance of self-identifying as a person with a disability by expressing the benefits of self-identification and how it links to the company's overall commitment to diversity, equity and inclusion by Fiscal Year 2022.</i> • <i>Partner with our Veteran’s team and network with Veteran Agencies when positions become available. Set up quarterly meetings to monitor recruiting strategies - Fall 2021.</i> |

Other Action-Oriented Programs

This section provides an overview of the college’s general efforts and actions to ensure equal employment opportunity. Agencies have reviewed barriers to hiring during the previous plan period and identified recruitment strategies, processes, and training to address underutilization for this plan year.

Barriers

The college has constraints to address underutilization and areas for monitoring identified in the previous section.

- Limited anticipated number of open positions in this plan year due to COVID-19.
- Training and Development of employee due to budget restraint in 2020.
- The college has not participated in job fairs due to budget deficiencies. This barrier contributed to our outreach and effectiveness of recruitment efforts.
- We find it hard to get employees to self-identify, including individuals with disabilities. Their unwillingness to self-identify affects the representation of employees in this protected group.

Recruitment and Processes

The college will continue to use competency-based hiring to ensure that people of all ages and backgrounds receive consideration, regardless of the length of their formal experience or other factors.

Through this practice, the college will achieve diversity in hiring of Women, Minorities, Individuals with Disabilities and Veterans in all job categories.

Minneapolis Community and Technical College is committed to the recruitment and selection of highly qualified applicants whose skills and abilities will help the college achieve its strategic goals.

Minneapolis Community and Technical College is committed to the principles of equal opportunity and affirmative action.

This procedure establishes the search process used when hiring unclassified college employees covered by the following employment agreements: MinnState Administrator Plan, Minnesota State College Faculty, Minnesota Association of Professional Employees, and Middle Management Association. The college will continue to place advertisements of job opportunities through the State of MN Career site (<https://mn.gov/mmb/careers/search-for-jobs/>) and Job Portal People Admin (<https://minneapolisitech.peopleadmin.com/>).

- Broadly announce all promotion and transfer opportunities on our Employee Connect site.
- Vacancy posted in College and MinnState – PeopleAdmin Job Portal
- Vacancy posted on minnesotadiversity.com
- Vacancy posted on Upper Midwest HERC (Higher Education Recruitment Consortium)
- Vacancy notice posted in Minneapolis Community and Technical College’s SharePoint
- Word ad placed in Star & Tribune newspaper for higher level positions
- Vacancy notice placed on Chronicle Careers website (faculty and administrator vacancies)
- Announcement sent to workforce diversity email list
- Announcement sent to various professional Listservs and mailing lists (specific to each job, such as Nursing professional mailing lists, MN Association of Financial Aid Administrators listserv) and Aviation Technical Education Council website.
- Announcement sent to Local Workforce Centers
- Continue to consider female, racial/ethnic minorities, and individuals with disability applicants for all positions for which they qualify.
- Provide implicit bias training for hiring managers and search committees.
- Create a channel to participate in virtual job fairs that are successful to obtain qualified protected group applicants.
- Use LinkedIn job posting feature to search for applicants.
- Partner with our Veteran’s team and network with Veteran Agencies to ensure postings from Minneapolis College are visible on posting boards.

- Establish a pipeline and develop relationships with communities of color and students to recruit for entry-level positions.
- Advertise the Connect 700 program to attract qualified individuals with disabilities by providing a link to MMB’s web site.
- Continue to use the EEO tag line on all job postings and advertisements.
- Continue to publish recruitment media depicting individuals that represent protected groups.
- Review/evaluate job postings to remove non-inclusive language.

Persons Responsible:

Name: Dianna Cusick Email: Dianna.Cusick@Minneapolis.edu

Title: Vice President, Human Resources and Workforce Equity Phone: 612-659-6319

Name: Bobbie Denson Davis Email: Bobbi.Davis@Minneapolis.edu

Title: Sr. HR Business Partner Phone: 612-659-6572

Name: Sue Szabo Email: Sue.Szabo@Minneapolis.edu

Title: HR Business Partner Phone: 612-659-6320

Name: Sherry Swain Email: Sherry.Swain@Minneapolis.edu

Title: HR Business Partner Phone: 612-659-6846

Retention

Minneapolis Community and Technical College will continue our commitment to a model of competency-based hiring, specifically in non-faculty positions. Competency-based hiring focuses on candidate’s skills, talents and abilities rather than credentials, and ensures that minimum qualifications are not arbitrary and are narrowly tailored for the work of the position, thus eliminating barriers for hiring and improving retention of females, racial/ethnic minorities, and individuals with disabilities:

- **Action Steps:**
 - We will review data and analyze the results of hires and retention rates under this model.

- Improve the exit interview process to gain a better understanding of separation reasons by creating a questionnaire and survey that will generate or highlight specific areas of concern.
- Ensure an inclusive workplace by modeling appropriate workplace behavior.
- Implement new employee on-boarding program with HR Business Partners to ensure new hires are comfortable and well oriented into the state system.
- Continue to build a culturally competent workforce through professional development and dialogue.
- Include a strong cultural competency component during new hire orientation
- Collaborate with Equity and Inclusion division to identify training needs for Minneapolis Community and Technical College.
- Curate an online platform to house cultural competence related professional development and training opportunities available to all employees.
- Encourage all new hires to participate in applicable trainings for their career development.
- Ensure an inclusive work environment and equal opportunities for all employees.

Persons Responsible:

Name: Dianna Cusick Email: Dianna.Cusick@Minneapolis.edu

Title: Vice President, Human Resources and Workforce Equity Phone: 612-659-6319

Name: Bobbie Denson Davis Email: Bobbi.Davis@Minneapolis.edu

Title: Sr. HR Business Partner Phone: 612-659-6572

Name: Sue Szabo Email: Sue.Szabo@Minneapolis.edu

Title: HR Business Partner Phone: 612-659-6320

Name: Sherry Swain Email: Sherry.Swain@Minneapolis.edu

Title: HR Business Partner Phone: 612-659-6846

Training

Minneapolis Community and Technical College will take the following actions to improve retention of females, racial/ethnic minorities, and individuals with disabilities:

- **Action Steps:**
 - Provide quality on-boarding orientations for new employees and managers.
 - Will review data and analyze the results of hires and retention rates under this model.
 - Ensure all new hires receive inclusive workplace e-learning training.
 - Design new training and development opportunities to all employees.
 - Provide unconscious bias and anti-racism training to all employees.

Persons Responsible:

Name: Dianna Cusick Email: Dianna.Cusick@Minneapolis.edu

Title: Vice President, Human Resources and Workforce Equity Phone: 612-659-6319

Name: Bobbie Denson Davis Email: Bobbi.Davis@Minneapolis.edu

Title: Sr. HR Business Partner Phone: 612-659-6572

Name: Sue Szabo Email: Sue.Szabo@Minneapolis.edu

Title: HR Business Partner Phone: 612-659-6320

Name: Sherry Swain Email: Sherry.Swain@Minneapolis.edu

Title: HR Business Partner Phone: 612-659-6846

Methods of Auditing, Evaluating, and Reporting Program Success

Pre-Employment Review Procedure/Monitoring the Hiring Process

Minneapolis Community and Technical College regularly evaluates its selection process to determine if its requirements unnecessarily screen out a disproportionate number of women, minorities, individuals

with disabilities or veterans. Hiring Managers will work closely with Human Resources and the Affirmative Action Officer in reviewing the requirements for the position, posting the position, and interviewing and selection to ensure that equal opportunity and affirmative action is carried out. Directors, managers, and supervisors will be asked to document their hiring decisions and equal opportunity professionals will review for bias.

State law governing affirmative action programs requires Minneapolis Community and Technical College to establish methods of auditing, evaluating and reporting program success. This includes a procedure for pre-employment review of all hiring decisions for units where underutilization currently exists. When such a vacancy occurs, the established procedure is to be followed before an offer of employment is made.

Policy 6.04

Hiring and Promotions

<https://minneapolis.edu/about-us/policies/policy-604>

Minneapolis Community and Technical College is committed to the principles of affirmative action and equal opportunity in recruiting and hiring qualified individuals, and in retaining and promoting qualified existing employees.

The College recognizes that the search process plays a significant role in the recruitment, search and selection of candidates for hire. However, because Minneapolis Community and Technical College is also committed to providing growth and advancement opportunities for existing employees, the College retains the right to make promotions from within the institution without utilizing an external search process.

External Searches

External vacancies are open to all qualified job seekers. The type of search, size and composition of search committee, and process may vary depending on the position. When utilizing an external search to fill permanent faculty positions or administrative positions with campus-wide significance, the College shall utilize a full search committee with representatives from administration, liberal arts and career/technical faculty, staff and students. When utilizing an external search to fill other administrative and professional positions, the College may utilize a condensed search within a unit or division. The President shall determine which positions have campus-wide significance and when a full external search shall be utilized.

Interim Appointments

The College may make interim appointments without utilizing a search process. Interim appointments shall not exceed one year. Interim employees are not eligible for promotion into another position. Interim employees may apply for the permanent position they held on an interim basis. Interim employees who were not previously Minneapolis Community and Technical College employees may not be appointed permanently to the position they held in an interim basis without participating in a search process.

Reassignment of Administrators

The College has the right to laterally reassign administrators as necessary.

Classified Staff Hiring

Hiring of classified staff shall be done in accordance with established procedures from the Minnesota Department of Employee Relations.

Date effective: 7/1/1999

Minneapolis Community and Technical College Search Process for Unclassified Positions

Recruiting and Hiring Candidates

Minneapolis Community and Technical College is committed to the recruitment and selection of highly qualified applicants whose skills and abilities will help the college achieve its strategic goals.

Minneapolis Community and Technical College is committed to the principles of equal opportunity and affirmative action. This procedure establishes the search process used when hiring unclassified college employees covered by the following employment agreements: MinnState Administrator Plan, Minnesota State College Faculty, Minnesota Association of Professional Employees, and Middle Management Association.

Application and Search Process

Position Posting

The Human Resources Department and the hiring manager have responsibility for establishing minimum and preferred qualifications for vacant positions. The hiring manager may consult with staff or faculty regarding qualifications and recruitment for the position. At a minimum, all positions will be posted on the Minneapolis Community and Technical College website. The hiring manager, Human Resources Department and the Affirmative Action Officer will determine additional recruitment measures that will ensure recruitment of a diverse and qualified pool of candidates.

Application

All applicants interested in a Minneapolis Community and Technical College job opportunity must apply using the college's applicant tracking software PeopleAdmin approved by MinnState System Office or Minnesota State's Career Opportunities website. The software is WCAG2.0AA compliant.

Preliminary Search

The Human Resources Department, in consultation with the hiring manager, dean or responsible administrator, will review all applications to identify the applicants who meet the minimum qualification and have the most relevant competencies. The list of qualified applicants are then approved by the Affirmation Actions Officer and sent to the search committee.

Search Committee

The Search Committee may include staff, faculty, appointed by the appropriate college union representatives, community members, and students. Whenever possible, the Search Committee will include faculty and staff whose work is directly related to the position. The composition of the

committee will be reviewed with the Chief Human Resources Officer and the Affirmative Action Officer who may suggest additional members for the Search Committee.

Evaluation of Applicants

The Search Committee will evaluate applicants using the competency-based model developed by the Human Resources Department and the hiring manager, dean and/or Search Committee Chair. The applicants with the most relevant competencies will be invited for an initial interview with the Search Committee. The number of applicants selected for interviews may vary based on the unique needs of the search, affirmation action goals, multiple vacancies, size of applicant pool, or budgetary concerns. The Search Committee will identify the strengths and weaknesses of each interviewee and recommend at least two finalists for the position.

Evaluation of Finalists

For faculty and administrator positions, the Search Committee Chair forwards the names of the recommended finalists to the President, who may schedule a second interview. Finalists for other professional positions may be invited for a second interview with a vice president or another administrator. In either case, the President or Vice President/Administrator may request additional recommendations for finalists from the Search Committee. Finalists for senior administrator positions may be invited to an all-college forum.

Hiring Authority

All decisions regarding the hiring of positions are ultimately at the discretion of the college President. Decisions regarding hiring of permanent unclassified positions may be made at levels appropriate to the position, but all such hiring decisions must be approved by the college President.

Job Offers

After the hiring process is complete, an offer is extended to the finalist who, in the estimation of college leadership, has a demonstrable combination of education, skills and experience appropriate for the position. All offers are contingent upon the successful completion of background and /or reference checks. The Affirmative Action's Officer works with the HR Business Partner to complete final report on the hire.

President's Discretion in Unique Circumstances

In unique circumstances consistent with MinnState Personnel Guideline 007, the President may make appointments without utilizing the steps outlined in this procedure. The President shall consult with the Affirmative Action Officer when the search process is waived or modified. The College shall document search process waivers and modifications and the unique circumstances as determined by the President.

Compliance with State and Federal Laws

Data Practices Act

Application materials are considered private under the Minnesota Data Practices Act. All employees participating in the selection process are responsible for safeguarding candidate information. The names of finalists are public.

Americans with Disabilities Act

Applicants with disabilities have the right to request reasonable accommodations to assist them through the application and interview process. The Human Resources Department shall consult with the college's ADA Coordinator in determining appropriate accommodations.

Classified Staff Hiring

This procedure applies only to the hiring of unclassified positions. The hiring of classified staff shall be done in accordance with the process established through the Minnesota Management and Budget.

Date effective: 6/1/1999

Date last amended: 9/28/2011

Pre-Review Procedure for Layoff Decisions

Minneapolis Community and Technical College will make lay-off determinations consistent with applicable collective bargaining agreements and personnel plans. Proposed lay-off decisions will be reviewed by the Equal Opportunity/Affirmative Action Officer to evaluate their effect on Minneapolis Community and Technical College's affirmative action program. The Equal Opportunity/Affirmative Action Officer will provide recommendations and require decisions are in accordance with the affirmative action plan.

Other Methods of Program Evaluation

The college submits the following compliance reports to MMB as part of the efforts to evaluate the college's affirmative action program:

- Quarterly Monitoring the Hiring Process Reports
- Biannual Affirmative Action Plan
- Annual Internal Complaint Report
- Disposition of Internal Complaint (submitted to MMB within 30 days of final disposition)

The college also evaluates the Affirmative Action Plan in the following ways:

- Monitors progress toward stated goals by job category
- Analyzes employment activity for each hire.
- Analyzes compensation program to determine if there are patterns of discrimination
- Reviews the accessibility of online systems and websites and ensures that reasonable accommodations can be easily requested.

Policies, Procedures, and Notice

Minnesota State Board Policy 1B.1 Equal Opportunity and Nondiscrimination in Employment and Education

Part 1. Policy Statement

Subpart A. Equal opportunity for students and employees. Minnesota State Colleges and Universities has an enduring commitment to enhancing Minnesota's quality of life by developing and fostering understanding and appreciation of a free and diverse society and providing equal opportunity for all its students and employees. To help effectuate these goals, Minnesota State Colleges and Universities is committed to a policy of equal opportunity and nondiscrimination in employment and education.

Subpart B. Nondiscrimination. No person shall be discriminated against in the terms and conditions of employment, personnel practices, or access to and participation in, programs, services, and activities with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, gender identity, or gender expression. In addition, discrimination in employment based on familial status or membership or activity in a local commission as defined by law is prohibited.

Harassment on the basis of race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, gender identity, gender expression, or familial status is prohibited. Harassment may occur in a variety of relationships, including faculty and student, supervisor and employee, student and student, staff and student, employee and employee, and other relationships with persons having business at, or visiting the educational or working environment.

This policy is directed at verbal or physical conduct that constitutes discrimination /harassment under state and federal law and is not directed at the content of speech. In cases in which verbal statements and other forms of expression are involved, Minnesota State Colleges and Universities will give due consideration to an individual's constitutionally protected right to free speech and academic freedom. However, discrimination and harassment are not within the protections of academic freedom or free speech.

The system office, colleges, and universities shall maintain and encourage full freedom, within the law, of expression, inquiry, teaching and research. Academic freedom comes with a responsibility that all members of our education community benefit from it without intimidation, exploitation or coercion.

This policy shall apply to all individuals affiliated with Minnesota State Colleges and Universities, including but not limited to, its students, employees, applicants, volunteers, agents, and Board of Trustees, and is intended to protect the rights and privacy of both the complainant and respondent and other involved individuals, as well as to prevent retaliation or reprisal. Individuals who violate this policy shall be subject to disciplinary or other corrective action.

This policy supersedes all existing system, college, and university equal opportunity and nondiscrimination policies.

Part 2. Definitions

Subpart A. Consensual Relationship. Consensual relationship means a sexual or romantic relationship between two persons who voluntarily enter into such a relationship. Employees who are members of the same household should also refer to the Board Policy 4.10, of Trustees Nepotism policy 4.10.

Subpart B. Discrimination. Discrimination means conduct that is directed at an individual because of his or her protected class and that subjects the individual to different treatment by agents or employees so as to interfere with or limit the ability of the individual to participate in, or benefit from, the services, activities, or privileges provided by the system or colleges and universities or otherwise adversely affects the individual's employment or education.

Subpart C. Discriminatory harassment. Discriminatory harassment means verbal or physical conduct that is directed at an individual because of his or her protected class, and that is sufficiently severe, pervasive, or persistent so as to have the purpose or effect of creating a hostile work or educational environment.

As required by law, Minnesota State Colleges and Universities further defines sexual harassment as a form of sexual discrimination which is prohibited by state and federal law. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education, evaluation of a student's academic performance, or term or condition of participation in student activities or in other events or activities sanctioned by the college or university; or
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions or other decisions about participation in student activities or other events or activities sanctioned by the college or university; or
3. Such conduct has the purpose or effect of threatening an individual's employment; interfering with an individual's work or academic performance; or creating an intimidating, hostile, or offensive work or educational environment.

Subpart D. Employee. Employee means any individual employed by Minnesota State Colleges and Universities, including all faculty, staff, administrators, teaching assistants, graduate assistants, residence directors and student employees.

Subpart E. Protected class. For purposes of this policy:

1. Protected class includes race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, gender

identity, or gender expression. In addition, familial status and membership or activity in a local human rights commission are protected classes in employment.

2. This policy prohibits use of protected class status as a factor in decisions affecting education and employment where prohibited by federal or state law.

Subpart F. Retaliation. Retaliation includes, but is not limited to, intentionally engaging in any form of intimidation, reprisal or harassment against an individual because he or she:

- a. made a complaint under this policy
- b. assisted or participated in any manner in an investigation, or process under this policy, regardless of whether a claim of discrimination or harassment is substantiated
- c. associated with a person or group of persons who are disabled or are of a different race, color, creed, religion, sexual orientation, gender identity, gender expression, or national origin
- d. Made a complaint or assisted or participated in any manner in an investigation or process with the Equal Employment Opportunity Commission, the U.S. Department of Education Office for Civil Rights, the Minnesota Department of Human Rights or other enforcement agencies, under any federal or stated nondiscrimination law, including the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; the Minnesota Human Rights Act, Minn. Stat. Ch. 363A, and their amendments.

Retaliation may occur whether or not there is a power or authority differential between the individuals involved.

Subpart G. Sexual harassment and violence as sexual abuse. Under certain circumstances, sexual harassment or violence may constitute sexual abuse according to Minnesota law. In such situations, the system office and colleges and universities shall comply with the reporting requirements in Minnesota Statutes Section 626.556 (reporting of maltreatment of minors) and Minnesota Statutes Section 626.557 (Vulnerable Adult Protection Act). Nothing in this policy will prohibit any college or university or the system office from taking immediate action to protect victims of alleged sexual abuse. Board Policy 1B.3 Sexual Violence addresses sexual violence.

Subpart H. Student. For purposes of this policy, the term “student” includes all persons who:

1. Are enrolled in one or more courses, either credit or non-credit, through a college or university
2. Withdraw, transfer or graduate, after an alleged violation of the student conduct code
3. Are not officially enrolled for a particular term but who have a continuing relationship with the college or university
4. Have been notified of their acceptance for admission or have initiated the process of application for admission or financial aid; or
5. Are living in a college or university residence hall although not enrolled in, or employed by, the institution.

Part 3. Consensual Relationships. An employee of Minnesota State Colleges and Universities shall not enter into a consensual relationship with a student or an employee over whom he or she exercises direct or otherwise significant academic, administrative, supervisory, evaluative, counseling, or extracurricular authority or influence. In the event a relationship already exists, each college and university and system office shall develop a procedure to reassign evaluative authority as may be possible to avoid violations of this policy. This prohibition does not limit the right of an employee to make a recommendation on personnel matters concerning a family or household member where the right to make recommendations on such personnel matters is explicitly provided for in the applicable collective bargaining agreement or compensation plan.

Part 4. Retaliation. Retaliation as defined in this policy is prohibited in the system office, colleges and universities. Any individual subject to this policy who intentionally engages in retaliation shall be subject to disciplinary or other corrective action as appropriate.

Part 5. Policies and procedures. The chancellor shall establish procedures to implement this policy. The equal opportunity and nondiscrimination in employment and education policy and procedures of colleges and universities shall comply with Board Policy 1B.1 and Procedure 1B.1.1.

<https://www.minnstate.edu/board/policy/1b01.html>.

Minneapolis Community and Technical College Policy 2.01.01 – Investigating Complaints of Discrimination and Harassment

Part 1. Purpose and Applicability

Subpart A. Purpose

This procedure is designed to further implement Minneapolis Community and Technical College's policies relating to nondiscrimination by providing a process through which individuals alleging violation of system nondiscrimination policies may pursue a complaint. This includes allegations of retaliation, or discrimination or harassment based on sex, race, age, disability, color, creed, national origin, religion, sexual orientation, gender identity, gender expression, marital status, familial status, or status with regard to public assistance. In addition, discrimination in employment based on membership or activity in a local commission as defined by law is prohibited.

Subpart B. Applicability

This procedure shall apply to all individuals affiliated with Minneapolis Community and Technical College, including its students, employees, and applicants for employment, and is intended to protect the rights and privacy of both the complainant and respondent and other involved individuals, as well

as to prevent retaliation/reprisal. Individuals who violate this procedure shall be subject to disciplinary or other corrective action.

A single act of discrimination or harassment may be based on more than one protected class status. For example, discrimination based on anti-Semitism may relate to religion, national origin, or both; discrimination against a pregnant woman might be based on sex, marital status, or both; discrimination against a transgender or transsexual individual might be based on sex or sexual orientation, gender identity or gender expression.

Not every act that may be offensive to an individual or group constitutes discrimination or harassment. Harassment includes action beyond the mere expression of views, words, symbols or thoughts that another individual finds offensive. To constitute a violation of MINNEAPOLIS COMMUNITY AND TECHNICAL COLLEGE Policy 2.01 Nondiscrimination, conduct must be considered sufficiently serious to deny or limit a student's or employee's ability to participate in or benefit from the services, activities, or privileges provided by Minneapolis Community and Technical College.

Subpart C. Scope

This procedure is not applicable to allegations of sexual violence; allegations of sexual violence are handled pursuant to Board Policy 1B.3 Sexual Violence and System Procedure 1B.3.1 described in this report. In addition, harassment and discrimination complaints not arising from alleged violations of MINNEAPOLIS COMMUNITY AND TECHNICAL COLLEGE Policy 2.01 Nondiscrimination, are to be addressed under other appropriate policies and established practices.

Part 2. Definitions

Subpart A. Designated officer

Designated officer means an individual designated by the president to be primarily responsible for conducting an initial inquiry, determining whether to proceed with an investigation under this procedure, and investigating or coordinating the investigation of reports and complaints of discrimination/harassment in accordance with this procedure.

The designated officer for Minneapolis Community and Technical College is:

Dianna Cusick, director of legal affairs

612-659-6319, K3000

Subpart B. Decision maker

Decision maker means a high-level administrator designated by the president to review investigative reports, to make findings whether the nondiscrimination policy has been violated based upon the

investigation, and to determine the appropriate action for the institution to take based upon the findings.

Subpart C. Retaliation

Retaliation means any action against a complainant or other individual because the individual:

1. Participated in the investigation or resolution of a complaint under this procedure
2. Opposed conduct the individual believes was in violation of nondiscrimination policies
3. Associates with another individual who is protected from discrimination under MINNEAPOLIS COMMUNITY AND TECHNICAL COLLEGE Policy 2.01 Nondiscrimination.

Part 3. Consensual relationships

MINNEAPOLIS COMMUNITY AND TECHNICAL COLLEGE Policy 2.01 Nondiscrimination in Employment and Education Opportunity prohibits consensual relationships between an employee and a student or another employee over whom he or she exercises direct or otherwise significant academic, administrative, supervisory, evaluative, counseling, or extracurricular authority or influence, whether or not both parties appear to have consented to the relationship, except as noted.

Examples of prohibited consensual relationships include, but are not limited to

- An employee and a student if the employee is in a position to evaluate or otherwise significantly influence the student's education, employment, housing, participation in athletics, or any other college or university activity (employee includes, for example, graduate assistants, administrators, coaches, advisors, program directors, counselors and residence life staff);
- A faculty member and a student who is enrolled in the faculty member's course, who is an advisee of the faculty member, or whose academic work is supervised or evaluated by the faculty member; and
- A supervisor and an employee under the person's supervision.

A faculty member or other employee is prohibited from undertaking a romantic or sexual relationship or permitting one to develop with a student or supervisee who is enrolled in the person's class or is subject to that person's supervision or evaluation.

If a consensual, romantic or sexual relationship exists between an employee and another individual and subsequent events create a supervisor/supervisee, faculty/student or similar relationship between them, the person with evaluative or supervisory authority is required to report the relationship to his or her supervisor so that evaluative functions can be reassigned if possible.

This procedure does not cover consensual relationships between individuals that do not require one to exercise direct or otherwise significant academic, administrative, supervisory, evaluative, counseling, or extracurricular authority or influence over the other.

This prohibition does not limit the right of an employee to make a recommendation on personnel matters concerning a person with whom they have a consensual relationship where the right to make recommendations on such personnel matters is explicitly provided for in the applicable collective bargaining agreement or compensation plan.

Part 4. Reporting incidents of discrimination/harassment

Subpart A. Reporting an incident

Any individual who believes she or he has been or is being subjected to conduct prohibited by MINNEAPOLIS COMMUNITY AND TECHNICAL COLLEGE Policy 2.01 Nondiscrimination, is encouraged to report the incident to the designated officer. The report/complaint should be brought as soon as possible after an incident occurs.

Any student, faculty member or employee who knows of, receives information about or receives a complaint of discrimination/harassment is strongly encouraged to report the information or complaint to the designated officer.

Subpart B. Duty to report

Administrators and supervisors shall refer allegations of conduct that they reasonably believe may constitute discrimination or harassment under MINNEAPOLIS COMMUNITY AND TECHNICAL COLLEGE Policy 2.01 Nondiscrimination to the designated officer, or in consultation with the designated officer may inquire into and resolve such matters.

Subpart C. Reports against a president

A report/complaint against a president of a college or university shall be filed with the Office of the Chancellor. However, complaints against a president shall be processed by the college or university if the president's role in the alleged incident was limited to a decision on a recommendation made by another administrator, such as tenure, promotion or non-renewal, and the president had no other substantial involvement in the matter.

Subpart D. Reports against Office of the Chancellor employees or Board of Trustees

For reports/complaints that involve allegations against Office of the Chancellor employees, the responsibilities identified in this procedure as those of the president are the responsibilities of the chancellor. Reports/complaints that involve allegations against the chancellor or a member of the Board of Trustees shall be referred to the chair or vice chair of the Board for processing. Such reports/complaints may be assigned to appropriate system personnel or outside investigatory assistance may be designated.

Subpart E. False statements prohibited

Any individual who is determined to have provided false information in filing a discrimination report/complaint or during the investigation of such a report/complaint may be subject to disciplinary or corrective action.

Subpart F. Withdrawn complaints

If a complainant no longer desires to pursue a complaint, the Office of the Chancellor, colleges, and universities reserve the right to investigate and take appropriate action.

Part 5. Right to representation

In accordance with federal law and applicable collective bargaining agreement and personnel plan language, represented employees may have the right to request and receive union representation during an investigatory meeting.

Nothing in this procedure is intended to expand, diminish or alter in any manner whatsoever any right or remedy available under a collective bargaining agreement, personnel plan or law. Any disciplinary action imposed as a result of an investigation conducted under this procedure will be processed in accordance with the applicable collective bargaining agreement or personnel plan.

Part 6. Investigation and Resolution

Minneapolis Community and Technical College has an affirmative duty to take timely and appropriate action to stop behavior prohibited by MINNEAPOLIS COMMUNITY AND TECHNICAL COLLEGE Policy 2.01 Nondiscrimination, conduct investigations and take appropriate action to prevent recurring misconduct.

Subpart A. Personal resolution

This procedure neither prevents nor requires the use of informal resolution by an individual who believes he or she has been subject to conduct in violation of MINNEAPOLIS COMMUNITY AND TECHNICAL COLLEGE Policy 2.01 Nondiscrimination. In such a situation, the individual should clearly explain to the alleged offender as soon as possible after the incident that the behavior is objectionable and must stop. If the behavior does not stop or if the individual believes retaliation may result from the discussion, the individual should report to the designated officer. Under no circumstance shall an individual be required to use personal resolution to address prohibited behaviors.

Subpart B. Information privacy

Confidentiality of information obtained during an investigation cannot be guaranteed; such information, however, will be handled in accordance with applicable federal and state data privacy laws.

Subpart C. Processing the complaint

The designated officer must be contacted in order to initiate a report/complaint under this procedure. The scope of the process used in each complaint/report shall be determined by the designated officer based on the complexity of the allegations, the number and relationship of individuals involved, and other pertinent factors.

1. **Jurisdiction.** The designated officer shall determine whether the report/complaint is one which should be processed through another college procedure available to the complainant; if appropriate, the designated officer shall direct the complainant to that procedure as soon as possible.
2. **Conflicts.** The designated officer should identify to the president any real or perceived conflict of interest in proceeding as the designated officer for a specific complaint. If the president determines that a conflict exists, another designated officer shall be assigned.
3. **Information provided to complainant.** At the time the report/complaint is made, the designated officer shall:
 - a.) inform the complainant of the provisions of the MINNEAPOLIS COMMUNITY AND TECHNICAL COLLEGE Policy 2.01 Nondiscrimination, and this procedure;
 - b.) provide a copy of or Web address for MINNEAPOLIS COMMUNITY AND TECHNICAL COLLEGE Policy 2.01 Nondiscrimination and this procedure to the complainant;
 - c.) determine whether other individuals are permitted to accompany the complainant during investigatory interviews and the extent of their involvement; and
 - d.) inform the complainant of the provisions of MINNEAPOLIS COMMUNITY AND TECHNICAL COLLEGE Policy 2.01 Nondiscrimination prohibiting retaliation.

4. Complaint documentation. The designated officer shall insure that the complaint is documented in writing. The designated officer may request, but not require the complainant to document the complaint in writing using the complaint form of the college.

5. Information provided to the respondent. At the time initial contact is made with the respondent, the designated officer shall inform the respondent in writing of the existence and general nature of the complaint and the provisions of the nondiscrimination policy. At the initial meeting with the respondent, the designated officer shall:

- a) provide a copy of or Web address for MINNEAPOLIS COMMUNITY AND TECHNICAL COLLEGE Policy 2.01 Nondiscrimination and this procedure to the respondent;
- b.) provide sufficient information to the respondent consistent with federal and state data privacy laws to allow the respondent to respond to the substance of the complaint;
- c.) explain to the respondent that in addition to being interviewed by the designated officer, the respondent may provide a written response to the allegations;
- d.) determine whether other individuals are permitted to accompany the respondent during

investigative interviews and the extent of their involvement; and
e.) inform the respondent of the provisions of MINNEAPOLIS COMMUNITY AND TECHNICAL COLLEGE Policy 2.01 Nondiscrimination prohibiting retaliation.

6. Investigatory process. The designated officer shall:

- a.) conduct a fact-finding inquiry or investigation into the complaint, including appropriate interviews and meetings;
- b.) inform the witnesses and other involved individuals of the prohibition against retaliation;
- c.) create, gather and maintain investigative documentation as appropriate;
- d.) disclose appropriate information to others only on a need to know basis consistent with state and federal law, and provide a data privacy notice in accordance with state law; and
- e.) handle all data in accordance with applicable federal and state privacy laws.

7. Interim Actions.

a.) Employee reassignment or administrative leave. Under appropriate circumstances, the president or chancellor may, in consultation with system legal counsel and labor relations, reassign or place an employee on administrative leave at any point in time during the report/complaint process. In determining whether to place an employee on administrative leave or reassignment, consideration shall be given to the nature of the alleged behavior, the relationships between the parties, the context in which the alleged incidents occurred and other relevant factors. Any action taken must be consistent with the applicable collective bargaining agreement or personnel plan.

b.) Student summary suspension or other action. Under appropriate circumstances, the president or designee may, in consultation with system legal counsel, summarily suspend a student at any point in time during the report/complaint process. A summary suspension may be imposed only in accordance with Board Policy 3.6 and associated system procedures. After the student has been summarily suspended, the report/complaint process should be completed within the shortest reasonable time period, not to exceed nine (9) class days. During the summary suspension, the student may not enter the campus or participate in any college or university activities without obtaining prior permission from the president or designee. Other temporary measures may be taken in lieu of summary suspension where the president or designee determines such measures are appropriate.

8. No basis to proceed. At any point during the processing of the complaint, the designated officer may determine that there is no basis to proceed under MINNEAPOLIS COMMUNITY AND TECHNICAL COLLEGE Policy 2.01 Nondiscrimination. The designated officer shall refer the complaint as appropriate. The designated officer shall notify the complainant and respondent of the outcome as appropriate, in accordance with applicable data privacy laws.

Subpart D. Resolution

After processing the complaint, the designated officer may consider one or more of the following methods to resolve the complaint as appropriate:

1. conduct or coordinate education/training;
2. facilitate voluntary meetings between the parties;
3. recommend separation of the parties, after consultation with appropriate Office of the Chancellor, college or university personnel;
4. other possible outcomes may include recommending changes in workplace assignments, enrollment in a different course or program, or other appropriate action;
5. the College may use alternative dispute resolution or mediation services as a method of resolving discrimination or harassment complaints. Alternative dispute resolution and mediation options require the voluntary participation of all parties to the complaint;
6. upon completion of the inquiry, the designated officer may dismiss or refer the complaint to others as appropriate.

Subpart E. Decision process

If the above methods have not resolved the complaint within a reasonable period of time to the satisfaction of the designated officer, or the designated officer feels additional steps should be taken, the procedures in this subpart shall be followed.

1. Designated officer. The designated officer shall:

- a.) prepare an investigation report and forward it to the decision maker for review and decision;
- b.) take additional investigative measures as requested by the decision maker; and
- c) be responsible for coordinating responses to requests for information contained in an investigation report in accordance with the Minnesota Government Data Practices Act and other applicable law including, but not limited to, the Family Educational Rights and Privacy Act (FERPA). In determining the appropriate response, the designated officer shall consult with the campus data practice compliance official and/or the Office of General Counsel.

2. Decision maker. After receiving the investigation report prepared by the designated officer, the decision maker shall:

- a.) determine whether additional steps should be taken prior to making the decision. Additional steps may include:

a request that the designated officer conduct further investigative measures;

a meeting with the complainant, respondent or other involved individuals. If a meeting involving a represented employee is convened, the complainant or respondent may choose to be

accompanied by the bargaining unit representative, in accordance with the applicable collective bargaining agreement and federal and state law; and

a request for additional information which may include a written response from the complainant or respondent relating to the allegations of the complaint.

b.) take other measures deemed necessary to determine whether a violation of MINNEAPOLIS COMMUNITY AND TECHNICAL COLLEGE Policy 2.01 Nondiscrimination has been established.

c.) when making the decision, take into account the totality of the circumstances, including the nature and extent of the behaviors, the relationship(s) between the parties, the context in which the alleged incident(s) occurred, and other relevant factors.

d.) determine the nature, scope and timing of disciplinary or corrective action and the process for implementation if a violation of the nondiscrimination policy occurs. This may include consultation with human resources or supervisory personnel to determine appropriate discipline;

e.) As appropriate, consistent with applicable state and federal data privacy laws, report in writing to the complainant, respondent and the designated officer her or his findings, and the basis for those findings, as to whether MINNEAPOLIS COMMUNITY AND TECHNICAL COLLEGE Policy 2.01 Nondiscrimination has been violated. The written response to the complainant shall be provided within 60 days after a complaint is made unless reasonable cause for delay exists.

f.) Conduct that is determined not to have violated MINNEAPOLIS COMMUNITY AND TECHNICAL COLLEGE Policy 2.01 Nondiscrimination shall be referred to another procedure for further action, if appropriate.

Part 7. Office of the Chancellor, college, or university action

The Office of the Chancellor, college, or university shall take the appropriate corrective action based on results of the investigation, and the designated officer shall make appropriate inquiries to ascertain the effectiveness of any corrective or disciplinary action. Complainants are encouraged to report any subsequent conduct that violates MINNEAPOLIS COMMUNITY AND TECHNICAL COLLEGE Policy 2.01 Nondiscrimination, as well as allegations of retaliation.

Written notice to parties relating to discipline, resolutions, and/or final dispositions resulting from the report/complaint process is deemed to be official correspondence from the Office of the Chancellor, college or university. In accordance with state law, the College is responsible for filing the complaint disposition concerning complaints against employees with the President of Employee Relations within 30 days of final disposition.

Part 8. Appeal

Subpart A. Filing an appeal

The complainant or the respondent may appeal the decision of the decision maker. An appeal must be filed in writing with the president or designee within ten (10) business days after notification of the decision. The appeal must state specific reasons why the complainant or respondent believes the decision was improper. In a complaint against a president or other official who reports directly to the chancellor, an appeal may be considered by the chancellor whether or not the chancellor served as the decision maker.

Subpart B. Effect of review

For employees represented by a collective bargaining agreement, an appeal under this procedure is separate and distinct from, and is not in any way related to, any contractual protections or procedures. During the pendency of the appeal disciplinary or corrective action taken as a result of the decision shall be enforced. In addition, in cases involving sanctions of suspension for ten (10) days or longer, students shall be informed of their right to a contested case hearing under Minnesota Statutes Chapter 14.

Subpart C. Appeal process

The president or designee shall review the record and determine whether to affirm or modify the decision. The president or designee may receive additional information if the president or designee believes such information would aid in the consideration of the appeal. The decision on appeal shall be made within a reasonable time and the complainant, respondent and designated officer shall be notified in writing of the decision, consistent with applicable state and federal data privacy laws. The decision on appeal exhausts the complainant's and respondent's administrative remedies under this procedure except as provided herein.

Part 9. Education and Training

The College shall provide education and training programs to promote awareness to prevent discrimination/harassment, such as educational seminars, peer-to-peer counseling, operation of hotlines, self-defense courses, and informational resources. Education and training programs should include education about MINNEAPOLIS COMMUNITY AND TECHNICAL COLLEGE.

Policy 2.01 Nondiscrimination and this procedure.

Part 10. Distribution

Information regarding MINNEAPOLIS COMMUNITY AND TECHNICAL COLLEGE Policy 2.01 Nondiscrimination and this procedure shall, at a minimum, be distributed to students at the time of registration and to employees at the beginning of employment. Distribution may be accomplished by

posting on an internet Web site, provided all students and employees are directly notified of how to access the policy and procedure by an exact address, and that they may request a paper copy. Copies of the policy and procedure shall be conspicuously posted at appropriate locations on the College campus at all times and shall include the designated officers' names, locations and telephone numbers.

Designated officers also must be identified by name, location and phone number in informational publications such as student catalogs, student and employee handbooks, bulletin boards, campus Web sites and other appropriate public announcements.

Part 11. Maintenance of report/complaint procedure documentation

During and upon the completion of the complaint process, the complaint file shall be maintained in a secure location in the office of the designated officer for the College in accordance with the applicable records retention schedule. Access to the data shall be in accordance with the respective collective bargaining agreement or personnel plan, the Minnesota Government Data Practices Act, the Family Educational Rights and Privacy Act or other applicable law.

<https://minneapolis.edu/about-us/policies/procedure-20101>

Related Policies:

[Board Policy 1B.1 Equal Opportunity and Nondiscrimination in Employment and Education](#)

[Board Procedure 1B.1.1 Report/Complaint of Discrimination/Harassment Investigation and Resolution](#)

Minneapolis Community and Technical College Harassment and Discrimination Prohibited/Sexual Harassment Prohibited Policies Complaint Form Template below:



DISCRIMINATION/HARASSMENT COMPLAINT FORM

Name: _____ Date: _____
Person Filing Complaint (Complainant)

Address: _____ Phone: _____
ID: _____

My status is:
 Student Employee Other: _____

This complaint is about:
 Discrimination Harassment Retaliation Other

I believe I was discriminated against, harassed, or retaliated against based on my:

| | | | |
|-------------------------------------|--|--|---|
| <input type="checkbox"/> Age | <input type="checkbox"/> Familial Status | <input type="checkbox"/> Membership or Activity in a | <input type="checkbox"/> Race |
| <input type="checkbox"/> Color | <input type="checkbox"/> Gender Expression | Local Human Rights Commission | <input type="checkbox"/> Religion |
| <input type="checkbox"/> Creed | <input type="checkbox"/> Gender Identity | <input type="checkbox"/> National Origin | <input type="checkbox"/> Sex |
| <input type="checkbox"/> Disability | <input type="checkbox"/> Marital Status | <input type="checkbox"/> Public Assistance Status | <input type="checkbox"/> Sexual Orientation |

DETAILS OF COMPLAINT

Name(s): _____
Person(s) You are Complaining About (Respondent)

1. Please describe the action or incident that caused you to file this complaint. Include date, place, time, and witnesses (if any). Attach additional sheets if necessary.

2. How have you tried to resolve this complaint? When? With whom?

3. Have you informed any other college employee or filed any other complaint with another department? Please explain.

4. How would you like to see this situation resolved?

Complainant's signature: _____ Date: _____

A physical copy of this form is available in Human Resources Office – K1100.

Minnesota State Board Policy 1B.3 Sexual Violence Policy

Board Policies

Chapter 1 - System Organization and Administration

Section B - Equal Education and Employment Opportunity

Part 1. Policy statement

Sexual violence is an intolerable intrusion into the most personal and private rights of an individual, and is prohibited at Minnesota State Colleges and Universities. Minnesota State is committed to eliminating sexual violence in all forms and will take appropriate remedial action against any individual found responsible for acts in violation of this policy. Acts of sexual violence may also constitute violations of criminal or civil law or of other Board Policies that may require separate proceedings. To further its commitment against sexual violence, Minnesota State provides reporting options, an investigative and disciplinary process, prevention training, and other related services as appropriate.

Subpart A. Application of policy to students, employees, Board of Trustees and others

This policy applies to all Minnesota State students and employees, Board of Trustees and to others, as appropriate, where incidents of sexual violence on system property have been reported. Reports of sexual violence committed by a student at a location other than on system property are covered by this policy pursuant to the factors listed in Board Policy 3.6, Part 2. Reports of sexual violence committed by a system employee at a location other than system property are covered by this policy.

Reports of sexual violence committed on system property by individuals who are not students or employees are subject to appropriate actions by Minnesota State, including but not limited to pursuing criminal or civil action against them.

Allegations of discrimination or harassment are governed by Board Policy 1B.1.

Subpart B. College and university policies

Each Minnesota State college and university shall adopt a clear, understandable written policy on sexual violence that applies to its campus community, including but not limited to its students and employees. The policy content and implementation must be consistent with the standards in this policy and System Procedure 1B.3.1.

Part 2. Definitions

The following definitions apply to this policy and System Procedure 1B.3.1.

Affirmative consent

Consent is informed, freely given, and mutually understood willingness to participate in sexual activity that is expressed by clear, unambiguous, and affirmative words or actions. It is the responsibility of the person who wants to engage in sexual activity to ensure that the other person has consented to engage in the sexual activity. Consent must be present throughout the entire sexual activity and can be

revoked at any time. If coercion, intimidation, threats, and/or physical force are used, there is no consent. If the complainant is mentally or physically incapacitated or impaired so that the complainant cannot understand the fact, nature, or extent of the sexual situation, there is no consent; this includes conditions due to alcohol or drug consumption, or being asleep or unconscious. A lack of protest, absence of resistance, or silence alone does not constitute consent, and past consent to sexual activities does not imply ongoing future consent. The existence of a dating relationship between the people involved or the existence of a past sexual relationship does not prove the presence of, or otherwise provide the basis for, an assumption of consent. Whether the respondent has taken advantage of a position of influence over the complainant may be a factor in determining consent.

Dating, intimate partner, and relationship violence

Violence including physical harm or abuse, and threats of physical harm or abuse, arising out of a personal intimate relationship. This violence also may be called domestic abuse or spousal/partner abuse and may be subject to criminal prosecution under Minnesota law.

Employee

Any individual employed by Minnesota State, its colleges and universities and system office, including student workers.

Non-forcible sex acts

Non-forcible acts include unlawful sexual acts where consent is not relevant, such as sexual contact with an individual under the statutory age of consent, as defined by Minnesota law, or between persons who are related to each other within degrees wherein marriage is prohibited by law.

Subpart B. Sexual assault

An actual, attempted, or threatened sexual act with another person without that person's affirmative consent. Sexual assault is often a criminal act that can be prosecuted under Minnesota law, as well as form the basis for discipline under Minnesota State student codes of conduct and employee disciplinary standards. Sexual assault includes but is not limited to:

1. Involvement without consent in any sexual act in which there is force, expressed or implied, or use of duress or deception upon the victim. Forced sexual intercourse is included in this definition, as are the acts commonly referred to as date rape or acquaintance rape. This definition also includes the coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another.
2. Involvement in any sexual act when the victim is unable to give consent.
3. Intentional and unwelcome touching of a person's intimate parts (defined as primary genital area, groin, inner thigh, buttocks, or breast); or coercing, forcing, or attempting to coerce or force another to touch a person's intimate parts.
4. Offensive sexual behavior directed at another, such as indecent exposure or voyeurism.

Sexual violence

A continuum of conduct that includes sexual assault, non-forcible sex acts, dating and relationship violence, stalking, as well as aiding acts of sexual violence.

Stalking

Conduct directed at a specific person that is unwanted, unwelcome, or unreciprocated and that would cause reasonable people to fear for their safety or the safety of others or to suffer substantial emotional distress.

Student

All persons who:

1. Are enrolled in one or more courses, either credit or non-credit, through a college or university; or
2. Withdraw, transfer, or graduate after an alleged violation of the code of student conduct; or
3. Are not officially enrolled for a particular term but who have a continuing relationship with the college or university; or
4. Have been notified of their acceptance for admission or have initiated the process of application for admission or financial aid; or
5. Are not college or university employees and are not enrolled in the institution but live in a college or university residence hall.

System property

The facilities and land owned, leased, or under the primary control of Minnesota State, its Board of Trustees, system office, colleges, and universities.

Minnesota State Board Procedure 1B.3.1 Response to Sexual Violence and Title IX Sexual Harassment

System Procedures**Chapter 1B - System Organization and Administration / Equal Education and Employment Opportunity****Part 1. Purpose**

This procedure provides a process through which individuals alleging sexual violence may pursue a complaint, pursuant to Board Policy 1B.3 Sexual Violence Policy prohibiting sexual violence.

This procedure is intended to protect the rights and privacy of both the complainant and respondent and other involved individuals, as well as to prevent retaliation and reprisal.

Part 2. Definitions

The definitions in Policies 1B.3 and 1B.1 also apply to this procedure.

Campus security authority

Campus security authority includes the following categories of individuals at a college or university:

1. A college or university security department;
2. Any individual who has campus security responsibilities in addition to a college or university security department;
3. Any individual or organization identified in a college or university security policy as an individual or organization to which students and employees should report criminal offenses;
4. An official of a college or university who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings; advisors to recognized student organizations; and athletic coaches. Professional counselors, whose official responsibilities include providing mental health counseling, and who are functioning within the scope of their license or certification, are not included in this definition.

Complainant

An individual who is alleged to be the victim of conduct that could constitute sexual harassment (as defined by Title IX).

Educational program or activity

Includes locations, events, or circumstances over which the college or university exercised substantial control over both the respondent and the context in which the sexual harassment (as defined by Title IX) occurs, and also includes any building owned or controlled by any officially recognized student organization of the college or university.

Formal complaint

A document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment (as defined by Title IX) against a respondent and requesting that the college or university investigate the allegation of sexual harassment. At the time of filing the formal complaint of sexual harassment (as defined by Title IX), a complainant must be participating in or attempting to participate in the education program or activity of the college or university with which the formal complaint is filed.

Respondent

An individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment (as defined by Title IX).

Supportive measures

Non-disciplinary, non-punitive individualized services offered as appropriate, as

reasonably available, and without fee or charge to the complainant or respondent before or after the filing of a formal Title IX complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the recipient's educational environment, or deter sexual harassment. Supportive measures may include, but are not limited to, counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

Title IX Coordinator

Employee(s) designated by the president to coordinate the college or university's efforts to comply with its Title IX responsibilities and Board Policies 1B.1 and 1B.3. A campus can delegate Title IX responsibilities to, for example, a deputy or deputies, and/or an investigator.

Title IX sexual harassment

For purposes of Title IX, sexual harassment means conduct on the basis of sex that occurs in a college or university's program or activity in the United States that satisfies one or more of the following:

1. An employee of the college or university conditioning the provision of an aid, benefit, or service of the recipient on an individual's participation in unwelcome sexual conduct.
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to the college or university's education program or activity; or
3. Sexual assault; dating, intimate partner, and relationship violence; and stalking as defined in Board Policy 1B.3

Part 3. Reporting Incidents of Sexual Violence

Subpart A. Prompt reporting encouraged

Complainants of sexual violence and sexual harassment (as defined by Title IX) may report incidents at any time, but are strongly encouraged to make reports promptly in order to best preserve evidence for a potential legal or disciplinary proceeding.

Complainants are strongly encouraged to report incidents of sexual violence to law enforcement for the location where the incident occurred. Complainants are also encouraged to contact the local victim/survivor services office, counseling and health care providers, campus Title IX coordinators, or Minnesota State Colleges and Universities campus security authorities for appropriate action.

Subpart B. Assistance in reporting

When informed of an alleged incident of sexual violence and sexual harassment (as defined by Title IX), all Minnesota State Colleges and Universities students and employees are urged to encourage and assist complainants, as needed, to report the incident to local law enforcement, local victim/survivor services, campus Title IX coordinator, or campus security authorities.

Campus security authorities, when informed of an alleged incident of sexual violence and sexual harassment (as defined by Title IX), shall promptly assist the complainant, as requested, including providing guidance in filing complaints with outside agencies, such as law enforcement; obtaining appropriate assistance from victim/survivor services or medical treatment professionals; and filing a complaint with the Title IX Coordinator.

When appropriate, Minnesota State Colleges and Universities may pursue legal action against a respondent, including, but not limited to, trespass or restraining orders, in addition to disciplinary action under the applicable student or employee conduct standard. A college or university may take actions it deems necessary or appropriate in response to all protection, restraining, or no-contact orders.

Subpart C. Required reports

Any campus security authority or any college or university employee with supervisory or student-advising responsibility who has been informed of an alleged incident of sexual violence and sexual harassment (as defined by Title IX), shall follow college or university procedures for making a report for the annual crime statistics report. In addition, the campus security authority or any college or university employee with supervisory or student-advising responsibility who has been informed of an alleged incident of sexual violence and sexual harassment (as defined by Title IX) shall report to the Title IX Coordinator, in order to initiate any applicable investigative or other resolution procedures.

Campus security authorities may be obligated to report to law enforcement the fact that a sexual assault has occurred, but the name of or other personally identifiable information about the complainant will be provided only with the consent of the complainant, except as may be required or permitted by law.

Subpart D. Mandatory reporting of abuse or neglect of children or vulnerable adults

Minnesota law provides special protection for children under 18 and vulnerable adults. These laws, Minnesota Statutes sections 626.556 and 626.557, identify those who are mandated to report neglect or abuse of children under 18 and maltreatment of vulnerable adults. Faculty, student teachers or clinical participants, day care personnel, and others involved in education or services to children or vulnerable adults may be considered mandated reporters under both of these laws. Reports of abuse or neglect of a child or vulnerable adult, must be made to law enforcement or state or county social service agencies.

Part 4. Confidentiality of reporting

Confidential reports

Because of laws concerning government data contained in Minn. Stat. Ch. 13 Government Data Practices, colleges and universities cannot guarantee confidentiality to those who report incidents of sexual violence except where those reports are privileged communications with licensed healthcare professionals. Some off-campus reports also may be legally privileged by law, such as reports to clergy, private legal counsel, or healthcare professionals.

Part 5. Policy Notices

Subpart A. Distribution of policy to students

Each college or university shall, at a minimum, at the time of registration make available to each student information about its sexual violence and sexual harassment (as defined by Title IX) policy and procedure), including its online reporting system that allows for anonymous reporting, and shall additionally post a copy of its policy and procedure at appropriate locations on campus and in appropriate handbooks at all times. A college or university may distribute its policy and procedure by posting on an Internet or Intranet website, provided all students are directly notified of how to access the policy by an exact address, and that they may request a paper copy.

Subpart B. Distribution of policy to employees

Colleges, universities, and the system office shall make available to all employees a copy of the sexual violence and sexual harassment (as defined by Title IX) policy and procedure. Distribution may be accomplished by posting on an Internet or Intranet website, provided all employees are directly notified of the exact address of the policy and procedure as well as the option of receiving a paper copy upon request.

Subpart C. Required notice

Each college or university shall have a sexual violence and sexual harassment (as defined by Title IX) policy, which must include the notice provisions in this part.

1. Notice of Title IX Coordinator. Each college and university must notify applicants for admission and employment, students, employees, and all unions holding collective bargaining agreements with the college or university of the name or title, office address, electronic mail address, and telephone number of the employee or employees designated as the Title IX Coordinator.
2. Notice of non-discrimination. Each college and university must notify applicants for admission and employment, students, employees and all unions holding collective bargaining agreements with the college and university that the college or university does not discriminate on the basis of sex in the education program or activity that it operates, and that it is required by Title IX not to discriminate in such a manner. Inquiries about the application of Title IX may be referred to the Title IX Coordinator and/or to the United States Department of Education.

3. Notice of complainant options

Following a report of sexual violence the complainant must be promptly notified of:

- a. Where and how to obtain immediate medical assistance. Complainants should be informed that timely reporting and a medical examination within 72 hours are critical in preserving evidence of sexual assault and proving a criminal or civil case against a perpetrator. Complainants should be told, however, that they may report incidents of sexual violence at any time.
- b. Where and how to report incidents of sexual violence to local law enforcement officials, and/or appropriate college, university, or system contacts for employees, students, and others. Such contacts should be identified by name, location, and phone number for 24-hour availability, as applicable.
- c. Resources for where and how complainants may obtain on- or off-campus counseling, mental health, or other support services.

4. Notice of complainant rights

Complainants must be notified of the following:

- a. Their right to make a report with local law enforcement officials in sexual assault cases.
- b. Rights under the crime victims bill of rights, Minn. Stat. §§ 611A.01 – 611A.06, including the right to assistance from the Crime Victims Reparations Board and the commissioner of public safety.
- c. Availability of prompt assistance from campus officials, upon request, in notifying the appropriate campus investigating authorities and law enforcement officials, and, at the direction of law enforcement authorities, assistance in obtaining, securing, and maintaining evidence in connection with a sexual violence incident.
- d. Assistance available from campus authorities in preserving for sexual violence complainant materials relating to a campus disciplinary proceeding.
- e. Complaints of incidents of sexual violence made to campus security authorities must be promptly and appropriately resolved.
- f. Upon a sexual assault complainant's request, the college, university, or system office may take action and other supportive measures to prevent unwanted contact with the alleged assailant, including, but not limited to, transfer of the complainant and/or the respondent to alternative classes, or to a work site or to alternative college-owned housing, if such alternatives are available and feasible.
- g. Upon request, students who reported sexual assaults to the college or university and subsequently chose to transfer to another college or university will be provided with information about resources for victims of sexual assault at the college or university to which the complainant is transferring.

Part 6. Investigation and Disciplinary Procedures

Subpart A. General principles

College and university investigation and disciplinary procedures concerning allegations of sexual violence and sexual harassment (as defined by Title IX) against employees or students must:

1. Be respectful of the needs and rights of individuals involved and treat them with dignity;
2. Not suggest the complainant was at fault for the sexual assault or should have behaved differently to prevent the assault;
3. Proceed as promptly as possible;
4. Permit a student complainant and a student respondent to have the same opportunity to have an appropriate support person or advisor present at any interview or hearing, in a manner consistent with the governing procedures and applicable data practices law;
5. Afford employees the right to representation consistent with the appropriate collective bargaining agreement or personnel plan;
6. Be conducted in accordance with applicable due process standards and privacy laws;
7. Simultaneously inform both the complainant and respondent of the outcome in a timely manner, as permitted by applicable privacy law.
8. Be based on a preponderance of evidence standard, meaning that it is more likely than not that the policy, procedure, or code has been violated.

The past sexual history of the complainant and respondent must be deemed irrelevant except as that history may directly relate to the incident being considered.

A respondent's use of any drug, including alcohol, judged to be related to an offense may be considered to be an exacerbating rather than mitigating circumstance.

Subpart B. Relationship to parallel proceedings

In general, college, university, and system office investigation and disciplinary procedures for allegations of sexual violence and sexual harassment (as defined by Title IX) will proceed independent of any action taken in criminal or civil courts. A college or university need not, and in most cases should not, delay its proceedings while a parallel legal action is ongoing. If a college or university is aware of a criminal proceeding involving the alleged incident, they may contact the prosecuting authority to coordinate when feasible. Criminal or civil court proceedings are not a substitute for college, university, and system office procedures.

Subpart C. Memorandum of understanding with local law enforcement

Each college or university shall enter into a memorandum of understanding with the primary law enforcement agencies that serve their campus(es). Prior to the start of each academic year, each college or university shall distribute an electronic copy of the MOU to all employees on the campus that are subject to the memorandum. Colleges and universities are exempt from the MOU requirement if they and local or county law enforcement agencies establish a sexual assault protocol team to facilitate effective cooperation and collaboration between the college or university and law enforcement.

Subpart D. False statements prohibited

Colleges, universities, and the system office take allegations of sexual violence and sexual harassment (as defined by Title IX) very seriously and recognize the consequences such allegations may have on a respondent as well as the complainant. Any individual who knowingly provides false information regarding the filing of a complaint or report of sexual violence, or who provides false information

during the investigation of such a complaint or report, may be subject to discipline or, under certain circumstances, legal action. Complaints of conduct that are found not to violate policy are not assumed to be false.

Subpart E. Sanctions

Sanctions that may be imposed if a finding is made that sexual violence and sexual harassment (as defined by Title IX) has occurred include, but are not limited to, discipline up to and including suspension, or expulsion of students, or discipline, up to and including termination from employment, as provided in the applicable bargaining agreement or compensation plan, for employees. The appropriate sanction will be determined on a case-by-case basis, taking into account the severity of the conduct, the student's or employee's previous disciplinary history, and other factors as appropriate.

Witnesses or victims who report in good faith an incident of sexual violence will not be sanctioned by the college, university, or system office for admitting in the report to a violation of the student conduct policy on the use of alcohol or drugs.

Subpart F. Retaliation prohibited

Actions by a student or employee intended as retaliation, reprisal, or intimidation against an individual for making a complaint or participating in any way in a report or investigation under this policy are prohibited and are subject to appropriate disciplinary action.

Part 7. Investigation and Resolution

The college, university or system office has a duty to take timely and appropriate action to stop behavior prohibited by Board Policy 1B.3, conduct investigations and take appropriate action to prevent recurring misconduct.

Subpart A. Informal resolution

A college or university may offer an informal resolution process if a formal complaint is filed and after providing both parties a notice of allegations. The parties must voluntarily consent, in writing, to the informal resolution process. At any time before agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the process with respect to the formal complaint. This procedure neither prevents nor requires the use of informal resolution by individuals who believe they have been subject to conduct in violation of Board Policy 1B.3. Informal resolution shall not be used to resolve allegations that an employee sexually harassed a student.

Subpart B. Information privacy

Confidentiality of information obtained during an investigation cannot be guaranteed; such information, however, will be handled in accordance with applicable federal and state data privacy laws.

Subpart C. Processing the complaint

The Title IX Coordinator must be contacted in order to initiate a complaint under this procedure. The

Title IX Coordinator shall determine the process used in each complaint based on the complexity of the allegations, the number and relationship of individuals involved, and other pertinent factors.

1. Jurisdiction. The Title IX Coordinator shall:
 - a. determine whether the complaint is one which should be processed through another system office, college or university procedure available to the complainant.
 - b. if appropriate, direct the complainant to that procedure as soon as possible; and
 - c. for sexual harassment complaints, (as defined by Title IX), determine whether or not the complaint involves the education program or activity of the college or university and whether the incident occurred in the United States.
2. Conflicts. The Title IX Coordinator should identify to the president or chancellor/designee any real or perceived conflict of interest in proceeding as the Title IX Coordinator, for the decision-maker, and/or for any person designated to facilitate an informal resolution for a specific complaint. If the president or chancellor/designee determines that a conflict exists, another Title IX Coordinator, decision-maker, or person facilitating an informal resolution must be assigned.
3. Information provided to complainant. At the time the complaint is made, the Title IX Coordinator shall:
 - a. inform the complainant of the provisions of the Board Policy 1B.3 and this procedure;
 - b. provide a copy of or Web address for Board Policy 1B.3 and this procedure to the complainant;
 - c. determine whether other individuals are permitted to accompany the complainant during investigatory interviews and the extent of their involvement;
 - d. inform the complainant of the provisions of Board Policy 1B.3 prohibiting retaliation;
 - e. discuss the availability of supportive measures; and
 - f. explain the process for filing a formal Title IX complaint
4. Complaint documentation. The Title IX Coordinator shall insure that the complaint is documented in writing. The Title IX Coordinator may request, but not require the complainant to document the complaint in writing using the complaint form of the system office, college or university.
5. Information provided to the respondent. At the time initial contact is made with the respondent, the Title IX Coordinator shall inform the respondent in writing of the existence and general nature of the complaint and the provisions of the sexual violence policy, including the name of the complainant. At the initial meeting with the respondent, the Title IX Coordinator shall:
 - a. provide a copy of or Web address for Board Policy 1B.3 and this procedure to the respondent;
 - b. provide sufficient information to the respondent consistent with federal and state data privacy laws to allow the respondent to respond to the substance of the complaint;

- c. explain to the respondent that in addition to being interviewed by the Title IX Coordinator, the respondent may provide a written response to the allegations;
 - d. determine whether other individuals are permitted to accompany the respondent during investigative interviews and the extent of their involvement;
 - e. discuss the availability of supportive measures;
 - f. inform the respondent of the provisions of Board Policy 1B.3 prohibiting retaliation; and
 - g. utilize the template notice of allegations.
6. Investigatory process. The Title IX Coordinator shall:
- a. conduct a fact-finding inquiry or investigation into the complaint, including appropriate interviews and meetings;
 - b. inform the witnesses and other involved individuals of the prohibition against retaliation;
 - c. create, gather and maintain investigative documentation as appropriate;
 - d. disclose appropriate information to others only on a need to know basis consistent with state and federal law, and provide a data privacy notice in accordance with state law;
 - e. handle all data in accordance with applicable federal and state privacy laws
 - f. include an objective evaluation of all relevant evidence – including both inculpatory and exculpatory evidence.
 - g. Presume that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the investigation process.
 - h. Not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.
 - i. For formal Title IX complaints, before completing the investigation report, send to both the complainant and the respondent and their advisors, if any, the evidence subject to inspection and review. Both the complainant and the respondent must have at least ten (10) calendar days to submit a written response to the evidence, which the Title IX Coordinator will consider before completing the investigative report. Both parties and their advisors may use the information solely for purposes of proceedings pursuant to this policy.
 - j. Create an investigative report that fairly summarizes relevant evidence and, at least ten (10) calendar days prior to a formal hearing, send to each party and the party’s advisor, if any, the investigative report in an electronic format or a hard copy, for their review and written response.

7. Interim actions

- a. Employee reassignment or administrative leave. Under appropriate circumstances, the president or chancellor may, in consultation with system legal counsel and labor relations, reassign or place an employee on administrative leave at any point in time during the report/complaint process. In determining whether to place an employee on administrative leave or reassignment,

consideration shall be given to the nature of the alleged behavior, the relationships between the parties, the context in which the alleged incidents occurred and other relevant factors. Any action taken must be consistent with the applicable collective bargaining agreement or personnel plan.

- b. Student summary suspension or other action. Under appropriate circumstances, the president or designee may summarily suspend a student at any point in time during the report/complaint process. A summary suspension may be imposed only in accordance with Board Policy 3.6 and associated system procedures. After the student has been summarily suspended, the report/complaint process should be completed within the shortest reasonable time period, not to exceed nine (9) class days. During the summary suspension, the student may not enter the campus or participate in any college or university activities without obtaining prior permission from the president or designee. Other temporary measures may be taken in lieu of summary suspension where the president or designee determines such measures are appropriate.
8. **No basis to proceed.** At any point during the processing of the complaint, the Title IX Coordinator may determine that there is no basis to proceed under Board Policy 1B.3. The Title IX Coordinator may refer the complaint as appropriate to other college or university officials. If the conduct alleged in the formal Title IX complaint would not constitute Title IX sexual harassment even if proved, did not occur in the college or university's education program or activity, or did not occur against a person in the United States, then the college or university must dismiss the formal complaint. The college or university may dismiss a formal Title IX complaint or any allegations therein any time during the investigation or hearing if a complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein; the respondent is no longer enrolled or employed by the college or university; or specific circumstances prevent the college or university from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein. The college or university must promptly notify both the complainant and the respondent of any dismissal.
9. **Timely completion.** Colleges, universities and the system office shall provide resources sufficient to complete the investigative process and issue a written response in a timely manner after a complaint is made, unless reasonable cause for delay exists. Reasonable cause may include considerations such as the absence of the party, a party's advisor or a witness; concurrent law enforcement activity or the need for language assistance or accommodation of disabilities. The Title IX Coordinator shall notify the complainant and respondent if the written response is not expected to be issued within a timely manner. The college, university or system office must meet any applicable shorter time periods, including those provided in the applicable collective bargaining agreement.

Subpart D. Decision process

If the above methods, including the informal resolution process, have not resolved the complaint within a reasonable period of time to the satisfaction of the Title IX Coordinator, the procedures in this subpart must be followed.

1. Title IX Coordinator. The Title IX Coordinator shall:
 - a. Prepare an investigation report.
 - b. Refer the matter for a formal hearing.
2. Formal Hearing. Formal hearings for Title IX sexual harassment complaints will be conducted by the Office of Administrative Hearings pursuant to the rules for administrative hearings. If either the complainant or respondent does not have an advisor for the formal hearing, the college or university must provide an advisor without fee or charge to the complainant or respondent. Colleges and Universities shall maintain a roster of advisors for this purpose. The role of the advisor for the respondent is to conduct cross-examination on behalf of the respondent. At the conclusion of the formal hearing, the administrative law judge will issue a written recommendation for a final decision made by the college or university decision-maker.
3. Decision-maker. After receiving the report and recommendation prepared by the administrative law judge, the decision-maker shall:
 - a. Decide whether the policy has been violated; and
 - b. On appropriate sanctions if the policy has been violated;
 - c. Issue a written determination that must include:
 1. identification of the allegations potentially violating this policy;
 2. a description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearing help;
 3. findings of fact supporting the determination;
 4. conclusions regarding application of the policy to the facts;
 5. a statement of, and rationale, for the result as to each allegation, including determination regarding responsibility, any disciplinary sanctions the college or university imposes on the respondent, and whether remedies designed to restore or preserve equal access to the college or university's education program or activity will be provided by the college or university to the complainant; and
 6. the college or university's procedures and permissible bases for the complainant and respondent to appeal.

The written determination may satisfy these elements by adopting portions of the report and recommendation. The decision-maker must provide the written determination to the parties simultaneously. The determination regarding responsibility becomes final either on the date that the college or university provides the parties with written determination of the result of the appeal; or if an appeal is filed; or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

The college, university, or system office shall take the appropriate corrective action based on results of the investigation, and the Title IX Coordinator shall make appropriate inquiries to ascertain the effectiveness of any corrective or disciplinary action. Complainants are encouraged to report any subsequent conduct that violates Board Policy 1B.3, as well as allegations of retaliation. Disciplinary

action for students may include any sanctions the college or university imposes for any student conduct matters, up to and including expulsion. Disciplinary action for employees may include any discipline allowed under the applicable collective bargaining agreement or personnel plan, up to and including termination.

Written notice to parties relating to discipline, resolutions, and/or final dispositions resulting from the report/complaint process is deemed to be official correspondence from the college, university, or system office. In accordance with state law, the college, university, or system office is responsible for filing the complaint disposition concerning complaints against employees with the Commissioner of Minnesota Management and Budget within 30 days of final disposition.

Part 8. Appeal

Subpart A. Filing an appeal

The complainant or the respondent may appeal the decision of the decision-maker. An appeal must be filed in writing with the president or designee within ten (10) calendar days after notification of the decision. The appeal must state specific reasons why the complainant or respondent believes the decision or sentence were improper. In a complaint against a president or other official who reports directly to the chancellor, an appeal may be considered by the chancellor whether or not the chancellor served as the decision-maker. In addition, for a formal Title IX complaint, both the complainant and respondent may appeal a dismissal of a formal complaint.

Subpart B. Appeal process

The president or designee shall review the record and determine whether to affirm or modify the decision. Grounds for appeal include procedural irregularity that affected the outcome, new evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made that could affect the outcome of the matter, and a conflict of interest or bias by the Title IX Coordinator, or decision-maker that affected the outcome of the matter. The president or designee may receive additional information if the president or designee believes such information would aid in the consideration of the appeal. The decision on appeal must be made within a reasonable time and the complainant, respondent and Title IX Coordinator must be notified in writing of the decision, consistent with applicable state and federal data privacy laws. The decision on appeal exhausts the complainant's and respondent's administrative remedies under this procedure except as provided herein.

Part 9. Education and Training

The colleges, universities, and system office shall provide education and training programs to promote awareness and prevent discrimination/harassment, such as educational seminars, peer-to-peer counseling, operation of hotlines, self-defense courses, and informational resources. Education and training programs should include education about Board Policy 1B.3 and this procedure. All colleges, universities, and the system office shall promote awareness of Board Policy 1B.3 and this procedure, and shall publicly identify the Title IX Coordinator. A college or university must ensure that Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution

policy, received training on Title IX sexual harassment complaints. Any materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process on handling formal Title IX complaints must be made publicly available on the college or university's website.

Sexual Violence Prevention and Education

Subpart A. Campus-wide training

Colleges, universities, and the system office shall:

1. Include in their sexual violence policy a description of educational programs that they offer to students and employees to promote the awareness of sexual violence offenses, including sexual violence prevention measures and procedures for responding to incidents;
2. Provide training on awareness of sexual violence prevention measures and procedures for responding to incidents of sexual violence. At a minimum, all incoming students and all new employees must be provided with this training;
3. Emphasize in their educational programs the importance of preserving evidence for proof of a criminal offense, safe and positive options for bystander intervention, and information on risk reduction to recognize warning signs of abusive behavior and risk associated with the perpetration of sexual violence.

Subpart B. Other training and education

Colleges and universities and affiliated student organizations are encouraged to develop educational programs, brochures, posters, and other means of information to decrease the incidence of sexual violence and advise individuals of the legal and other options available if they are the complainants of an incident or if they learn of such an incident.

Subpart C. Training for individuals charged with decision-making authority

Prior to serving as either an investigator or decision-maker for complaints under this procedure, administrators shall complete investigator or decision-maker training provided by the system office.

Investigators/decision-makers, campus security officers, and anyone else involved in the adjudication process must receive annual training on the issues related to domestic violence, dating violence, sexual assault, and stalking and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.

Part 10. Maintenance of Report/Complaint Procedure Documentation

During and upon the completion of the complaint process, the complaint file must be maintained in a secure location in the office of the Title IX Coordinator for the college, university or system office, for a period of seven (7) years, in accordance with the applicable records retention schedule. Access to data must be in accordance with the respective collective bargaining agreement or personnel plan, the Minnesota Government Data Practices Act, the Family Educational Rights and Privacy Act, and other

applicable law. Information on reports of incidents of sexual violence that are made to campus security authorities must be documented in accordance with the Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act, codified at 20 U.S.C. § 1092 (f). The information will be used to report campus crime statistics on college and university campuses as required by the Clery Act.


Each college, university and the system office shall annually report statistics on sexual assaults to the Minnesota Office of Higher Education. Additionally, the report must be published on each college and university website in accordance with state law.

Information and reporting instructions for Sexual Violence and Sexual Harassment can be found on the Minneapolis Community and Technical College website <https://minneapolis.edu/quick-links/sexual-violence-sexual-harassment>

The Minnesota State Colleges and Universities Sexual Violence Complaint Form can be found on the Minnesota State Equity Policies and Compliance website under heading Sexual Violence Reporting.

Sexual Violence Reporting may be submitted electronically through the Minnesota State portal to Campus Eye here <https://mycampuseye.com/web/X7KG>

A downloadable copy of the [Sexual Violence Complaint Form](https://www.minnstate.edu/system/equity/docs/Sexual%20Violence%20Complaint%20Form.pdf) Sexual Violence Complaint Form can be found here: <https://www.minnstate.edu/system/equity/docs/Sexual%20Violence%20Complaint%20Form.pdf>

| | |
|---|--|
|  <p style="text-align: center;">Sexual Violence Complaint Form</p> <p><small>This form is intended for use by students, employees, faculty, vendors, visitors or other concerned parties to informally or anonymously report specific information related to incident(s) of sexual misconduct, dating/relationship violence and/or stalking.</small></p> <p><small>For the victim/survivor reporting, it is your choice whether to remain anonymous, please know doing so may limit the system's ability to address the matter and assist you. We strongly encourage you to access available resources, such as Sexual Offense Services, St. Paul, MN 651-266-1000; Sexual Violence Center, Minneapolis, MN 612-471-5111; Hennepin County Medical Center (HCMC), 701 Park Avenue, Minneapolis, MN; Sexual Assault Resource Service (SARS) 612-873-5832; Regions Hospital, 640 Jackson Street, St. Paul, MN; Sexual Offense Services 651-251-3581; and the National Domestic Violence 24-hour Hotline (800-799-7233).</small></p> <p><small>If you wish to identify yourself, please fill in the information listed below. If the person completing this form is the victim/survivor, you may choose to identify yourself or not. If you are a third party who is not the victim, please indicate the name of the victim and contact information below.</small></p> <p>Date Filed: _____ Date of Alleged Incident: _____</p> <p>A. Name: _____</p> <p>B. Check One: <input type="checkbox"/> Student <input type="checkbox"/> Employee <input type="checkbox"/> Other:</p> <p>C. Contact Information: Phone: _____ Email: _____ Home Address: _____ Campus Address: _____</p> <p>D. Contact Information of Victim if Not Self-reporting: Phone: _____ Email: _____ Home Address: _____ Campus Address: _____</p> <p>E. NAME OF INDIVIDUAL(S) you believe engaged in violence toward you: _____</p> <p>F. LIST ANY WITNESSES: _____</p> | <p style="text-align: center;">Sexual Violence Complaint Form -Page 2</p> <p>G. LIST ANY OTHERS WITH KNOWLEDGE OF THE INCIDENT(S): _____</p> <p>H. DESCRIPTION OF COMPLAINT Please list the sequence of events, including dates, if possible, along with any relevant facts, statements and/or evidence currently known to you.</p> <p>_____</p> <p style="text-align: center;">Return to Renée Hogboom, System Director of Investigations at renee.hogboom@so.mnscu.edu or Renée Hogboom, System Director of Investigations Minnesota State 30 7th Street East, Suite 350 St Paul, MN 55101</p> <p style="text-align: center;"><small>Minnesota State is an affirmative action, equal opportunity employer and educator.</small></p> |
|---|--|

Minneapolis Community and Technical College Policy 2.05.01 – Procedures for Requesting Reasonable Workplace Accommodations

Part 1. ADA Coordinator

Pursuant to state law, every college must designate an individual to coordinate requests for accommodation under the Americans with Disabilities Act. The ADA coordinator on campus is:

Bobbie Denson Davis, Sr. HR Business Partner, Equity and Inclusion Officer

Phone: 612-659-6572

Office: K1107

Email: bobbi.davis@minneapolis.edu

Part 2. Requests for Accommodations

1. An employee requesting a job accommodation due to a disability should complete the appropriate form available in the ADA coordinator's office.
2. Employees must provide the ADA coordinator with appropriate medical documentation supporting the existence of a disability and detailing physical or mental limitations.
3. The ADA coordinator will then determine whether the employee meets the definition of a qualified individual with a disability under the ADA.
4. The ADA coordinator will review medical documentation and determine the precise job-related limitations.
5. If the employee meets the ADA-definition of a qualified individual with a disability, the ADA coordinator will then identify potential accommodations and assess the effectiveness each would have in allowing the individual to perform the essential job functions.
6. The ADA coordinator will select and implement the accommodation that is the most appropriate for both the individual and the employer. While an individual's preference for accommodations will be considered, the College is free to choose among equally effective accommodations.
7. If a request for accommodation is not approved, the ADA coordinator shall inform the employee of the reasons for non-approval in writing within 3 working days of the decision.
8. Employees or applicants who are dissatisfied with the decision(s) pertaining to his/her accommodation request may file an appeal with the President, within a reasonable period of time, for a final decision.

Part 3. Rights and Responsibilities

As an employee with a disability, you have:

- The right to a reasonable accommodation so that you can carry out the essential functions of your job;
- The right to the elimination or reassignment of marginal functions of your job as a reasonable accommodation;
- The responsibility to carry out essential job functions;
- The responsibility to provide specific, relevant medical documentation of your need for a reasonable accommodation;

As an employer, the College has:

- The right to determine essential and marginal job duties;
 - The right to establish job qualifications;
 - The right to request medical documentation;
 - The right to establish standards of performance for a job;
 - The right to choose the accommodation, as long as it is effective;
 - The right to deny a request for an accommodation to an individual who is not otherwise qualified to perform the essential job functions;
 - The responsibility to treat each employee with a disability on an individual basis when determining reasonable accommodation;
 - The responsibility to document the request for and approval or denial of an accommodation;
 - The responsibility to maintain all medical documentation in a confidential file separate from the employee's personnel file.
- [Employee/Applicant Request for Accommodation Form](#) (word version)
 - [Authorization to Release Medical Information](#) (word version)
 - [Letter Requesting Documentation for Determining ADA Eligibility from a Medical Provider](#) (word version)
 - [Reasonable Accommodation Agreement](#) (word version)

References for Additional ADA Information

- [U.S. Equal Employment Opportunity Commission](#), *Enforcement Guidance*
- Pre-employment Disability-Related Questions and Medical Examinations at 5, 6-8, 20, 21-22, 8 FEP Manual (BNA) 405:7191, 7192-94, 7201 (1995).
- Workers' Compensation and the ADA at 15-20, 8 FEP Manual (BNA) 405:7391, 7398-7401 (1996).
- The Americans with Disabilities Act and Psychiatric Disabilities at 19-28, 8 FEP Manual (BNA) 405:7461, 7470-76 (1997).

- Reasonable Accommodation and Undue Hardship under the Americans with Disabilities Act (October 17, 2002), (clarifies the rights and responsibilities of employers and individuals with disabilities regarding reasonable accommodation and undue hardship).
- Disability-Related Inquiries and Medical Examinations of Employees (explains when it is permissible for employers to make disability-related inquiries or require medical examinations of employees).
- Fact Sheet on the Family and Medical Leave Act, the Americans with Disabilities Act, and Title VII of the Civil Rights Act of 1964 at 6-9, 8 FEP Manual (BNA) 4055:7371.

The [Genetic Information Nondiscrimination Act \(GINA\) of 2008](#) and [M.S. 181.974](#) prohibit employers from using genetic information when making decisions regarding employment.

[Minnesota Human Rights Act \(MHRA\)](#) prohibits employers from treating people differently in employment because of their race, color, creed, religion, national origin, sex, marital status, familial status, disability, public assistance, age, sexual orientation, or local human rights commission activity. The MHRA requires an employer to provide reasonable accommodation to qualified individuals with disabilities who are employees or applicants for employment, except when such accommodation would cause undue hardship or where the individual poses a direct threat to the health or safety of the individual or others. The MHRA prohibits requesting or requiring information about an individual's disability prior to a conditional offer of employment.

The Family Medical Leave Act is a federal law requiring covered employers to provide eligible employees twelve weeks of job-protected, unpaid leave for qualified medical and family reasons. <https://mn.gov/mmb/segip/humanresources/fmla.jsp>

[Executive Order 14-14, Providing for Increased Participation of Individuals with Disabilities in State Employment](#), directs colleges/universities to make efforts to hire more individuals with disabilities and report on progress.

Contacts

Equal Opportunity Office at Minnesota Management and Budget via ADA.MMB@state.mn.us

Employee/Applicant Request for Americans with Disabilities Act ("ADA") Reasonable Accommodation Form can be found on the MMB Employee-Relations Equal Opportunity ADA website under the Statewide Forms section. <https://mn.gov/mmb-stat/equal-opportunity/ada/accommodation-request-form.docx>

[Agency Name]

**Employee/Applicant Request for Americans with Disabilities Act ("ADA")
Reasonable Accommodation Form**

[AGENCY NAME] is committed to complying with the Americans with Disabilities Act ("ADA") and the Minnesota Human Rights Act ("MHRA"). To be eligible for an ADA accommodation, you must be 1) qualified to perform the essential functions of the position and 2) have a disability that substantially or materially limits a major life activity or function. The ADA Coordinator/Designee will review each request on an individualized case-by-case basis to determine whether or not an accommodation can be made.

Employee/Applicant Name: _____

Job Title: _____

Work Location: _____

Phone Number: _____

Data Privacy Statement: This information may be used by the agency human resources representative, ADA Coordinator or designee, or any other individual who is authorized by the agency to receive medical information for purposes of providing reasonable accommodations under the ADA and MHRA. This information is necessary to determine whether you have a disability as defined by the ADA or MHRA, and to determine whether any reasonable accommodation can be made. The provision of this information is strictly voluntary; however, if you refuse to provide it, the agency may not have sufficient information to provide a reasonable accommodation.

DO NOT PROVIDE ANY INFORMATION THAT IS NOT RELATED TO YOUR REQUEST FOR REASONABLE ACCOMMODATION. DO NOT PROVIDE COPIES OF MEDICAL RECORDS.

A. Questions to clarify accommodation requested.

1. What specific accommodation are you requesting?

2. If you are not sure what accommodation is needed, do you have any suggestions about what options we can explore?

a. Answer yes or no: _____

b. If yes, please explain: _____

B. Questions to document the reason for the accommodation request *(please attach additional pages if necessary)*.

1. If you are an employee, what, if any, job function are you having difficulty performing; or if you are an applicant, what portion of the application process are you having difficulty participating in?

Page 1 of 2 Rev. 4/2019

2. What, if any, employment benefits are you having difficulty accessing?

3. What limitation, as result of your physical or mental impairment, is interfering with your ability to perform the functions of your job, access an employment benefit, or participate in the application process?

4. If you are requesting a specific accommodation, how will that accommodation be effective in allowing you to perform the functions of your job, access an employment benefit, or participate in the application process?

Information Pertaining to Medical Documentation: In the context of assessing an accommodation request, medical documentation may be needed to determine if the employee/applicant has a disability covered by the ADA and to assist in identifying an effective accommodation. The ADA Coordinator or designee in each agency is tasked with collecting necessary medical documentation. In the event that medical documentation is needed, the employee/applicant will be provided with the appropriate forms to submit to their medical provider. The employee/applicant has the responsibility to ensure that the requested information is returned to the ADA Coordinator or designee in a timely manner.

This form does not cover, and the information to be disclosed should not contain, genetic information. "Genetic information" includes: information about an individual's genetic tests; information about genetic tests of an individual's family members; information about the manifestation of a disease or disorder in an individual's family members (family medical history); an individual's request for, or receipt of, genetic services, or the participation in clinical research that includes genetic services by the individual or a family member of the individual; and genetic information of a fetus carried by an individual or by a pregnant woman who is a family member of the individual and the genetic information of any embryo legally held by the individual or family member using an assisted reproductive technology.

Employee/Applicant Signature: _____

Date: _____

Page 2 of 2 Rev. 4/2019

Notice Under the Americans with Disabilities Act

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 ("ADA"), Minneapolis Community and Technical College will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities.

Employment: Minneapolis Community and Technical College does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under title I of the ADA.

Effective Communication: Minneapolis Community and Technical College will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in Minneapolis Community and Technical College's programs, services, and activities, including qualified sign language interpreters, documents in Braille, and other ways of making information and communications accessible to people who have speech, hearing, or vision impairments.

Modifications to Policies and Procedures: Minneapolis Community and Technical College will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services, and activities. For example, individuals with service animals are welcomed in Minneapolis Community and Technical College offices, even where pets are generally prohibited.

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of Minneapolis Community and Technical College, should contact the office of Bobbie Denson Davis, at Bobbi.Davis@minneapolis.edu as soon as possible but no later than 48 hours before the scheduled event.

The ADA does not require Minneapolis Community and Technical College to take any action that would fundamentally alter the nature of its programs or services or impose an undue financial or administrative burden.

Complaints that a program, service, or activity of Minneapolis Community and Technical College is not accessible to persons with disabilities should be directed to Bobbie Denson Davis, at Bobbi.Davis@minneapolis.edu.

Minneapolis Community and Technical College will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy, such as retrieving items from locations that are open to the public but are not accessible to persons who use wheelchairs.

Minneapolis Community and Technical College Grievance Procedure Under Title II of the Americans with Disabilities Act

This Grievance Procedure is established to meet the requirements of Title II of the Americans with Disabilities Act of 1990 (“ADA”). It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by the Minneapolis Community and Technical College. The Statewide ADA Reasonable Accommodation policy governs employment-related complaints of disability discrimination.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint, will be made available for persons with disabilities upon request.

The complaint should be submitted by the grievant and/or his/her designee as soon as possible but no later than 60 calendar days after the alleged violation to:

Rosie Lackner, Associate Director, Human Resources

Minneapolis Community and Technical College, 1501 Hennepin Ave, Suite 1100, Minneapolis, MN 55403

Within 15 calendar days after receipt of the complaint, Rosie Lackner will meet or communicate with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting or communication, Rosie Lackner will respond in writing, and where appropriate, in a format accessible to the complainant. The response will explain the position of Minneapolis Community and Technical College and offer options for substantive resolution of the complaint.

If the response by Rosie Lackner does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision within 15 calendar days after receipt of the response to the president of the college or her designee.

Within 15 calendar days after receipt of the appeal, the president or her designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the president or her designee will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

All written complaints received by Rosie Lackner, appeals to the president or her designee, and responses from these two offices will be retained by Minneapolis Community and Technical College for at least three years.

Americans with Disabilities Act (“ADA”) Title II (non-employee) Reasonable Accommodation/Modification in Public Services, Programs or Activities Request Form

A fillable form is available at <https://mn.gov/mmb-stat/equal-opportunity/ada/ada-accommodation-request-form-title-ii.pdf>.

| | |
|---|---|
| <p>m MINNESOTA</p> <p>_____ (Agency) Americans with Disabilities Act (“ADA”) Title II (non-employee) Reasonable Accommodation/Modification in Public Services, Programs or Activities Request Form</p> <p>The _____ (Agency) is committed to complying with the Americans with Disabilities Act (“ADA”) and the Minnesota Human Rights Act (“MHRRA”). The ADA Coordinator/Designee will review each request on an individualized, case-by-case, basis to determine whether an accommodation or modification can be made. Please do NOT send copies of medical records. The Agency is not authorized to have medical records and is not qualified to interpret medical records.</p> <p>General Information Date of Request: _____</p> <p>Person needing accommodation/modification Name: _____ Address: _____ Email: _____ Phone: _____</p> <p>Person making request (if different from person needing accommodation/modification) Name: _____ Email: _____ Phone: _____ Relationship to person needing accommodation/modification: _____</p> <p>Accommodation Information Date accommodation/modification is needed: _____ Address and/or room of accommodation/modification: _____ Type of accommodation/modification requested (please be specific): _____ How would you like to be notified of the status of your request? <input type="radio"/> Phone <input type="radio"/> Email <input type="radio"/> Writing <input type="radio"/> Other (specify): _____ If someone else has completed this form on your behalf and you want that person to be notified of the status of your request, please initial here: _____</p> <p><small>Updated 08/21/2019</small></p> | <p>All requests for accommodation/modification will be evaluated individually and a response to your request will be provided within one week of receipt.</p> <p><input type="checkbox"/> Check this box to sign this request form electronically: By checking this box, I agree my electronic signature is the legal equivalent of my signature.</p> <p>Signature of Requestor _____ Date _____</p> <p style="text-align: center;">OFFICE USE ONLY RESPONSE TO REQUEST FOR ACCOMMODATION/MODIFICATION</p> <p>Date request received: _____</p> <p>The request for accommodation/modification is GRANTED. Below is a description of the accommodation/modification: _____ The request for accommodation/modification is DENIED because:</p> <p><input type="checkbox"/> The requester does not meet the essential eligibility requirements or qualifications for the program, service, or activity, without regard to disability. <input type="checkbox"/> The requested accommodation/modification would impose an undue burden on the agency; and/or <input type="checkbox"/> The requested accommodation/modification would fundamentally alter the nature of the service, program, or activity.</p> <p>Requester notified on: (date) _____ via: _____</p> <p>Additional notes: _____ ADA Coordinator: Name _____ Signature _____ Date _____</p> <p><small>Updated 08/21/2019</small></p> |
|---|---|

Minneapolis Community and Technical College Evacuation Procedure for Individuals with Disabilities or Otherwise in Need of Assistance

Evacuation Options:

A copy of the college's weather and emergency evacuation plans can be found in the Affirmative Action Plan at: <https://minneapolis.edu/about-us/human-resources/employment>

Knowledge and preparation by both individuals needing assistance and those who don't is key to reducing the impact of emergencies. When developing a plan, safety needs should be determined on a case-by-case basis because it varies with each individual and building.

Directors, managers, and supervisors should review the emergency evacuation procedures with staff, including informing all staff that if additional assistance may be needed, and individuals with disabilities should contact the college contact(s) below to request the type of assistance they may need.

Curt Schmidt, Director of Public Safety
[612-659-6902/Curt.Schmidt@minneapolis.edu](mailto:Curt.Schmidt@minneapolis.edu)

Bobbie Denson Davis, Sr. HR Business Partner
[612-659-6572/Bobbi.Davis@minneapolis.edu](mailto:Bobbi.Davis@minneapolis.edu)

Evacuation Procedures for Students and Employees with Disabilities

In the event the fire alarm is sounded in any building on the MINNEAPOLIS COMMUNITY AND TECHNICAL COLLEGE campus, or an emergency evacuation is warranted for other reasons, the following procedures shall be used to assist in the timely and safe evacuation of mobility and sensory impaired students and employees.

Part 1. Responsibility

1. Instructors and supervisors who have mobility or sensory impaired individuals in a classroom or work area shall ask the individual if they require assistance during an emergency evacuation. If assistance is needed, instructors and supervisors shall escort or direct the individual outside or to the nearest evacuation area as designated below.
2. The College has designated emergency response teams with authority to coordinate and lead the evacuation process. Until the response of such team(s), the Public Safety and Facilities staff shall send representatives to the designated evacuation areas to assist with the evacuation if warranted of individuals waiting at these sites.

Part 2. Evacuation Areas

1. Kopp Hall: First floor hallway west of College Advancement. Avoid the lobby and other areas exposed to exterior glass.
 - **Mobility impairments:** 2nd floor near K2700 by elevator; 3rd floor near K3355 by elevator.
2. Bowman Hall (Gym): Physical education basement hallway and locker rooms. Keep out of gym in severe weather to avoid possible roof collapse.
3. T-Building: Entire basement is safe. Evacuate 1st, 2nd and 3rd floors to basement by Stairwell A (near Hennepin Skyway) or stairwell B (near T.2300). Evacuate 4th and 5th floors to basement by Stairwell A. Stairwells C, D, and E do not go to the basement.
 - **Mobility impairments:** Basement stay in place. Floors 1, 2, 3, 4 and 5 the primary safe areas are the landings in Stairwell A. Alternate safe areas are landings in Stairwell C.
4. Fine Arts Building: Fine Arts 1st and 2nd floors evacuate to Helland Center basement via Stairwell D, southeast Helland Center stairwell.
 - **Mobility impairments:** Fine Arts 1st floor evacuate to H.104 hallway area. Fine Arts 2nd floor evacuate to rest rooms vicinity of H2200.
5. Helland Center: Entire basement is safe. Evacuate 1st, 2nd and 3rd floors to basement using Stairwells B, C and D. Evacuate 4th and 5th floors to Helland Center basement by stairwell B, northwest stairwell.
 - **Mobility impairments:** Basement stay in place. 1st floor to H1200 interior hallway. 2nd floor move to rest rooms near H.2200. 3rd floor near elevator and restrooms, 4th floor to H4004 interior hallway. 5th floor to H5003 interior hallway.
6. Wheelock Whitney Hall: Library, evacuate to rooms L.1300 and L.1200. 3rd floor evacuate to L.1300 and L.1200. If the library is closed follow Kopp Hall evacuation process.
 - **Mobility impairments:** To elevator lobby areas on 2nd or 3rd floor.
7. Parking Ramp: All basement level stairwells and basement elevator lobby are safe areas.
8. Science Building: All levels evacuate to the basement by nearest route.
 - **Mobility impairments:** to Stairwell "A" 1st, 2nd and 3rd floor stair lobbies.
9. Management Education Center: All levels evacuate to the basement by nearest route. (Staff or Faculty to unlock). Mobility impairments: To Elevator lobby areas on the 1st or 2nd floor.
10. Aviation evacuate to the designated safe shelter area(s).

Date effective: 7/1/1999

Date last amended: 1/1/2012

Appendix

Refer to the AAP Appendix 2020-2022.

Definitions of Terms Used in This Affirmative Action Plan

Applicant: "Applicant" means a person who has satisfied the minimum requirements for application established by the President of management and budget (M.S. 43A.02, subd. 4).

Availability: an estimated percentage of qualified females, racial/minorities, or individuals with disabilities in the relevant labor market who are available for positions in a given job category at a state college. The final availability is determined by considering two factors: the statistics from the outside labor market and the internal state college workforce for the Affirmative Action Plan year.

Feeder job: staffed positions within the college that can be promoted and/or transferred into other EEO job categories.

Hiring goal: a numerical objective designed to correct an identified deficiency in the utilization of protected group members. For example, the professional job category has identified underutilization and the availability is 30%, the goal (or hiring goal) for females in the job category is for 30% of the new hires/rehires and promotions for that Affirmative Action Plan year would be females. Goals/hiring goals should never be implemented as quotas, nor should they be used as criteria in decision-making regarding qualifications.

Job category: a group of jobs that are linked by a common purpose and skill set (or sometimes certificates/educational degrees) and are grounded on the job categories identified by the U.S. Equal Employment Opportunity Commission (EEOC).

Labor market area: a geographic area in which an college is seeking a worker in a particular goal unit and where there is an available supply of workers employed or seeking jobs in that goal unit.

Protected groups: females, persons with disabilities, and members of the following minorities: Black, Hispanic, Asian or Pacific Islander, and American Indian or Alaskan Native ([M.S. 43A.02, subd. 33](#)).

Snapshot: one particular point in time. A snapshot of a workforce is taken at one particular point in time as the basis for Affirmative Action Plan analyses because the workforce numbers are always fluctuating.

Supported Work Program: The state legislature established the program in 1987 to expand employment opportunities for people with significant disabilities. but has been expanded to include individuals who experience other significant disabilities, including, but not limited to, head injury, mental illness, and deaf blindness. Under the program, a supported worker must require ongoing support and may share a single position with up to two other supported work employees.

Underutilization: the representation of females, racial/ethnic minorities, or individuals with disabilities in a specific job category is less than reasonably would be expected given from workforce participation in the labor market area.

Agency Name: Minneapolis Community and Technical College
Progress Toward Goals Report
 Data Range: 07/01/2018-06/30/2020

| Females (Promotion includes both promoted into and within the job category.) | | | | | | |
|---|---------------------------|--------------------------------|-----------------|-------------------|------------------------------|-------------------|
| Job Category | Prior AAP Total Females % | Prior AAP Year Goals Females % | Females Hired % | Female Promoted % | Actual Females Placement (%) | Females Goal Met? |
| Officials/Administrators | 52.94% | 40.40% | 50.00% | 40.00% | 42.86% | Yes |
| Professionals | 62.71% | 55.70% | 56.41% | 76.92% | 61.54% | Yes |
| Technicians | 50.00% | 57.20% | 0.00% | 0.00% | 0.00% | No |
| Protective Service: Non-Sworn | 0.00% | 60.10% | 0.00% | 0.00% | 0.00% | No |
| Para-Professionals | 70.59% | 61.30% | 69.23% | 0.00% | 69.23% | Yes |
| Office/Clerical | 74.55% | 63.40% | 62.30% | 100.00% | 63.49% | Yes |
| Skilled Craft | 0.00% | 6.30% | 0.00% | 0.00% | 0.00% | No |
| Service Maintenance | 14.29% | 44.40% | 40.00% | 50.00% | 41.18% | No |
| Faculty: Unlimited | 55.48% | 46.20% | 100.00% | 0.00% | 100.00% | Yes |

| Racial/Ethnic Minorities (Promotion includes both promoted into and within the job category.) | | | | | | |
|--|------------------------------|-----------------------------------|--------------------|-----------------------|---------------------------------|----------------------|
| Job Category | Prior AAP Total Minorities % | Prior AAP Year Goals Minorities % | Minorities Hired % | Minorities Promoted % | Actual Minorities Placement (%) | Minorities Goal Met? |
| Officials/Administrators | 23.53% | 21.70% | 50.00% | 60.00% | 57.14% | Yes |
| Professionals | 33.90% | 10.60% | 43.59% | 7.69% | 34.62% | Yes |
| Technicians | 25.00% | 10.60% | 0.00% | 0.00% | 0.00% | No |
| Protective Service: Non-Sworn | 33.33% | 10.00% | 20.00% | 0.00% | 20.00% | Yes |
| Para-Professionals | 23.53% | 10.55% | 34.62% | 0.00% | 34.62% | Yes |
| Office/Clerical | 34.55% | 10.50% | 44.26% | 100.00% | 46.03% | Yes |
| Skilled Craft | 11.11% | 8.80% | 0.00% | 0.00% | 0.00% | No |
| Service Maintenance | 46.43% | 19.50% | 53.33% | 0.00% | 47.06% | Yes |
| Faculty: Unlimited | 26.03% | 24.90% | 0.00% | 0.00% | 0.00% | No |

| Individuals with Disabilities (Promotion includes both promoted into and within the job category.) | | | | | | |
|---|---|--|---------------------------------------|--|--|---|
| Job Category | Prior AAP Total Individuals with Disabilities % | Prior AAP Year Goals Individuals with Disabilities % | Individuals with Disabilities Hired % | Individuals with Disabilities Promoted % | Actual Individuals with Disabilities Placement (%) | Individuals with Disabilities Goal Met? |
| Officials/Administrators | 0.00% | 7.00% | 0.00% | 0.00% | 0.00% | No |
| Professionals | 4.24% | 7.00% | 7.69% | 0.00% | 5.77% | No |
| Technicians | 25.00% | 7.00% | 0.00% | 0.00% | 0.00% | No |
| Protective Service: Non-Sworn | 0.00% | 7.00% | 0.00% | 0.00% | 0.00% | No |
| Para-Professionals | 0.00% | 7.00% | 11.54% | 0.00% | 11.54% | Yes |
| Office/Clerical | 7.27% | 7.00% | 3.28% | 0.00% | 3.17% | No |
| Skilled Craft | 0.00% | 7.00% | 0.00% | 0.00% | 0.00% | No |
| Service Maintenance | 7.14% | 7.00% | 0.00% | 0.00% | 0.00% | No |
| Faculty: Unlimited | 4.11% | 7.00% | 0.00% | 0.00% | 0.00% | No |

| Veterans (Promotion includes both promoted into and within the job category.) | | | | | | |
|--|----------------------------|---------------------------------|------------------|---------------------|-------------------------------|--------------------|
| Job Category | Prior AAP Total Veterans % | Prior AAP Year Goals Veterans % | Veterans Hired % | Veterans Promoted % | Actual Veterans Placement (%) | Veterans Goal Met? |
| Officials/Administrators | 0.00% | 8.00% | 0.00% | 0.00% | 0.00% | No |
| Professionals | 1.69% | 8.00% | 7.69% | 7.69% | 7.69% | No |
| Technicians | 0.00% | 8.00% | 0.00% | 0.00% | 0.00% | No |
| Protective Service: Non-Sworn | 8.33% | 8.00% | 0.00% | 0.00% | 0.00% | No |
| Para-Professionals | 0.00% | 8.00% | 11.54% | 0.00% | 11.54% | Yes |
| Office/Clerical | 1.82% | 8.00% | 0.00% | 0.00% | 0.00% | No |
| Skilled Craft | 0.00% | 8.00% | 20.00% | 0.00% | 16.67% | Yes |
| Service Maintenance | 17.86% | 8.00% | 0.00% | 0.00% | 0.00% | No |
| Faculty: Unlimited | 4.79% | 8.00% | 0.00% | 0.00% | 0.00% | No |

Agency Name: Minneapolis Community and Technical College

Separation Analysis

Data Range Dates: 07/01/2018-06/30/2020

Note: ¹The percentages by protected group within a separation type

| Total Separations | | | | | |
|--|----------------|--|---|---|--|
| *(Minority = Racial/Ethnic Minorities) | | | | | |
| Note: ¹ The percentages by protected group within a separation type | | | | | |
| Separation Type | Total % | Female % within Each Sep Type ¹ | *Minority % within Each Sep Type ¹ | Individuals with Disabilities % within Each Sep Type ¹ | Veterans % within Each Sep Type ¹ |
| Death | - | - | - | - | - |
| Dismissal | 4.55% | 66.67% | 33.33% | - | 11.11% |
| Early/Enhanced Retirement | 0.51% | - | - | - | - |
| Layoff | 2.53% | 60.00% | - | - | - |
| Non-Renewal/Non-Cert | 4.04% | 62.50% | 50.00% | 12.50% | - |
| Reduction in Workforce | 2.53% | 20.00% | 40.00% | 20.00% | - |
| Resignation | 33.84% | 52.24% | 43.28% | 1.49% | - |
| Retirement | 10.61% | 52.38% | 9.52% | 4.76% | 14.29% |
| Termination | 32.32% | 56.25% | 50.00% | 3.13% | 1.56% |
| Transfer | 9.09% | 55.56% | 22.22% | 5.56% | - |
| Total Separations | 100.00% | 54.04% | 38.38% | 3.54% | 2.53% |

| Officials/Administrators | | | | | |
|--|----------------|--|---|---|--|
| *(Minority = Racial/Ethnic Minorities) | | | | | |
| Note: ¹ The percentages by protected group within a separation type | | | | | |
| Separation Type | Total % | Female % within Each Sep Type ¹ | *Minority % within Each Sep Type ¹ | Individuals with Disabilities % within Each Sep Type ¹ | Veterans % within Each Sep Type ¹ |
| Death | - | - | - | - | - |
| Dismissal | - | - | - | - | - |
| Early/Enhanced Retirement | - | - | - | - | - |
| Layoff | - | - | - | - | - |
| Non-Renewal/Non-Cert | - | - | - | - | - |
| Reduction in Workforce | - | - | - | - | - |
| Resignation | 50.00% | 50.00% | 50.00% | - | - |
| Retirement | - | - | - | - | - |
| Termination | 50.00% | 50.00% | 50.00% | - | - |
| Transfer | - | - | - | - | - |
| Total Separations | 100.00% | 50.00% | 50.00% | - | - |

| Professionals | | | | | |
|--|----------------|--|---|---|--|
| *(Minority = Racial/Ethnic Minorities) | | | | | |
| Note: ¹ The percentages by protected group within a separation type | | | | | |
| Separation Type | Total % | Female % within Each Sep Type ¹ | *Minority % within Each Sep Type ¹ | Individuals with Disabilities % within Each Sep Type ¹ | Veterans % within Each Sep Type ¹ |
| Death | - | - | - | - | - |
| Dismissal | 1.82% | 100.00% | - | - | - |
| Early/Enhanced Retirement | - | - | - | - | - |
| Layoff | 3.64% | 100.00% | - | - | - |
| Non-Renewal/Non-Cert | 1.82% | - | - | - | - |
| Reduction in Workforce | 9.09% | 20.00% | 40.00% | 20.00% | - |
| Resignation | 56.36% | 51.61% | 41.94% | - | - |
| Retirement | 9.09% | 80.00% | - | 20.00% | - |
| Termination | 3.64% | 50.00% | 100.00% | - | - |
| Transfer | 14.55% | 50.00% | 25.00% | - | - |
| Total Separations | 100.00% | 52.73% | 34.55% | 3.64% | - |

| Technicians | | | | | |
|--|---------|--|---|---|--|
| *(Minority = Racial/Ethnic Minorities) | | | | | |
| Note: ¹ The percentages by protected group within a separation type | | | | | |
| Separation Type | Total % | Female % within Each Sep Type ¹ | *Minority % within Each Sep Type ¹ | Individuals with Disabilities % within Each Sep Type ¹ | Veterans % within Each Sep Type ¹ |
| Death | - | - | - | - | - |
| Dismissal | - | - | - | - | - |
| Early/Enhanced Retirement | - | - | - | - | - |
| Layoff | - | - | - | - | - |
| Non-Renewal/Non-Cert | - | - | - | - | - |
| Reduction in Workforce | - | - | - | - | - |
| Resignation | - | - | - | - | - |
| Retirement | - | - | - | - | - |
| Termination | - | - | - | - | - |
| Transfer | - | - | - | - | - |
| Total Separations | - | - | - | - | - |

| Protective Service: Non-Sworn | | | | | |
|--|----------------|--|---|---|--|
| *(Minority = Racial/Ethnic Minorities) | | | | | |
| Note: ¹ The percentages by protected group within a separation type | | | | | |
| Separation Type | Total % | Female % within Each Sep Type ¹ | *Minority % within Each Sep Type ¹ | Individuals with Disabilities % within Each Sep Type ¹ | Veterans % within Each Sep Type ¹ |
| Death | - | - | - | - | - |
| Dismissal | - | - | - | - | - |
| Early/Enhanced Retirement | - | - | - | - | - |
| Layoff | - | - | - | - | - |
| Non-Renewal/Non-Cert | 16.67% | - | - | - | - |
| Reduction in Workforce | - | - | - | - | - |
| Resignation | 83.33% | - | 60.00% | - | - |
| Retirement | - | - | - | - | - |
| Termination | - | - | - | - | - |
| Transfer | - | - | - | - | - |
| Total Separations | 100.00% | - | 50.00% | - | - |

| Para-Professionals | | | | | |
|--|----------------|--|---|---|--|
| *(Minority = Racial/Ethnic Minorities) | | | | | |
| Note: ¹ The percentages by protected group within a separation type | | | | | |
| Separation Type | Total % | Female % within Each Sep Type ¹ | *Minority % within Each Sep Type ¹ | Individuals with Disabilities % within Each Sep Type ¹ | Veterans % within Each Sep Type ¹ |
| Death | - | - | - | - | - |
| Dismissal | 28.57% | 66.67% | 33.33% | - | 16.67% |
| Early/Enhanced Retirement | - | - | - | - | - |
| Layoff | 4.76% | - | - | - | - |
| Non-Renewal/Non-Cert | - | - | - | - | - |
| Reduction in Workforce | - | - | - | - | - |
| Resignation | 38.10% | 75.00% | 25.00% | - | - |
| Retirement | - | - | - | - | - |
| Termination | 28.57% | 66.67% | 33.33% | - | - |
| Transfer | - | - | - | - | - |
| Total Separations | 100.00% | 66.67% | 28.57% | - | 4.76% |

| Office/Clerical | | | | | |
|--|----------------|--|---|---|--|
| *(Minority = Racial/Ethnic Minorities) | | | | | |
| Note: ¹ The percentages by protected group within a separation type | | | | | |
| Separation Type | Total % | Female % within Each Sep Type ¹ | *Minority % within Each Sep Type ¹ | Individuals with Disabilities % within Each Sep Type ¹ | Veterans % within Each Sep Type ¹ |
| Death | - | - | - | - | - |
| Dismissal | 1.56% | 100.00% | - | - | - |
| Early/Enhanced Retirement | - | - | - | - | - |
| Layoff | - | - | - | - | - |
| Non-Renewal/Non-Cert | 1.56% | 100.00% | 100.00% | 100.00% | - |
| Reduction in Workforce | - | - | - | - | - |
| Resignation | 17.19% | 72.73% | 54.55% | - | - |
| Retirement | - | - | - | - | - |
| Termination | 73.44% | 61.70% | 46.81% | 4.26% | - |
| Transfer | 6.25% | 100.00% | 25.00% | 25.00% | - |
| Total Separations | 100.00% | 67.19% | 46.88% | 6.25% | - |

| Skilled Craft | | | | | |
|--|----------------|--|---|---|--|
| *(Minority = Racial/Ethnic Minorities) | | | | | |
| Note: ¹ The percentages by protected group within a separation type | | | | | |
| Separation Type | Total % | Female % within Each Sep Type ¹ | *Minority % within Each Sep Type ¹ | Individuals with Disabilities % within Each Sep Type ¹ | Veterans % within Each Sep Type ¹ |
| Death | - | - | - | - | - |
| Dismissal | - | - | - | - | - |
| Early/Enhanced Retirement | - | - | - | - | - |
| Layoff | - | - | - | - | - |
| Non-Renewal/Non-Cert | 25.00% | - | - | - | - |
| Reduction in Workforce | - | - | - | - | - |
| Resignation | - | - | - | - | - |
| Retirement | 25.00% | - | - | - | - |
| Termination | 25.00% | - | - | - | 100.00% |
| Transfer | 25.00% | - | - | - | - |
| Total Separations | 100.00% | - | - | - | 25.00% |

| Service Maintenance | | | | | |
|--|----------------|--|---|---|--|
| *(Minority = Racial/Ethnic Minorities) | | | | | |
| Note: ¹ The percentages by protected group within a separation type | | | | | |
| Separation Type | Total % | Female % within Each Sep Type ¹ | *Minority % within Each Sep Type ¹ | Individuals with Disabilities % within Each Sep Type ¹ | Veterans % within Each Sep Type ¹ |
| Death | - | - | - | - | - |
| Dismissal | 5.88% | - | 100.00% | - | - |
| Early/Enhanced Retirement | - | - | - | - | - |
| Layoff | - | - | - | - | - |
| Non-Renewal/Non-Cert | 17.65% | 100.00% | 100.00% | - | - |
| Reduction in Workforce | - | - | - | - | - |
| Resignation | 29.41% | - | 40.00% | 20.00% | - |
| Retirement | 17.65% | 33.33% | 33.33% | - | - |
| Termination | 11.76% | - | 100.00% | - | - |
| Transfer | 17.65% | 33.33% | - | - | - |
| Total Separations | 100.00% | 29.41% | 52.94% | 5.88% | - |

| Faculty: Unlimited | | | | | |
|--|----------------|--|---|---|--|
| *(Minority = Racial/Ethnic Minorities) | | | | | |
| Note: ¹ The percentages by protected group within a separation type | | | | | |
| Separation Type | Total % | Female % within Each Sep Type ¹ | *Minority % within Each Sep Type ¹ | Individuals with Disabilities % within Each Sep Type ¹ | Veterans % within Each Sep Type ¹ |
| Death | - | - | - | - | - |
| Dismissal | - | - | - | - | - |
| Early/Enhanced Retirement | 8.33% | - | - | - | - |
| Layoff | 8.33% | - | - | - | - |
| Non-Renewal/Non-Cert | - | - | - | - | - |
| Reduction in Workforce | - | - | - | - | - |
| Resignation | 8.33% | 100.00% | - | - | - |
| Retirement | 66.67% | 50.00% | - | - | 25.00% |
| Termination | - | - | - | - | - |
| Transfer | 8.33% | - | 100.00% | - | - |
| Total Separations | 100.00% | 41.67% | 8.33% | - | 16.67% |

Agency Name: Minneapolis Community and Technical College

Job Category Analysis: Listing of Job Titles

Data as of: 04/01/2020

| Officials/Administrators | |
|---------------------------------|-------------------------------|
| Job Code | Job Title |
| 001346 | Administrative Mgt Director 2 |
| 003679 | State Prog Admin Manager Sr |
| 007854 | MnSCU Admin-4 |
| 007855 | MnSCU Admin-5 |
| 007856 | MnSCU Admin-6 |
| 007857 | MnSCU Admin-7 |
| 007858 | MnSCU Admin-8 |
| 007859 | MnSCU Admin-9 |
| 007865 | MnSCU President V |
| 008880 | Executive Assistant |
| | |

| Professionals | |
|----------------------|--------------------------------|
| Job Code | Job Title |
| 000004 | Accounting Officer |
| 000006 | Management Analyst 1 |
| 000140 | Buyer 1 |
| 000577 | Information Officer 3 |
| 000633 | Accounting Officer Senior |
| 000774 | Accounting Technician |
| 000776 | Physical Plan Director |
| 000892 | Research Analysis Spec |
| 000893 | Management Analyst 3 |
| 001315 | Information Officer 4 |
| 001423 | Human Resources Specialist 2 |
| 001486 | Human Resources Technician 2 |
| 001528 | Management Analyst 2 |
| 001644 | Grants Specialist Int |
| 002132 | Systems Analysis Unit Supv |
| 002143 | Accounting Suprvisor Senior |
| 002687 | Safety Administrator |
| 003583 | Information Technology Spec 1 |
| 003584 | Information Technology Spec 2 |
| 003585 | Information Technology Spec 3 |
| 003604 | State Prog Admin |
| 003606 | State Prog Admin Senior |
| 003689 | State Prog Admin Supervisor Sr |
| 003726 | Human Resources Supervisor 3 |
| 007012 | MnSCU Academic Professional 1 |
| 007013 | MnSCU Academic Professional 3 |
| 007020 | MnSCU Academic Supervisor 1 |
| 007022 | MnSCU Academic Professional 2 |
| 007023 | MnSCU Academic Supervisor 2 |
| 007205 | Customized Training Rep |
| 007847 | MnSCU Academic Supervisor 3 |
| | |

| Technicians | |
|--------------------|----------------------------|
| Job Code | Job Title |
| 000753 | Graphic Arts Specialist |
| 001021 | Theatre Technician |
| 003709 | State Prog Admin Tech Spec |
| | |
| | |

| Protective Service: Non-Sworn | |
|--------------------------------------|----------------------------|
| Job Code | Job Title |
| 003457 | Campus Security Supervisor |
| 003458 | Campus Security Officer |
| | |
| | |

| Para-Professionals | |
|---------------------------|--------------------------------|
| Job Code | Job Title |
| 000308 | Library Technician |
| 000865 | College Laboratory Assistant 1 |
| 002632 | College Laboratory Assistant 2 |
| 008598 | Student Worker Para Prof |
| 008599 | Student Worker Para Prof Sr |
| | |
| | |

| Office/Clerical | |
|------------------------|--------------------------------|
| Job Code | Job Title |
| 000148 | Cashier |
| 000293 | Executive 2 |
| 000632 | Account Clerk Senior |
| 001604 | College Bookstore Supervisor |
| 002192 | Office Services Supervisor 1 |
| 003455 | College Bookstore Coord Sr |
| 003626 | Office Specialist |
| 003627 | Office & Admin Special |
| 003628 | Office & Admin Special Interme |
| 003629 | Office & Admin Special Senior |
| 003631 | Central Svs Admin Special |
| 003633 | Central Svcs Admin Spec Senior |
| 003635 | Customer Svc Special |
| 003636 | Customer Svc Special Intermed |
| 003637 | Customer Svc Special Senior |
| | |
| | |

| Skilled Craft | |
|---------------|---------------------------------|
| Job Code | Job Title |
| 000132 | Building Maintenance Supervisor |
| 000135 | Building Utilities Mechanic |
| 000146 | Carpenter |
| 000490 | Painter |
| 000525 | Plant Mntc Engineer |
| 003452 | Electrician Master Record |
| 003672 | Plant Mntc Engineer Lead |
| | |
| | |

| Service Maintenance | |
|---------------------|-------------------------------|
| Job Code | Job Title |
| 000328 | Groundskeeper |
| 000860 | Building Services Supv |
| 000861 | Building Services Manager |
| 001357 | General Repair Worker |
| 001725 | General Maintenance Worker |
| 001728 | General Maintenance Wrkr Lead |
| | |
| | |

| Faculty: Temporary | |
|--------------------|---------------------------|
| Job Code | Job Title |
| 007018 | Community College Faculty |
| 007845 | Technical College Faculty |
| end of data | end of data |
| | |
| | |

| Faculty: Probationary | |
|-----------------------|---------------------------|
| Job Code | Job Title |
| 007018 | Community College Faculty |
| 007845 | Technical College Faculty |
| end of data | end of data |
| | |
| | |

| Faculty: Unlimited | |
|--------------------|---------------------------|
| Job Code | Job Title |
| 007018 | Community College Faculty |
| 007845 | Technical College Faculty |
| | |
| | |

2020-2022 AAP Appendix D - Feeder Jobs and Feeder Group Analysis

Institution Name: Minneapolis Community and Technical College

Feeder Jobs and Feeder Group Analysis

Data as of: 4/1/2020

| Officials/Administrators | | *(Minority = Racial/Ethnic Minorities) | | | |
|--------------------------|--------------------------|--|------------|----------------------------------|------------|
| Job Code | EEO Category | Female % | Minority % | Individuals w/ Disabilities % | Veterans % |
| 000577 | Professionals | 0.00% | 0.00% | 0.00% | 0.00% |
| 001315 | Professionals | 100.00% | 0.00% | 0.00% | 0.00% |
| 001346 | Officials/Administrators | 0.00% | 0.00% | 0.00% | 0.00% |
| 002143 | Professionals | 100.00% | 0.00% | 0.00% | 0.00% |
| 003606 | Professionals | 0.00% | 0.00% | 0.00% | 0.00% |
| 003679 | Officials/Administrators | 100.00% | 100.00% | 0.00% | 0.00% |
| 003689 | Professionals | 0.00% | 0.00% | 0.00% | 100.00% |
| 003726 | Professionals | 100.00% | 100.00% | 0.00% | 0.00% |
| 007013 | Professionals | 100.00% | 50.00% | 0.00% | 0.00% |
| 007018 | Faculty | 57.41% | 29.63% | 3.70% | 0.93% |
| 007020 | Professionals | 100.00% | 60.00% | 0.00% | 0.00% |
| 007023 | Professionals | 100.00% | 33.33% | 0.00% | 0.00% |
| 007845 | Faculty | 45.95% | 27.03% | 2.70% | 0.00% |
| 007847 | Professionals | 66.67% | 33.33% | 16.67% | 0.00% |
| 007854 | Officials/Administrators | 0.00% | 100.00% | 0.00% | 0.00% |
| 007855 | Officials/Administrators | 100.00% | 0.00% | 0.00% | 0.00% |
| 007856 | Officials/Administrators | 33.33% | 50.00% | 0.00% | 0.00% |
| 007857 | Officials/Administrators | 66.67% | 33.33% | 0.00% | 0.00% |
| 007858 | Officials/Administrators | 50.00% | 100.00% | 0.00% | 0.00% |
| 007859 | Officials/Administrators | 50.00% | 0.00% | 0.00% | 0.00% |
| | | 56.99% | 31.18% | 3.23% | 1.08% |

| Professionals | | *(Minority = Racial/Ethnic Minorities) | | | |
|---------------|--------------------|--|------------|----------------------------------|------------|
| Job Code | EEO Category | Female % | Minority % | Individuals w/ Disabilities % | Veterans % |
| 000004 | Professionals | 100.00% | 50.00% | 0.00% | 0.00% |
| 000006 | Professionals | 0.00% | 0.00% | 0.00% | 0.00% |
| 000140 | Professionals | 100.00% | 0.00% | 0.00% | 0.00% |
| 000577 | Professionals | 0.00% | 0.00% | 0.00% | 0.00% |
| 000633 | Professionals | 0.00% | 0.00% | 0.00% | 0.00% |
| 000753 | Technicians | 100.00% | 0.00% | 0.00% | 0.00% |
| 000774 | Professionals | 100.00% | 0.00% | 100.00% | 0.00% |
| 000776 | Professionals | 0.00% | 0.00% | 0.00% | 0.00% |
| 000865 | Para-Professionals | 100.00% | 0.00% | 0.00% | 0.00% |
| 000892 | Professionals | 100.00% | 0.00% | 0.00% | 0.00% |
| 000893 | Professionals | 100.00% | 0.00% | 0.00% | 100.00% |
| 001423 | Professionals | 100.00% | 50.00% | 0.00% | 0.00% |
| 001486 | Professionals | 100.00% | 0.00% | 0.00% | 0.00% |
| 001528 | Professionals | 0.00% | 0.00% | 50.00% | 50.00% |
| 001644 | Professionals | 100.00% | 100.00% | 0.00% | 0.00% |
| 002143 | Professionals | 100.00% | 0.00% | 0.00% | 0.00% |
| 002632 | Para-Professionals | 63.64% | 27.27% | 18.18% | 9.09% |
| 002687 | Professionals | 100.00% | 0.00% | 0.00% | 0.00% |
| 003583 | Professionals | 33.33% | 100.00% | 0.00% | 0.00% |
| 003584 | Professionals | 0.00% | 50.00% | 0.00% | 0.00% |
| 003585 | Professionals | 14.29% | 28.57% | 0.00% | 14.29% |
| 003604 | Professionals | 100.00% | 100.00% | 0.00% | 0.00% |
| 003606 | Professionals | 0.00% | 0.00% | 0.00% | 0.00% |
| 003709 | Technicians | 0.00% | 0.00% | 0.00% | 0.00% |
| 003726 | Professionals | 100.00% | 100.00% | 0.00% | 0.00% |
| 007012 | Professionals | 71.05% | 34.21% | 5.26% | 2.63% |
| 007013 | Professionals | 100.00% | 50.00% | 0.00% | 0.00% |
| 007020 | Professionals | 100.00% | 60.00% | 0.00% | 0.00% |
| 007022 | Professionals | 68.75% | 25.00% | 6.25% | 6.25% |
| 007023 | Professionals | 100.00% | 33.33% | 0.00% | 0.00% |
| 008598 | Para-Professionals | 50.00% | 62.50% | 12.50% | 25.00% |
| 008599 | Para-Professionals | 100.00% | 100.00% | 0.00% | 0.00% |
| | | 63.57% | 34.11% | 6.20% | 6.20% |

2020-2022 AAP Appendix D - Feeder Jobs and Feeder Group Analysis

| Technicians *(Minority = Racial/Ethnic Minorities) | | | | | |
|---|--------------------|----------|------------|----------------------------------|------------|
| Job Code | EEO Category | Female % | Minority % | Individuals w/ Disabilities % | Veterans % |
| 000148 | Office/Clerical | 40.00% | 40.00% | 0.00% | 0.00% |
| 000632 | Office/Clerical | 100.00% | 100.00% | 0.00% | 0.00% |
| 000753 | Technicians | 100.00% | 0.00% | 0.00% | 0.00% |
| 000865 | Para-Professionals | 100.00% | 0.00% | 0.00% | 0.00% |
| 001021 | Technicians | 0.00% | 0.00% | 0.00% | 0.00% |
| 002632 | Para-Professionals | 63.64% | 27.27% | 18.18% | 9.09% |
| 003626 | Office/Clerical | 0.00% | 0.00% | 0.00% | 0.00% |
| 003627 | Office/Clerical | 100.00% | 0.00% | 0.00% | 0.00% |
| 003628 | Office/Clerical | 66.67% | 44.44% | 5.56% | 0.00% |
| 003629 | Office/Clerical | 100.00% | 33.33% | 0.00% | 0.00% |
| 003631 | Office/Clerical | 66.67% | 66.67% | 33.33% | 0.00% |
| 003633 | Office/Clerical | 100.00% | 0.00% | 0.00% | 0.00% |
| 003635 | Office/Clerical | 100.00% | 0.00% | 0.00% | 0.00% |
| 003636 | Office/Clerical | 42.86% | 28.57% | 0.00% | 0.00% |
| 003637 | Office/Clerical | 100.00% | 100.00% | 0.00% | 0.00% |
| 003709 | Technicians | 0.00% | 0.00% | 0.00% | 0.00% |
| 008598 | Para-Professionals | 50.00% | 62.50% | 12.50% | 25.00% |
| 008599 | Para-Professionals | 100.00% | 100.00% | 0.00% | 0.00% |
| | | 66.23% | 35.06% | 6.49% | 3.90% |

| Protective Service: Non-Sworn *(Minority = Racial/Ethnic Minorities) | | | | | |
|---|-------------------------------|----------|------------|----------------------------------|------------|
| Job Code | EEO Category | Female % | Minority % | Individuals w/ Disabilities % | Veterans % |
| 003458 | Protective Service: Non-sworn | 0.00% | 33.33% | 0.00% | 0.00% |
| | | 0.00% | 33.33% | 0.00% | 0.00% |

| Para-Professionals *(Minority = Racial/Ethnic Minorities) | | | | | |
|--|--------------------|----------|------------|----------------------------------|------------|
| Job Code | EEO Category | Female % | Minority % | Individuals w/ Disabilities % | Veterans % |
| 000148 | Office/Clerical | 40.00% | 40.00% | 0.00% | 0.00% |
| 000308 | Para-Professionals | 75.00% | 50.00% | 0.00% | 0.00% |
| 000865 | Para-Professionals | 100.00% | 0.00% | 0.00% | 0.00% |
| 002192 | Office/Clerical | 100.00% | 0.00% | 0.00% | 0.00% |
| 003626 | Office/Clerical | 0.00% | 0.00% | 0.00% | 0.00% |
| 003627 | Office/Clerical | 100.00% | 0.00% | 0.00% | 0.00% |
| 003628 | Office/Clerical | 66.67% | 44.44% | 5.56% | 0.00% |
| 003629 | Office/Clerical | 100.00% | 33.33% | 0.00% | 0.00% |
| 003631 | Office/Clerical | 66.67% | 66.67% | 33.33% | 0.00% |
| 003633 | Office/Clerical | 100.00% | 0.00% | 0.00% | 0.00% |
| 003635 | Office/Clerical | 100.00% | 0.00% | 0.00% | 0.00% |
| 003636 | Office/Clerical | 42.86% | 28.57% | 0.00% | 0.00% |
| 003637 | Office/Clerical | 100.00% | 100.00% | 0.00% | 0.00% |
| 008598 | Para-Professionals | 50.00% | 62.50% | 12.50% | 25.00% |
| 008599 | Para-Professionals | 100.00% | 100.00% | 0.00% | 0.00% |
| | | 68.66% | 37.31% | 4.48% | 2.99% |

| Office/Clerical *(Minority = Racial/Ethnic Minorities) | | | | | |
|---|---------------------|----------|------------|----------------------------------|------------|
| Job Code | EEO Category | Female % | Minority % | Individuals w/ Disabilities % | Veterans % |
| 000148 | Office/Clerical | 40.00% | 40.00% | 0.00% | 0.00% |
| 000293 | Office/Clerical | 100.00% | 0.00% | 0.00% | 0.00% |
| 000632 | Office/Clerical | 100.00% | 100.00% | 0.00% | 0.00% |
| 001604 | Office/Clerical | 100.00% | 0.00% | 0.00% | 0.00% |
| 001725 | Service Maintenance | 16.00% | 40.00% | 0.00% | 0.00% |
| 002192 | Office/Clerical | 100.00% | 0.00% | 0.00% | 0.00% |
| 003455 | Office/Clerical | 0.00% | 0.00% | 0.00% | 0.00% |
| 003626 | Office/Clerical | 0.00% | 0.00% | 0.00% | 0.00% |
| 003627 | Office/Clerical | 100.00% | 0.00% | 0.00% | 0.00% |
| 003628 | Office/Clerical | 66.67% | 44.44% | 5.56% | 0.00% |
| 003629 | Office/Clerical | 100.00% | 33.33% | 0.00% | 0.00% |
| 003631 | Office/Clerical | 66.67% | 66.67% | 33.33% | 0.00% |
| 003633 | Office/Clerical | 100.00% | 0.00% | 0.00% | 0.00% |
| 003635 | Office/Clerical | 100.00% | 0.00% | 0.00% | 0.00% |
| 003636 | Office/Clerical | 42.86% | 28.57% | 0.00% | 0.00% |
| 003637 | Office/Clerical | 100.00% | 100.00% | 0.00% | 0.00% |
| | | 51.28% | 35.90% | 2.56% | 0.00% |

2020-2022 AAP Appendix D - Feeder Jobs and Feeder Group Analysis

| Skilled Craft | | *(Minority = Racial/Ethnic Minorities) | | | |
|---------------|---------------------|--|------------|----------------------------------|------------|
| Job Code | EEO Category | Female % | Minority % | Individuals w/ Disabilities % | Veterans % |
| 000135 | Skilled Craft | 0.00% | 0.00% | 0.00% | 0.00% |
| 000146 | Skilled Craft | 0.00% | 0.00% | 0.00% | 0.00% |
| 000328 | Service Maintenance | 0.00% | 0.00% | 0.00% | 0.00% |
| 000490 | Skilled Craft | 0.00% | 100.00% | 0.00% | 0.00% |
| 000525 | Skilled Craft | 0.00% | 0.00% | 0.00% | 0.00% |
| 000860 | Service Maintenance | 0.00% | 0.00% | 0.00% | 100.00% |
| 000861 | Service Maintenance | 100.00% | 0.00% | 0.00% | 0.00% |
| 001357 | Service Maintenance | 0.00% | 0.00% | 0.00% | 0.00% |
| 001725 | Service Maintenance | 16.00% | 40.00% | 0.00% | 0.00% |
| 001728 | Service Maintenance | 100.00% | 50.00% | 0.00% | 0.00% |
| 003452 | Skilled Craft | 0.00% | 0.00% | 0.00% | 0.00% |
| | | 18.92% | 32.43% | 0.00% | 2.70% |

| Service Maintenance | | *(Minority = Racial/Ethnic Minorities) | | | |
|---------------------|---------------------|--|------------|----------------------------------|------------|
| Job Code | EEO Category | Female % | Minority % | Individuals w/ Disabilities % | Veterans % |
| 000328 | Service Maintenance | 0.00% | 0.00% | 0.00% | 0.00% |
| 000860 | Service Maintenance | 0.00% | 0.00% | 0.00% | 100.00% |
| 001357 | Service Maintenance | 0.00% | 0.00% | 0.00% | 0.00% |
| 001725 | Service Maintenance | 16.00% | 40.00% | 0.00% | 0.00% |
| 001728 | Service Maintenance | 100.00% | 50.00% | 0.00% | 0.00% |
| | | 20.00% | 36.67% | 0.00% | 3.33% |

| Faculty: Temporary | | *(Minority = Racial/Ethnic Minorities) | | | |
|--------------------|--------------------------|--|------------|----------------------------------|------------|
| Job Code | EEO Category | Female % | Minority % | Individuals w/ Disabilities % | Veterans % |
| 007018 | Temporary/Cust. Training | 57.41% | 29.63% | 3.70% | 0.93% |
| 007845 | Temporary/Cust. Training | 45.95% | 27.03% | 2.70% | 0.00% |
| | | 54.48% | 28.97% | 3.45% | 0.69% |

| Faculty: Probationary | | *(Minority = Racial/Ethnic Minorities) | | | |
|-----------------------|--------------------------|--|------------|----------------------------------|------------|
| Job Code | EEO Category | Female % | Minority % | Individuals w/ Disabilities % | Veterans % |
| 007018 | Temporary/Cust. Training | 57.41% | 29.63% | 3.70% | 0.93% |
| 007845 | Temporary/Cust. Training | 45.95% | 27.03% | 2.70% | 0.00% |
| | end of data | | | | |
| | end of data | | | | |
| | | 54.48% | 28.97% | 3.45% | 0.69% |

| Faculty: Unlimited | | *(Minority = Racial/Ethnic Minorities) | | | |
|--------------------|--------------------------|--|------------|----------------------------------|------------|
| Job Code | EEO Category | Female % | Minority % | Individuals w/ Disabilities % | Veterans % |
| 007018 | Faculty: Probationary | 64.29% | 35.71% | 0.00% | 0.00% |
| 007845 | Temporary/Cust. Training | 12.50% | 37.50% | 0.00% | 37.50% |
| | | 45.45% | 36.36% | 0.00% | 13.64% |

2020-2022 AAP Appendix F - Determining Availability

Institution Name: Minneapolis Community and Technical College

Determining Availability (note: *Minority= racial/ethnic minority; **Indiv. W Disabl = Individuals with Disabilities)

| Officials/Administrators | | | | | | | | | | Region: US | | | | *Minority= racial/ethnic minority **Indiv. W Disabl = Individuals with Disabilities | |
|--|--------------|-----------------------|--------------------------|----------------------------------|-------------------------|----------------------------|-------------------------------|---------------------------------------|------------------------------|--|--|--|--|--|--|
| Factor | Weight Ratio | Raw Statistics Female | Raw Statistics *Minority | Raw Statistics **Indiv. w Disabl | Raw Statistics Veterans | Weighted Statistics Female | Weighted Statistics *Minority | Weighted Statistics **Indiv. w Disabl | Weighted Statistics Veterans | Source of Statistics | Reasons for External and Internal Weight Ratio | | | | |
| 1: External - Percentage of females or racial/ethnic minorities with requisite skills in the reasonable recruitment area. | 60.00% | 40.01% | 25.79% | 4.78% | 6.41% | 24.01% | 15.47% | 2.87% | 3.85% | The American Community Survey (2014-2018) compiled by the U.S. Department of Labor, Bureau of Labor Statistics. Region: See header row for region, and reference Appendix G for definition. COC and COC Title: See Appendix H for list of titles used for each EEO Category. | Our two-year historical appointments in this job category shows 15% hires from external. Positions in this category most likely need external searches to be filled. | | | | |
| 2: Internal - Percentage of females or racial/ethnic among those promotable, transferable, and trainable with your agency. | 40.00% | 56.99% | 31.18% | 3.23% | 1.08% | 22.80% | 12.47% | 1.29% | 0.43% | Employee workforce for the job classifications that constitute feeders to this job category. | Two-year historical appointments in this job category show 85% of openings were filled with internal promotions. This large percentage is primarily due to a reorganization and title changes which would be considered unlikely or infrequent. With our current workforce we expect the majority of our candidates to come from external sources. | | | | |
| The value of weight must equal to 100.00% → | 100.00% | Final Avail % | | | | 46.80% | 27.95% | 4.16% | 4.28% | | | | | | |

| Professionals | | | | | | | | | | Region: State of MN | | | | *Minority= racial/ethnic minority **Indiv. W Disabl = Individuals with Disabilities | |
|--|--------------|-----------------------|--------------------------|----------------------------------|-------------------------|----------------------------|-------------------------------|---------------------------------------|------------------------------|--|--|--|--|--|--|
| Factor | Weight Ratio | Raw Statistics Female | Raw Statistics *Minority | Raw Statistics **Indiv. w Disabl | Raw Statistics Veterans | Weighted Statistics Female | Weighted Statistics *Minority | Weighted Statistics **Indiv. w Disabl | Weighted Statistics Veterans | Source of Statistics | Reasons for External and Internal Weight Ratio | | | | |
| 1: External - Percentage of females or racial/ethnic minorities with requisite skills in the reasonable recruitment area. | 55.00% | 38.86% | 9.56% | 4.04% | 4.94% | 21.37% | 5.26% | 2.22% | 2.72% | The American Community Survey (2014-2018) compiled by the U.S. Department of Labor, Bureau of Labor Statistics. Region: See header row for region, and reference Appendix G for definition. COC and COC Title: See Appendix H for list of titles used for each EEO Category. | Our two-year historical appointments in this job category shows 60% hires from external. | | | | |
| 2: Internal - Percentage of females or racial/ethnic among those promotable, transferable, and trainable with your agency. | 45.00% | 63.57% | 34.11% | 6.20% | 6.20% | 28.60% | 15.35% | 2.79% | 2.79% | Employee workforce for the job classifications that constitute feeders to this job category. | Two-year historical appointments in this job category show 40% of openings were filled with internal candidates. We anticipate to increase retention and internal promotion by strengthening employee support programs and developmental training. | | | | |
| The value of weight must equal to 100.00% → | 100.00% | Final Avail % | | | | 49.98% | 20.61% | 5.01% | 5.51% | | | | | | |

| Technicians | | | | | | | | | | Region: State of MN | | | | *Minority= racial/ethnic minority **Indiv. W Disabl = Individuals with Disabilities | |
|--|--------------|-----------------------|--------------------------|----------------------------------|-------------------------|----------------------------|-------------------------------|---------------------------------------|------------------------------|--|--|--|--|--|--|
| Factor | Weight Ratio | Raw Statistics Female | Raw Statistics *Minority | Raw Statistics **Indiv. w Disabl | Raw Statistics Veterans | Weighted Statistics Female | Weighted Statistics *Minority | Weighted Statistics **Indiv. w Disabl | Weighted Statistics Veterans | Source of Statistics | Reasons for External and Internal Weight Ratio | | | | |
| 1: External - Percentage of females or racial/ethnic minorities with requisite skills in the reasonable recruitment area. | 20.00% | 38.86% | 9.56% | 4.04% | 4.94% | 7.77% | 1.91% | 0.81% | 0.99% | The American Community Survey (2014-2018) compiled by the U.S. Department of Labor, Bureau of Labor Statistics. Region: See header row for region, and reference Appendix G for definition. COC and COC Title: See Appendix H for list of titles used for each EEO Category. | Within the two year period one vacancy was available in this category and it was filled with an external candidate. Due to the low number of positions and specific nature of the work, there is little movement or hiring activity for this category. | | | | |
| 2: Internal - Percentage of females or racial/ethnic among those promotable, transferable, and trainable with your agency. | 80.00% | 66.23% | 35.06% | 6.49% | 3.90% | 52.99% | 28.05% | 5.19% | 3.12% | Employee workforce for the job groups that constitute feeders to this job group. | Longer historical patterns shows primarily promotion or transfers from within the agency due to the unionized environment and low number of positions. | | | | |
| The value of weight must equal to 100.00% → | 100.00% | Final Avail % | | | | 60.76% | 29.96% | 6.00% | 4.11% | | | | | | |

| Protective Service: Non-Sworn | | | | | | | | | | Region: State of MN | | | | *Minority= racial/ethnic minority **Indiv. W Disabl = Individuals with Disabilities | |
|--|--------------|-----------------------|--------------------------|----------------------------------|-------------------------|----------------------------|-------------------------------|---------------------------------------|------------------------------|--|---|--|--|--|--|
| Factor | Weight Ratio | Raw Statistics Female | Raw Statistics *Minority | Raw Statistics **Indiv. w Disabl | Raw Statistics Veterans | Weighted Statistics Female | Weighted Statistics *Minority | Weighted Statistics **Indiv. w Disabl | Weighted Statistics Veterans | Source of Statistics | Reasons for External and Internal Weight Ratio | | | | |
| 1: External - Percentage of females or racial/ethnic minorities with requisite skills in the reasonable recruitment area. | 85.00% | 38.86% | 9.56% | 4.04% | 4.94% | 33.03% | 8.13% | 3.44% | 4.20% | The American Community Survey (2014-2018) compiled by the U.S. Department of Labor, Bureau of Labor Statistics. Region: See header row for region, and reference Appendix A for definition. COC and COC Title: See Appendix B for list of titles used for each EEO-4 Category. | Our two-year historical appointments in this job category shows 80% hires from external. With increased targeted recruitment we would anticipate more external hires. | | | | |
| 2: Internal - Percentage of females or racial/ethnic among those promotable, transferable, and trainable with your agency. | 15.00% | 0.00% | 33.33% | 0.00% | 0.00% | 0.00% | 5.00% | 0.00% | 0.00% | Employee workforce for the job groups that constitute feeders to this job group. | Only one internal feeder position is considered for this category; therefore, the amount of internal promotion or transfers expected is very limited. | | | | |
| The value of weight must equal to 100.00% → | 100.00% | Final Avail % | | | | 33.03% | 13.13% | 3.44% | 4.20% | | | | | | |

| Para-Professionals | | | | | | | | | | Region: State of MN | | | | *Minority= racial/ethnic minority **Indiv. W Disabl = Individuals with Disabilities | |
|--|--------------|-----------------------|--------------------------|----------------------------------|-------------------------|----------------------------|-------------------------------|---------------------------------------|------------------------------|--|---|--|--|--|--|
| Factor | Weight Ratio | Raw Statistics Female | Raw Statistics *Minority | Raw Statistics **Indiv. w Disabl | Raw Statistics Veterans | Weighted Statistics Female | Weighted Statistics *Minority | Weighted Statistics **Indiv. w Disabl | Weighted Statistics Veterans | Source of Statistics | Reasons for External and Internal Weight Ratio | | | | |
| 1: External - Percentage of females or racial/ethnic minorities with requisite skills in the reasonable recruitment area. | 60.00% | 38.86% | 9.56% | 4.04% | 4.94% | 23.32% | 5.74% | 2.43% | 2.97% | The American Community Survey (2014-2018) compiled by the U.S. Department of Labor, Bureau of Labor Statistics. Region: See header row for region, and reference Appendix A for definition. COC and COC Title: See Appendix B for list of titles used for each EEO-4 Category. | Our two-year historical appointments in this job category shows 60% hires from external candidates. | | | | |
| 2: Internal - Percentage of females or racial/ethnic among those promotable, transferable, and trainable with your agency. | 40.00% | 68.66% | 37.31% | 4.48% | 2.99% | 27.46% | 14.93% | 1.79% | 1.19% | Employee workforce for the job classifications that constitute feeders to this job category. | Our two-year historical appointments in this job category shows 40% positions filled from internal promotions or transfers. | | | | |
| The value of weight must equal to 100.00% → | 100.00% | Final Avail % | | | | 50.78% | 20.66% | 4.22% | 4.16% | | | | | | |

2020-2022 AAP Appendix F - Determining Availability

| Office/Clerical | | | | | | | | | | | |
|---|--------------|-----------------------|--------------------------|----------------------------------|----------------------------------|----------------------------|-------------------------------|---------------------------------------|---------------------------------------|--|---|
| Region: State of MN | | | | | | | | | | | |
| *Minority= racial/ethnic minority **Indiv. W Disabl = Individuals with Disabilities | | | | | | | | | | | |
| Factor | Weight Ratio | Raw Statistics Female | Raw Statistics *Minority | Raw Statistics **Indiv. w Disabl | Raw Statistics **Indiv. w Disabl | Weighted Statistics Female | Weighted Statistics *Minority | Weighted Statistics **Indiv. w Disabl | Weighted Statistics **Indiv. w Disabl | Source of Statistics | Reasons for External and Internal Weight Ratio |
| 1: External - Percentage of females or racial/ethnic minorities with requisite skills in the reasonable recruitment area. | 65.00% | 38.86% | 9.56% | 4.04% | 4.94% | 25.26% | 6.21% | 2.63% | 3.21% | The American Community Survey (2014-2018) compiled by the U.S. Department of Labor, Bureau of Labor Statistics. Region: See header row for region, and reference Appendix A for definition. COC and COC Title: See Appendix B for list of titles used for each EEO-4 Category. | Our two-year historical appointments in this job category shows 65% hires from external. |
| 2: Internal - Percentage of females or racial/ethnic among those promotable, transferable, and trainable with your agency. | 35.00% | 51.28% | 35.90% | 2.56% | 0.00% | 17.95% | 12.56% | 0.90% | 0.00% | Employee workforce for the job classifications that constitute feeders to this job category. | Our two-year historical appointments in this job category shows 35% positions filled from internal promotions or transfers. |
| The value of weight must equal to 100.00% → | 100.00% | | | | | Final Avail % | 43.21% | 18.78% | 3.53% | | 3.21% |

| Skilled Craft | | | | | | | | | | | |
|---|--------------|-----------------------|--------------------------|----------------------------------|----------------------------------|----------------------------|-------------------------------|---------------------------------------|---------------------------------------|--|---|
| Region: State of MN | | | | | | | | | | | |
| *Minority= racial/ethnic minority **Indiv. W Disabl = Individuals with Disabilities | | | | | | | | | | | |
| Factor | Weight Ratio | Raw Statistics Female | Raw Statistics *Minority | Raw Statistics **Indiv. w Disabl | Raw Statistics **Indiv. w Disabl | Weighted Statistics Female | Weighted Statistics *Minority | Weighted Statistics **Indiv. w Disabl | Weighted Statistics **Indiv. w Disabl | Source of Statistics | Reasons for External and Internal Weight Ratio |
| 1: External - Percentage of females or racial/ethnic minorities with requisite skills in the reasonable recruitment area. | 85.00% | 38.86% | 9.56% | 4.04% | 4.94% | 33.03% | 8.13% | 3.44% | 4.20% | The American Community Survey (2014-2018) compiled by the U.S. Department of Labor, Bureau of Labor Statistics. Region: See header row for region, and reference Appendix A for definition. COC and COC Title: See Appendix B for list of titles used for each EEO-4 Category. | Our two-year historical appointments in this job category shows 85% hires from external. With increased targeted recruitment we would anticipate more external hires. |
| 2: Internal - Percentage of females or racial/ethnic among those promotable, transferable, and trainable with your agency. | 15.00% | 18.92% | 32.43% | 0.00% | 2.70% | 2.84% | 4.86% | 0.00% | 0.41% | Employee workforce for the job classifications that constitute feeders to this job category. | Our two-year historical appointments in this job category shows 20% positions filled from internal promotions or transfers. |
| The value of weight must equal to 100.00% → | 100.00% | | | | | Final Avail % | 35.87% | 12.99% | 3.44% | | 4.61% |

| Service Maintenance | | | | | | | | | | | |
|---|--------------|-----------------------|--------------------------|----------------------------------|----------------------------------|----------------------------|-------------------------------|---------------------------------------|---------------------------------------|--|---|
| Region: State of MN | | | | | | | | | | | |
| *Minority= racial/ethnic minority **Indiv. W Disabl = Individuals with Disabilities | | | | | | | | | | | |
| Factor | Weight Ratio | Raw Statistics Female | Raw Statistics *Minority | Raw Statistics **Indiv. w Disabl | Raw Statistics **Indiv. w Disabl | Weighted Statistics Female | Weighted Statistics *Minority | Weighted Statistics **Indiv. w Disabl | Weighted Statistics **Indiv. w Disabl | Source of Statistics | Reasons for External and Internal Weight Ratio |
| 1: External - Percentage of females or racial/ethnic minorities with requisite skills in the reasonable recruitment area. | 85.00% | 38.86% | 9.56% | 4.04% | 4.94% | 33.03% | 8.13% | 3.44% | 4.20% | The American Community Survey (2014-2018) compiled by the U.S. Department of Labor, Bureau of Labor Statistics. Region: See header row for region, and reference Appendix A for definition. COC and COC Title: See Appendix B for list of titles used for each EEO-4 Category. | Our two-year historical appointments in this job category shows 85% hires from external. With increased targeted recruitment we would anticipate more external hires. |
| 2: Internal - Percentage of females or racial/ethnic among those promotable, transferable, and trainable with your agency. | 15.00% | 20.00% | 36.67% | 0.00% | 3.33% | 3.00% | 5.50% | 0.00% | 0.50% | Employee workforce for the job classifications that constitute feeders to this job category. | Our two-year historical appointments in this job category shows 20% positions filled from internal promotions or transfers. |
| The value of weight must equal to 100.00% → | 100.00% | | | | | Final Avail % | 36.03% | 13.63% | 3.44% | | 4.70% |

| Faculty: Temporary | | | | | | | | | | | |
|---|--------------|-----------------------|--------------------------|----------------------------------|----------------------------------|----------------------------|-------------------------------|---------------------------------------|---------------------------------------|--|---|
| Region: State of MN | | | | | | | | | | | |
| *Minority= racial/ethnic minority **Indiv. W Disabl = Individuals with Disabilities | | | | | | | | | | | |
| Factor | Weight Ratio | Raw Statistics Female | Raw Statistics *Minority | Raw Statistics **Indiv. w Disabl | Raw Statistics **Indiv. w Disabl | Weighted Statistics Female | Weighted Statistics *Minority | Weighted Statistics **Indiv. w Disabl | Weighted Statistics **Indiv. w Disabl | Source of Statistics | Reasons for External and Internal Weight Ratio |
| 1: External - Percentage of females or racial/ethnic minorities with requisite skills in the reasonable recruitment area. | 80.00% | 38.86% | 9.56% | 4.04% | 4.94% | 31.09% | 7.65% | 3.24% | 3.96% | The American Community Survey (2014-2018) compiled by the U.S. Department of Labor, Bureau of Labor Statistics. Region: See header row for region, and reference Appendix A for definition. COC and COC Title: See Appendix B for list of titles used for each EEO-4 Category. | Our two-year historical appointments in this job category shows 70% hires from external. With increased targeted recruitment we would anticipate more external hires. |
| 2: Internal - Percentage of females or racial/ethnic among those promotable, transferable, and trainable with your agency. | 20.00% | 54.48% | 28.97% | 3.45% | 0.69% | 10.90% | 5.79% | 0.69% | 0.14% | Employee workforce for the job classifications that constitute feeders to this job category. | Our two-year historical appointments in this job category shows 20% positions filled from internal promotions or transfers. |
| The value of weight must equal to 100.00% → | 100.00% | | | | | Final Avail % | 41.99% | 13.44% | 3.92% | | 4.09% |

| Faculty: Probationary | | | | | | | | | | | |
|---|--------------|-----------------------|--------------------------|----------------------------------|----------------------------------|----------------------------|-------------------------------|---------------------------------------|---------------------------------------|--|---|
| Region: State of MN | | | | | | | | | | | |
| *Minority= racial/ethnic minority **Indiv. W Disabl = Individuals with Disabilities | | | | | | | | | | | |
| Factor | Weight Ratio | Raw Statistics Female | Raw Statistics *Minority | Raw Statistics **Indiv. w Disabl | Raw Statistics **Indiv. w Disabl | Weighted Statistics Female | Weighted Statistics *Minority | Weighted Statistics **Indiv. w Disabl | Weighted Statistics **Indiv. w Disabl | Source of Statistics | Reasons for External and Internal Weight Ratio |
| 1: External - Percentage of females or racial/ethnic minorities with requisite skills in the reasonable recruitment area. | 35.00% | 38.86% | 9.56% | 4.04% | 4.94% | 13.60% | 3.35% | 1.42% | 1.73% | The American Community Survey (2014-2018) compiled by the U.S. Department of Labor, Bureau of Labor Statistics. Region: See header row for region, and reference Appendix A for definition. COC and COC Title: See Appendix B for list of titles used for each EEO-4 Category. | Our three-year historical appointments in this job category shows 35% from external and 35% from internal movements |
| 2: Internal - Percentage of females or racial/ethnic among those promotable, transferable, and trainable with your agency. | 65.00% | 54.48% | 28.97% | 3.45% | 0.69% | 35.41% | 18.83% | 2.24% | 0.45% | Employee workforce for the job classifications that constitute feeders to this job category. | |
| The value of weight must equal to 100.00% → | 100.00% | | | | | Final Avail % | 49.02% | 22.17% | 3.66% | | 2.18% |

| Faculty: Unlimited | | | | | | | | | | | |
|---|--------------|-----------------------|--------------------------|----------------------------------|----------------------------------|----------------------------|-------------------------------|---------------------------------------|---------------------------------------|--|--|
| Region: State of MN | | | | | | | | | | | |
| *Minority= racial/ethnic minority **Indiv. W Disabl = Individuals with Disabilities | | | | | | | | | | | |
| Factor | Weight Ratio | Raw Statistics Female | Raw Statistics *Minority | Raw Statistics **Indiv. w Disabl | Raw Statistics **Indiv. w Disabl | Weighted Statistics Female | Weighted Statistics *Minority | Weighted Statistics **Indiv. w Disabl | Weighted Statistics **Indiv. w Disabl | Source of Statistics | Reasons for External and Internal Weight Ratio |
| 1: External - Percentage of females or racial/ethnic minorities with requisite skills in the reasonable recruitment area. | 35.00% | 38.86% | 9.56% | 4.04% | 4.94% | 13.60% | 3.35% | 1.42% | 1.73% | The American Community Survey (2014-2018) compiled by the U.S. Department of Labor, Bureau of Labor Statistics. Region: See header row for region, and reference Appendix A for definition. COC and COC Title: See Appendix B for list of titles used for each EEO-4 Category. | Our two-year historical appointments in this job category shows 100% external hires based on 1 position. We do not anticipate all hires to be external. |
| 2: Internal - Percentage of females or racial/ethnic among those promotable, transferable, and trainable with your agency. | 65.00% | 45.45% | 36.36% | 0.00% | 13.64% | 29.55% | 23.64% | 0.00% | 8.86% | Employee workforce for the job classifications that constitute feeders to this job category. | Our two-year historical appointments in this category shows no hires from internal, however, we expect most hires to come from internal incumbents currently in probationary or temporary faculty positions. |
| The value of weight must equal to 100.00% → | 100.00% | | | | | Final Avail % | 43.15% | 26.98% | 1.42% | | 10.59% |

2020-2022 AAP Appendix G - Utilization Analysis

Institution Name: Minneapolis Community and Technical College

Utilization Analysis:

Comparing Incumbency to Availability, Establishing Placement Goals, and Timetable

| Females | | | | |
|-------------------------------|---|-----------------------|-------------------------|--------------------------------|
| Job Categories | % of Female Employees in the Job Category | Female Availability % | Female Establish Goals? | If Yes, Goals for FY 2020-2022 |
| Officials/Administrators | 57.14% | 46.80% | | |
| Professionals | 62.83% | 49.98% | | |
| Technicians | 33.33% | 60.76% | Monitor | |
| Protective Service: Non-Sworn | 0.00% | 33.03% | Yes | 33.03% |
| Para-Professionals | 68.97% | 50.78% | | |
| Office/Clerical | 67.92% | 43.21% | | |
| Skilled Craft | 0.00% | 35.87% | Yes | 35.87% |
| Service Maintenance | 22.58% | 36.03% | Yes | 36.03% |
| Faculty: Temporary | 54.48% | 41.99% | | |
| Faculty: Probationary | 45.45% | 49.02% | Monitor | |
| Faculty: Unlimited | 60.38% | 43.15% | | |
| Total | 55.45% | | | |

| Racial/Ethnic Minorities | | | | |
|-------------------------------|---|---------------------------------------|---|--------------------------------|
| Job Categories | % of Racial/Ethnic Minority Employees in the Job Category | Racial/Ethnic Minority Availability % | Racial/Ethnic Minority Establish Goals? | If Yes, Goals for FY 2020-2022 |
| Officials/Administrators | 42.86% | 27.95% | | |
| Professionals | 32.74% | 20.61% | | |
| Technicians | 0.00% | 29.96% | Monitor | |
| Protective Service: Non-Sworn | 30.00% | 13.13% | | |
| Para-Professionals | 37.93% | 20.66% | | |
| Office/Clerical | 33.96% | 18.78% | | |
| Skilled Craft | 12.50% | 12.99% | Monitor | |
| Service Maintenance | 35.48% | 13.63% | | |
| Faculty: Temporary | 28.97% | 13.44% | | |
| Faculty: Probationary | 36.36% | 22.17% | | |
| Faculty: Unlimited | 26.42% | 26.98% | Monitor | |
| Total | 31.05% | | | |

| Individuals With Disabilities | | | | |
|-------------------------------|--|---|--|--------------------------------|
| Job Categories | % of Individuals with Disabilities Employees in the Job Category | Individuals with Disabilities State Goals % | Individuals with Disabilities Establish Goals? | If Yes, Goals for FY 2020-2022 |
| Officials/Administrators | 0.00% | 4.16% | Monitor | |
| Professionals | 5.31% | 5.01% | Monitor | |
| Technicians | 0.00% | 6.00% | Monitor | |
| Protective Service: Non-Sworn | 0.00% | 3.44% | Monitor | |
| Para-Professionals | 10.34% | 4.22% | | |
| Office/Clerical | 3.77% | 3.53% | Monitor | |
| Skilled Craft | 0.00% | 3.44% | Monitor | |
| Service Maintenance | 0.00% | 3.44% | Yes | 3.44% |
| Faculty: Temporary | 3.45% | 3.92% | Monitor | |
| Faculty: Probationary | 0.00% | 3.66% | Monitor | |
| Faculty: Unlimited | 1.89% | 1.42% | Monitor | |
| Total | 3.33% | | | |

| Veteran | | | | |
|-------------------------------|--|-----------------------|--------------------------|--------------------------------|
| Job Categories | % of Veteran Employees in the Job Category | Veteran State Goals % | Veteran Establish Goals? | If Yes, Goals for FY 2020-2022 |
| Officials/Administrators | 0.00% | 4.28% | Monitor | |
| Professionals | 5.31% | 5.51% | Monitor | |
| Technicians | 0.00% | 4.11% | Monitor | |
| Protective Service: Non-Sworn | 0.00% | 4.20% | Monitor | |
| Para-Professionals | 10.34% | 4.16% | | |
| Office/Clerical | 0.00% | 3.21% | Yes | 3.21% |
| Skilled Craft | 0.00% | 4.61% | Monitor | |
| Service Maintenance | 3.23% | 4.70% | Monitor | |
| Faculty: Temporary | 0.69% | 4.09% | Yes | 4.09% |
| Faculty: Probationary | 13.64% | 2.18% | | |
| Faculty: Unlimited | 0.94% | 10.59% | Yes | 10.59% |
| Total | 2.77% | | | |

| Region Definitions | | | | |
|--------------------|-----------|--------------|---------|---|
| Region | State Cd. | State Descr. | PUMA5CE | PUMA Name |
| State of MN | 27 | Minnesota | 100 | Clay, Polk, Roseau, Pennington, Marshall, Norman, Kittson & Red Lake Counties |
| State of MN | 27 | Minnesota | 200 | Beltrami, Becker, Hubbard, Clearwater, Mahnommen & Lake of the Woods Counties |
| State of MN | 27 | Minnesota | 300 | Itasca, Carlton (South), Cass & Aitkin Counties--Grand Rapids City |
| State of MN | 27 | Minnesota | 400 | St. Louis (North), Koochiching, Lake & Cook Counties--Hibbing & Cloquet Cities |
| State of MN | 27 | Minnesota | 500 | St. Louis County (Southeast)--Duluth, Hermantown & Proctor Cities |
| State of MN | 27 | Minnesota | 600 | Chisago, Isanti, Pine, Mille Lacs & Kanabec Counties |
| State of MN | 27 | Minnesota | 700 | Crow Wing, Morrison, Todd & Wadena Counties |
| State of MN | 27 | Minnesota | 800 | West Central Minnesota |
| State of MN | 27 | Minnesota | 900 | Stearns County--St. Cloud City |
| State of MN | 27 | Minnesota | 1000 | Sherburne & Benton Counties |
| State of MN | 27 | Minnesota | 1101 | Anoka County (Northwest)--Andover, Ramsey, Anoka & East Bethel Cities |
| State of MN | 27 | Minnesota | 1102 | Anoka County (Southwest)--Coon Rapids, Fridley & Columbia Heights Cities |
| State of MN | 27 | Minnesota | 1103 | Anoka County (East)--Blaine, Lino Lakes & Ham Lake Cities |
| State of MN | 27 | Minnesota | 1201 | Washington County (North)--Oakdale, Forest Lake, Stillwater & Hugo Cities |
| State of MN | 27 | Minnesota | 1202 | Washington County (South)--Woodbury & Cottage Grove Cities |
| State of MN | 27 | Minnesota | 1301 | Ramsey County (North)--Shoreview, White Bear Lake & New Brighton Cities |
| State of MN | 27 | Minnesota | 1302 | Ramsey County (Central & Far Southeast)--Maplewood, Roseville & North St. Paul Cities |
| State of MN | 27 | Minnesota | 1303 | Ramsey County (Southeast)--St. Paul City (East) |
| State of MN | 27 | Minnesota | 1304 | Ramsey County (Southwest)--St. Paul City (West) |
| State of MN | 27 | Minnesota | 1401 | Hennepin County (West)--Champlin, Rogers Cities & Lake Minnetonka |
| State of MN | 27 | Minnesota | 1402 | Hennepin County--Plymouth, Maple Grove (West) & Medicine Lake Cities |
| State of MN | 27 | Minnesota | 1403 | Hennepin County--Brooklyn Park, Maple Grove (East) & Osseo Cities |
| State of MN | 27 | Minnesota | 1404 | Hennepin County--Brooklyn Center, Golden Valley, New Hope & Robbinsdale Cities |
| State of MN | 27 | Minnesota | 1405 | Hennepin County--Minneapolis (North) & St. Anthony Cities |
| State of MN | 27 | Minnesota | 1406 | Hennepin County--Minneapolis City (Southeast) |
| State of MN | 27 | Minnesota | 1407 | Hennepin County--Minneapolis City (Southwest) |
| State of MN | 27 | Minnesota | 1408 | Hennepin County--Edina, St. Louis Park & Hopkins Cities |
| State of MN | 27 | Minnesota | 1409 | Hennepin County--Eden Prairie & Minnetonka Cities |
| State of MN | 27 | Minnesota | 1410 | Hennepin County--Bloomington & Richfield Cities |
| State of MN | 27 | Minnesota | 1501 | Dakota County (North)--Eagan, Inver Grove Heights & South St. Paul Cities |
| State of MN | 27 | Minnesota | 1502 | Dakota County (South)--Lakeville, Hastings, Rosemount & Farmington Cities |
| State of MN | 27 | Minnesota | 1503 | Dakota County (West)--Burnsville & Apple Valley Cities |
| State of MN | 27 | Minnesota | 1600 | Scott County (East)--Shakopee, Savage & Prior Lake Cities |
| State of MN | 27 | Minnesota | 1700 | Carver & Scott (West) Counties |
| State of MN | 27 | Minnesota | 1800 | Wright County |
| State of MN | 27 | Minnesota | 1900 | Kandiyohi, McLeod, Meeker, Renville & Sibley Counties |
| State of MN | 27 | Minnesota | 2000 | Brown, Lyon, Redwood, Chippewa, Yellow Medicine, Lac qui Parle & Lincoln Counties |
| State of MN | 27 | Minnesota | 2100 | Southwest Minnesota |
| State of MN | 27 | Minnesota | 2200 | Blue Earth, Nicollet & Waseca Counties--Mankato City |
| State of MN | 27 | Minnesota | 2300 | Rice, Goodhue & Le Sueur Counties |
| State of MN | 27 | Minnesota | 2400 | Mower, Steele, Freeborn & Dodge Counties |
| State of MN | 27 | Minnesota | 2500 | Olmsted County--Rochester City |
| State of MN | 27 | Minnesota | 2600 | Winona, Wabasha, Fillmore & Houston Counties--Winona City |

| Occupational Category Codes | | | |
|-----------------------------|------------------------------|---------|---|
| EEO Cat | EEO Job Category Description | OC Code | OC Code Description |
| 1 | Officials and Administrators | 000010 | MGR-Chief Executives And Legislators |
| 1 | Officials and Administrators | 000101 | MGR-Administrative Services Managers |
| 1 | Officials and Administrators | 000102 | MGR-Facilities Managers |
| 1 | Officials and Administrators | 000110 | MGR-Computer And Information Systems Managers |
| 1 | Officials and Administrators | 000120 | MGR-Financial Managers |
| 1 | Officials and Administrators | 000135 | MGR-Compensation And Benefits Managers |
| 1 | Officials and Administrators | 000136 | MGR-Human Resources Managers |
| 1 | Officials and Administrators | 000137 | MGR-Training And Development Managers |
| 1 | Officials and Administrators | 000140 | MGR-Industrial Production Managers |
| 1 | Officials and Administrators | 000150 | MGR-Purchasing Managers |
| 1 | Officials and Administrators | 000160 | MGR-Transportation, Storage, And Distribution Managers |
| 1 | Officials and Administrators | 000020 | MGR-General And Operations Managers |
| 1 | Officials and Administrators | 000205 | MGR-Farmers, Ranchers, And Other Agricultural Managers |
| 1 | Officials and Administrators | 000220 | MGR-Construction Managers |
| 1 | Officials and Administrators | 000230 | MGR-Education And Childcare Administrators |
| 1 | Officials and Administrators | 000300 | MGR-Architectural And Engineering Managers |
| 1 | Officials and Administrators | 000310 | MGR-Food Service Managers |
| 1 | Officials and Administrators | 000335 | MGR-Entertainment and Recreation Managers |
| 1 | Officials and Administrators | 000340 | MGR-Lodging Managers |
| 1 | Officials and Administrators | 000350 | MGR-Medical And Health Services Managers |
| 1 | Officials and Administrators | 000360 | MGR-Natural Sciences Managers |
| 1 | Officials and Administrators | 000040 | MGR-Advertising And Promotions Managers |
| 1 | Officials and Administrators | 000410 | MGR-Property, Real Estate, And Community Association Managers |
| 1 | Officials and Administrators | 000420 | MGR-Social And Community Service Managers |
| 1 | Officials and Administrators | 000425 | MGR-Emergency Management Directors |
| 1 | Officials and Administrators | 000440 | MGR-Other Managers |
| 1 | Officials and Administrators | 000051 | MGR-Marketing Managers |
| 1 | Officials and Administrators | 000052 | MGR-Sales Managers |
| 1 | Officials and Administrators | 000060 | MGR-Public Relations And Fundraising Managers |
| 2 | Professionals | 001005 | CMM-Computer And Information Research Scientists |
| 2 | Professionals | 001006 | CMM-Computer Systems Analysts |
| 2 | Professionals | 001007 | CMM-Information Security Analysts |
| 2 | Professionals | 001010 | CMM-Computer Programmers |
| 2 | Professionals | 001021 | CMM-Software Developers |
| 2 | Professionals | 001022 | CMM-Software Quality Assurance Analysts and Testers |
| 2 | Professionals | 001031 | CMM-Web Developers |
| 2 | Professionals | 001032 | CMM-Web And Digital Interface Designers |
| 2 | Professionals | 001050 | CMM-Computer Support Specialists |
| 2 | Professionals | 001065 | CMM-Database Administrators and Architects |
| 2 | Professionals | 001105 | CMM-Network And Computer Systems Administrators |
| 2 | Professionals | 001106 | CMM-Computer Network Architects |
| 2 | Professionals | 001108 | CMM-Computer Occupations, All Other |
| 2 | Professionals | 001200 | CMM-Actuaries |
| 2 | Professionals | 001220 | CMM-Operations Research Analysts |
| 2 | Professionals | 001240 | CMM-Other Mathematical Science Occupations |
| 2 | Professionals | 001305 | ENG-Architects, Except Landscape And Naval |
| 2 | Professionals | 001306 | ENG-Landscape Architects |
| 2 | Professionals | 001310 | ENG-Surveyors, Cartographers, And Photogrammetrists |
| 2 | Professionals | 001320 | ENG-Aerospace Engineers |
| 2 | Professionals | 001340 | ENG-Biomedical And Agricultural Engineers |
| 2 | Professionals | 001350 | ENG-Chemical Engineers |
| 2 | Professionals | 001360 | ENG-Civil Engineers |
| 2 | Professionals | 001400 | ENG-Computer Hardware Engineers |
| 2 | Professionals | 001410 | ENG-Electrical And Electronics Engineers |
| 2 | Professionals | 001420 | ENG-Environmental Engineers |
| 2 | Professionals | 001430 | ENG-Industrial Engineers, Including Health And Safety |
| 2 | Professionals | 001440 | ENG-Marine Engineers And Naval Architects |
| 2 | Professionals | 001450 | ENG-Materials Engineers |
| 2 | Professionals | 001460 | ENG-Mechanical Engineers |
| 2 | Professionals | 001520 | ENG-Petroleum, Mining And Geological Engineers, Including Mining Safety Engineers |
| 2 | Professionals | 001530 | ENG-Other Engineers |
| 2 | Professionals | 001600 | SCI-Agricultural And Food Scientists |
| 2 | Professionals | 001610 | SCI-Biological Scientists |
| 2 | Professionals | 001640 | SCI-Conservation Scientists And Foresters |
| 2 | Professionals | 001650 | SCI-Other Life Scientists |
| 2 | Professionals | 001700 | SCI-Astronomers And Physicists |
| 2 | Professionals | 001710 | SCI-Atmospheric And Space Scientists |
| 2 | Professionals | 001720 | SCI-Chemists And Materials Scientists |
| 2 | Professionals | 001745 | SCI-Environmental Scientists And Specialists, Including Health |
| 2 | Professionals | 001750 | SCI-Geoscientists And Hydrologists, Except Geographers |
| 2 | Professionals | 001760 | SCI-Physical Scientists, All Other |
| 2 | Professionals | 001800 | SCI-Economists |
| 2 | Professionals | 001821 | SCI-Clinical And Counseling Psychologists |
| 2 | Professionals | 001822 | SCI-School Psychologists |
| 2 | Professionals | 001825 | SCI-Other Psychologists |
| 2 | Professionals | 001840 | SCI-Urban And Regional Planners |
| 2 | Professionals | 001860 | SCI-Other Social Scientists |
| 2 | Professionals | 001980 | SCI-Occupational Health And Safety Specialists and Technicians |
| 2 | Professionals | 002001 | CMS-Substance Abuse And Behavioral Disorder Counselors |
| 2 | Professionals | 002002 | CMS-Educational, Guidance, And Career Counselors And Advisors |
| 2 | Professionals | 002003 | CMS-Marriage And Family Therapists |
| 2 | Professionals | 002004 | CMS-Mental Health Counselors |
| 2 | Professionals | 002005 | CMS-Rehabilitation Counselors |
| 2 | Professionals | 002006 | CMS-Counselors, All Other |
| 2 | Professionals | 002011 | CMS-Child, Family, And School Social Workers |
| 2 | Professionals | 002012 | CMS-Healthcare Social Workers |
| 2 | Professionals | 002013 | CMS-Mental Health And Substance Abuse Social Workers |
| 2 | Professionals | 002014 | CMS-Social Workers, All Other |
| 2 | Professionals | 002015 | CMS-Probation Officers And Correctional Treatment Specialists |

| Occupational Category Codes | | | |
|-----------------------------|------------------------------|---------|--|
| EEO Cat | EEO Job Category Description | OC Code | OC Code Description |
| 2 | Professionals | 002025 | CMS-Other Community and Social Service Specialists |
| 2 | Professionals | 002040 | CMS-Clergy |
| 2 | Professionals | 002050 | CMS-Directors, Religious Activities And Education |
| 2 | Professionals | 002060 | CMS-Religious Workers, All Other |
| 2 | Professionals | 002100 | LGL-Lawyers, And Judges, Magistrates, And Other Judicial Workers |
| 2 | Professionals | 002105 | LGL-Judicial Law Clerks |
| 2 | Professionals | 002600 | ENT-Artists And Related Workers |
| 2 | Professionals | 002631 | ENT-Commercial And Industrial Designers |
| 2 | Professionals | 002632 | ENT-Fashion Designers |
| 2 | Professionals | 002633 | ENT-Floral Designers |
| 2 | Professionals | 002634 | ENT-Graphic Designers |
| 2 | Professionals | 002635 | ENT-Interior Designers |
| 2 | Professionals | 002636 | ENT-Merchandise Displayers And Windows Trimmers |
| 2 | Professionals | 002640 | ENT-Other Designers |
| 2 | Professionals | 002700 | ENT-Actors |
| 2 | Professionals | 002710 | ENT-Producers And Directors |
| 2 | Professionals | 002721 | ENT-Athletes and Sports Competitors |
| 2 | Professionals | 002722 | ENT-Coaches and Scouts |
| 2 | Professionals | 002723 | ENT-Umpires, Referees, And Other Sports Officials |
| 2 | Professionals | 002740 | ENT-Dancers And Choreographers |
| 2 | Professionals | 002751 | ENT-Music Directors and Composers |
| 2 | Professionals | 002752 | ENT-Musicians and Singers |
| 2 | Professionals | 002770 | ENT-Entertainers And Performers, Sports and Related Workers, All Other |
| 2 | Professionals | 002805 | ENT-Broadcast Announcers And Radio Disc Jockeys |
| 2 | Professionals | 002810 | ENT-News Analysts, Reporters And Correspondents |
| 2 | Professionals | 002825 | ENT-Public Relations Specialists |
| 2 | Professionals | 002830 | ENT-Editors |
| 2 | Professionals | 002840 | ENT-Technical Writers |
| 2 | Professionals | 002850 | ENT-Writers And Authors |
| 2 | Professionals | 002861 | ENT-Interpreters and Translators |
| 2 | Professionals | 002862 | ENT-Court Reporters and Simultaneous Captioners |
| 2 | Professionals | 002865 | ENT-Media And Communication Workers, All Other |
| 2 | Professionals | 003000 | MED-Chiropractors |
| 2 | Professionals | 003010 | MED-Dentists |
| 2 | Professionals | 003030 | MED-Dietitians And Nutritionists |
| 2 | Professionals | 003040 | MED-Optometrists |
| 2 | Professionals | 003050 | MED-Pharmacists |
| 2 | Professionals | 003090 | MED-Physicians |
| 2 | Professionals | 003100 | MED-Surgeons |
| 2 | Professionals | 003110 | MED-Physician Assistants |
| 2 | Professionals | 003120 | MED-Podiatrists |
| 2 | Professionals | 003140 | MED-Audiologists |
| 2 | Professionals | 003150 | MED-Occupational Therapists |
| 2 | Professionals | 003160 | MED-Physical Therapists |
| 2 | Professionals | 003200 | MED-Radiation Therapists |
| 2 | Professionals | 003210 | MED-Recreational Therapists |
| 2 | Professionals | 003220 | MED-Respiratory Therapists |
| 2 | Professionals | 003230 | MED-Speech-Language Pathologists |
| 2 | Professionals | 003245 | MED-Other Therapists |
| 2 | Professionals | 003250 | MED-Veterinarians |
| 2 | Professionals | 003255 | MED-Registered Nurses |
| 2 | Professionals | 003256 | MED-Nurse Anesthetists |
| 2 | Professionals | 003258 | MED-Nurse Practitioners, And Nurse Midwives |
| 2 | Professionals | 003261 | MED-Acupuncturists |
| 2 | Professionals | 003270 | MED-Healthcare Diagnosing Or Treating Practitioners, All Other |
| 2 | Professionals | 003310 | MED-Dental Hygienists |
| 2 | Professionals | 004340 | PRS-Animal Trainers |
| 2 | Professionals | 004930 | SAL-Sales Engineers |
| 2 | Professionals | 000500 | BUS-Agents And Business Managers Of Artists, Performers, And Athletes |
| 2 | Professionals | 000510 | BUS-Buyers And Purchasing Agents, Farm Products |
| 2 | Professionals | 000520 | BUS-Wholesale And Retail Buyers, Except Farm Products |
| 2 | Professionals | 000530 | BUS-Purchasing Agents, Except Wholesale, Retail, And Farm Products |
| 2 | Professionals | 000540 | BUS-Claims Adjusters, Appraisers, Examiners, And Investigators |
| 2 | Professionals | 000565 | BUS-Compliance Officers |
| 2 | Professionals | 000600 | BUS-Cost Estimators |
| 2 | Professionals | 006010 | FFF-Agricultural Inspectors |
| 2 | Professionals | 000630 | BUS-Human Resources Workers |
| 2 | Professionals | 000640 | BUS-Compensation, Benefits, And Job Analysis Specialists |
| 2 | Professionals | 000650 | BUS-Training And Development Specialists |
| 2 | Professionals | 006660 | CON-Construction And Building Inspectors |
| 2 | Professionals | 000700 | BUS-Logisticians |
| 2 | Professionals | 000705 | BUS-Project Management Specialists |
| 2 | Professionals | 000710 | BUS-Management Analysts |
| 2 | Professionals | 000725 | BUS-Meeting, Convention, And Event Planners |
| 2 | Professionals | 000726 | BUS-Fundraisers |
| 2 | Professionals | 000735 | BUS-Market Research Analysts And Marketing Specialists |
| 2 | Professionals | 000750 | BUS-Business Operations Specialists, All Other |
| 2 | Professionals | 000800 | FIN-Accountants And Auditors |
| 2 | Professionals | 000810 | FIN-Property Appraisers and Assessors |
| 2 | Professionals | 000820 | FIN-Budget Analysts |
| 2 | Professionals | 000830 | FIN-Credit Analysts |
| 2 | Professionals | 000845 | FIN-Financial And Investment Analysts |
| 2 | Professionals | 000850 | FIN-Personal Financial Advisors |
| 2 | Professionals | 000860 | FIN-Insurance Underwriters |
| 2 | Professionals | 000900 | FIN-Financial Examiners |
| 2 | Professionals | 009030 | TRN-Aircraft Pilots And Flight Engineers |
| 2 | Professionals | 000910 | FIN-Credit Counselors And Loan Officers |
| 2 | Professionals | 000930 | FIN-Tax Examiners And Collectors, And Revenue Agents |
| 2 | Professionals | 009310 | TRN-Ship And Boat Captains And Operators |

| Occupational Category Codes | | | |
|-----------------------------|------------------------------|---------|--|
| EEO Cat | EEO Job Category Description | OC Code | OC Code Description |
| 2 | Professionals | 000940 | FIN-Tax Preparers |
| 2 | Professionals | 000960 | FIN-Other Financial Specialists |
| 3 | Technicians | 001541 | ENG-Architectural And Civil Drafters |
| 3 | Technicians | 001545 | ENG-Other Drafters |
| 3 | Technicians | 001551 | ENG-Electrical And Electronic Engineering Technologists and Technicians |
| 3 | Technicians | 001555 | Other Engineering Technologists And Technicians, Except Drafters |
| 3 | Technicians | 001560 | ENG-Surveying And Mapping Technicians |
| 3 | Technicians | 001900 | SCI-Agricultural And Food Science Technicians |
| 3 | Technicians | 001910 | SCI-Biological Technicians |
| 3 | Technicians | 001920 | SCI-Chemical Technicians |
| 3 | Technicians | 001935 | SCI-Environmental Science and Geoscience Technicians, And Nuclear Technicians |
| 3 | Technicians | 001970 | SCI-Other Life, Physical, And Social Science Technicians |
| 3 | Technicians | 002905 | ENT-Other Media And Communication Equipment Workers |
| 3 | Technicians | 002910 | ENT-Photographers |
| 3 | Technicians | 002920 | ENT-Television, Video, And Motion Picture Camera Operators And Editors |
| 3 | Technicians | 003300 | MED-Clinical Laboratory Technologists And Technicians |
| 3 | Technicians | 003321 | MED-Cardiovascular Technologists and Technicians |
| 3 | Technicians | 003322 | MED-Diagnostic Medical Sonographers |
| 3 | Technicians | 003323 | MED-Radiologic Technologists And Technicians |
| 3 | Technicians | 003324 | MED-Magnetic Resonance Imaging Technologists |
| 3 | Technicians | 003330 | MED-Nuclear Medicine Technologists and Medical Dosimetrists |
| 3 | Technicians | 003401 | MED-Emergency Medical Technicians |
| 3 | Technicians | 003402 | MED-Paramedics |
| 3 | Technicians | 003421 | MED-Pharmacy Technicians |
| 3 | Technicians | 003422 | MED-Psychiatric Technicians |
| 3 | Technicians | 003423 | MED-Surgical Technologists |
| 3 | Technicians | 003424 | MED-Veterinary Technologists and Technicians |
| 3 | Technicians | 003430 | MED-Dietetic Technicians And Ophthalmic Medical Technicians |
| 3 | Technicians | 003500 | MED-Licensed Practical And Licensed Vocational Nurses |
| 3 | Technicians | 003515 | MED-Medical Records Specialists |
| 3 | Technicians | 003520 | MED-Opticians, Dispensing |
| 3 | Technicians | 003545 | MED-Miscellaneous Health Technologists and Technicians |
| 3 | Technicians | 003550 | MED-Other Healthcare Practitioners and Technical Occupations |
| 3 | Technicians | 009040 | TRN-Air Traffic Controllers And Airfield Operations Specialists |
| 4 | Protective Service | 003700 | PRT-First-Line Supervisors Of Correctional Officers |
| 4 | Protective Service | 003710 | PRT-First-Line Supervisors Of Police And Detectives |
| 4 | Protective Service | 003720 | PRT-First-Line Supervisors Of Fire Fighting And Prevention Workers |
| 4 | Protective Service | 003725 | PRT-First-Line Supervisors of Security And Protective Service Workers, All Other |
| 4 | Protective Service | 003740 | PRT-Firefighters |
| 4 | Protective Service | 003750 | PRT-Fire Inspectors |
| 4 | Protective Service | 003801 | PRT-Bailiffs |
| 4 | Protective Service | 003802 | PRT-Correctional Officers and Jailers |
| 4 | Protective Service | 003820 | PRT-Detectives And Criminal Investigators |
| 4 | Protective Service | 003840 | PRT-Fish And Game Wardens And Parking Enforcement Officers |
| 4 | Protective Service | 003870 | PRT-Police Officers |
| 4 | Protective Service | 003900 | PRT-Animal Control Workers |
| 4 | Protective Service | 003910 | PRT-Private Detectives And Investigators |
| 4 | Protective Service | 003930 | PRT-Security Guards And Gaming Surveillance Officers |
| 4 | Protective Service | 003940 | PRT-Crossing Guards And Flaggers |
| 4 | Protective Service | 003945 | PRT-Transportation Security Screeners |
| 4 | Protective Service | 003946 | PRT-School Bus Monitors |
| 4 | Protective Service | 003960 | PRT-Other Protective Service Workers |
| 5 | Paraprofessionals | 003601 | HLS-Home Health Aides |
| 5 | Paraprofessionals | 003602 | HLS-Personal Care Aides |
| 5 | Paraprofessionals | 003603 | HLS-Nursing Assistants |
| 5 | Paraprofessionals | 003605 | HLS-Orderlies and Psychiatric Aides |
| 5 | Paraprofessionals | 003610 | HLS-Occupational Therapy Assistants And Aides |
| 5 | Paraprofessionals | 003620 | HLS-Physical Therapist Assistants And Aides |
| 5 | Paraprofessionals | 003630 | HLS-Massage Therapists |
| 5 | Paraprofessionals | 003640 | HLS-Dental Assistants |
| 5 | Paraprofessionals | 003645 | HLS-Medical Assistants |
| 5 | Paraprofessionals | 003647 | HLS-Pharmacy Aides |
| 5 | Paraprofessionals | 003648 | HLS-Veterinary Assistants And Laboratory Animal Caretakers |
| 5 | Paraprofessionals | 003649 | HLS-Phlebotomists |
| 5 | Paraprofessionals | 003655 | HLS-Other Healthcare Support Workers |
| 6 | Administrative Support | 002016 | CMS-Social And Human Service Assistants |
| 6 | Administrative Support | 002145 | LGL-Paralegals And Legal Assistants |
| 6 | Administrative Support | 002170 | LGL-Title Examiners, Abstractors, and Searchers |
| 6 | Administrative Support | 002180 | LGL-Legal Support Workers, All Other |
| 6 | Administrative Support | 003646 | HLS-Medical Transcriptionists |
| 6 | Administrative Support | 004700 | SAL-First-Line Supervisors Of Retail Sales Workers |
| 6 | Administrative Support | 004710 | SAL-First-Line Supervisors Of Non-Retail Sales Workers |
| 6 | Administrative Support | 004720 | SAL-Cashiers |
| 6 | Administrative Support | 004740 | SAL-Counter And Rental Clerks |
| 6 | Administrative Support | 004750 | SAL-Parts Salespersons |
| 6 | Administrative Support | 004760 | SAL-Retail Salespersons |
| 6 | Administrative Support | 004800 | SAL-Advertising Sales Agents |
| 6 | Administrative Support | 004810 | SAL-Insurance Sales Agents |
| 6 | Administrative Support | 004820 | SAL-Securities, Commodities, And Financial Services Sales Agents |
| 6 | Administrative Support | 004830 | SAL-Travel Agents |
| 6 | Administrative Support | 004840 | SAL-Sales Representatives Of Services, Except Advertising, Insurance, Financial Services, And Travel |
| 6 | Administrative Support | 004850 | SAL-Sales Representatives, Wholesale And Manufacturing |
| 6 | Administrative Support | 004900 | SAL-Models, Demonstrators, And Product Promoters |
| 6 | Administrative Support | 004920 | SAL-Real Estate Brokers And Sales Agents |
| 6 | Administrative Support | 004940 | SAL-Telemarketers |
| 6 | Administrative Support | 004950 | SAL-Door-To-Door Sales Workers, News And Street Vendors, And Related Workers |
| 6 | Administrative Support | 004965 | SAL-Sales And Related Workers, All Other |
| 6 | Administrative Support | 005000 | OFF-First-Line Supervisors Of Office And Administrative Support Workers |
| 6 | Administrative Support | 005010 | OFF-Switchboard Operators, Including Answering Service |

| Occupational Category Codes | | | |
|-----------------------------|------------------------------|---------|--|
| EEO Cat | EEO Job Category Description | OC Code | OC Code Description |
| 6 | Administrative Support | 005020 | OFF-Telephone Operators |
| 6 | Administrative Support | 005040 | OFF-Communications Equipment Operators, All Other |
| 6 | Administrative Support | 005100 | OFF-Bill And Account Collectors |
| 6 | Administrative Support | 005110 | OFF-Billing And Posting Clerks |
| 6 | Administrative Support | 005120 | OFF-Bookkeeping, Accounting, And Auditing Clerks |
| 6 | Administrative Support | 005140 | OFF-Payroll And Timekeeping Clerks |
| 6 | Administrative Support | 005150 | OFF-Procurement Clerks |
| 6 | Administrative Support | 005160 | OFF-Tellers |
| 6 | Administrative Support | 005165 | OFF-Other Financial Clerks |
| 6 | Administrative Support | 005220 | OFF-Court, Municipal, And License Clerks |
| 6 | Administrative Support | 005230 | OFF-Credit Authorizers, Checkers, And Clerks |
| 6 | Administrative Support | 005240 | OFF-Customer Service Representatives |
| 6 | Administrative Support | 005250 | OFF-Eligibility Interviewers, Government Programs |
| 6 | Administrative Support | 005260 | OFF-File Clerks |
| 6 | Administrative Support | 005300 | OFF-Hotel, Motel, And Resort Desk Clerks |
| 6 | Administrative Support | 005310 | OFF-Interviewers, Except Eligibility And Loan |
| 6 | Administrative Support | 005320 | OFF-Library Assistants, Clerical |
| 6 | Administrative Support | 005330 | OFF-Loan Interviewers And Clerks |
| 6 | Administrative Support | 005340 | OFF-New Accounts Clerks |
| 6 | Administrative Support | 005350 | OFF-Correspondence Clerks And Order Clerks |
| 6 | Administrative Support | 005360 | OFF-Human Resources Assistants, Except Payroll And Timekeeping |
| 6 | Administrative Support | 005400 | OFF-Receptionists And Information Clerks |
| 6 | Administrative Support | 005410 | OFF-Reservation And Transportation Ticket Agents And Travel Clerks |
| 6 | Administrative Support | 005420 | OFF-Other Information And Records Clerks |
| 6 | Administrative Support | 005500 | OFF-Cargo And Freight Agents |
| 6 | Administrative Support | 005510 | OFF-Couriers And Messengers |
| 6 | Administrative Support | 005521 | OFF-Public Safety Telecommunicators |
| 6 | Administrative Support | 005522 | OFF-Dispatchers, Except Police, Fire, And Ambulance |
| 6 | Administrative Support | 005530 | OFF-Meter Readers, Utilities |
| 6 | Administrative Support | 005540 | OFF-Postal Service Clerks |
| 6 | Administrative Support | 005550 | OFF-Postal Service Mail Carriers |
| 6 | Administrative Support | 005560 | OFF-Postal Service Mail Sorters, Processors, And Processing Machine Operators |
| 6 | Administrative Support | 005600 | OFF-Production, Planning, And Expediting Clerks |
| 6 | Administrative Support | 005610 | OFF-Shipping, Receiving, And Inventory Clerks |
| 6 | Administrative Support | 005630 | OFF-Weighers, Measurers, Checkers, And Samplers, Recordkeeping |
| 6 | Administrative Support | 005710 | OFF-Executive Secretaries And Executive Administrative Assistants |
| 6 | Administrative Support | 005720 | OFF-Legal Secretaries and Administrative Assistants |
| 6 | Administrative Support | 005730 | OFF-Medical Secretaries and Administrative Assistants |
| 6 | Administrative Support | 005740 | OFF-Secretaries And Administrative Assistants, Except Legal, Media, And Executive |
| 6 | Administrative Support | 005810 | OFF-Data Entry Keyers |
| 6 | Administrative Support | 005820 | OFF-Word Processors And Typists |
| 6 | Administrative Support | 005840 | OFF-Insurance Claims And Policy Processing Clerks |
| 6 | Administrative Support | 005850 | OFF-Mail Clerks And Mail Machine Operators, Except Postal Service |
| 6 | Administrative Support | 005860 | OFF-Office Clerks, General |
| 6 | Administrative Support | 005900 | OFF-Office Machine Operators, Except Computer |
| 6 | Administrative Support | 005910 | OFF-Proofreaders And Copy Markers |
| 6 | Administrative Support | 005920 | OFF-Statistical Assistants |
| 6 | Administrative Support | 005940 | OFF-Other Office And Administrative Support Workers |
| 7 | Skilled Craft | 006200 | CON-First-Line Supervisors Of Construction Trades And Extraction Workers |
| 7 | Skilled Craft | 006210 | CON-Boilermakers |
| 7 | Skilled Craft | 006220 | CON-Brickmasons, Blockmasons, Stonemasons, And Reinforcing Iron And Rebar Workers |
| 7 | Skilled Craft | 006230 | CON-Carpenters |
| 7 | Skilled Craft | 006240 | CON-Carpet, Floor, And Tile Installers And Finishers |
| 7 | Skilled Craft | 006250 | CON-Cement Masons, Concrete Finishers, And Terrazzo Workers |
| 7 | Skilled Craft | 006305 | CON-Construction Equipment Operators |
| 7 | Skilled Craft | 006330 | CON-Drywall Installers, Ceiling Tile Installers, And Tapers |
| 7 | Skilled Craft | 006355 | CON-Electricians |
| 7 | Skilled Craft | 006360 | CON-Glaziers |
| 7 | Skilled Craft | 006400 | CON-Insulation Workers |
| 7 | Skilled Craft | 006410 | CON-Painters and Paperhangers |
| 7 | Skilled Craft | 006441 | CON-Pipelayers |
| 7 | Skilled Craft | 006442 | CON-Plumbers, Pipefitters, And Steamfitters |
| 7 | Skilled Craft | 006460 | CON-Plasterers And Stucco Masons |
| 7 | Skilled Craft | 006515 | CON-Roofers |
| 7 | Skilled Craft | 006520 | CON-Sheet Metal Workers |
| 7 | Skilled Craft | 006530 | CON-Structural Iron And Steel Workers |
| 7 | Skilled Craft | 006540 | CON-Solar Photovoltaic Installers |
| 7 | Skilled Craft | 006700 | CON-Elevator Installers And Repairers |
| 7 | Skilled Craft | 006710 | CON-Fence Erectors |
| 7 | Skilled Craft | 006720 | CON-Hazardous Materials Removal Workers |
| 7 | Skilled Craft | 006730 | CON-Highway Maintenance Workers |
| 7 | Skilled Craft | 006740 | CON-Rail-Track Laying And Maintenance Equipment Operators |
| 7 | Skilled Craft | 006765 | CON-Other Construction And Related Workers |
| 7 | Skilled Craft | 006800 | EXT-Derrick, Rotary Drill, And Service Unit Operators, And Roustabouts, Oil, Gas, And Mining |
| 7 | Skilled Craft | 006825 | EXT-Surface Mining Machine Operators And Earth Drillers |
| 7 | Skilled Craft | 006835 | EXT-Explosives Workers, Ordnance Handling Experts, and Blasters |
| 7 | Skilled Craft | 006850 | EXT-Underground Mining Machine Operators |
| 7 | Skilled Craft | 006950 | EXT-Other Extraction Workers |
| 7 | Skilled Craft | 007000 | RPR-First-Line Supervisors Of Mechanics, Installers, And Repairers |
| 7 | Skilled Craft | 007010 | RPR-Computer, Automated Teller, And Office Machine Repairers |
| 7 | Skilled Craft | 007020 | RPR-Radio And Telecommunications Equipment Installers And Repairers |
| 7 | Skilled Craft | 007030 | RPR-Avionics Technicians |
| 7 | Skilled Craft | 007040 | RPR-Electric Motor, Power Tool, And Related Repairers |
| 7 | Skilled Craft | 007100 | RPR-Other Electrical And Electronic Equipment Mechanics, Installers, And Repairers. |
| 7 | Skilled Craft | 007120 | RPR-Electronic Home Entertainment Equipment Installers And Repairers |
| 7 | Skilled Craft | 007130 | RPR-Security And Fire Alarm Systems Installers |
| 7 | Skilled Craft | 007140 | RPR-Aircraft Mechanics And Service Technicians |
| 7 | Skilled Craft | 007150 | RPR-Automotive Body And Related Repairers |
| 7 | Skilled Craft | 007160 | RPR-Automotive Glass Installers And Repairers |

| Occupational Category Codes | | | |
|-----------------------------|------------------------------|---------|---|
| EEO Cat | EEO Job Category Description | OC Code | OC Code Description |
| 7 | Skilled Craft | 007200 | RPR-Automotive Service Technicians And Mechanics |
| 7 | Skilled Craft | 007210 | RPR-Bus And Truck Mechanics And Diesel Engine Specialists |
| 7 | Skilled Craft | 007220 | RPR-Heavy Vehicle And Mobile Equipment Service Technicians And Mechanics |
| 7 | Skilled Craft | 007240 | RPR-Small Engine Mechanics |
| 7 | Skilled Craft | 007260 | RPR-Miscellaneous Vehicle And Mobile Equipment Mechanics, Installers, And Repairers |
| 7 | Skilled Craft | 007300 | RPR-Control And Valve Installers And Repairers |
| 7 | Skilled Craft | 007315 | RPR-Heating, Air Conditioning, And Refrigeration Mechanics And Installers |
| 7 | Skilled Craft | 007320 | RPR-Home Appliance Repairers |
| 7 | Skilled Craft | 007330 | RPR-Industrial And Refractory Machinery Mechanics |
| 7 | Skilled Craft | 007340 | RPR-Maintenance And Repair Workers, General |
| 7 | Skilled Craft | 007350 | RPR-Maintenance Workers, Machinery |
| 7 | Skilled Craft | 007360 | RPR-Millwrights |
| 7 | Skilled Craft | 007410 | RPR-Electrical Power-Line Installers And Repairers |
| 7 | Skilled Craft | 007420 | RPR-Telecommunications Line Installers And Repairers |
| 7 | Skilled Craft | 007430 | RPR-Precision Instrument And Equipment Repairers |
| 7 | Skilled Craft | 007510 | RPR-Coin, Vending, And Amusement Machine Servicers And Repairers |
| 7 | Skilled Craft | 007540 | RPR-Locksmiths And Safe Repairers |
| 7 | Skilled Craft | 007560 | RPR-Riggers |
| 7 | Skilled Craft | 007640 | RPR-Other Installation, Maintenance, And Repair Workers |
| 7 | Skilled Craft | 007700 | PRD-First-Line Supervisors Of Production And Operating Workers |
| 7 | Skilled Craft | 007720 | PRD-Electrical, Electronics, And Electromechanical Assemblers |
| 7 | Skilled Craft | 007730 | PRD-Engine And Other Machine Assemblers |
| 7 | Skilled Craft | 007740 | PRD-Structural Metal Fabricators And Fitters |
| 7 | Skilled Craft | 007750 | PRD-Other Assemblers And Fabricators |
| 7 | Skilled Craft | 007905 | PRD-Computer Numerically Controlled Tool Operators And Programmers |
| 7 | Skilled Craft | 007925 | PRD-Forming Machine Setters, Operators, And Tenders, Metal And Plastic |
| 7 | Skilled Craft | 007950 | PRD-Cutting, Punching, And Press Machine Setters, Operators, And Tenders, Metal And Plastic |
| 7 | Skilled Craft | 008000 | Grinding, Lapping, Polishing, And Buffing Machine Tool |
| 7 | Skilled Craft | 008025 | PRD-Other Machine Tool Setters, Operators, And Tenders, Metal And Plastic |
| 7 | Skilled Craft | 008030 | PRD-Machinists |
| 7 | Skilled Craft | 008040 | PRD-Metal Furnace Operators, Tenders, Pourers, And Casters |
| 7 | Skilled Craft | 008100 | PRD-Model Makers, Patternmakers, And Molding Machine Setters, Metal And Plastic |
| 7 | Skilled Craft | 008130 | PRD-Tool And Die Makers |
| 7 | Skilled Craft | 008140 | PRD-Welding, Soldering, And Brazing Workers |
| 7 | Skilled Craft | 008225 | PRD-Other Metal Workers And Plastic Workers |
| 7 | Skilled Craft | 008250 | PRD-Prepress Technicians And Workers |
| 7 | Skilled Craft | 008255 | PRD-Printing Press Operators |
| 7 | Skilled Craft | 008256 | PRD-Print Binding And Finishing Workers |
| 7 | Skilled Craft | 008300 | PRD-Laundry And Dry-Cleaning Workers |
| 7 | Skilled Craft | 008310 | PRD-Pressers, Textile, Garment, And Related Materials |
| 7 | Skilled Craft | 008320 | PRD-Sewing Machine Operators |
| 7 | Skilled Craft | 008335 | PRD-Shoe And Leather Workers |
| 7 | Skilled Craft | 008350 | PRD-Tailors, Dressmakers, And Sewers |
| 7 | Skilled Craft | 008365 | PRD-Textile Machine Setters, Operators, And Tenders |
| 7 | Skilled Craft | 008450 | PRD-Upholsterers |
| 7 | Skilled Craft | 008465 | PRD-Other Textile, Apparel, And Furnishings Workers |
| 7 | Skilled Craft | 008500 | PRD-Cabinetmakers And Bench Carpenters |
| 7 | Skilled Craft | 008510 | PRD-Furniture Finishers |
| 7 | Skilled Craft | 008530 | PRD-Sawing Machine Setters, Operators, And Tenders, Wood |
| 7 | Skilled Craft | 008540 | PRD-Woodworking Machine Setters, Operators, And Tenders, Except Sawing |
| 7 | Skilled Craft | 008555 | PRD-Other Woodworkers |
| 7 | Skilled Craft | 008600 | PRD-Power Plant Operators, Distributors, And Dispatchers |
| 7 | Skilled Craft | 008610 | PRD-Stationary Engineers And Boiler Operators |
| 7 | Skilled Craft | 008620 | PRD-Water And Wastewater Treatment Plant And System Operators |
| 7 | Skilled Craft | 008630 | PRD-Miscellaneous Plant And System Operators |
| 7 | Skilled Craft | 008640 | PRD-Chemical Processing Machine Setters, Operators, And Tenders |
| 7 | Skilled Craft | 008650 | PRD-Crushing, Grinding, Polishing, Mixing, And Blending Workers |
| 7 | Skilled Craft | 008710 | PRD-Cutting Workers |
| 7 | Skilled Craft | 008720 | PRD-Extruding, Forming, Pressing, And Compacting Machine Setters, Operators, And Tenders |
| 7 | Skilled Craft | 008730 | PRD-Furnace, Kiln, Oven, Drier, And Kettle Operators And Tenders |
| 7 | Skilled Craft | 008740 | PRD-Inspectors, Testers, Sorters, Samplers, And Weighers |
| 7 | Skilled Craft | 008750 | PRD-Jewelers And Precious Stone And Metal Workers |
| 7 | Skilled Craft | 008760 | PRD-Dental And Ophthalmic Laboratory Technicians And Medical Appliance Technicians |
| 7 | Skilled Craft | 008800 | PRD-Packaging And Filling Machine Operators And Tenders |
| 7 | Skilled Craft | 008810 | PRD-Painting Workers |
| 7 | Skilled Craft | 008830 | PRD-Photographic Process Workers And Processing Machine Operators |
| 7 | Skilled Craft | 008850 | PRD-Adhesive Bonding Machine Operators And Tenders |
| 7 | Skilled Craft | 008910 | PRD-Etchers And Engravers |
| 7 | Skilled Craft | 008920 | PRD-Molders, Shapers, And Casters, Except Metal And Plastic |

| Occupational Category Codes | | | |
|-----------------------------|------------------------------|---------|---|
| EEO Cat | EEO Job Category Description | OC Code | OC Code Description |
| 7 | Skilled Craft | 008930 | PRD-Paper Goods Machine Setters, Operators, And Tenders |
| 7 | Skilled Craft | 008940 | PRD-Tire Builders |
| 7 | Skilled Craft | 008990 | PRD-Miscellaneous Production Workers, Including Equipment Operators And Tenders |
| 7 | Skilled Craft | 009510 | TRN-Crane And Tower Operators |
| 8 | Service Maintenance | 004000 | EAT-Chefs And Head Cooks |
| 8 | Service Maintenance | 004010 | EAT-First-Line Supervisors Of Food Preparation And Serving Workers |
| 8 | Service Maintenance | 004020 | EAT-Cooks |
| 8 | Service Maintenance | 004030 | EAT-Food Preparation Workers |
| 8 | Service Maintenance | 004040 | EAT-Bartenders |
| 8 | Service Maintenance | 004055 | EAT-Fast Food And Counter Workers |
| 8 | Service Maintenance | 004110 | EAT-Waiters And Waitresses |
| 8 | Service Maintenance | 004120 | EAT-Food Servers, Nonrestaurant |
| 8 | Service Maintenance | 004130 | EAT-Dining Room And Cafeteria Attendants And Bartender Helpers |
| 8 | Service Maintenance | 004140 | EAT-Dishwashers |
| 8 | Service Maintenance | 004150 | EAT-Hosts And Hostesses, Restaurant, Lounge, And Coffee Shop |
| 8 | Service Maintenance | 004160 | EAT-Food Preparation and Serving Related Workers, All Other |
| 8 | Service Maintenance | 004200 | CLN-First-Line Supervisors Of Housekeeping And Janitorial Workers |
| 8 | Service Maintenance | 004210 | CLN-First-Line Supervisors Of Landscaping, Lawn Service, And Groundskeeping Workers |
| 8 | Service Maintenance | 004220 | CLN-Janitors And Building Cleaners |
| 8 | Service Maintenance | 004230 | CLN-Maids And Housekeeping Cleaners |
| 8 | Service Maintenance | 004240 | CLN-Pest Control Workers |
| 8 | Service Maintenance | 004251 | CLN-Landscaping And Groundskeeping Workers |
| 8 | Service Maintenance | 004252 | CLN-Tree Trimmers and Pruners |
| 8 | Service Maintenance | 004255 | CLN-Other Grounds Maintenance Workers |
| 8 | Service Maintenance | 004330 | PRS-Supervisors Of Personal Care And Service Workers |
| 8 | Service Maintenance | 004350 | PRS-Animal Caretakers |
| 8 | Service Maintenance | 004400 | PRS-Gambling Services Workers |
| 8 | Service Maintenance | 004420 | PRS-Ushers, Lobby Attendants, And Ticket Takers |
| 8 | Service Maintenance | 004435 | PRS-Other Entertainment Attendants And Related Workers |
| 8 | Service Maintenance | 004461 | PRS-Embalmers, Crematory Operators, And Funeral Attendants |
| 8 | Service Maintenance | 004465 | PRS-Morticians, Undertakers, And Funeral Arrangers |
| 8 | Service Maintenance | 004500 | PRS-Barbers |
| 8 | Service Maintenance | 004510 | PRS-Hairdressers, Hairstylists, And Cosmetologists |
| 8 | Service Maintenance | 004521 | PRS-Manicurists And Pedicurists |
| 8 | Service Maintenance | 004522 | PRS-Skincare Specialists |
| 8 | Service Maintenance | 004525 | PRS-Other Personal Appearance Workers |
| 8 | Service Maintenance | 004530 | PRS-Baggage Porters, Bellhops, And Concierges |
| 8 | Service Maintenance | 004540 | PRS-Tour And Travel Guides |
| 8 | Service Maintenance | 004600 | PRS-Childcare Workers |
| 8 | Service Maintenance | 004621 | PRS-Exercise Trainers And Group Fitness Instructors |
| 8 | Service Maintenance | 004622 | PRS-Recreation Workers |
| 8 | Service Maintenance | 004640 | PRS-Residential Advisors |
| 8 | Service Maintenance | 004655 | PRS-Personal Care and Service Workers, All Other |
| 8 | Service Maintenance | 006005 | FFF-First-Line Supervisors Of Farming, Fishing, And Forestry Workers |
| 8 | Service Maintenance | 006040 | FFF-Graders And Sorters, Agricultural Products |
| 8 | Service Maintenance | 006050 | FFF-Other Agricultural Workers |
| 8 | Service Maintenance | 006115 | FFF-Fishing And Hunting Workers |
| 8 | Service Maintenance | 006120 | FFF-Forest And Conservation Workers |
| 8 | Service Maintenance | 006130 | FFF-Logging Workers |
| 8 | Service Maintenance | 006260 | CON-Construction Laborers |
| 8 | Service Maintenance | 006600 | CON-Helpers, Construction Trades |
| 8 | Service Maintenance | 007610 | RPR-Helpers--Installation, Maintenance, And Repair Workers |
| 8 | Service Maintenance | 007800 | PRD-Bakers |
| 8 | Service Maintenance | 007810 | PRD-Butchers And Other Meat, Poultry, And Fish Processing Workers |
| 8 | Service Maintenance | 007830 | PRD-Food And Tobacco Roasting, Baking, And Drying Machine Operators And Tenders |
| 8 | Service Maintenance | 007840 | PRD-Food Batchmakers |
| 8 | Service Maintenance | 007850 | PRD-Food Cooking Machine Operators And Tenders |
| 8 | Service Maintenance | 007855 | PRD-Food Processing Workers, All Other |
| 8 | Service Maintenance | 008950 | PRD-Helpers-Production Workers |
| 8 | Service Maintenance | 009005 | TRN-Supervisors Of Transportation And Material Moving Workers |
| 8 | Service Maintenance | 009050 | TRN-Flight Attendants |
| 8 | Service Maintenance | 009110 | TRN-Ambulance Drivers And Attendants, Except Emergency Medical Technicians |
| 8 | Service Maintenance | 009121 | TRN-Bus Drivers, School |
| 8 | Service Maintenance | 009122 | TRN-Bus Drivers, Transit And Intercity |
| 8 | Service Maintenance | 009130 | TRN-Driver/Sales Workers And Truck Drivers |
| 8 | Service Maintenance | 009141 | TRN-Shuttle Drivers And Chauffeurs |
| 8 | Service Maintenance | 009142 | TRN-Taxi Drivers |
| 8 | Service Maintenance | 009150 | TRN-Motor Vehicle Operators, All Other |
| 8 | Service Maintenance | 009210 | TRN-Locomotive Engineers And Operators |
| 8 | Service Maintenance | 009240 | TRN-Railroad Conductors And Yardmasters |
| 8 | Service Maintenance | 009265 | TRN-Other Rail Transportation Workers |
| 8 | Service Maintenance | 009300 | TRN-Sailors And Marine Oilers, And Ship Engineers |
| 8 | Service Maintenance | 009350 | TRN-Parking Lot Attendants |
| 8 | Service Maintenance | 009365 | TRN-Transportation Service Attendants |
| 8 | Service Maintenance | 009410 | TRN-Transportation Inspectors |
| 8 | Service Maintenance | 009415 | TRN-Passenger Attendants |
| 8 | Service Maintenance | 009430 | TRN-Other Transportation Workers |
| 8 | Service Maintenance | 009570 | TRN-Conveyor, Dredge, And Hoist and Winch Operators |
| 8 | Service Maintenance | 009600 | TRN-Industrial Truck And Tractor Operators |
| 8 | Service Maintenance | 009610 | TRN-Cleaners Of Vehicles And Equipment |
| 8 | Service Maintenance | 009620 | TRN-Laborers And Freight, Stock, And Material Movers, Hand |
| 8 | Service Maintenance | 009630 | TRN-Machine Feeders And Offbearers |
| 8 | Service Maintenance | 009640 | TRN-Packers And Packagers, Hand |
| 8 | Service Maintenance | 009645 | TRN-Stockers And Order Fillers |
| 8 | Service Maintenance | 009650 | TRN-Pumping Station Operators |
| 8 | Service Maintenance | 009720 | TRN-Refuse And Recyclable Material Collectors |
| 8 | Service Maintenance | 009760 | TRN-Other Material Moving Workers |
| 9 | Faculty | 002205 | EDU-Postsecondary Teachers |