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# STATE OF MINNESOTA

## BOARD OF ANIMAL HEALTH

### AFFIRMATIVE ACTION PLAN

**JULY 1998 - JUNE 2000**

# AFFIRMATIVE ACTION PLAN

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**BOARD OF ANIMAL HEALTH**  
**STATEMENT OF COMMITMENT**  
**TO EQUAL EMPLOYMENT OPPORTUNITY**  
**AND AFFIRMATIVE ACTION**

It is the policy of the State of Minnesota and The Minnesota Board of Animal Health to ensure equal employment opportunity for all persons. As Executive Director of this agency, I am firmly committed to this policy and hereby assure that all personnel activities carried out by this agency will be conducted without regard to race, creed, color, sex, religion, national origin, age, marital status, disability, status with regard to public assistance, sexual orientation, membership, or activity in a local human rights commission.

To implement this policy, I have established an Affirmative Action Plan for the Minnesota Board of Animal Health which complies with the Statewide Affirmative Action Plan and with both state and federal laws, regulations, and guidelines. The agency's affirmative action plan includes our commitment to retain qualified, talented, protected group employees. This program will be administered by Ms. Barbara Troyer, as Affirmative Action Officer.

It is the responsibility of all employees to comply with the agency's affirmative action plan. Managerial and supervisory employees are specifically responsible for the implementation of affirmative action within their respective jurisdictions as outlined in the agency affirmative action plan. My performance appraisal and performance appraisals of such employees will include evaluations of their progress in this area. Failure of any employee to comply with the policy will result in disciplinary action.

The attached policy and the agency's affirmative action program (which is available for review by any employee or citizen from Ms. Barbara Troyer or in the Minnesota Board of Animal Health Office) represents the Minnesota Board of Animal Health's desire and intention to fully utilize the large reservoir of untapped human resources and skills among Minnesota's protected group citizens. Our success in this objective will benefit not only those who have been denied opportunity in the past, but will also benefit our agency, the state government, and the people of Minnesota.

  
\_\_\_\_\_  
Dr. Thomas J. Hagerty, Executive Director

**BOARD OF ANIMAL HEALTH**

**TRANSMITTAL FORM**

1. An annual review of the goal units listed below revealed underutilization of the following:

GOAL UNITS	PROTECTED GROUPS		
	WOMEN	MINORITIES	DISABLED
Supervisors	X		X
Medical (Field Veterinarians)	X	X	X
Office Clerical		X	

2. The Affirmative Action Plan is available at the following central office locations so that every employee is aware of the agency's commitments in affirmative action for the biennium.

Employee Information Area, Affirmative Action Officer's Office, Agency Head's Office

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

*Barbara A. Troyer*

Barbara A. Troyer, Affirmative Action Officer

*11-10-99*

Date

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

*Thomas J. Hagerty*

Thomas J. Hagerty, Executive Director

*11-10-99*

Date

5. This annual plan meets the rules governing affirmative action, MCAR Chapter 3905.0600 Statutory Authority 43A.04, and contains goals and timetables as well as methods for achieving them which are reasonable and sufficiently aggressive to deal with the identified disparities.

Director, Office of Diversity and Equal Opportunity

Date

## Objectives

1. To conduct all aspects of the agency's personnel matters without discrimination with regard to race, creed, color, sex, religion, national origin, age, marital status, disability, veterans status, reliance on public assistance, membership or activity in a local commission, or sexual orientation..
2. To comply with the Statewide Affirmative Action Program and, all state and federal laws, rules and regulations which apply to Affirmative Action and Equal Employment Opportunity.
3. To attempt to meet the interim goals as outlined in this plan. Because of our low turnover rate, we have few opportunities to hire and few protected group applicants to select from.
4. To make all agency employees, applicants and eligibles aware of the agency's commitment to affirmative action and non-discrimination.
5. To make all agency employees, applicants and eligibles aware of their responsibilities under the agency's affirmative action plan. And, to make the aforementioned groups aware of the consequences of discriminatory acts, as defined in the plan.

## Outline of Responsibilities

### A. Executive Director - Thomas J. Hagerty, DVM

#### 1. Responsibilities

The Executive Director is accountable for establishing the agency's Affirmative Action Plan, including goals and timetables, in compliance with all existing state and federal laws, rules and regulations.

#### 2. Duties

The duties of the Executive Director shall include, but not be limited to, the following:

- a) To designate the agency's Affirmative Action Officer (AAO).
- b) To take action on complaints of discrimination if necessary.
- c) To issue a statement affirming his support of the state's equal opportunity policy and affirmative action for his agency and to ensure that such statement is disseminated to all employees.
- d) To make changes in policy and procedures to facilitate effective affirmative action in the agency.

#### 3. Accountability

Dr. Hagerty is accountable directly to the Chairman of the Board of Animal Health, and indirectly to the Commissioner of Employee Relations and the State Director of Diversity and Equal Employment Opportunity for purposes of affirmative action.

### B. Affirmative Action Officer (AAO)- Ms. Barbara Troyer

1. Responsibilities

The AAO shall be responsible for the administration, implementation and maintenance of the agency's plan.

2. Duties

Duties of the AAO shall include, but not be limited to, the following:

- a) To recommend policy, procedure of program changes to the Executive Director.
- b) To keep the Executive Director informed of the agency's AA progress.
- c) To implement the Executive Director's order regarding AA.
- d) To coordinate and to monitor the day-to-day affirmative action activities.
- e) To investigate complaints of discrimination.
- f) To fulfill all affirmative action reporting requirements.
- g) To ensure the dissemination of the agency's AA policy.
- h) To hold exit interviews with all employees to determine reasons for turnover.
- i) To act as the liaison between the agency and the DOER - Office of Diversity and Equal Opportunity for purposes of affirmative action.
- j) To notify all contractors and subcontractors with the agency of their affirmative action responsibilities.
- k) To determine the need for affirmative action training within all divisions of the agency and to initiate the development of such training programs with the assistance of the agency's Training and Development Officer, the DOER - ODEO.
- l) To support and participate in the recruitment and selection of protected class persons in occupational categories in which a disparity exists for employment, promotion, and training opportunities.
- m) To maintain contacts with protected class resources for recruitment purposes.
- n) To prepare quarterly and annual reports of AA activities for consideration by the Executive Director and for submission to the Director of DOER - ODEO.

3. Accountability

The AAO is accountable directly to the Executive Director for purposes of affirmative action.

C. Division Supervisors - Dr. Paul Anderson, Dr. Keith Friendshuh, Dr. Bill Hartmann, Ms. Barbara Troyer, Mr. Bob Tiller

1. Responsibilities

The division supervisors shall be responsible for the implementation of the agency's AAP within their divisions.

2. Duties

Duties of supervisors within the agency shall include, but not be limited to, the following:

- a) To assist the Human Resource Manager and Affirmative Action Office in recruiting

protected group persons for occupational categories in which a disparity exists within the agency.

- b) To conduct employment interviews in a manner to protect the privacy of the prospective employee and so that discrimination isn't a factor in the selection of the successful candidate.
- c) To conduct the annual appraisal of each employee without discrimination and to encourage each employee to inform the supervisor of discriminatory practices which have occurred.
- d) To attempt to resolve complaints of discrimination among employees fairly and promptly. To refer them to the AAO if the complaint cannot be resolved.

### 3. Accountability

The division supervisors are accountable directly to the Executive Director.

## Communications

### A. Internal

1. With the approved biennial update of the AAP, the AAO will notify all agency employees of the updated plan via memorandum.
2. The Executive Director shall distribute a letter of commitment to AA biannually to all employees and to new employees during their orientation.
3. The agency's AAP will be made available for employee and public review by the AAO.
4. The agency's AAP will be posted in the agency's Employee Information Area
5. The orientation of new employees will include a discussion of AAP.

### B. External

1. All persons or organizations contracting with the agency will be informed of the agency's AA policy and advised that the agency will do business only with those who comply with the state's AA policy.
2. Management and supervisors will inform persons, i.e. the general public, vendors, contractors, outside the agency that there is an AA policy for the agency which is in agreement with the statewide AAP and the laws, rules and regulations of the state and the United States of America.
3. When recruiting employees from sources other than the State Department of Employee Relations, the persons, association, organizations, etc., contacted will be informed of the AA policy and that the agency is "An Equal Opportunity Employer."
4. The agency's letterhead stationary bears the statement "an Equal Opportunity Employer."

## BOARD OF ANIMAL HEALTH

### AFFIRMATIVE ACTION INTERIM GOAL SETTING WORKSHEET

#### FEMALE

UNIT	EMPLOYMENT		Group Percent	Ideal Goal %	Interim Goal
	Total	Group			
206 Office	12	12	100%	0.00%	0
213 Medical (Field Vet)	8	0	0.00%	27.40%	1
216 Supervisors	6	0	0.00%	43.00%	1

#### MINORITY

206 Office	12	1	8.33%	8.80%	1
213 Medical	8	0	0.00%	8.00%	0
216 Supervisors	6	1	16.67%	11.50%	0

#### DISABLED

206 Office	12	2	16.66%	12.82%	0
213 Medical	8	0	0.00%	12.82%	1
216 Supervisors	6	0	0.00%	12.82%	1

Agency Approval \_\_\_\_\_

  
Thomas J. Hagerty, Executive Director

Date \_\_\_\_\_

11-10-9

Bargaining units 207, 214, and 220 each have less than five employees. Goals are not set for bargaining units with less than five employees.



## Goals and Timetables (By Bargaining Unit Categories)

- A. SUPERVISORS: The agency will not discriminate against protected groups. We will encourage qualified members of protected groups to apply.
- B. MEDICAL: (Field Veterinarians) We do not anticipate retirements in our Field Vets force for 1998/00. When vacancies occur, we will not discriminate against any of the protected groups and will encourage them to join our staff.
- C. OFFICE: Bargaining unit 206 is a female dominated class, therefore, no female goals will be set. Our recruitment effort will be to encourage qualified minority and disabled persons to apply.
- D. MANAGERIAL, PROFESSIONAL (GENERAL), TECHNICAL: Each of these categories contain fewer than five employees. Therefore, there are no interim goals for these categories. However, if we notice and apparent underutilization, we will make efforts to address the underutilization.

## Internal and Reporting Systems

### A. Internal Audit

- 1. The AAO will monitor the employment practices of the agency when there is an opportunity to hire an occupational category where there is a disparity by receiving copies of the certification lists used, determining why each new employee was selected, reasons for non-selection of any protected group applicant, reviewing the promotions within the agency, and conducting exit interviews with those employees terminating their employment with the agency.
- 2. Monitor and keep records pertaining to disciplinary actions taken by agency management.
- 3. Consult with the agency training officer and maintain records on the courses being offered to and taken by agency employees.
- 4. Maintain records of all discrimination complaints reported by division supervisors or by any employee, including complaint summaries, resolution, corrective action taken, etc.

### B. Reporting Systems

- 1. Quarterly reports, when required by DOER-ODEO, will be prepared and submitted as requested.
- 2. A biennial report describing the agency's progress in meeting its goals and objectives for affirmative action will be submitted to DOER-ODEO with completion of the agency's biennial budget.
- 3. Disposition of complaints will be filed with Commissioner of Employee Relations within 30 days of final determination.

C. Selection: Pre-employment Review

The Affirmative Action Officer will maintain a record of all appointments made in under-represented job categories. If a vacancy is to be filled in a job category which is under represented, the following procedures will take place:

1. Affirmative Action Officer recruits affirmatively from under- represented protected group(s).
2. Affirmative Action Officer or Personnel Manager consults with supervisor regarding disparity and established goal.
3. Supervisor interviews, after determining all job-related criteria.
4. Supervisor informs Affirmative Action Officer and Personnel Manager of hiring decision, prior to making job offer.
5. If protected group candidate was not selected, supervisor holds job offer until her/his written justification for non-selection is reviewed.
6. Affirmative Action Officer documents employment decision, attaching copy of justification to selection file.

D. LAYOFF:

The agency rarely has layoffs (only one layoff in the last six years). However, we will consider the effect of any potential layoff decision on the agency's affirmative action goals and timetables. To accomplish this, any proposed layoff will be reviewed by the Executive Director and AAO.

E. PROGRAM SUCCESS:

The AAO will track success in all program areas. All successes of the agency's AAP will be reported to DOER-ODEO in the agency's biennial report.

## BOARD OF ANIMAL HEALTH

### PLAN FOR PREVENTING DISCRIMINATORY HARASSMENT

The Executive Director of the Board of Animal Health is responsible for the application of this policy, each manager and supervisor has the responsibility to implement this policy within their units. This responsibility includes initiating and supporting programs and practices designed to develop understanding, acceptance, commitment, and compliance with the framework of this policy. All employees must be informed that harassment is unacceptable behavior, and each supervisor will be responsible for orienting his/her staff to the Board's policy.

Harassment (because of/based on/directed at) an individual's protected class characteristic, (i.e., race, sex, age, color, creed, religion, national origin, marital status with regard to public assistance, disability, sexual orientation) is a form of discrimination and is a violation of Title VII of the Civil Rights Act of 1964 as amended by the Equal Employment Opportunity Act of 1972 and the Minnesota Human Rights Act, M.S. 363.

It is the Board of Animal Health's policy to prohibit harassment/discriminatory behavior from agency co-workers or supervisors. Verbal or physical conduct of a discriminatory nature need not be tolerated by any employee 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 includes but is not limited to any of the following forms:

1. Repeated disparaging, belittling, demeaning, insulting remarks.
2. Repeated jokes about an employee or a characteristic unique to the employee.
3. Sabotage of an employee's character, reputation, work efforts or property.

All employees will be careful to treat their co-workers, subordinates and supervisors with respect at all times.

Any employee who feels that he or she is being subjected to discrimination in any form, or who believes he or she has witnessed physical or verbal harassment of a discriminatory nature should notify their supervisor or contact Ms. Barbara Troyer, Affirmative Action Officer, 296-2942, Ext. 14.

## HARASSMENT/DISCRIMINATION COMPLAINT PROCEDURE

The Equal Employment Opportunity complaint process applies to complaints which allege discrimination because of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, age, sexual orientation, or membership or activity in a local human rights committee.

### Definitions

**Complainant** The person who files the complaint of discrimination

**Day** A working day

**Agency** Any agency, division, board, institution, or other entity of the executive branch of the state government which is using this procedure.

**Employee** Any employee of a agency using this procedure. This term shall include, but not be limited to, all classified and unclassified employees, regardless of whether they are seasonal, temporary, part-time, full-time, pre-service trainees, probationary, provisional, unlimited, student workers or intermittent employees.

**Respondent** A person or an entity against whom a complaint of discrimination has been made.

### General Provisions

1. Any employee, eligible, or applicant who feels that he or she has been subjected to harassment/discriminatory behavior(s), or who believes he or she has witnessed such behaviors, is encouraged to report the information.
2. In the course of a complaint investigation, all documentation associated with the complaint shall be considered as private information. The status of the complaint, however, is public.
3. Those filing a complaint or serving as a witness shall do so without fear of coercion, reprisal or intimidation acts intended to cause fear of coercion, reprisal or intimidation against those filing a complaint or serving as a witness are prohibited.
4. Employees may elect to file a complaint with the Affirmative Action Officer or the Executive Director:

Barbara Troyer, AAO  
Board of Animal Health  
Room 119  
90 West Plato Blvd.  
St. Paul, MN 55107  
(651) 296-2942, ext. 14

Dr. Thomas J. Hagerty, Executive Director  
Board of Animal Health  
Room 119  
90 West Plato Blvd.  
St. Paul, MN 55107  
(651) 296-2942, ext. 16

5. The complainant through the Affirmative Action Officer or Executive director, shall be advised of his/her right to file a charge of discrimination within 365 days after the occurrence with the Commissioner of the Minnesota Department of Human Rights, the Equal Employment Opportunity Commission, or an attorney in private practice.

NOTE: The discrimination complaint procedure outlined above shall also apply to complaints of alleged sexual harassment. Certain modifications to this procedure exist in the collective bargaining agreement covering employees represented by AFSCME - Council 6.

An employee who has a complaint of discrimination (complainant) may bring it to the attention of his/her supervisor(s) in an attempt to reach a satisfactory resolution by administrative remedy. The complainant should report the incident to the supervisor. The supervisor must give an oral or written answer within a timely manner in an effort to resolve the grievance by mutual agreement.

If the complaint is against the supervisor or if the complainant feels uncomfortable discussing the complaint with the supervisor, he/she may present the complaint orally to the Affirmative Action Officer or the Executive Director. This initial step shall provide for a determination as to whether the complaint is a discrimination complaint and, therefore, appropriate to be addressed by the Affirmative Action Officer. Every effort shall be made toward a resolution by administrative remedy.

If the complainant does not believe the complaint has been resolved through the administrative process, and the complainant wishes to pursue the matter, he/she shall place the complaint in writing using the "Complaint of Discrimination" form for setting forth its nature, the facts upon which it is based and the relief requested. The written complaint is submitted to the Agency's Affirmative Action Officer or the Executive Director. The complainant can file the "Complaint of Discrimination" form immediately if he/she chooses to do so.

- Step 1: After receipt of a "Complaint of Discrimination" form, the Affirmative Action Officer shall determine whether or not it falls within the area of equal employment opportunity, i.e., the complainant is alleging a violation of his/her right to equal employment on the basis of race, creed, color, sex, age, marital status, national origin, disability, religion, reliance on public assistance, or sexual orientation.

*within  
15  
days,*

If the complaint is timely and proper for resolution through this complaint procedure, it shall be investigated by the Affirmative Action Officer. If the complainant is suffering harm in the absence of immediate action, the Affirmative Action Officer may take whatever action is deemed appropriate to remedy the situation while the complaint is being investigated.

- Step 2: Within a <sup>60 days</sup> reasonable timeframe, the Affirmative Action Officer shall investigate the

complaint. The investigation may include interviews with or statements from all parties involved including the complainant, respondent, complainant's supervisors, witnesses or Agency officials as well as a review of all pertinent records or documents relating to the complaint.

Every effort will be made to resolve the complaint during the investigation. If a resolution is reached, it shall be reduced to writing by the investigator and signed by the parties involved. Disposition of complaints will be filed with the Commissioner, Department of Employee Relations within 30 days of final determination.

**Step 3:** If the complaint is not resolved as the result of Step 2 above, the Affirmative Action Officer shall present a written summary of the issues, findings, and conclusions to the Executive Director.

The Executive Director shall review the investigation findings and, if deemed necessary, take appropriate disciplinary action up to and including discharge when the findings give merit to the complaint allegations.

## Statement of Policy

It is the policy of the Board to prohibit verbal and physical harassment of its employees based on race, color, creed, religion, national origin, sex, marital state, status with regard to public assistance, disability, sexual orientation, membership or activity in a local human rights commission, or age. Any employee subjected to such harassment should file a complaint with the agency's affirmative action officer/designee. Any unintentional or deliberate violation of this policy by an employee will be cause for appropriate disciplinary action.

Each supervisor is responsible for the application of this policy. This includes initiating and supporting programs and practices designed to develop understanding, acceptance, commitment, and compliance within the framework of this policy. All employees must be informed that harassment is unacceptable behavior, and each supervisor will be responsible for orienting his/her staff to our agency's policy. The affirmative action officer will be expected to keep the organization apprised of any changes in the law or its interpretation regarding this form of discrimination. More specifically, each supervisor will be responsible for:

1. Making certain that each individual in his/her division who makes or recommends employment and other personnel decisions are fully aware of and comply with this policy;
2. Notifying all employees within the division and orienting each new employee who is hired of this policy;
3. Informing all employees in his/her division of the complaint procedure and ensuring that all complaints will be investigated promptly and carefully.

## Definitions

Harassment is any behavior which is not welcome, which is personally offensive, which, therefore, may affect morale and interfere with the employee's ability to perform. When the basis of harassment is race, color, religion, sex or national origin it is illegal. For example, harassment based on national origin has been defined by the U.S. Equal Employment Opportunity Commission as "Ethnic slurs and other verbal or physical conduct relating to an individual's national origin."

It is possible for sexual harassment to occur among all employees. Employees who experience sexual harassment from co-workers have the option of notifying the employee(s) that such behavior is offensive to them or bring the matter to the attention of their supervisors or the agency affirmative action officer. In fulfilling our obligation to maintain a positive and productive work environment, supervisors are expected to halt such harassment between co-workers through appropriate disciplinary action based on the seriousness of the incident. They are also expected to protect a harassed employee who initiates a complaint from reprisal.

Another form of sexual harassment occurs when people offer or threaten to use the power of their position to control, influence, or affect the career, salary, or job of another employee (or prospective employee such as an applicant) in exchange for sexual favors.

Individuals who instigate any type of harassment are subject to the most serious disciplinary actions, including suspension, demotion, transfer, or termination. All complaints of sexual harassment involving

misuse of an individual's official position should be made to the Executive Director or the agency's Affirmative Action Officer.

### Procedure

Any employee, eligible or applicant of the Board who believes that he/she has been harassed based on his/her race, color, creed, religion, national origin, sex, marital state, status with regard to public assistance, disability, sexual orientation, membership or activity in a local human rights commission, or age may file a complaint.

Complaints of harassment should be filed using the internal discrimination complaint procedure included in our agency's affirmative action plan.



- the ability to finance the accommodation in relationship to the site(s) where there may be a need; and
- documented good faith effort to explore a less restrictive or less expensive alternative.

#### Request for Reasonable Accommodations for Job Applicants

1. All initial communication between a job applicant and a supervisor or personnel office regarding a position in the agency shall indicate the willingness of the agency to make a reasonable accommodation upon request, prior to the job interview.
2. The supervisor or personnel office shall contact the affirmative action officer immediately to indicate that an accommodation is needed. In order to ensure that the accommodation is provided at the interview, requests shall be handled in a timely manner.
3. The affirmative action officer shall contact the applicant to discuss the needed accommodation and discuss possible alternatives are necessary.
4. The agreed upon accommodation shall be provided if the cost does not cause an undue hardship to the agency.
5. If approved, the affirmative action officer shall take the necessary steps to see that the accommodation is provided.

#### Denial of Accommodations

If the requested accommodation is denied, the affirmative action officer shall notify the employee, eligible or job applicant of the decision. Also the AAO will advise him/her of the right to file a complaint with the Minnesota Department of Human Rights, or the U.S. Equal Employment Opportunity Commission, or other legal channels. All denials or requests for accommodation will be documented and kept on file by the affirmative action officer.

## BOARD OF ANIMAL HEALTH

### RETENTION PLAN

1. The following person is responsible for the agency's retention program and activities:

Barbara Troyer, Division Director  
Business Management Division

2. The agency's retention program will analyze the agency's separation and layoff patterns for the previous two years. The analysis will include all employees and its intent is to determine the impact of such action on protected group members.
3. The agency's retention activities will also include analysis of relevant information collected in exit interviews, conducted by the agency's AAO.
4. The agency will include the following methods and activities in its program to retain qualified protected group members:

The agency will continue training and organization development program, such as, Performance Management geared to building and enhancing the understanding and appreciation of diversity in the workplace.

The agency will consult with DOER - ODEO to ensure an ongoing retention program.

When needed, the agency will participate in the pilot mediation program offered by the State's Office of Dispute Resolution.

## **WEATHER EMERGENCIES**

1. Department of Employee Relations (DOER) poster concerning winter weather emergencies is posted on Board of Animal Health bulletin boards..
2. If DOER declares a weather emergency, it will be broadcast on radio station WCCO (830 on AM radio dial) indicating which offices or areas are affected.
3. Employees with hearing impairments who require special notification will receive notification, if at work, by the supervisor or designated backup staff in the case of an emergency. If the employee is not at work and an emergency is called, the supervisor will contact the employee through the Minnesota Relay Service (MRS) if the employee utilizes this service.

## **BUILDING EVACUATION**

The Board has established an evacuation procedure in conjunction with the Department of Agriculture. The plan is posted on the official bulletin board. Refer to Attachment C for the building evacuation plan.

## APPENDIX A

### EQUAL EMPLOYMENT OPPORTUNITY/ AFFIRMATIVE ACTION GLOSSARY

Affirmative Action--Emphasizes the positive, action steps needed to bring about change rather than a passive attitude of simple nondiscrimination. Affirmative Action can be defined as management policies and practices used to eliminate barriers to employment opportunity that are not based on specific job requirements.

Affirmative Action Plan--A coherent set of policies and procedures designed to find any barriers contributing to imbalance in an agency's work force and to foster the correction of any imbalances which exist.

Discrimination--Unfair treatment, intentional or unintentional, based on an individual or groups protected class characteristics.

Disparity--The employment of fewer persons with disabilities, ethnic/racial minorities, and women in the agency's work force than would reasonably be expected based on their availability in the labor market area.

Equal Employment Opportunity--The policy of basing all personnel activities solely on individual merit of applicants and employees, related to the specific job requirements, and without regard to age, race, creed or religion, color, disability, sex, national origin, marital status, status with regard to public assistance, political affiliation, sexual orientation or other non-merit factors.

Goal--A numerical objective for the utilization of protected group members.

Disabled Individual--A person who has a physical or mental impairment that substantially limits one or more major life activity, a person who has a record of such impairment, or a person who is regarded as having such an impairment.

Harassment/Discrimination--Any repeated behavior, or combination of behaviors, by one or more employees toward another employee or group of employees based on race, national origin, religion, sex, age, color, creed, marital status, disability, or sexual orientation, and which the affected employee considers to be annoying, insulting, intimidating, which causes discomfort and/or which has a detrimental effect on such employee's work performance.

Protected Class/Protected Group--Those individuals identified as disabled, ethnic/racial minorities, and women, as defined by M.S. 43A.02, Subd. 33.

Reasonable Accommodation--Architectural, equipment and other changes an employer would make to enable employees with disabilities to perform their jobs.

## APPENDIX B

### PROTECTED GROUP CATEGORIES FOR EMPLOYMENT PURPOSES

There are three protected group categories. They include women, ethnic/racial minorities and persons with disabilities.

#### Ethnic/Racial Categories:

1. Black, not of Hispanic Origin--Persons having origins in any of the Black racial groups of Africa.
2. Hispanic--Persons of Mexican, Puerto Rican, Cuban, Central or South America or other Spanish Culture or origin, regardless of race.
3. Asian or Pacific Islander--Persons having origins in any of the original people of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, India, Korea, Japan, the Philippine Islands, and Samoa.
4. American Indian or Alaskan Native--Persons having origins in any of the original peoples of North America and who maintain cultural identification through tribal affiliation or community recognition.

Persons of mixed ethnic/racial background would choose the group with which they most closely identify.

#### Disabled Category:

A person who has a physical or mental impairment that materially limits one or more major life activities, a person who has a record of such impairment, or a person who is regarded as having such an impairment.

## DIVISION MONITORS

Division monitors and back-up division monitors have been assigned in each division on each floor. They are people that will not panic and can think clearly in an emergency. **They will, when safe to do so, be responsible for ensuring that all people have vacated the division smoothly and efficiently.**

These monitors have familiarized themselves with stairway locations, fire extinguishers and emergency procedures for their area. They are also aware of all mobility impaired employees in their area, and maintain an accurate up-to-date list of names and locations within their **division**

## FLOOR MONITORS

Floor monitors and back-up floor monitors have been assigned on each floor. They may also serve as a division monitor. They are people who will not panic and can think clearly in an emergency. **They will, when safe to do so, be responsible for ensuring that all people have vacated the floor smoothly and efficiently.**

These monitors have familiarized themselves with stairway locations, fire extinguishers and emergency procedures for their area. They are also aware of all mobility impaired employees in their area, and maintain an accurate up-to-date list of names and locations within their **floor**. Smoke free locations should be identified for mobility impaired persons.

The floor monitors will ensure that safe conditions exist in exit areas and will then direct employees out of the building via the proper exit. The floor monitors will supervise the relocation and/or evacuation of mobility impaired persons.

## REMEMBER

**Floor monitors are educators who will lend assistance to people in their area. Their primary goal is to train people so they know what to do in the event of an emergency.**