

# **METROPOLITAN MOSQUITO CONTROL DISTRICT**

## **AFFIRMATIVE ACTION PLAN**

November 15, 1999

Metropolitan Mosquito Control District  
2099 University Avenue West  
St. Paul, Minnesota 55114-3431

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**Metropolitan Mosquito Control District  
Affirmative Action Plan**

**R E C E I V E D**

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**Metropolitan Mosquito Control District  
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**AFFIRMATIVE ACTION GOAL ACHIEVEMENT REPORT**

1998 annual review revealed under utilization of the following protected groups:

Goal Units	Protected Groups		
	Females	Minorities	Disabled
Office/Administration & Professionals	X	X	X
Technicians & Administrative Support		X	X
Service (Regular Full-time)	X	X	X
Service (Seasonal Full-time)	X	X	X

Anticipated hiring of disparate protected group members when a good faith effort is made to remove the barriers that prevent full participation of females, minorities, and persons with disabilities in state service. Consideration of turnover, growth and retraction needs to be made for each agency's goal/bargaining unit and for each of the three protected classes. Hiring goals for disparate groups should be considered whenever under-utilization exists and there are one or more anticipated hires in the job group.

The District's workforce composition, percent availability, number of persons under-utilized, and annual hiring goals as of 12/31/98 are as follows:

Goal Units	Current Workforce (total & % available)			# Under-utilized & (Hiring Goals)			
	Total	Females	Minorities	Disabled	Female	Minorities	Disabled
Office/Administration & Professionals	11	1 (46.7)	0 (5.6)	1 (12.8)	4.1 (0)	.6 (0)	.4 (0)
Technicians & Administrative Support	10	7 (66.5)	0 (6.5)	0 (12.8)	0 (0)	.7 (1)	1.3 (1)
Service (RFT*)	27	4 (32.0)	0 (11.5)	0 (12.8)	4.6 (0)	3.2 (0)	3.5 (0)
Service (Seasonal)	171	51 (32.0)	16 (11.5)	2 (12.8)	3.7 (55)	3.7 (20)	19.8 (22)

\* RFT=Regular Full-time

**Metropolitan Mosquito Control District  
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**STATEMENT OF COMMITMENT**

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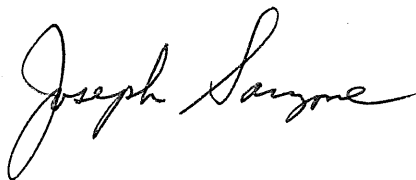
The Metropolitan Mosquito Control District and I are committed to providing equal opportunity to all persons without regard to race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, membership or activity in a local human rights commission, disability, sexual orientation, or age. 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 under-represented.

I have designated Diann Crane 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 also of all present and future employees.

I urge you to join me in a continuing effort to make equal employment opportunity a reality.



Joseph F. Sanzone  
Director

**Metropolitan Mosquito Control District  
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**EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT**

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The personnel policies and practices of the Metropolitan Mosquito Control District (District) are to recruit, hire, and promote for all job classifications without regard to race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, membership or activity in a local human rights commission, disability, sexual orientation or age; except where age or mental or physical condition is a bona fide occupational qualification.

In carrying out such affirmative action 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, hiring, 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.

## **Metropolitan Mosquito Control District Affirmative Action Plan**

### **AFFIRMATIVE ACTION OFFICER DUTIES AND RESPONSIBILITIES**

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**Duties and Responsibilities:** The Affirmative Action Officer administers the District's Affirmative Action Plan at the direction of the Metropolitan Mosquito Control District Director. Diann M. Crane has been designated as the District's Affirmative Action Officer. Duties and responsibilities include:

1. Works with the Human Resources Coordinator and Human Resources Consultant to develop and update the AA/EEO policy statement and the Affirmative Action Plan consistent with state and federal guidelines, and to establish affirmative action goals and objectives.
2. Implements the Affirmative Action Plan, including internal and external dissemination of the District's plan.
3. Coordinates AA/EEO training for District staff.
4. Works with Human Resources Coordinator to recruit qualified women, minorities, and persons with disabilities.
5. Meets with the Director, Business Administrator, Group Leaders, and Foremen to assist in resolving AA/EEO issues.
6. Ensures that all employees are provided equal opportunity to District sponsored training programs, recreation, and social activities.
7. Receives, investigates, and attempts to resolve internal complaints of harassment and discrimination by District employees, tenants, or contractors (i.e. janitorial service) with advice from outside counsel as appropriate.
8. Identifies AA/EEO problem areas and recommends solutions to the Director.
9. Monitors and measures the District's progress toward its affirmative action goals and reports the results the Director.
10. Reviews AA/EEO reports and records compiled by the Human Resource Coordinator who submits them to the appropriate monitoring agencies such as the Equal Employment Opportunity Commission, the Minnesota Department of Human Rights, and the Minnesota Department of Employee Relations.
11. May monitor facilities to insure compliance in such areas as employment of protected group members, proper display of AA/EEO posters, work conditions free from harassment and intimidation based on protected group status.
12. Informs management of developments in equal opportunity and affirmative action laws and regulations.
13. Interprets the affirmative action policies to all District employees, tenants, contractors, interested minority groups, women's organizations and other community groups.
14. Works with the Human Resources Coordinator to develop and maintain communication with agencies and organizations representing protected groups for recruitment and business opportunities.
15. Reviews and recommends changes to the current list of organizations and media resources utilized in the recruitment of members of protected groups.

16. Assists the Human Resources Coordinator in conducting ongoing analysis of recruitment, selection and placement processes to ensure that artificial barriers to hiring or promoting qualified protected class members are non-existent; reviews examination and other selection criteria to assure compliance with the law.
17. Participates in the hiring process and provides observations and recommendations to the extent necessary to achieve the District's affirmative action goals.
18. Encourages employees belonging to protected classes to apply and compete for promotional positions.
19. Encourages employees belonging to protected classes to increase their skills by participation in further education and training.
20. Conducts periodic attitudinal surveys of District staff regarding affirmative action awareness. Works with the Human Resources Consultant to develop the survey.
21. Maintains an annual monitoring program as outlined herein that will measure the effectiveness of the affirmative action program.
22. Works with the Human Resources Consultant to review and recommend changes to the personnel policies to ensure compliance with federal and state statutes regarding equal employment opportunity.
23. Develops resources for employees on culture and diversity issues.
24. Serves as the District's American with Disabilities Act Coordinator.

**Metropolitan Mosquito Control District  
Affirmative Action Plan**

**PROGRAM OBJECTIVES-1999**

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1. Present an appropriate harassment, diversity, or discrimination situation to our supervisory staff for discussion.
  - A. Select an appropriate presentation and conduct discussions and utilize group critique to improve perceptions and reactions.  
Target Dates: 3/31/99  
Persons responsible: Affirmative Action Officer
2. Review District's Affirmative Action Plan, Americans with Disabilities Act compliance, and enhancement of cultural diversity efforts with all full-time employees. Review hiring goals and under utilized classes from previous year.
  - A. Determine method for review/update.  
Target date: 2/28/99  
Persons responsible: Affirmative Action Officer
  - B. Conduct review/update.  
Target date: 3/31/99  
Persons responsible: Affirmative Action Officer
3. Re-administer the Affirmative Action/ Equal Employment Opportunity form to regular full-time staff:  
Target Date: 3/31/99  
Person Responsible: Affirmative Action Officer, Human Resource Coordinator
4. Place notification of job openings for seasonal crewmembers to be hired for 1999 with female, minority and disabled-person recruitment and community organizations.
  - A. Contact selected organizations and make them aware of our openings.  
Target date: ongoing through hiring process  
Persons responsible: Human Resources Coordinator
5. Pursue the focused targeted-group recruitment program created in 1991 toward generating an applicant flow that will eventually mirror our relevant external labor pool.
  - A. Conduct follow-up contacts with the previously identified recruitment agencies.  
Target date: ongoing through hiring process  
Persons responsible: Human Resources Coordinator



- B. 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  
Persons responsible: Affirmative Action Officer and Human Resources Coordinator
6. Conduct an introduction to the District's Affirmative Action Plan at each employee orientation session.
    - A. Ensure that the subject of the District's AAP is discussed at a standard orientation.  
Target date: ongoing  
Persons responsible: Affirmative Action Officer
    - B. Conduct an overview and introduction to the Plan at each new employee orientation.  
Target date: ongoing  
Persons responsible: Affirmative Action Officer
  7. Make affirmative action activities and objectives more visible.
    - A. Post Plan updates both inside the Plan document and separately on bulletin boards, and post notices of upcoming activities of interest on bulletin boards.  
Target date: On-going  
Persons responsible: Affirmative Action Officer, Human Resources Coordinator, & Group Leaders.
  8. Encourage refinement and improvement of Severe Weather and Emergency Building Evacuation plans by conducting one drill of each plan at each location.
    - A. Coordinate with each Group Leader to schedule and conduct such drills.  
Target date: 8-31-99  
Persons responsible: Affirmative Action Officer and Group Leaders
  9. Evaluate staff awareness of affirmative action issues.
    - A. Develop survey instrument.  
Target Date: 7/1/99  
Persons responsible: Human Resources Consultant, Affirmative Action Officer, & Human Resources Coordinator
    - B. Conduct survey.  
Target Date: 8/31/99  
Persons responsible: Affirmative Action Officer, Human Resources Coordinator
    - C. Analyze results.  
Target date: 12/31/99  
Persons responsible: Affirmative Action Officer, Human Resources Consultant, & Human Resources Coordinator

## **Metropolitan Mosquito Control District Affirmative Action Plan**

### **DISSEMINATION OF AFFIRMATIVE ACTION POLICY**

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#### **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 and its updates will be forwarded to all the District's facilities for dissemination and posting.
4. As needs arise, appropriate District personnel 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 periodically to elicit employees' attitudes and comments regarding the Affirmative Action Plan and its implementation.
6. Equal opportunity/affirmative action posters and signs will be displayed in prominent places throughout the District's administrative and field offices.

#### **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 Human Resource Coordinator to any applicant for employment.
4. A copy of the Directors' statement of commitment to equal employment opportunity shall be posted in the District's Human Resource 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. All parties doing business directly with the District shall be notified and made aware of the District's Equal Opportunity/Affirmative Action Policy.

## **Metropolitan Mosquito Control District Affirmative Action Plan**

### **EMPLOYEE ADVICE COMMITTEE**

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The District has adopted a team organizational structure and identified Human Resources (HR) as one of the agency's core processes. The District's Human Resource Team, composed of employees from throughout the organization, will serve to advise on the Plan implementation and any needed Plan changes.

#### **Responsibilities**

Generally, the HR Team will be responsible for assisting the organization in its affirmative action efforts.

#### **Examples of 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, when called upon to do so.
3. To serve as a forum for transmitting employee concerns regarding affirmative action to the AAO and the Director.
4. To participate, upon request, in accordance with the District's internal discrimination complaint procedure.
5. To identify problem areas and to propose solutions.
6. To assist in such other activities as may be outlined in the Affirmative Action Plan when needed.

## **Metropolitan Mosquito Control District Affirmative Action Plan**

### **PRE-HIRING REVIEW**

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MMCD is required to have a pre-hiring review procedure to alert management and the hiring authorities that a disparity exists when there is an opportunity to hire. The pre-hiring review procedure is as follows.

1. All vacancies (regular full-time and seasonal full-time) approved for filling will be reviewed by the designated Affirmative Action Officer and the Human Resources Coordinator to determine whether or not the agency is disparate in one or more protected groups for which goals have been assigned. Human Resources staff or the Affirmative Action Officer informs all personnel involved in the hiring process of those job categories that are under-represented.
2. Where the following conditions would be met: 1) a disparity exists; 2) there are protected group candidate(s) who are both qualified and who would help fulfill the hiring goal, and; 3) and the intended hiring selection is not a protected group member who would help fulfill the goal, then the Human Resource Coordinator will obtain the hiring authority's rationale to discuss with the AAO. The AAO, Human Resources staff, and the hiring authority will review the rationale and attempt to resolve the hiring situation.
3. If agreement cannot be reached, the Director will approve or deny the selection after careful review of the facts and discussion with the AAO.
4. If there is no under-represented group candidate(s) who meet the minimum qualifications, the Human Resource Coordinator must provide evidence supporting the fact that all disparate protected groups have been appropriately targeted for recruitment.

## **Metropolitan Mosquito Control District Affirmative Action Plan**

### **RECRUITMENT PRACTICES**

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The recruitment program of the District targets specific protected groups in response to annual underutilization analyses. The practice is to hire eligible seasonal workers without regard to race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, membership or activity in a local commission, disability, sexual orientation, or age. Consequently, when posting for seasonal workers, the District places employment advertisements in the Twin Cities' major, suburban, and local newspapers; periodicals; newsletters; college and university science and health departments; vocational and technical institutes; and state and local job service offices.

The District's practice is to staff many regular full-time positions with experienced seasonal personnel by promotion. Even though the practice favors internal promotion, staffing is conducted externally for all regular, full-time positions.

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

For example, if racial/ethnic minorities were determined to be a protected group not adequately represented within a particular job category, 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). District staff may 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 metropolitan area with which the District has developed a relationship would receive notices of position openings. Other protected group or groups that are under-represented would have its population targeted for recruitment in much the same manner as described above.

### **Typical Recruitment Sources & Examples**

The District places position announcements in a variety of sources. Advertisements are placed in a number of area newspapers including the Minneapolis Star and Tribune, St. Paul Pioneer Press, and weekly community newspapers. Notice of position openings are also placed in college and vocational institutes located within the seven-county metropolitan area (e.g. Dunwoody Industrial Institute, community colleges, University of Minnesota (Minnesota Daily), etc.). Professional newsletters and periodicals such as the Bulletin of the Society of Vector Ecologists, Entomological Society of America, and the American Mosquito Control Association have advertised open District positions.

Protected group agencies also receive notice of position openings (e.g. Centro Cultural Chicano, East Side Neighborhood Services, Native American Special Project, etc.) The Minnesota Department of Economic Security and Work Force Centers as well as other services and programs in the seven metropolitan counties are targeted for recruitment.

**Metropolitan Mosquito Control District  
Affirmative Action Plan**

**RETENTION AND PROMOTION OF PROTECTED GROUP MEMBERS**

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**Retention**

Exit interviews will be conducted and reasons for protected groups members leaving will be explored 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 views of District operations and/or personnel that might hinder or halt their continued employment. The District will also provide appropriate complaint procedure(s) with directions on filing complaints verbally or in writing, and will assure all confidentiality available.

**Promotion**

It is the District's practice to favor the filling of regular, full-time job vacancies from within. Therefore, when job vacancies occur, the District looks for and strongly considers opportunities to promote those members of the current work force (seasonal and regular, full-time) who possess the required skills and abilities to perform the job tasks.

To meet the District's affirmative action goals and objectives, it will make a concerted effort to promote under-represented protected group members. The District will actively seek out appropriate skills and management training and will actively encourage protected group members to participate. Supervisors will keep management advised as to the progress made by protected group members in furthering their skill and qualifications for advancement through the District's performance appraisal system. Opportunities will be sought 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 regular, full-time employees who complete courses ("C" average or better) that 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 District.

## **Metropolitan Mosquito Control District Affirmative Action Plan**

### **AUDITING AND REPORTING SYSTEM**

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To determine effectiveness, the District's Affirmative Action Plan includes methods of auditing, evaluating and reporting program success, including a procedure that requires a pre-employment review of all hiring opportunities (see p. 8) for occupational groups with unmet affirmative action goals.

#### **1. General**

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

- a. Quarterly report of all hires, terminations and discharges, including the job classification, job category, racial/ethnic group, sex, and disability.
- b. List of all disciplinary actions taken during the past quarter including, job classification, job category, racial/ethnic group, sex, and disability.
- c. List of all recruitment resources used and a record of recruitment strategies used to help fill specific vacancies for which there was under-representation.
- d. List of all formal and informal discrimination complaints filed and/or received in the past quarter.
- e. Record 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, job category, racial/ethnic group, sex, and disability.

#### **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 Report as provided by the Office of Diversity and Equal Opportunity.
- 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 will be forwarded to the District's Management and Group Leader teams as well as Human Resources staff.
- b. Status reports as requested by the Office of Diversity and Equal Opportunity

## **Metropolitan Mosquito Control District Affirmative Action Plan**

### **TRAINING AND SURVEYING**

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The District will periodically conduct training of all management and supervisory personnel in the implementation of its Plan. Topics of 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. Management and supervisory responsibilities in dealing with alleged acts of discrimination in the workplace.
4. Commonly held misconceptions of protected groups and how to dispel them should they surface (e.g. females, as a class, are not capable of doing heavy work).

The District will also take advantage of various training programs offered through a variety of external training sources.

Further, the District will periodically survey its work force to determine employee attitudes toward implementation of its Affirmative Action Plan.



## Metropolitan Mosquito Control District Affirmative Action Plan

### REASONABLE ACCOMMODATION POLICY

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#### **Policy:**

The following policy statement establishes the District's work force standard for accommodation to the needs of persons of disability. Reasonable accommodation requirements apply to both current employees as well as job applicants. It is the policy of the District to encourage the employment and a promotion of any qualified person including person(s) of disability. 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 an 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 person is not otherwise qualified to perform that particular job. The District's reasonable accommodation 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 employees/job applicants with disabilities when such accommodations are directly related to performing a job or completing a job on 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.

Methods of providing reasonable accommodation may consist of, but are not limited to, job modification, flexible schedules, assistive devices, and/or support services. Transportation to and from work is the responsibility of the employee.

#### **Definitions:**

**Persons of Disability:** A person of disability, for the purposes of this policy, is anyone who meets the definition as stated in the Americans with Disabilities Act of 1990. A person of disability 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, or
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 impairment.

## **Employee Request for Reasonable Accommodation**

**Procedure:** An employee may request consultation with his/her immediate supervisor 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 shall meet with the employee at the earliest mutually convenient time. If agreement is not reached, the supervisor must submit the written request for reasonable accommodation to the Human Resource Coordinator.

The Human Resource Coordinator, Human Resource Consultant, and the Affirmative Action Officer, will gather information regarding availability and cost. The Human Resource Coordinator may request medical documentation to support the request.

Under normal circumstances, the Human Resource Coordinator/Human Resource Consultant will 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, will consider the available alternatives to decide whether to grant the requested accommodation and what accommodation should be provided. The decision will then be provided in writing to the supervisor and the requesting employee within five working days after the determination is made.

If the employee is not satisfied with the decision of the District, he/she may, within ten (10) working days after receiving the District's decision, appeal that decision. The employee should address a written appeal to the Director within the ten working days mentioned above and, upon receipt of that appeal, the Director shall notify the Chair of the Metropolitan Mosquito Control Commission in writing that an appeal has been made.

The Chair will then schedule, within ten working days, a review to be heard by three selected members of said Commission. The Commission shall render a decision in writing to the employee within five working days of the date of the review. If the employee is not satisfied with the Committee's decision, then he/she may then file a complaint with the Minnesota State Department of Human Rights, the Equal Employment Opportunity Commission, 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, among others, will be taken into consideration:

1. The overall size of the District (e.g. 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, if necessary; 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 qualifying/qualified employees or 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 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, and/or cost-effectiveness.

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

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.

### **Job Applicant Requests for Reasonable Accommodation**

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 Human Resource Coordinator promptly. To ensure that the accommodation, if appropriate, is provided at the interview, requests shall be handled in a timely manner.

The Human Resource Coordinator or other designated District representative shall contact the job applicant to discuss the needed accommodations and possible alternatives. If the accommodation is approved, the Human Resource Coordinator will take the necessary steps to see that the accommodation is provided. If the requested accommodation is denied, the Human Resource Coordinator 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 (MN Stat. Sec. 363), the Equal Employment Opportunity Commission, or other legal remedies.

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

Date of receipt in Office \_\_\_\_\_

**Please print or type**

Name \_\_\_\_\_ Date of Request \_\_\_\_\_

Position/Empl. No. \_\_\_\_\_ Position Applied for \_\_\_\_\_

**Attach additional sheets for questions below if necessary.**

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Type of accommodation requested to perform essential function

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_

Received by Human Resource Coordinator \_\_\_\_\_

Date \_\_\_\_\_

Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Information on this form shall be confidential with the exceptions according to the Rehabilitation Act of 1973, Section 504, subd. 84.14 and the Minnesota Data Privacy Act.

**REASONABLE ACCOMMODATION AGREEMENT**

Metropolitan Mosquito Control District  
Equal Opportunity/Affirmative Action Employer

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This form is to be completed by the Affirmative Action Officer 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.

Name \_\_\_\_\_ Date of Request \_\_\_\_\_  
Position/Empl. No. \_\_\_\_\_

The request for reasonable accommodation to the needs of the above named employee was:  
\_\_\_\_\_ provided \_\_\_\_\_ denied

Indicate justification for the decision (include specific factors considered).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If reasonable accommodation was approved, was the employee's suggestion accepted?  
Yes No Partially (circle one)

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.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

H. R. Coordinator Signature \_\_\_\_\_ Date \_\_\_\_\_

Affirm. Action Officer Signature \_\_\_\_\_ Date \_\_\_\_\_

Business Administrator Signature \_\_\_\_\_ Date \_\_\_\_\_

Information on this form shall be confidential with the exceptions according to the Rehabilitation Act of 1973, Section 504, subd. 84.14 and the Minnesota Data Privacy Act.

## **Metropolitan Mosquito Control District Affirmative Action Plan**

### **EMERGENCY OPERATION PLAN (EOP)**

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#### **Severe Weather**

Metropolitan Mosquito Control District (District) administrative and field operations emanate from a central office and seven operating facilities located within the seven-county metropolitan area (See Field Operations Manual for locations).

Weather plays a predominant role in District 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 employee health and/or safety (inside a structure or out in the environment) are 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 declaration 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.

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 facility Group Leaders. If this release happens before the start of work, employees (or emergency contacts) are contacted by their respective Group Leaders (hearing impaired employees shall be contacted, for example, by contacting a neighbor).

Effective communication for implementing safety and/or evacuation procedures is initiated by telephone and over the District's 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/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 staff and visitors in the workplace. When a weather emergency is declared and safety and/or evacuation procedures are called for, District field staff (seasonal employees) report to their immediate supervisor (Foreman) who in turn report to their primary Group Leader at designated locations. Assignments are then made by the Group 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 reports to the Business Administrator (primary group leader) for direction in an emergency.

Group Leaders and the Business Administrator are responsible in seeing that all staff who 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 region facilities and the District main office.

When the weather emergency has passed or been canceled, 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.

### **Building Evacuation**

As indicated 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 a District 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, spill, and bomb threats.

All staff and persons are assigned to a primary group leader for direction (administrative operations under Business Administrator or designee and field operations under the Group 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.

Group Leaders, according to the specific implementation plans of the various facilities, are responsible in seeing to the safety and/or evacuation of any hearing impaired, blind, non-English speaking, and physically or mentally disabled 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 maintains and updates 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 unreasonably 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.

**Metropolitan Mosquito Control District  
Affirmative Action Plan**

**HARASSMENT POLICY &  
DISCRIMINATION OR HARASSMENT COMPLAINT PROCESS**

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It is the policy of the Metropolitan Mosquito Control Commission to provide to its applicants and employees, a working environment that is free of harassment on the basis of, including but not limited to, sex, race, disability, color, creed, age, national origin, religion, membership or activity in a local human rights commission, sexual orientation, marital status and/or status with regard to public assistance. Employees are prohibited from engaging in harassment of other employees and non-employees on the basis of any of these characteristics while in the course of carrying out their employment duties.

Employees are also prohibited from:

- Aiding or abetting another in committing illegal discrimination;
- Taking an action of reprisal against another because that person filed a charge, participated in an investigation, or opposed illegal discrimination, or;
- Taking an action of reprisal against another because of that person's association with person(s) as identified above.

Any applicant or employee who believes that he/she has been discriminated against or harassed in the workplace, on the basis of sex, race, disability, color, creed, age, national origin, religion, membership or activity in a local human rights commission, sexual orientation, marital status and/or status with regard to public assistance may file a complaint with the Metropolitan Mosquito Control District's (District) Affirmative Action Officer designate. The District's Affirmative Action Officer designate receives employment discrimination and harassment complaints and is, in conjunction with the District's human resources function, responsible for the investigation of those complaints in a timely manner. The specific method(s) of complaint investigation, however, depends upon the nature and complexity of the allegations.

**Harassment: Definition**

Verbal and/or physical conduct and/or communication when such conduct and/or communication is unwelcome, and such occurs on the basis of characteristics identified in law or Commission policy as an improper basis for discrimination, and when:

- i. Submission to such conduct and/or communication is explicitly or implicitly made a term or condition of an individual's employment, or
- ii. Submission to or rejection of such conduct and/or communication by an individual is used as the basis of employment decisions affecting the individual, or
- iii. Such conduct and/or communication has the purpose or effect of substantially interfering with an individual's employment or of creating an intimidating, hostile or offensive working environment, and the employer knows or should know of the existence of the harassment and fails to take timely and appropriate action.



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

- Sexually motivated physical contacts, sexually derogatory statements, physical and/or verbal sexual advances, requests for sexual favors and other verbal and/or physical conduct and/or communication of a sexual nature
- Exclusion from orientation, training or teamwork
- Repeated disparaging, belittling, ridiculing, demeaning or insulting remarks directed at or about an individual, or a characteristic unique to the individual
- Repeatedly making an individual, or a characteristic unique to the individual, the subject of jokes
- Behavior that maligns a reasonable accommodation provided by the District to enable an individual with a disability to compete for or perform District jobs or tampering or interfering with assistive device(s) used by an individual to overcome the effects of a disability.

### **Complaint Process: Procedures**

There are two (2) levels of procedure in the complaint process — the informal and the formal.

#### **Informal Procedure**

An employee may, and is encouraged to, contact his/her immediate supervisor to discuss the alleged complaint. If the immediate supervisor is the subject of the complaint, the employee may directly contact the Affirmative Action Officer designate, the Business Administrator or the Human Resources Coordinator. The supervisor, together with the employee, will attempt to resolve the complaint. If the complaint cannot be resolved at this level, the supervisor will refer the employee to the employee's choice of the Affirmative Action Officer designate, the Human Resources Coordinator, the Business Administrator, or the Director.

Upon being referred as above, the complaint will be forwarded to the Affirmative Action Officer designate. The Affirmative Action Officer designate, in conjunction with an appropriate Human Resources function representative, will determine whether the complaint is a matter or subject to be reasonably and appropriately dealt with under these procedures. If not, the employee may be referred to other, more appropriate resource(s).

If the complaint is determined to be a matter or subject to be reasonably and appropriately dealt with under these procedures, and if the complaint cannot be resolved using the informal procedure within ten (10) working days following a first meeting, the employee may file a complaint using the formal procedure.

**Note: An employee may choose to use the formal procedure at the outset of their complaint.**

#### **Formal Procedure**

An employee may, and is encouraged to, contact the District's Affirmative Action Officer designate to file a complaint under the formal procedure. If the Affirmative Action Officer designate is the subject of the complaint, the employee may directly contact the Human Resources Coordinator, the Business Administrator or the Director, or visa versa. The employee will discuss the alleged complaint and complete a complaint form containing at least the following information:

1. The name(s) and signature(s) of the complainant(s).
2. The alleged discriminatory or harassing conduct and/or communication, behavior, action or policy/procedure/practice.
3. The name(s) of any employee(s) alleged to have engaged in the alleged discriminatory or harassing conduct and/or communication, behavior, action or policy/procedure/practice.
4. The date(s) and place(s) of occurrence of the alleged discriminatory or harassing conduct and/or communication, behavior, action or policy/procedure/practice.
5. The resolution/action desired by the complainant.

The Affirmative Action Officer designate will notify the appropriate individuals of the receipt of the complaint, potentially including the respondent(s), the supervisor(s) and management. The Affirmative Action Officer designate, in conjunction with an appropriate Human Resources function representative, will determine the method of investigation to utilize and will initiate such investigation. Upon completion of the investigation, the Affirmative Action Officer designate will submit a report, including the findings of fact from the investigation, with recommendations to the Business Administrator and Director.

The Business Administrator and Director determine the action to be taken; this determination will be made within 60 calendar days from the date of the filing of the complaint form. The Business Administrator and Director may from time to time extend the 60-day time limit for making such determination; reasons for extending this time limit will be specified in writing. The decision of the Business Administrator and Director constitutes the final internal resolution of an internal complaint of discrimination and/or harassment under this process.

#### **Additional Procedures Related to Complaints Alleging Reprisal**

An employee may also file a complaint under this process that alleges an action of reprisal having been taken against an individual because that person filed a charge, participated in an investigation, or opposed illegal discrimination, or because of that person's association with person(s) as identified in the policy statement. This type of complaint will be investigated as appropriate to the nature and complexity of the allegations and the Affirmative Action Officer designate will submit a written determination to the complainant and management.

The complainant will have ten (10) working days from the date of written determination in which to appeal the determination directly to the Director. If the complainant elects not to appeal or fails to appeal within the stated time limit, the Affirmative Action Officer designee's determination shall be considered to be the final internal resolution of the complaint.

If the complainant does appeal directly to the Director, he/she may submit any evidence and/or information that will support the allegation that action(s) of reprisal occurred as alleged. The Director will review all relevant information, and may request additional information. The Director will make a written determination that affirms, modifies or reverses the Affirmative Action Officer designate determination, and this determination will be considered the final internal resolution of the complaint.

## **Administrative Dismissal of Complaints**

Following is a list of some, but not all, of the reasons for which a complaint alleging discrimination and/or harassment may be administratively dismissed:

- The complaint is found to have been brought in bad faith (e.g. used simply as a means of protesting or trying to reverse an unpopular, but legitimate, decision).
- The complaint is based upon a temporary or partial disability that is so insignificant in its effect on an individual's perceived or real abilities or in the circumstances as a whole that it would be unlikely as a basis upon which to discriminate.
- The complaint is withdrawn by the complainant at anytime prior to a determination being made; the complainant must provide a written and signed statement requesting and/or agreeing to the withdrawal.

## **Discrimination and/or Harassment Complaint Files**

Files on all discrimination and/or harassment complaints will be maintained. Such files will include all written materials that were used in processing the complaint and any document(s) that indicate the final internal resolution of the complaint. Each file will be maintained for a period of seven (7) years from the date of the final internal resolution. Any information relating to a discrimination complaint will not be included as part of the complainant's personnel file except as appropriate or as otherwise required. All discrimination complaint files are the property of the District and will be treated as confidential except as otherwise required by law.

## **Relevant Party Responsibilities**

Management and supervisory employees are responsible to, among other things:

- Take all steps reasonably necessary to prevent discrimination and/or harassment from occurring in the work place. Examples of such steps include affirmatively and appropriately raising and discussing the issues and concepts; expressing strong disapproval of any known occurrence(s), and; informing employees of their rights and responsibilities related to this process.
- Immediately contact the Affirmative Action Officer designate upon becoming aware of a discrimination and/or harassment complaint.
- Cooperate fully with and participate as necessary in any investigation(s) of discrimination and/or harassment.

An employee who believes that they have been subjected to discrimination and/or harassment may, among other things:

- Immediately inform the person causing the alleged discrimination and/or harassment that the behavior is unwelcome and ask that it cease (the alleged discrimination and/or harassment may be reported to any supervisor or manager without confronting the person, however).
- Appropriately and promptly report the alleged discrimination and/or harassment if it does not cease.
- Cooperate fully with and participate as necessary in any investigation(s) of discrimination and/or harassment.

All employees of the District are responsible to, among other things:

- Promote and apply the principles of equal opportunity in their work and work to maintain a

- working environment that is free of discrimination and/or harassment.
- Cooperate fully with and participate as necessary in any investigation(s) of discrimination and/or harassment.

### **Complainant Rights**

All complainants have the right to pursue any discrimination and/or discriminatory harassment complaint through external agencies (the Minnesota Department of Human Rights or the Equal Employment Opportunity Commission). The Affirmative Action Officer designate will communicate the option of pursuing an internal or external complaint process and will make it clear that the use of the internal complaint process is not a prerequisite to filing an external complaint with the agencies mentioned above.

**Harassment/Discrimination Complaint Form**  
Metropolitan Mosquito Control District  
Equal Opportunity/Affirmative Action Employer

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Name \_\_\_\_\_

Facility \_\_\_\_\_

Job Title \_\_\_\_\_

Supervisor \_\_\_\_\_

Nature of Complaint  
(check all that apply)

Harassment \_\_\_\_\_

Discrimination \_\_\_\_\_

**Circle all that apply**

race      color      creed      religion      national origin  
sex      marital status      disability      sexual orientation      age  
public assistance status      membership/activity in a local human rights commission

Individual(s) accused of discrimination and/or harassment (attach additional sheets if necessary).

1. Name \_\_\_\_\_

2. Name \_\_\_\_\_

Job title \_\_\_\_\_

Job title \_\_\_\_\_

Facility \_\_\_\_\_

Facility \_\_\_\_\_

Describe all instances of discrimination and/or harassment. List the most recent occurrence first. Be specific, include: names of all parties involved and witnesses; date, location, and time of each occurrence; what occurred before the discrimination and/or harassment; and, what was the result of the harassment and/or discrimination. Attach additional sheets if necessary.

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What is your suggested resolution/action? Be specific. Attach additional sheets if necessary.

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I swear or affirm that all statements made on this Discrimination/Harassment Complaint Form are true, complete, and correct to the best of my knowledge and belief.

Signature of Complainant \_\_\_\_\_

Date: \_\_\_\_\_

Received by: \_\_\_\_\_

Date: \_\_\_\_\_

Affirmative Action Officer \_\_\_\_\_

Date: \_\_\_\_\_