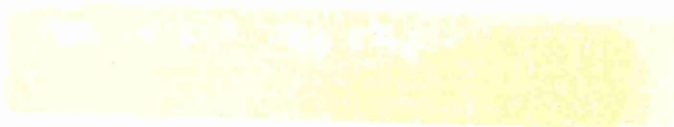


A F F I R M A T I V E A C T I O N P R O G R A M

METROPOLITAN MOSQUITO CONTROL DISTRICT
2380 Wycliff Street
St. Paul, Minnesota 55114

November 30, 1988



METROPOLITAN MOSQUITO CONTROL DISTRICT

AFFIRMATIVE ACTION PROGRAM

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STATEMENT OF COMMITMENT

The Metropolitan Mosquito Control District and I are committed to providing equal opportunity to all persons without regard to race, creed, color, sex, national origin, age, marital status, disability or handicap, reliance on public assistance, religion, or political opinions or affiliations.

All Metropolitan Mosquito Control District standards, policies, and procedures are reviewed periodically to identify and eliminate any barriers to equal employment opportunity within the existing system.

I also endorse and support the State of Minnesota's affirmative action program and the District's Affirmative Action Plan. Affirmative action is a concept of taking positive steps to improve the work opportunities of groups discriminated against in the past and who continue to suffer the effects of that discrimination. Our State Legislature has designated three protected groups: racial/ethnic minorities, women, and disabled persons. We will make every effort to recruit and hire qualified protected group members where they are underrepresented.

I have designated Dan Dobbert to serve as our Affirmative Action Officer. Our plan is posted on the bulletin board at each of our separate locations including the administrative office in St. Paul.

I urge all employees to become acquainted with our Affirmative Action Plan. It is the responsibility of all employees to promote and apply the principles of equal opportunity in their work and to cooperate fully with the agency's plan of action. Affirmative action is a positive effort to utilize the skills and resources not only of those who have been denied opportunity in the past, but of all present and future employees. I urge you to join me in a continuing effort to make equal employment opportunity a reality.

Robert D. Sjogren

Robert D. Sjogren, Ph.D.
Director

1/31/92
Date

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Chapter 680, Sec. 3

EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

The personnel policies and practices of the Metropolitan Mosquito Control District are to recruit, hire and promote for all job classifications without regard to race, creed, color, national origin or ancestry, sex or age, mental or physical handicap; except where age, mental or physical condition is a bona fide occupation qualification.

In carrying out such affirmative policy of providing equal employment opportunity, the District will continue to observe the following policies and practices:

1. Appropriate steps will be taken to ensure that all employees and job applicants are advised of this policy of job nondiscrimination and the District's interest in actively and affirmatively providing equal employment opportunity.
2. All management and others in a position to implement this policy, including those engaged in recruiting, training, and other personnel activities, shall be fully advised of this policy.
3. Appropriate steps shall be taken to assure that placement in and promotion to all job levels in the District will be carried out on the basis of the individual's qualifications as related to the requirements of the position under consideration.

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REASONABLE ACCOMMODATION PROVISION

POLICY

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

The District will provide accommodations to qualified disabled employees/job applicants when such accommodations are directly related to performing a job or completing a job on an equal basis. The primary factors in evaluating an accommodation is whether the accommodation will enable the person to perform the job on an equal basis in the most cost-effective manner and in the most integrated setting possible.

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

This policy statement establishes the District's work force standard for accommodation to the needs of disabled employees. Reasonable accommodation requirements apply to both job applicants as well as current employees.

Methods of providing reasonable accommodation may consist of, but are not limited to, job modification, flexible schedules, assistant devices and/or support services.

DEFINITIONS

Disabled Persons

A disabled person for the purposes of this policy is anyone who meets the definition as stated in the Section 504 regulations of the 1973 Rehabilitation Act as amended in

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1978, Sub-part W, Section 84.3 J 1-2 and K 104 and Chapter 363 of the state's Human Rights Act. A disabled person is anyone who:

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

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

REQUEST FOR REASONABLE ACCOMMODATIONS FOR CURRENT EMPLOYEES

Procedure

The disabled employee may request consultation with his/her supervisor or program leader to determine the need for reasonable accommodation and to discuss alternatives such as job restructuring, job site modification, and assistive devices. Upon receipt of such a request, the supervisor or program leader shall meet with the employee at the earliest mutually convenient time.

If agreement is not reached, the supervisor must submit a written request for reasonable accommodation to the Personnel Manager. The request will include, but not be limited to, a detailed justification of the request. The request may include a medical statement.

The Personnel Manager, together with the Affirmative Action Officer, will gather information regarding availability and cost.

The Personnel Manager, under normal circumstances, must report to the Business Administrator with a recommendation within five working days of first receiving the request for accommodation. The Business Administrator, in consultation with the Director, considers the available alternatives and decides whether or not to grant the requested accommodation and determines what accommodation should be provided. The decision is then provided in writing to the supervisor and the requesting employee within five working days after the determination is made.

If the disabled employee is not satisfied with the decision of the District, then he/she may, within 10 working days after receiving the District's decision, appeal that decision. The disabled employee should address a written appeal to the Director within the 10 working days mentioned above and, upon receipt of that appeal, the Director shall notify the Chairman of the Labor Committee in writing that an appeal has been made.

The Chairman of the Labor Committee will then schedule, within 10 working days, a review to be heard by three selected members of said Committee. The Committee shall render a decision in writing to the employee within five working days of the date of the review.

If the disabled employee is not satisfied with the Committee's decision, then he/she may file a complaint with the Minnesota State Department of Human Rights, or the appropriate authority.

UNDUE HARDSHIP

In determining whether or not making a reasonable accommodation would impose an "undue hardship" on the operation of the District the following factors will be taken into consideration:

1. The overall size of the District (i.e., number and type of facilities, size of budget).

2. The type of activities performed at the District including the composition and structure of the District's work force.
3. The nature and cost of the accommodation needed.
4. The reasonable ability to finance the accommodation at each location; and
5. Documented good faith efforts to explore less restrictive or less expensive alternatives including consulting with the disabled person or with knowledgeable disabled persons or organizations.

FUNDING FOR REASONABLE ACCOMMODATION

The District will make funds available in order to provide reasonable accommodations to disabled employees/job applicants. (The amount will be determined by the Business Administrator and funds will be used only when a reasonable accommodation request has been approved and signed by the Business Administrator.)

PURCHASE AND MAINTENANCE OF ACCOMMODATIONS

The District is free to choose the specific accommodation to be provided to qualified disabled persons. The person requesting reasonable accommodations will suggest appropriate accommodations. The District may provide another accommodation equal or superior to the one proposed in practicality, usefulness, or cost-effectiveness.

Any assistive device, equipment, furniture etc. provided by the District in reasonable accommodation of the needs of a disabled employee shall remain District property. It is expressly understood that a disabled employee, upon separation from employment, shall not be entitled to any of the above described devices etc.

The maintenance of equipment will be the responsibility of the District. Projected maintenance costs will be a factor in the initial decision to provide accommodations.

REQUESTS FOR REASONABLE ACCOMMODATIONS FOR JOB APPLICANTS

All initial communication with job applicants regarding job vacancies shall indicate the willingness of the District to make reasonable accommodations to the known physical or mental disability of an individual and shall invite the applicant to contact the District for the needed accommodation.

The individual contacted with the request shall contact the Personnel Manager immediately. In order to ensure that the accommodation is provided at the interview, requests shall be handled in a timely manner.

The Personnel Manager shall contact the job applicant to discuss the needed accommodation and possible alternatives.

If the agreed upon accommodation requested costs no more than \$75.00, the Personnel Manager shall approve the accommodation.

If the accommodation costs more than \$75.00, the Personnel Manager shall request approval of the accommodation from the Business Administrator.

If the accommodation is approved, the Personnel Manager will take the necessary steps to see that the accommodation is provided.

DENIAL OF ACCOMMODATION

If the requested accommodation is denied, the Personnel Manager shall advise the applicant of his/her right to file a complaint with the Department of Human Rights alleging violation of the Minnesota Human Rights Act (Minn. Stat. 363).

REQUEST FOR REASONABLE ACCOMMODATION
Metropolitan Mosquito Control District
 Equal Opportunity / Affirmative Action Employer

Employee Please Print or Type

| | | |
|-------------------------|--|--------------------------------|
| Employee/Applicant Name | Position and Employee Number/Position Applied For | _____, 19__ Date of Request |
|-------------------------|--|--------------------------------|

Attach additional sheets for questions below if necessary.

Type of accommodation requested to perform essential function:

Which essential function(s) of your job will the requested accommodation allow you to perform?

Why is the requested accommodation necessary to perform the essential job function(s)?

How will the requested accommodation be effective in allowing performance of the essential job function(s)?

Have any non-essential job functions been eliminated? Please describe?

Signature of Employee/Applicant _____ Date _____, 19__

Signature of Supervisor _____ Date _____, 19__

Received by Personnel Manager _____ Date _____, 19__

Comments:

REASONABLE ACCOMMODATION AGREEMENT
Metropolitan Mosquito Control District
Equal Opportunity / Affirmative Action Employer

This form is to be completed by the Affirmative Action Office after the reasonable accommodation decision has been made. Signatures on the bottom of this form indicate an agreement between the employee and the Metropolitan Mosquito Control District to the specific accommodation.

_____, 19
Employee Name Position and Employee Number Date Request Received

The request for reasonable accommodation to the needs of the above named disabled employee was: ☐ ACCEPTED ☐ DENIED

Justification for the decision (indicate specific factors considered)

If reasonable accommodation was approved, was the employee's suggestion accepted?

REASON: ☐ YES ☐ NO ☐ Partially

DESCRIBE specific accommodations to be made

COST ESTIMATE \$ _____

I have read the Request for Reasonable Accommodation and the Reasonable Accommodation Agreement. I understand that all tangible accommodations purchased by the Metropolitan Mosquito Control District, will become the property of the Metropolitan Mosquito Control District.

Signature of Employee _____ Date _____, 19

Signature of Supervisor _____ Date _____, 19

Signature of Personnel Manager _____ Date _____, 19

Signature of Affirmative Action Officer _____ Date _____, 19

Signature of Business Administrator _____ Date _____, 19

AFFIRMATIVE ACTION GOAL ACHIEVEMENT AND SPECIAL HANDLING REPORT

December 27, 1991

| Bargaining Unit | <u>FEMALE</u> | | | | <u>MINORITY</u> | | | | <u>DISABLED</u> | | | | Total Unit |
|--------------------|---------------|---------|--------|----------------|-----------------|---------|--------|----------------|-----------------|---------|--------|----------------|---------------|
| | number | percent | goal % | 1992 goal % | number | percent | goal % | 1992 goal % | number | percent | goal % | 1992 goal % | |
| Service | 6 | 17.65 | 44.5 | | 1 | 2.94 | 4.1 | | 0 | 00.00 | 8.0 | | 33 |
| Supervisor | 1 | 8.33 | 44.5 | | 0 | 0.00 | 4.1 | | 0 | 0.00 | 8.0 | | 12 |
| Office | 5 | 71.43 | 44.5 | | 1 | 14.29 | 4.1 | | 1 | 14.29 | 8.0 | | 6 |
| Technical | 7 | 46.67 | 44.5 | | 0 | 0.00 | 4.1 | | 1 | 4.76 | 8.0 | | 15 |
| Professional | 0 | 00.00 | 44.5 | | 0 | 00.00 | 4.1 | | 2 | 66.67 | 8.0 | | 3 |
| Managers | 1 | 25.00 | 44.5 | | 0 | 00.00 | 4.1 | | 0 | 00.00 | 8.0 | | 4 |

NOTES: See Objectives (VIII)

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Subd. 2 (b)

PRE-HIRING REVIEW

All vacancies (permanent full-time and seasonal full-time) approved for filling will be reviewed by the designated Affirmative Action Officer to determine whether or not the agency is disparate in one or more protected categories for which goals have been assigned.

All personnel involved in the hiring process shall be made aware of those job categories that are underrepresented.

Permanent full-time vacancies will be jointly interviewed by a panel comprised of three or more of the following job incumbents: Director, Business Administrator, Aedes Program Manager, Administrative Assistant, Personnel Manager, Supervisor, and/or Program Leader.

Seasonal full-time vacancies will be interviewed by the Personnel Manager and/or Supervisor or Program Leader.

If a non-protected group member is selected for a job vacancy which is disparate in one or more protected groups, then the Personnel Manager must give a thorough and specific explanation to the Affirmative Action Officer stating the reasons he/she was selected.

If any underrepresented protected group members has the minimum qualifications for the job vacancy, but is not hired, detailed reasons must be given for why he/she was not selected.

If there is no underrepresented group member(s) who meet the minimum qualifications, the Personnel Manager must provide evidence supporting the fact that all disparate protected groups have been appropriately targeted for recruitment.

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Subd. 2 (c)

DISSEMINATION OF AFFIRMATIVE ACTION POLICY

INTERNAL

1. The District's commitment to affirmative action will be explicitly stated in the field operation and administrative manuals.
2. The District's commitment to affirmative action will be stressed during employee orientation and training sessions.
3. A copy of the Affirmative Action Plan will be forwarded to all the District's field divisions for dissemination and posting.
4. As needs arise, supervisors, program leaders and those in positions of hiring or interviewing may be required to attend training sessions aimed at creating an awareness of the purpose and goal of affirmative action and the state and federal guidelines and laws pertaining to affirmative action.
5. An attitudinal survey will be conducted each year to elicit employees' attitudes and comments regarding the Affirmative Action Program and its implementation.

EXTERNAL

1. All specifications for contract work and purchase orders will include the "Affirmative Action Employer" statement. All stationery will carry the "Affirmative Action Employer" statement (i.e. letterhead, training bulletins, etc.).
2. All position announcements will carry the "Affirmative Action Employer" statement.
3. Upon request a copy of the Affirmative Action Plan shall be made available through the Personnel Manager to any applicant for employment.
4. A copy of the Director's statement of commitment to equal employment opportunity shall be posted in the

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Subd. 2 (c)

District's Personnel Office and may otherwise be made available to each applicant for employment.

5. Protected group organizations will be provided a copy of the District's statement of commitment.
6. Equal opportunity/affirmative action posters and signs will be displayed in prominent places throughout the District's administrative and field offices.
7. All parties doing business directly with the District shall be notified and made aware of the District's Equal Opportunity/Affirmative Action Policy.

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Subd. 2 (d)

RECRUITMENT PRACTICES

Currently the recruitment program of the Metropolitan Mosquito Control District (MMCD) does not target specific groups, protected or otherwise. The practice has been to hire eligible seasonal workers without regard to sex, age, race, color, religion, national origin and marital status. Consequently, when posting for seasonal workers, MMCD places employment ads in the Twin Cities' major, suburban and local newspapers; periodicals; newsletters; college and university job service centers; college and university science and health departments; vocational and technical institutes; and state and local job service offices.

MMCD's policy and practice is to staff many permanent positions with experienced seasonal or permanent personnel. On occasions when specific knowledge, skills, and abilities are required, and not possessed by anyone expressing interest internally, staffing is conducted externally.

The current recruitment policies and practices will continue for the general population. However, whatever group or groups not adequately represented at the Metropolitan Mosquito Control District, as determined by affirmative action reports and reviews, will be the major focus for the District's affirmative recruitment efforts.

For example, if minorities were determined to be the only protected group not adequately represented at the District, then job recruitment would be targeted at the minority populations. Job announcements and posters would be placed in the various minority publications (e.g., The Circle Newspaper). The personnel manager would conduct on-site visits to the minority placement and cultural centers (e.g. American Indian Opportunities Industrial Center). And finally, minority organizations and services within the Twin Cities metro area as listed in the AA manual issued by the State of Minnesota, Department of Employee Relations would receive notices of position openings.

Any other protected group or groups which are underrepresented at the MMCD would have its population targeted for recruitment in much the same manner as described above.

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TYPICAL RECRUITMENT SOURCES

Newspapers

Minneapolis Star and Tribune, St. Paul Pioneer Press, Minnesota Daily, Sailor, Focus, Current, Sun-Current, North Shopper, East Shopper, MSN Shopping Guide, South Shopper, North Post Newspaper, St. Paul Lillie Suburban, White Bear Press, Crow River News, Drummer, Anoka County Union & Shopper Inc., Blaine Spring Lake Park Life, Champlin Dayton Press, Coon Rapids Herald, Eden Prairie News, Osseo-Maple Grove Press, Wayzata Weekly News, South Shore Weekly News, Minneapolis Spokesman

Community Colleges and Vocational Institutes

Community Colleges: Anoka-Ramsey, Inver Hills, Lakewood, Minneapolis, Normandale, North Hennepin

Dunwoody Industrial Institute, Minneapolis Technical Institute, St. Paul Technical Vocational Institute, Twin Cities Opportunities Industrialization Center, Inc.

Newsletters and Periodicals

Society of Vector Ecology, Entomological Society of North American and the American Mosquito Control Association.

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Subd. 2 (e)

COMPLAINT PROCESS

The Discrimination and Harassment Complaint Procedure is an attempt to resolve problems internally prior to seeking redress from an outside authority. The employee is urged to resolve his/her complaint internally, however, he/she has the right to file a complaint with the Minnesota Department of Human Rights or other appropriate authority at any time.

Each individual employee will have immediate access to the Discrimination/Harassment Complaint Form (referred to hereafter simply as "Form(s)") and procedure. Completed Forms can either be mailed to the attention of the Affirmative Action Officer in a sealed envelope or given to the Division Supervisor or Program Leader in a sealed envelope to be given directly to the Affirmative Action Officer. In both cases only the Affirmative Action Officer (AAO) will remove the Form to assure confidentiality. If the AAO is an alleged participant in the discriminatory or harassing behavior, the Form can be delivered to the complainant's choice of: Personnel Manager, Business Administrator, Director.

Grievance Procedures for Discrimination and Harassment Complaints

1. Whenever possible, a complaint should be resolved informally. However, if a complaint cannot be resolved informally, or if the Affirmative Action Officer does not approve an informal resolution, the complainant may complete the Form, or if desired, request the AAO assist him/her in the completion of the Form. This Form must be completed within five working days of informal resolution attempt results.

The employee may also request and utilize the assistance of an appropriate union representative/steward at any step throughout the complaint process. However, the issue will not be considered or treated as a grievance while the complaint procedure is being used. Upon written request by the employee, a copy of all information given to the employee will be given to his/her designated union representative. All complaints will also be reviewed from a labor relations standpoint as the complaint may apply to the

collective bargaining agreement/plan covering the complaint, but are not grievances within the meaning of the collective bargaining agreement.

2. The AAO shall then conduct a preliminary investigation into the charge.
 - a. Within three working days from filing of the formal complaint, the AAO will initially determine whether the complainant's alleged violation of his/her right to equal employment on the basis of race, creed, color etc. discrimination and/or harassment is appropriately and potentially within the meanings of those terms.
 - i. If it is determined that the complaint is not related to discrimination and/or harassment but rather to general personnel concerns, the AAO will immediately so inform the complainant.
 - ii. In the situation described in (i) above and in other situations in which it is determined that the complaint is not related to equal employment opportunity, the AAO shall verbally inform the complainant and shall follow up by sending a letter to the complainant stating that the complaint has been dismissed under MMCD Discrimination/Harassment Complaint Procedure, including the reasons for the dismissal, and referring her/him to the proper authority, if any, to handle the grievance if the employee wishes to pursue the matter. The letter shall be sent within three working days of the receipt of the complaint.
 - iii. If the complaint is potentially related to discrimination/harassment, the AAO will, within three days of the receipt of the complaint, send a copy of the complaint to all parties named as respondents. The copy shall be accompanied by a letter outlining the basic facts of the complaint and requesting a response to the allegations from the respondent(s) within 10 working days.

- iv. The respondent(s) shall, within the time period specified by the notification letter, provide the AAO with a written answer setting forth her/his understanding of the situation or causes giving rise to the complaint. If the respondent(s) fails to provide the answer within the specified time period, the allegations contained in the complaint will be considered to be denied by the respondent(s) and the AAO shall proceed to investigate the case, completing the preliminary investigation within five working days.
 - b. If any of the parties is covered by a collective bargaining agreement, the AAO shall consult with the labor relations representative of the agency to receive guidance on the appropriate procedures to follow pursuant to the agreement.
 - c. The AAO shall respond to the complainant with the results of the preliminary investigation.
3. The AAO shall then have 15 working days to conduct a formal fact-finding investigation, prepare a report of the evidence and finding of fact, including a summary, and forward it to the Director.

If the AAO believes that there is sufficient evidence supporting the complaint, she/he shall prepare a recommendation for corrective action along with a timetable for such action to the Director of MMCD.

- a. Upon approval by the Director of MMCD, the AAO shall send copies of the Director's determination and recommendation to the complainant and the respondent(s).
- b. The AAO shall hold a meeting between the complainant and the respondent(s) in an attempt to settle the complaint through conciliation.
- c. If the conciliation attempt is unsuccessful, the AAO will so notify the Director of the MMCD in writing. The AAO will send a letter to the Director of MMCD which shall include the AAO's summary of the complaint and the AAO's notice that the conciliation attempt was unsuccessful.

The letter will request that the necessary action be taken to carry out the recommendations.

- d. If the conciliation attempt is successful, a conciliation agreement shall be prepared and signed by the complainant, the respondent(s), and the AAO. Each signatory shall receive a copy of the agreement.
4. The Director determines the action to be taken.
5. If the complainant is not satisfied with the Director's decision, he/she may seek action from the Metropolitan Mosquito Control Commission.
6. If the complainant is not satisfied with the outcome of the above steps, he/she may seek alternative action. The complainant is informed that at any time prior to 365 days having elapsed from the date of occurrence, the complainant may file a formal charge with the State Department of Human Rights, the courts, or other appropriate enforcement agencies.
7. The entire complaint procedure must be completed within 60 days of the filing of the complaint.
8. All documentation associated with a complaint shall be considered private information during the course of investigation. After an investigation is completed, all documentation becomes public information. This is in accordance with the Minnesota Data Practices Act.
9. Keeping in mind that all data collected may at some point become evidence in civil or criminal legal proceedings against the respondent pursuant to Minnesota Statutes Chapter 363 or the appropriate federal statutes, a thorough investigation may include, but not be limited to, the following types of data:
 - a. Interviews or written affidavits from all parties involved in the complaint: complainant, respondent, their respective witnesses, officials having pertinent records or files, etc.

- b. All records pertaining to the case whether they be written, recorded, filmed or in any other forms.
- c. The AAO shall maintain records of all complaints and any information or data pertaining to them for a period of one year or until one year after the conciliation agreement is successfully completed and acknowledged by the parties involved.

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OBJECTIVES

1. Present follow-up cultural diversity training to all regular, full-time staff:

Action Steps

- A. Investigate available external training.
Target date: 1-1-92
Person responsible: Personnel Manager and
Affirmative Action Officer
- B. Determine most applicable training available.
Target date: 1-21-92
Persons responsible: Personnel Manager and
Affirmative Action Officer
- C. Schedule and complete training.
Target date: 1-28-92
Person responsible: Affirmative Action Officer

2. Present an appropriate harassment, diversity, or discrimination situation to our supervisory staff for discussion at two of our monthly staff meetings:

Action Steps

- A. Select or produce an appropriate fact situation and embellishments.
Target dates: 5-1-92 and 11-1-92
Persons responsible: Personnel Manager and
Affirmative Action Officer
- B. Conduct discussions and utilize group critique to improve perceptions and reactions.
Target dates: 5-15-92 and 11-15-92
Persons responsible: Personnel Manager and
Affirmative Action Officer

3. Place notification of job openings for seasonal crew members to be hired for 1992 with female, minority and disabled-person recruitment and community organizations.

Action Steps

- A. Identify and select organizations to contact.
Target date: 1-15-92
Person responsible: Personnel Manager

- B. Contact selected organizations and make them aware of our openings.

Target date: 2-15-92

Person responsible: Personnel Manager

- 4. Actively participate in the 1992 Metro Vendor Day.

Action Steps

- A. Maintain contact with other participants and take an active role in the planning and preparation.

Target date: On-going

Person responsible: Administrative Assistant

- B. Provide purchasing and personnel representatives for participation in the actual event.

Target date: 2-14-92

Person responsible: Business Administrator

- 5. Hold exit interviews, where possible, with protected-class members upon termination (other than layoff) from employment in order to learn, in a relatively non-threatening environment, how our Plan is working:

Action Steps

- A. Identify protected-class members' employee master record upon hire with a neutral indicator.

Target date: 4-1-92

Person responsible: Personnel Manager

- B. Notify protected-class members of our desire to make such interviews available.

Target date: 6-1-92

Person responsible: Affirmative Action Officer

- C. Conduct interviews as they become necessary/available.

Target date: On-going

Person responsible: Personnel Manager and
Affirmative Action Officer

- 6. Survey the existing work force for their attitudes toward affirmative action as a concept and toward the District's Plan and its effectiveness.

Action Steps

- A. Design the survey instrument.

Target date: 6-1-92

Person responsible: Affirmative Action Officer and
Personnel Manager

- B. Print the survey instrument, conduct the survey, and collate the results.
Target date: 8-15-92
Person responsible: Affirmative Action Officer
 - C. Analyze results, present them to the AA Committee, and recommend/solicit any needed Plan changes.
Target date: 12-15-92
Person responsible: Affirmative Action Officer and Personnel Manager
7. Conduct an introduction to the District's Affirmative Action Plan at each new employee orientation session.

Action Steps

- A. Ensure that the subject of the District's AAP is discussed in the standard orientation schedule.
Target date: 3-1-92
Person responsible: Personnel Manager
 - B. Conduct an overview and introduction to the Plan at each new employee orientation.
Target date: On-going
Person responsible: Personnel Manager
8. Pursue the focused protected-class recruitment program created in 1991 toward generating an applicant flow that will eventually mirror our relevant external labor pool.

Action Steps

- A. Generate an initial listing of protected-class recruitment/community agencies that appear to offer the greatest likelihood of mutual support.
Target date: 4-1-92
Person responsible: EEO Recruitment Specialist
- B. Conduct presentations to the identified agencies.
Target date: 5-1-92
Person responsible: EEO Recruitment Specialist
- C. Generate and pursue an on-going system of contacting and working with the identified agencies and consistently analyze the relationships to build in opportunity for network modification and expansion.
Target date: On-going
Person responsible: EEO Recruitment Specialist, Affirmative Action Officer, and Personnel Manager

- D. Generate presentation and/or materials to be used in contact with local educational institutions.
Target date: 9-1-92
Person responsible: Affirmative Action Officer and
EEO Recruitment Specialist
 - E. Make actual contact with/presentation to at least 20% of the identified educational institutions.
Target date: 12-31-92
Person responsible: EEO Recruitment Specialist and
Personnel Manager
9. Make affirmative action activities and objectives more visible.

Action Steps

- A. Post Plan updates both inside the Plan document and separately on bulletin boards; post notices of upcoming activities of interest on bulletin boards.
Target date: 9-30-92
Person responsible: Affirmative Action Officer and
Personnel Manager
10. Encourage refinement and improvement of Severe Weather and Emergency Building Evacuation plans by conducting one drill of each plan at each location.

Action Steps

- A. Coordinate with each Supervisor or Program Leader to schedule and conduct such drills.
Target date: 8-31-92
Person responsible: Public Relations Officer and
Affirmative Action Officer

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Chapter 680, Sec. 3
Subd. 2 (g)

PROTECTION AND RETENTION OF PROTECTED GROUP MEMBERS

PROMOTION

It is the policy and practice of the Metropolitan Mosquito Control District to attempt to fill permanent job vacancies from within. Therefore, when job vacancies occur, the District concentrates on promoting those members of the current workforce (seasonal and permanent) who possess the required skills and abilities to perform the job tasks.

In order to meet the District's affirmative action goals and objectives, the District will make a concerted effort to promote underrepresented protected group members. Supervisors and Program Leaders will actively seek out appropriate skills and manage training for protected group members and will actively encourage their participation. Supervisors and Program Leaders will keep management advised as to the progress made by protected group members in furthering their skills and qualifications for advancement. Opportunities will be provided for employees that foster on-the-job work experience required for promotion and protected group members will be encouraged to participate.

Reimbursement of 75% of tuition will be granted to all permanent employees who complete courses ("C" average or better) which have a direct relationship to their current position or positions they can reasonably hope to advance to. This policy shall include undergraduate and graduate courses when taken toward a degree. This policy shall also include seminars, workshops and other courses deemed appropriate by the Director. Underrepresented protected group members, who are permanent employees, will be encouraged to take advantage of this policy in an effort to foster the knowledge, skills and abilities necessary for promotion.

RETENTION

Exit interviews will be conducted to explore reasons why members of protected groups leave, and as a means to identify, for subsequent investigation and remedy, any discriminatory treatment alleged to exist.

Protected group members will be encouraged to communicate their dissatisfaction with any District operations and/or personnel which might hinder or halt their continued employment.

Chapter 680, Sec. 3
Subd. 2 (g)

The District will also provide grievance procedures, explicit directions on filing complaints verbally or in writing, and assurance of confidentiality.

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Subd. 2 (h)

AUDITING AND REPORTING SYSTEM

The affirmative action rule requires that each agency's plan include "methods of auditing, evaluating and reporting program success, including a procedure that requires a pre-employment review of all hiring decisions for goal units with unmet affirmative action goals." An affirmative action program needs an internal auditing, evaluating, and reporting system to monitor effectiveness.

1. General

The following internal reports provide the tools to analyze and measure the affirmative action program's effectiveness:

- a. Quarterly report of all eligible list hires, non-eligible list hires, terminations and discharges, including the job classification, bargaining unit, racial/ethnic group, sex, disability and Vietnam era veteran status
- b. List of all disciplinary actions taken during the past quarter including name, job classification, bargaining unit, racial/ethnic group, sex, disability and Vietnam era veteran status
- c. List of all recruitment resources used and a record of recruitment strategies and the results used to help fill specific vacancies for which there was underrepresentation
- d. List of all formal discrimination complaints filed in the past quarter
- e. List of all training provided to employees

These records are analyzed for upward mobility impact. This should include job assignment, job progression, promotion, transfer by job classification, bargaining unit, racial/ethnic group, sex, disability and Vietnam era veteran status.

2. Statistical Reports

The following statistical reports are analyzed to provide evaluation of program performance:

- a. Quarterly employee rosters, cross-tabulations, and the Goal Achievement and Special Handling Report as provided by the Equal Opportunity Division
- b. An analysis of agency performance in meeting its goals that includes a comparison with previous quarters
- c. Copies of all protected group reports and an ongoing analysis of agency compliance

3. Affirmative Action Plan Review

- a. A report of progress and completion of action oriented objectives
- b. Status reports as requested by the Equal Opportunity Division

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Chapter 680, Sec. 3
Subd. 2 (i,j)

TRAINING AND SURVEYING

The MMCD will, prior to the implementation of the Affirmative Action Plan, conduct thorough training of all management and supervisory personnel in the implementation of the its Plan. This training will include, but not be limited to, the following:

1. The definitions of Equal Employment Opportunity and Affirmative Action
2. Management and supervisory responsibilities in implementation, administration and on-going review of the District's Affirmative Action Plan
3. Commonly held misconceptions of protected classes and how to dispel them should they surface (i.e., females, as a class, are not capable of doing heavy work).

The District will also schedule and take advantage of various training programs offered through the Minnesota Department of Employee Relations (i.e., "Managing People: Preventing Sexual Harassment").

Further, the District shall survey, on a periodic basis, its work force to determine employee attitudes toward implementation of its Affirmative Action Plan.

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Chapter 680, Sec. 3
Subd. 2 (k)

AFFIRMATIVE ACTION COMMITTEE

The District has appointed an Affirmative Action Committee composed of one member from each of its defined job categories.

RESPONSIBILITIES

The Affirmative Action Committee members shall be responsible for assisting the Affirmative Action Officer in monitoring the District's progress in affirmative action.

DUTIES

1. To review and to recommend changes in the District's Affirmative Action Plan and programs and make recommendations to the District
2. To provide and serve as affirmative action monitors for District selection interviews
3. To serve as a forum for transmitting employee concerns regarding affirmative action to the Affirmative Action Officer and the Director
4. To participate upon the request of the Affirmative Action Officer in accordance with the District's internal discrimination complaint procedure
5. To identify problem areas and to propose solutions
6. To perform such other activities as may be outlined in the Affirmative Action Plan

ACCOUNTABILITY

The Affirmative Action Committee members are directly accountable to the Affirmative Action Officer and indirectly accountable to the Director regarding their responsibilities with affirmative action.

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Chapter 680, Sec. 3
Subd. 3

SEXUAL/RACIAL HARASSMENT POLICY

The policy of the Metropolitan Mosquito Control District is to prohibit any behavior of co-workers or supervisors which is unwelcome, personally offensive, insulting or demeaning and when:

1. Submission to such conduct is explicitly or implicitly made a term or condition of an individual's employment,
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, hostile or offensive working environment.

Harassment may take, but not limited to, the following forms:

1. Exclusion from orientation or teamwork
2. Repeated disparaging, belittling, demeaning, insulting remarks
3. Repeatedly making the employee, or a characteristic unique to the employee, the butt of jokes
4. Repeated ridicule of an employee
5. Sabotage of an employee's character, reputation, work efforts or property
6. Unequal assignment of the "dirty work," less responsible or less challenging duties, not based on ability
7. Unequal application of performance standards, discipline or work rules

PROCEDURES

Managers, Supervisors and Foremen Responsibilities

1. Take all steps necessary to prevent harassment from occurring, such as affirmatively raising the subject, expressing strong disapproval, informing employees of their rights to raise the issue of harassment and to make it known that disciplinary action will be taken against employees who engage in any form of harassment of other employees.
2. Contact the MMCD Affirmative Action Officer immediately when you become aware of an harassment complaint.
3. Fully investigate complaints of harassment in conjunction with the Affirmative Action Officer and Personnel Manager.
4. Maintain a file or written documentation regarding complaints.
5. Prohibit retaliation by others against any employee who files an harassment complaint.
6. Review, as necessary, with subordinates, the Equal Opportunity Division, Minnesota Department of Employee Relations Harassment Guidelines.

Harassed Employee Responsibilities

1. Immediately inform the person causing the harassment that his/her behavior is objectionable and ask that it cease.
2. If the harassment does not cease, report it to your foreman, program leader, supervisor, or director of MMCD.
3. Maintain a written record of the instances of harassment and the names of any witnesses.
4. If, after taking the complaint to an immediate foreman, program leader, supervisor or the director of MMCD, the harassment continues, contact the Minnesota Department of Employee Relations, Equal Opportunity Division.

Chapter 680, Sec. 3
Subd. 3

NOTE: Employees have the right to report an harassment complaint directly to the MMCD Affirmative Action Officer in circumstances where they feel uncomfortable reporting it to their immediate foreman, program leader, supervisor or the director of MMCD. However, if at all possible, it is advised to go directly through the chain of supervision.

This procedure does not replace the right of any employee to file a formal complaint with the Department of Human Rights.

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EMERGENCY OPERATION PLAN (EOP)
SEVERE WEATHER

Metropolitan Mosquito Control District (MMCD) administrative and field operations emanate from a central office and seven operating division headquarters located within the seven county metropolitan area (see Field Operations Manual, Section II. Administrative Information, Subdivision 7. District Personnel and Headquarters Locations...page 12).

Weather plays a predominant role in MMCD operations as the workplace, for the majority of the year, is in the field. It is therefore an understandable priority for the welfare of all personnel and visitors to the District that conditions that threaten employees health and/or safety (inside a structure or out in the environment) be minimized or eliminated through planning, policy, and procedures trained on that objective.

Policy provides for centralized reporting of severe weather conditions to the Director and identifies the Director or designee as the only individuals authorized to communicate official declarations of weather emergencies.

Environmental conditions most common in dictating severe weather emergency potential concerning District program activities and to/from work travel include: severe thunderstorms with lightning, tornadoes or surface winds in excess of 75 mph, flash flooding, winter storms and blizzard conditions including visibility near zero, and severe icing or hazardous travel conditions that require the cancellation of public transportation.

The District office is responsible for monitoring a tone-activated receiver for KEC-65 (a high frequency FM radio station which transmits weather information 24 hours per day, 7 days per week, and transmits a tone-alert signal during critical weather developments). Supervisors or designees report to the Director or his designee the nature of emergency conditions as they arise.

In exercising good judgement in evaluating emergency and severe weather situations and their impact on keeping District offices open and operating the following government agencies are consulted:

1. A representative sample of county employers is taken to determine their intentions to release employees,

2. The State of Minnesota is called to obtain any declaration on the release of State employees, and
3. The Minnesota Department of Transportation is contacted to obtain the status of road conditions in the District.

If release of District employees is brought about by an official declaration of weather emergency, the Director or designee reports the release of employees to operating division Supervisors. If this release happens before the start of work, employees (or emergency contacts) are contacted by their respective Supervisors (hearing impaired employees shall be contacted, for example, by contacting a neighbor).

Effective communication for implementing safety and/or evacuation procedures are initiated by telephone and over the Districts two-way radio system. All personnel and visitors without communication equipment are physically contacted for direction in a weather emergency. All District vehicles have AM or AM/FM radios and personnel are oriented and trained to observe broadcasts made by or through the National Weather Service (with its severe weather watch and warning system) for immediate safety response.

Two primary groups (administrative operations and field operations) have responsibility among District staff to direct safety and evacuation of said staff and visitors in the workplace. When a weather emergency is declared and safety and/or evacuation procedures are called, District field staff (seasonal employees) report to their immediate supervisor (Foreman) who in turn report to their primary group leader (Supervisor or Program Leader) at designated locations. Assignments are then made by the Supervisor/Program Leader to ensure that safety procedures are implemented and/or all areas are evacuated and that staff and visitors are directed to a safe area. Likewise, administrative staff report to the Business Administrator (primary group leader) for direction in an emergency.

Supervisors/Program Leaders and Business Administrator are responsible in seeing that all staff that handle safety and evacuation procedures include effective efforts in communicating this with any hearing impaired, blind, non-English speaking, and physically or mentally disabled individuals and to assist them in getting to a safe area. There are designated safe areas in each of the operating division headquarters and District main office.

When the weather emergency has passed or been cancelled, and pending any unsafe structural damage or conditions, staff secure the workplace and assist any visitors and disabled individuals in returning to work, home, or previously scheduled activities.

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EMERGENCY OPERATION PLAN (EOP) BUILDING EVACUATION

As indicated above in the severe weather policy, building evacuation procedures are handled in a similar manner with regard to any condition that threatens the health and safety of any person on the premises of an MMCD facility. In addition to severe weather emergencies, conditions that could dictate potential building evacuation would include: fires, structural damage or conditions due to utility problems, spills, and bomb threats.

All staff and persons are assigned to a primary group and leader for direction (administrative operations under Business Administrator or designee and field operations under the Supervisor or Program Leader or their designees). These individuals are responsible for ordering a building evacuation and establishing lines of succession for carrying out evacuation functions. Seasonal employees are assigned to Foremen for immediate direction in an emergency. Visitors are assigned to a staff member who in turn is responsible in seeing to their safety and their getting necessary directions.

Supervisors, according to the specific implementation plans of the various divisions, are responsible in seeing to the safety and/or evacuation of impaired or disabled individuals, non-English speaking individuals and to ensure that all personnel understand and know where and how to evacuate the workplace in a coordinated and efficient manner.

Designated staff maintain and update the evacuation plan as needed and include facility maps indicating evacuation routes and building safety areas and emergency equipment. Safe reassemble areas that will not leave evacuees exposed to adverse weather conditions are also identified.

Periodic evaluation drills and safety meetings assure that all personnel know the evacuation routes, routines and check-in procedures.