

000664

BOARD OF NURSING

AFFIRMATIVE ACTION PLAN

2000 - 2002

BOARD OF NURSING  
AFFIRMATIVE ACTION PLAN

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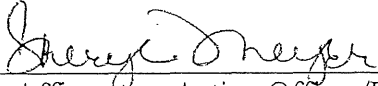
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**AFFIRMATIVE ACTION PLAN TRANSMITTAL FORM**  
Plan Years 2000-2002

This review revealed underutilization of the following protected group(s) in the following goal units where there are five or more persons in the goal unit:

| Goal Units | Protected Group<br>Women | Protected Group<br>Minorities |
|------------|--------------------------|-------------------------------|
| 205        |                          |                               |
| 206        |                          |                               |
| 214        | X                        |                               |

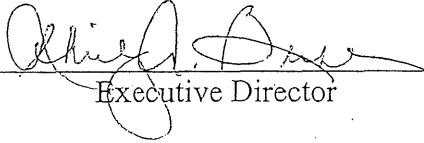
This plan meets the rules governing affirmative action, MCAR Chapter 3905.0600 Statutory Authority 43A.04, and contains goals and timetables as well as methods for achieving them which are reasonable and sufficiently aggressive to deal with the identified disparities.



\_\_\_\_\_  
Affirmative Action Officer/Designee

9-25-00

\_\_\_\_\_  
Date



\_\_\_\_\_  
Executive Director

September 25, 2000

\_\_\_\_\_  
Date

## STATEMENT OF COMMITMENT

The Board of Nursing is committed to the State of Minnesota's Equal Employment Opportunity Policies and Statewide Affirmative Action for its employees and the public it serves. I affirm my personal and official support of these policies which provide:

- That all employees and potential employees are to be treated equally and that all personnel actions are to be carried out without regard to race, religion, creed, color, age, sex, sexual orientation, membership or activity in a local commission, national origin, status with regard to public assistance, marital status, or disability.
- That the Board will further strive to ensure equal access and opportunity in the services it provides to the public.
- That the Board will continue to actively promote a program of affirmative action, wherever minorities, women, and persons with disabilities are underrepresented in the workforce.
- That the Board will affirmatively act to retain protected group members as employees of the Board of Nursing

I will be held accountable for ensuring that Affirmative Action programs are implemented.

July 14, 2000  
Date

  
Executive Director

## IDENTIFICATION OF AFFIRMATIVE ACTION OFFICER/DESIGNEE AND DUTIES

### Persons responsible for directing and implementing the Affirmative Action Plan:

Executive Director - Responsible to direct the office's affirmative action program in compliance with existing federal and state laws, rules and regulations. The Executive Director's duties include:

- To appoint or designate an Affirmative Action Officer/Designee
- To make decisions and changes in policy, procedures, and accommodations for persons as may be needed to facilitate equal opportunity and affirmative action progress.
- To take action on complaints of alleged discrimination.
- To report to the Commissioner of Employee Relations the office's progress in affirmation action.

The Executive Director is accountable to the voters of the State of Minnesota

*In order to administer the plan most effectively, the Affirmative Action Designee is Sheryl Meyer, who will act as the agency's Affirmative Action Officer.*

Affirmative Action Officer/Designee - Responsible to administer the office's affirmation action program. The Affirmative Action Officer/Designee duties include:

- To write and update the office's affirmative action plan.
- To monitor the plan.
- To provide status reports, as required.
- To implement the pre-employment review process and to complete the Protected Group Report.
- To investigate alleged charges of discrimination and report a summary of findings to the Executive Director.
- To disseminate information to supervisors, employees, and applicants.

The Affirmative Action Officer/Designee is accountable to the Executive Director.

## COMMUNICATION OF THE AFFIRMATIVE ACTION PLAN

The Board of Nursing Affirmative Action Officer/Designee will ensure that all employees are advised of the policy of non-discrimination, the provision of reasonable accommodation, and the procedure for filing a complaint. The material can be provided in alternative formats such as large print, Braille or on tape.

### Methods for Communicating the Affirmative Action Plan Internally:

- The Affirmative Action Officer/Designee will include a copy of the full Affirmative Action Plan with each employee manual and review the plan with the supervisory staff with an explanation of their responsibility to read, understand, support and implement the plan.
- The Affirmative Action Officer/Designee will post the following documents on the agency's official bulletin board located in the staff lounge:
  - ◊ the Board of Nursing Affirmative Action Plan
  - ◊ the Minnesota Equal Opportunity Policy, and
  - ◊ the name and phone number of the agency's Affirmative Action Officer/Designee.
- Additional copies of the Affirmative Action Plan will be available to employees upon request from the Affirmative Action Officer/Designee.

### Methods of Communicating the Affirmative Action Plan Externally:

- The Board of Nursing will include the statement, "an equal opportunity employer," on agency letterhead and job announcements.

## HARASSMENT POLICY

### Statement of Policy

It is the policy of the Board of Nursing to prohibit verbal and physical harassment of its employees based on race, creed, color, age, marital status, status with regard to public assistance, membership or activity in a local commission, national origin, religion, sex, sexual orientation or disability. Any employee, applicant or eligible subjected to such harassment should file a complaint with the Affirmative Action Officer/Designee. Any unintentional or deliberate violation of this policy by an employee will be cause for appropriate disciplinary action.

The Executive Director 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 the Executive Director will be responsible for orienting staff to the Board policy. The Affirmative Action Officer/Designee will be expected to keep the organization apprised of any changes in the law or its interpretation regarding this form of discrimination. More specifically, the Executive Director will be responsible for:

1. Making certain that each individual who makes or recommends employment and other personnel decisions are fully aware of and comply with this policy;
2. Notifying all employees within the agency and orienting each new employee who is hired of this policy;
3. Informing all employees in his/her section 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 effect morale and interfere with the employee's ability to perform. When the basis of harassment is race, color, religion, sex, sexual orientation, disability, creed, age, marital status, status with regard to public assistance, membership or activity in a local commission, or national origin it is discriminatory harassment and therefore, illegal. All harassment violations are serious and require serious discipline. All complaints should be filed with the Affirmative Action Officer/Designee.

### Example of Harassment

There are several types of harassment. As an example, sexual harassment is one type of discriminatory harassment and has been specifically defined by the Equal Employment Opportunity Commission as, "Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- (1) submission to such conduct is made either explicitly or implicitly 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 work performance or creating an intimidating, hostile or offensive working environment."

Forms of harassment may include, but are not limited to, the following:

- (1) Verbal: unwelcome sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, threats.
- (2) Non-Verbal: unwelcome sexually suggestive objects or pictures, graphic commentaries, suggestive or insulting sounds, leering, whistling, obscene gestures.
- (3) Physical: unwelcome physical contact, including touching, pinching, brushing by the body, coerced sexual intercourse, assault.

If employees who experience sexual harassment from co-workers feel comfortable approaching the employee harassing him/her, the harassed employee may indicate that such behavior is offensive to him/her if that is an option. Otherwise, the employee should bring the matter to the attention of a supervisor or the Affirmative Action Officer/Designee. In fulfilling the obligation to maintain a positive and productive work environment, the Executive Director is expected to halt such harassment between co-workers through appropriate disciplinary action based on the seriousness of the incident. The Executive Director is also expected to protect from reprisal a harassed employee who initiates a complaint.

Varying degrees of discriminatory harassment violations can occur and require varying levels of progressive discipline. Individuals who instigate harassment are subject to serious disciplinary actions up to and including suspension, demotion, transfer, or termination. Additionally, inappropriate behaviors that do not rise to the level of discriminatory harassment, but are none the less disruptive, should be corrected early and firmly in the interests of maintaining a barrier-free work place. All complaints should be filed with the Affirmative Action Officer/Designee.

If employees who experience sexual harassment from members of the public feel comfortable approaching the member of the public harassing him/her, the harassed employee may indicate that such behavior is offensive to him/her if that is an option. Otherwise the employee should bring the matter to the attention of a supervisor or the Affirmative Action Officer/Designee. In fulfilling the obligation to maintain a positive and productive work environment, the Executive Director is expected to halt such harassment. The Executive Director is also expected to protect from reprisal a harassed employee who initiates a complaint. All complaints should be filed with the Affirmative Action Officer/Designee.

### **Procedure**

Any employee of the Board, applicant or eligible who believes that he/she has been harassed based on race, creed, color, age, sexual orientation, marital status, status with regard to public



assistance, membership or activity in a local commission, national origin, religion, sex or disability may file a complaint.

Complaints of harassment should be filed using the internal discrimination complaint procedure.

## **INTERNAL DISCRIMINATION COMPLAINT PROCEDURE**

The Board of Nursing has established the following discrimination complaint procedure to be used by all employees, applicants or eligibles. This procedure is designed as an attempt to resolve problems internally before seeking redress from an outside authority. We encourage employees to use this internal procedure before filing a charge with the Department of Human Rights, EEOC or other external agencies. Coercion, reprisal or intimidation against anyone filing a complaint, or serving as a witness, under this procedure is prohibited.

### **Responsibility of Employees**

All employees shall respond promptly to any and all requests by the Affirmative Action Officer/Designee for information and for access to data and records for the purpose of enabling the Affirmative Action Officer/Designee to carry out her responsibilities under this complaint procedure. The failure of any employee to comply with the requests of the Affirmative Action Officer/Designee shall be reported to the Executive Director.

### **Who May File**

Any employee, applicant or an eligible of the Board of Nursing who believes that they have been discriminated against by reason of race, religion, creed, color, age, sex, sexual orientation, membership or activity in a local commission, national origin, status with regard to public assistance, marital status, or disability may file a complaint.

### **The Complaint Procedure**

The Affirmative Action Officer/Designee determines if the complaint is a discrimination complaint rather than a general personnel concern. If determined by the Affirmative Action Officer/Designee that it is not a discrimination complaint, the individual will be referred to the Executive Director to file the complaint as defined by the agency's internal complaint procedure. The Affirmative Action Officer/Designee may contact the Office of Diversity and Equal Opportunity if he/she wants information about filing a complaint. If determined by the Affirmative Action Officer/Designee to be a discrimination complaint, the procedure will be as follows:

If employees feel comfortable pursuing resolution by mutual agreement, they may do so by participating in workplace mediation or approaching the person harassing them directly. Employees must present their complaint to the Affirmative Action Officer/Designee. The Affirmative Action Officer/Designee must give an oral or written answer determining if the complaint is properly a discrimination complaint within 5 working days and thereafter the parties shall have 5 working days to pursue resolution by mutual agreement. An extension may be considered if mutually agreeable. In the event that the respondent is the Affirmative Action Officer/Designee, the complaint may be filed with the Executive Director. If the respondent is the Executive Director the complaint may be filed with the Affirmative Action Officer Designee.

## Filing Procedures

1. The employee completes the "Complaint of Discrimination Form" provided by the Affirmative Action Officer/Designee. The Affirmative Action Officer/Designee will, if requested, provide assistance in filling out the form.
2. The Affirmative Action Officer/Designee determines if the complaint falls within the area of discrimination or 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, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation, membership or activity in a local commission or age.
  - A. If it is determined that the complaint is not related to discrimination but rather to general personnel concerns, the Affirmative Action Officer/Designee within 5 working days will inform the complainant, and refer the complainant to the Executive Director to handle the complaint.
  - B. If the complaint is related to discrimination, the Affirmative Action Officer/Designee will, within 5 working days of the receipt of the complaint, contact all parties named as respondents. The respondent shall be given information outlining the basic facts of the complaint and requesting a response to the allegations from the respondent(s) within a specific period of time.
3. The respondent(s) shall report to the Affirmative Action Officer/Designee in writing, within the time period specified by the Affirmative Action Officer/Designee, setting forth his/her understanding of the situation or causes giving rise to the complaint. If the respondent(s) fail to provide the answer within the specified time period, the allegations contained in the complaint will be considered to be denied by the respondent(s) and the Affirmative Action Officer/Designee shall proceed to investigate the case.
4. All data collected may at some point become evidence in civil or criminal legal proceedings pursuant to state or federal statutes. A thorough investigation may include, but not be limited to, the following types of data:
  - A. Interviews or written interrogatories with all parties involved in the complaint; complainant, respondent, their respective witnesses, officials having pertinent records or files, etc.
  - B. All records pertaining to the case i.e., written, recorded, filmed, or in any other form.
5. At the conclusion of the investigation, the Affirmative Action Officer/Designee shall review the findings and, if there is sufficient evidence supporting the complaint, appropriate action will be taken.
6. If the Affirmative Action Officer/Designee believes there is insufficient evidence to support

the complaint, a letter will be sent to the complainant, the respondent(s) and the Executive Director dismissing the complaint.

7. The Affirmative Action Officer/Designee shall maintain records of all complaints and any pertinent information or data for no less than three years after the case is closed.
8. The complaint investigation should be completed within 60 working days of the filing of the formal complaint. In the event that extenuating circumstances prevent completion within 60 days, the complainant will be notified.
9. Dispensation of the complaint will be filed with the Commissioner of DOER within 30 days of final determination.
10. All documentation associated with a complaint shall be considered confidential information during the course of an investigation. The status of the complaint, however, is public.

## GOALS AND TIMETABLES

Ideal goals for protected classes are set by bargaining unit or compensation plan. The Affirmative Action Officer/Designee will continue to work with the Department of Employee Relations to refine these goals. The goals and timetables for the Board of Nursing are as follows:

Bargaining Until 214

Class underutilized: women

Number underutilized: 1

Hiring goal: eliminate underutilization with 3 years

In addition, the Board of Nursing will continue its commitment to recruit and hire people with disabilities.

## PROGRAMS AND PROGRAM OBJECTIVES

Identification and description of methods for developing programs designed to meet affirmative action goals and program objectives:

1. Program: Affirmative Action Hiring

- Objective: The Board of Nursing will continue to hire affirmatively and will include affirmative action consideration in the hiring process for all hires.
- Method: The Affirmative Action Officer/Designee will maintain current information regarding disparities. Prior to working with supervisors on all hires, the Affirmative Action Officer/Designee will check data identifying disparities which exist. For all hires where a disparity exists, the Affirmative Action Officer/Designee will initiate the pre-employment review process prior to interview activities. The Affirmative Action Officer/Designee will maintain files with background materials/documentation on any missed opportunities.
- Completion date: Ongoing.
- Evaluation: Review of disparities with supervisors continues on a regular basis.

2. Program: Affirmative Action Education

- Objective: The Board of Nursing will provide education to supervisory staff about affirmative action and about responsibilities in implementing the Affirmative Action Plan.
- Method: Supervisory staff will be educated about their role in implementing the Affirmative Action Plan, specific supervisor responsibilities in the hiring process for situations where a disparity exists and how they can contribute to the retention of protected group members.
- Completion date: Ongoing.
- Evaluation: Training by ODEO staff anticipated during fall of 2000.

## METHODS OF AUDITING, EVALUATING, REPORTING PROGRAM SUCCESS

### Pre-employment review procedure of all hiring decisions for goal units with unmet affirmative action goals:

Statewide affirmative action rules require pre-employment review of all occupational categories with unmet affirmative action goals. Pre-employment review requires justification of a hiring decision for which there is a disparity and for which a protected group member is not selected. The AAO requests that the hiring supervisor explain his/her rationale for selecting an applicant or his/her rationale for rejecting all of the other applicants. The ideal time for the Affirmative Action Officer/Designee to conduct a pre-employment review is when interviewees are being selected. It is the responsibility of the Affirmative Action Officer/Designee to conduct this pre-employment review prior to the appointment of employees.

When a vacancy occurs in a goal unit with unmet affirmative action goals, the following procedures will be followed:

1. The Affirmative Action Officer/Designee will notify the supervisor of the unmet affirmative action goals and advise him/her on an ongoing basis of the affirmative action responsibility as outlined in the procedure below.
2. In all cases, the most qualified person, as determined by training and experience, will be hired for a position at the Board of Nursing.

### Pre-review procedure of all layoff decisions to determine their effect on agency affirmative action goals and timetables:

The Affirmative Action Officer/Designee will perform a pre-review of all layoff decisions to determine the effect on Board of Nursing affirmative actions goals and timetables. The layoff procedures will comply with union contracts.

### Methods of auditing, evaluating, and reporting program success:

The affirmative action program will be audited to ensure that hiring and retention procedures support the Board of Nursing's commitment to hire affirmatively in a work environment void of discrimination. The Affirmative Action Officer/Designee will maintain records reflecting hires and any complaints regarding such activity.

The Affirmative Action Officer/Designee will evaluate the Affirmative Action Plan as follows:

- Review quarterly statistics reflecting current complement based on protected classes.
- Review disciplinary actions taken during the past quarter including review of job classification, bargaining unit, racial/ethnic group, sex, and disability status.
- Review recruitment sources and strategies used, and the results used to help fill specific vacancies for which there was under-representation.

- Review formal discrimination complaints filed in the past quarter.
- Review training provided to employees to analyze for upward mobility impact including job assignment, job progression, promotion, and transfer by job classification, bargaining unit, racial/ethnic group, sex, and disability.



## **WEATHER EMERGENCIES AND EVACUATION**

A copy of the Commissioner of Employee Relations' weather emergency memorandum and the Board of Nursing Weather Emergency Guidelines are included in this plan. All employees will be notified as outlined in the guidelines.

### **BUILDING EVACUATION**

All Board employees have received and new employees will receive a copy of the University Park Plaza tenant handbook which contains the building evacuation procedure. University Park Plaza holds yearly fire and severe weather drills. A copy of relevant portions of the tenant handbook are attached to this plan.

Persons with disabilities including those with mobility impairments and deaf or hard of hearing individuals who are in need of assistance to evacuate the building will be accompanied by a pre-assigned assistant.

In case of an emergency all employees who are deaf or hard of hearing will receive notification, if at work, by the supervisor or designated backup staff. If a weather emergency is called after work hours, employees who are deaf or hard of hearing can obtain official notification by watching weather broadcasts on WCCO, or KARE 11 Television. Broadcasts are closed captioned. In addition, if employees who are deaf or hard of hearing prefer, they may arrange for notification at home from their supervisor or designee. If an emergency which affects the employee is called, the supervisor or designee may use the Minnesota Relay Service (1-800-627-3529) to contact the employee using the TTY.

## REASONABLE ACCOMMODATION POLICY

### Policy

The Board of Nursing is committed to encouraging the employment of people with disabilities. The person responsible for ADA compliance is Sheryl Meyer. The Board will make reasonable accommodations to the physical or mental limitations of a qualified applicant, current employee or employee seeking promotion with a disability, unless the accommodation would impose an undue hardship on the agency.

Accommodations will be provided to qualified individuals, whether an employee or job applicant, when such accommodations are directly related to performing a job or competing for a job. Accommodations will not be provided for non-job related personal needs, such as transportation to and from work.

An individual with a disability is defined as:

- A person who has a physical or mental impairment that substantially or materially limits one or more major life activities.

### Examples of Reasonable Accommodation May Include, But Are Not Limited To:

1. Modification of equipment or assistive devices. Purchase of or modification to existing equipment such as special telephone equipment, talking calculators, one-handed typewriters, and/or specifically designed desk and files.
2. Job site modifications. Modifications may include adjustments to equipment height, addition of electrical outlets, relocation of job site to an accessible area, special parking facilities or other types of similar modifications.
3. Job restructuring. They may include flexible work hours and/or restructuring job duties while retaining the essential job functions.
4. Support services. Services such as interpreters for individuals who are deaf or hard of hearing, readers for individuals who are blind or special attendants.
5. Reassignment to a vacant position of equal status when possible and appropriate.

### Requests for Reasonable Accommodations for Employees:

The steps to request a reasonable accommodation are:

1. The supervisor and individual with a disability discuss the need for the accommodation and discuss alternatives such as job restructuring, job site modification and accessible devices.

2. The supervisor must inform the Affirmative Action Officer/Designee of the request and provide the employee with a Request for Accommodation form (copy can be obtained from the Affirmative Action Officer/Designee). The request must include a justification for the request including a statement which provides documentation of the limitations, the suggested accommodation, approximate cost, and any other pertinent information. The Affirmative Action Officer/Designee will assist the employee in preparing the request by providing the necessary resources and information.
3. Upon receipt of the request, the supervisor will forward the request form and supporting information to the Affirmative Action Officer/Designee within seven (7) working days upon receiving the request.
4. The Affirmative Action Officer/Designee will review the request and assist the supervisor in making the accommodation. If the accommodation will cost a significant amount (\$1,000 or more), the Affirmative Action Officer/Designee will forward it along with her recommendation to the Executive Director within three (3) working days.
5. The Executive Director will act on the request for accommodations costing \$1,000 or more and provide the decision in writing to the supervisor and employee within five (5) working days.
6. The Affirmative Action Officer/Designee will maintain all documents pertaining to the accommodation.

#### **Funding for Reasonable Accommodation:**

Funding will be provided for reasonable accommodations. The availability of funds varies with each agency. The expenditure of funds for the accommodations over the amount determined to be significant must be approved by the Executive Director. When determining whether or not to make the accommodation without imposing undue hardship on the Board, the following factors must be considered:

- The size of the Board's budget.
- The nature and cost of the accommodation.
- The ability to finance the accommodation in relationship to the site(s) where there may be a need.
- 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 Executive Director or Office Manager regarding a position at the Board shall indicate the willingness of the Board to make a reasonable accommodation upon request, prior to the job interview.
2. The Executive Director or Office Manager shall contact the Affirmative Action Officer/Designee 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/Designee shall contact the applicant to discuss the needed accommodation and discuss possible alternatives if necessary.
4. The agreed upon accommodation shall be provided if the cost does not cause an undue hardship on the Board.
5. If approved, the Affirmative Action Officer/Designee shall take the necessary steps to see that the accommodation is provided.

## **Appeals**

Appeal of Reasonable Accommodation: Employees or applicants who are dissatisfied with the decision(s) pertaining to his/her accommodation request may file an appeal with the agency head, within a reasonable period of time, for a final decision.

Complaint of Discrimination on the Basis of a Disability: If the individual believes the decision is based on discriminatory reasons, then they may file a complaint internally through the agency's complaint procedure as outlined in this plan. All denials of requests for accommodation will be documented and kept on file by the Affirmative Action Officer/Designee.

If the requested accommodation made by a job applicant is denied, the Affirmative Action Officer/Designee shall notify the job applicant of the decision and advise the applicant of the right to file a complaint first internally with the Board of Nursing and then with the Minnesota Department of Human Rights or the U.S. Equal Employment Opportunity Commission or other legal channels.

## RECRUITMENT PLAN

Advertising Sources - During the year ending December 1999, the Board of Nursing did not incur any advertising expenses as we did not advertise in any publication. The Board does not anticipate incurring any advertising expenses during the affirmative action plan period.

Other Methods - The Board utilized the Department of Employee Relations, including the State of Minnesota Career Opportunities Bulletin, and the Minnesota Workforce Center (Department of Economic Security).

Job Fairs - The Board did not attend any job fairs during the previous year and does not anticipate attending any job fairs for the affirmative action plan period.

Projected Hiring Opportunities for the Upcoming Period and Strategies to Recruit for those Positions – The Board does not anticipate any vacancies in bargaining unit 205 during the plan period; the Board does not anticipate any vacancies in the 214 bargaining unit during the plan period; and the Board does not anticipate more than two vacant positions in the 206 bargaining unit for the affirmative action plan period. The Board will implement current recruitment practices, including contacting DOER for assistance in filling those positions.

Measures to Recruit and Hire Individuals as Described in Internship Administrative Procedures - The Board does not anticipate hiring any interns during the affirmative action plan period. If the need arose, we would work with local/area colleges and universities to recruit and hire for proposed internships.

Recruiting Persons with Disabilities - The Board will continue to work with DOER to identify realistic methods of recruiting qualified persons with disabilities. These methods may include advertising in the Access Press or contacting local rehab/vocational agencies (we have not implemented those methods as of this date).

Supported Work - We do not have positions or functions in the Board that can be used for supported work at this time, however, we will periodically review the possibility of hiring a supported worker and will work with the State ADA/Disability Coordinator to fill these positions if created.

## RETENTION PLAN

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

Sheryl Meyer  
Operations and Human Resource Manager  
Board of Nursing

Separated employees (total of 15 employees) from January 1998 through December 1999:

Bargaining Unit 205 – one separation who left state service and was a protected group member but not in a group where we show underutilization.

Bargaining Unit 206 – total of eleven separations, five of which left state service, five left for other state agencies and one retired. All eleven employees were protected group members but not in a group where we show underutilization.

Bargaining Unit 214 – two separations, both left for other state service, one was a protected group member and her departure created underutilization for us in that bargaining unit.

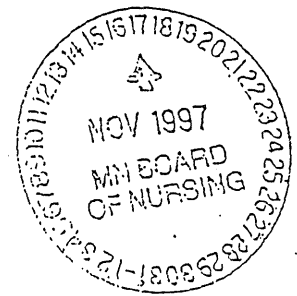
Bargaining unit 220 – one separation who retired and was a protected group member but not in a group where we show underutilization.

The Board of Nursing will include the following methods and activities in its program to retain qualified protected group members:

1. The Board will continue training and organization development programs directed at building and enhancing the understanding and valuing diversity in the workplace. We have been actively working with the TDRC to collaborate with other health related licensing boards in our building to bring affordable training to employees. All employees who join the Board that have not received "New State Employee Orientation" are required to attend.
2. The Board continues to forward e-mails and publications office wide from DOER's ODEO division.

Department of  
Employee  
Relations

Leadership and partnership in  
human resource management



Memo

DATE: November 14, 1997

TO: Agency Heads  
Human Resource Directors/Designees

FROM: Karen L. Carpenter  
Commissioner

*Karen L. Carpenter*

RE: Weather Emergencies

The purpose of this memo is to remind you that once again we are approaching the time of year when we may have severe weather emergencies.

As background, weather emergencies are declared when a number of conditions exist. The factors that are considered are:

- ♦ Road maintenance. Are state highways open and snowplows operating?
- ♦ Transit operations. Are local transit systems running?
- ♦ Additional weather conditions. Is wind, cold or ice a factor?
- ♦ Other considerations. Are power or heating systems affected?

This office receives notification from the Duty Officer in the Emergency Management Division of Public Safety if a severe weather situation is occurring anywhere in the state. This office also provides us with road conditions, snowplowing information and transit operations obtained from local law enforcement. We consider all of the information from these sources and then decide if it is necessary to declare an emergency and close state offices.

The decision to declare an emergency can be statewide or limited to a specific portion of the state. Any decision to close state offices due to an emergency does not apply to employees who are required by their agency to work during a weather emergency.

November 14, 1997

Agency heads or their designees will be notified when an emergency is declared. It is imperative that your agency has in place an internal procedure for relaying this information to any/all your offices affected. While we will be informing the media, we have found that some employees do not receive the notification in a timely fashion.

Please note MnSCU (Minnesota State Colleges and Universities) have statutory authority to close their facilities and this policy does not apply to them.

#### How to find out about a weather emergency

If a weather emergency is declared during the night, we will give the following announcement to WCCO 830 and WMNN 1330, KSTP, WCCO and KARE TV for broadcast. The announcement will also be forwarded to the Associated Press (AP) to be put on the news wire for radio stations in greater Minnesota.

"A weather emergency has been declared by the Commissioner of the Department of Employee Relations. As of (time and date), all Minnesota state offices will be closed in the following area(s): (geographic location(s)). This does not apply to employees who are required by their agency to work during a weather emergency."

This statement will be provided to the media prior to the start of the normal work day (8:00 a.m.). We continue to monitor weather conditions through the Emergency Management Division, and if changes in the emergency designation are warranted, they will be made as the day progresses.

If an emergency is declared during the business day, the agency head or their designees will be notified by telephone and fax prior to the declaration. We will also notify the media of the declaration.

Several days following a weather emergency, you will receive a written notification from my office which includes the time, date and geographic location of the emergency along with processing information to pay employees.



November 14, 1997

If you have employees who are deaf or have a hearing impairment

Supervisors of deaf and hearing impaired employees should have a procedure in place for these individuals to learn about a weather emergency. If your employee has a TTY machine (telecommunication device for the deaf), the supervisor can contact the employee through the Direct Connect Minnesota Relay Service (MRS) at (612) 297-5353 (metro) or 1-800-627-3529 (out state). Here's how it works:

- ♦ The supervisor or other assigned co-worker calls the MRS number.
- ♦ The MRS operator dials the employee's number.
- ♦ When the supervisor is on the line, he/she can relay a message to the TTY machine and help conduct any conversation that may be necessary.

The weather emergency is meant for those extreme cases when it would be unsafe for most employees to travel to or from home. We recognize that there may be unique individual situations due to the employee's location that make it impossible for that employee to get to work when an emergency has not been declared. In those circumstances, supervisors should consider allowing the employee to make up the lost time or use compensatory time or annual leave.

I hope this information helps you understand how emergencies for state employees are determined and announced. Please feel free to share this information with your employees. Posters sent last year remain the same. If you need additional copies, contact Mary Ferguson at (612) 297-3053. If you have any questions, please contact your human resources office.

cc: Labor Relations Representatives

cfj/weather/m-weather

## MINNESOTA BOARD OF NURSING

### Weather Emergency Guidelines

The Board of Nursing is committed to promoting employee safety in the event of a weather emergency (i.e. tornado, storm, etc.) impacting safe travel. The declaration of a weather emergency by the Department of Employee Relations (DOER) can be statewide or limited to a specific portion of the state. The guidelines listed below are general parameters for attendance expectations and are intended to assist employees to make responsible decisions about attending, leaving and reporting absence in the event of a weather emergency. The guidelines are consistent with DOER's weather emergency policies.

#### Topic

#### Guideline

Declaration of a weather emergency

Board employees should not be at work when a weather emergency has been declared by DOER for the Board office location.

Notification

Board staff should listen to WCCO 830, WMNN 1330, WCCO TV or KARE TV broadcast for announcement of closure of state offices due to a weather emergency prior to the start of a normal work day (8:00 a.m.) Board staff will not be notified individually of a weather emergency.

If deaf or hard of hearing staff have a TTY machine, the employee(s) will be contacted by the employee's supervisor through the Direct Connect Minnesota Relay Service (MRS) at (612)297-5353 (metro) or 1-800-627-3259 (out state). If deaf or hearing impaired staff do not have a TTY machine, emergency communication arrangements will be made with the employee at the time of hire.

If a weather emergency is declared during the business day, the Office Manager and/or Executive Director will inform Board staff of office closure by electronic mail or in person.

The individual employee should use discretion to determine whether or not to travel if the office is closed due to a declared weather emergency during the business day.

If employee(s) must remain in the Board office after closure due to a weather emergency, the Executive Director or designee will remain in the office with the employee(s).

Reimbursement in the event a weather emergency is declared

In the event a weather emergency is declared by DOER for the Board office location, the following provisions of the DOER Administrative Procedure 5.4 will be applied:

- Employees who reported to work and were then sent home will not be paid for more than their regularly scheduled hours. Employees will not be enriched

Topic

Guideline

Reimbursement in the event a weather emergency is declared, cont.


through additional compensation, including compensatory time or increased benefits as a result of an emergency situation.

- Employees who are required to remain at work shall not be paid for more than their regularly scheduled hours or the actual number of hours worked.
- Employees who call in, on the day of an emergency, for vacation time, compensatory time or leave without pay will be credited with emergency leave from the point of the declaration of the emergency to the end of the scheduled shift, if the Board office ceases operations during the employee's regular shift.
- Employees on approved sick or pre-arranged vacation leave will not have such leave time restored to their balances.
- Employees on any approved leave without pay will not be paid for any emergency leave time.
- Reporting of these emergency leave times for payroll purposes should be recorded using the earnings type "MSL" under other authorized paid leave hours taken.

Unique situations

If there is a unique individual situation due to the employee's location that makes it impossible or unsafe for an employee to report to work when an emergency has not been declared, the employee should use discretion to determine whether or not to travel to work.

If an employee determines not to report to work due to a unique situation, the employee is expected to notify the section supervisor or another administrative person, by telephone, of the decision not to report to work. The employee and the supervisor should refer to the Board's Work Attendance Guidelines and/or Work Hours Policy to determine what type of leave or means to make up lost time will be considered for authorization.

Approved by:   
Date: 11-10-99

Resource: November 14, 1997 memo from Karen Carpenter, Commissioner, DOER,  
re: Weather Emergencies

Initial approval: 1/18/1999  
Revised: 11/10/1999

# *Fire and Emergency Procedures*

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PLEASE READ THOROUGHLY SO ALL INSTRUCTIONS ARE UNDERSTOOD

1. All coffee pots, hot plates or other electrical items should have the UL label.
2. Never use immersion type heating devices.
3. Avoid electrical overloading. Avoid octopus plugs (more than one plug per electrical outlet.) Do not plug high-voltage items into electrical outlets without first checking with Building Property Management Office. (Standard outlet is 15 amperage, 125 volt.)
4. Do not use undersized or lightweight extension cords.
5. Report overheated fluorescent light units immediately to the Lobby desk (378-3000) (These are characterized by a pungent, burning odor.)
6. Flammable liquids used in office machines, especially in mimeograph and duplicating equipment should be stored in Fire Department approved metal cabinets.
7. Store paper and waste paper at least six to eight feet away from operating machinery.
8. Keep approved fire extinguishers handy and inspection tags updated yearly.
9. Keep flammable cleaning materials in a Fire Department approved metal cabinet and away from paper storage. Cleaning cloths, oily rags and cleaning liquids should be kept in fireproof OSHA-approved metal containers.
10. Never "force" office machinery that is not working properly. Report the problem to your supervisor and call a repair person.
11. Using OSHA-approved methods, always visually mark the location of all fire extinguishers.
12. Know locations and use of fire extinguishers and fire hoses.
13. Know usable time limit of fire extinguishers you have.
14. Know emergency exit locations and how to respond to fire or tornados.
15. Practice good housekeeping near your desk, in storage areas and mechanical rooms.

# *Fire and Emergency Procedures*

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## EMERGENCY PROCEDURES

### PHONE NUMBERS FOR ALL EMERGENCIES:

Call 911 first and then call 378-3000

So that we can assist rescue crews with elevators and locations as they arrive.

After moving in, your firm will be asked for a list of volunteers to fill positions as Floor Monitors in the event of a building emergency.

Listed below are procedures for handling emergencies within the building along with techniques for Fire Prevention within your office. If you have any questions please call Bayport Properties at 378-3000.

### FIRE PROCEDURE

The alarm for the fire is a vocal alarm. Upon discovery of a fire:

1. Call the lobby desk at 378-3000.
  - A. Give the floor of the building where the fire is sighted
  - B. Details of fire emergency (i.e. injuries, etc.)
2. If evacuation is necessary - *See Evacuation Procedure.*

# *Fire and Emergency Procedures*

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## DO

Do use enclosed stairwells only for evacuation.

If caught in heavy smoke, take short breaths, breathe through your nose, crawl to the nearest exit. The air is better near the floor.

## DO NOT

Do Not attempt to fight the fire.

Do Not use elevators.

## AFTER INITIAL CALL IS PLACED

1. Fire Department is dispatched by the 911 Center.
2. Property Management personnel will respond.
3. Professional help will arrive to handle the emergency.

## EMERGENCY PROCEDURES BUILDING OR FLOOR EVACUATION

### DO

1. Close the door of your office as you leave.
2. Exit the stairwell in the wing where you are located.
3. Keep talking to a minimum.
4. Do Not Smoke.
5. For safety, use the hand rails in enclosed stairwells.

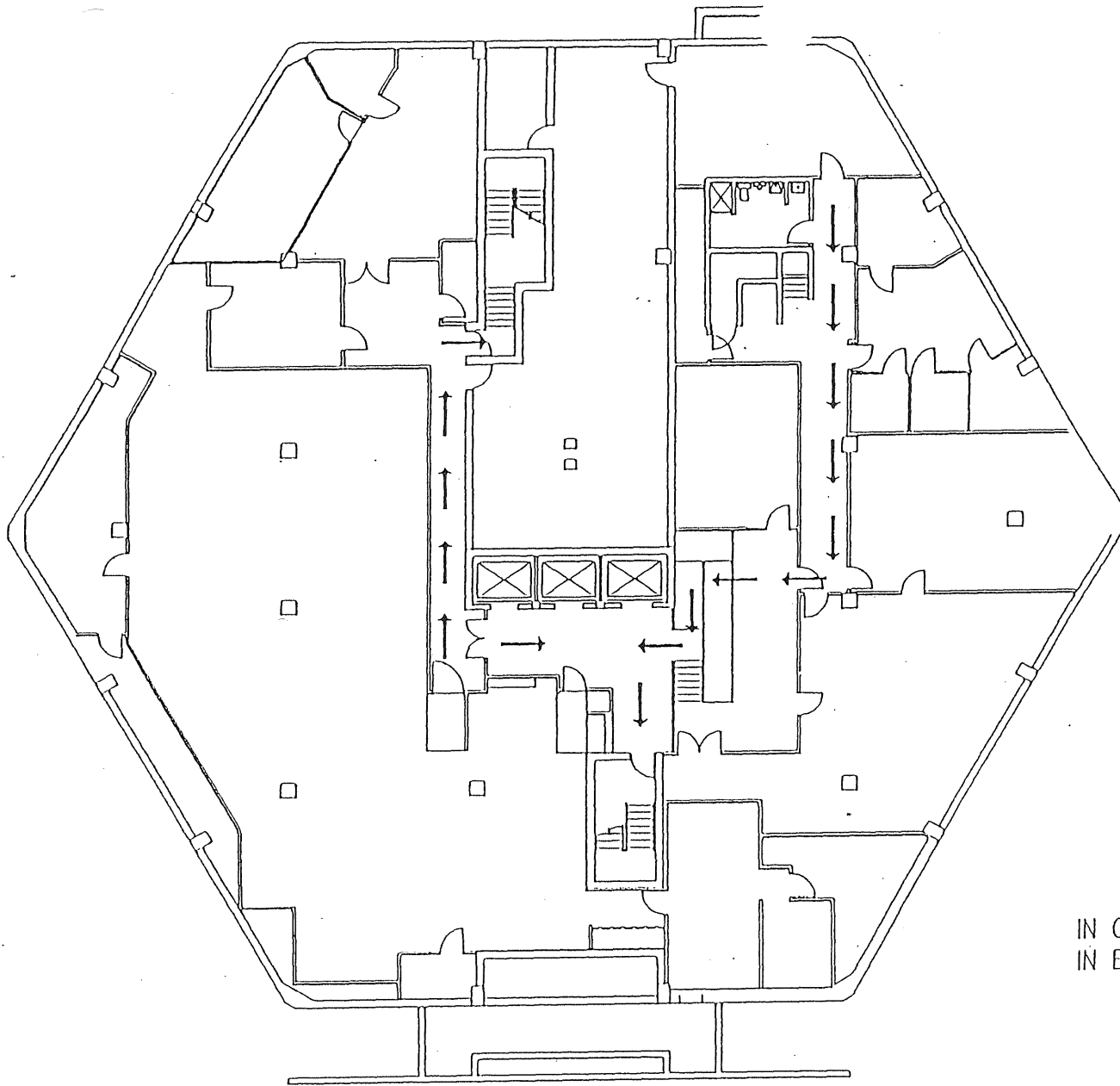
# *Fire and Emergency Procedures*

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6. Listen for instructions and follow them.
7. Keep calm.

## DO NOT

1. Do not go to the elevators as they will be turned off and will not respond.
2. Once you have left your area, do not return for coats, purses, etc.  
  
In stairwell, watch out for Building Property Management personnel and Fire Department Personnel coming up stairwell to handle emergency.
4. Be ready to merge with other people evacuating the building.
5. Do not run or create panic.
6. Once out of the building, move as far as possible (at least 150 feet) away from the building.
7. Do not return to the building until "ALL CLEAR" is given by building authority.

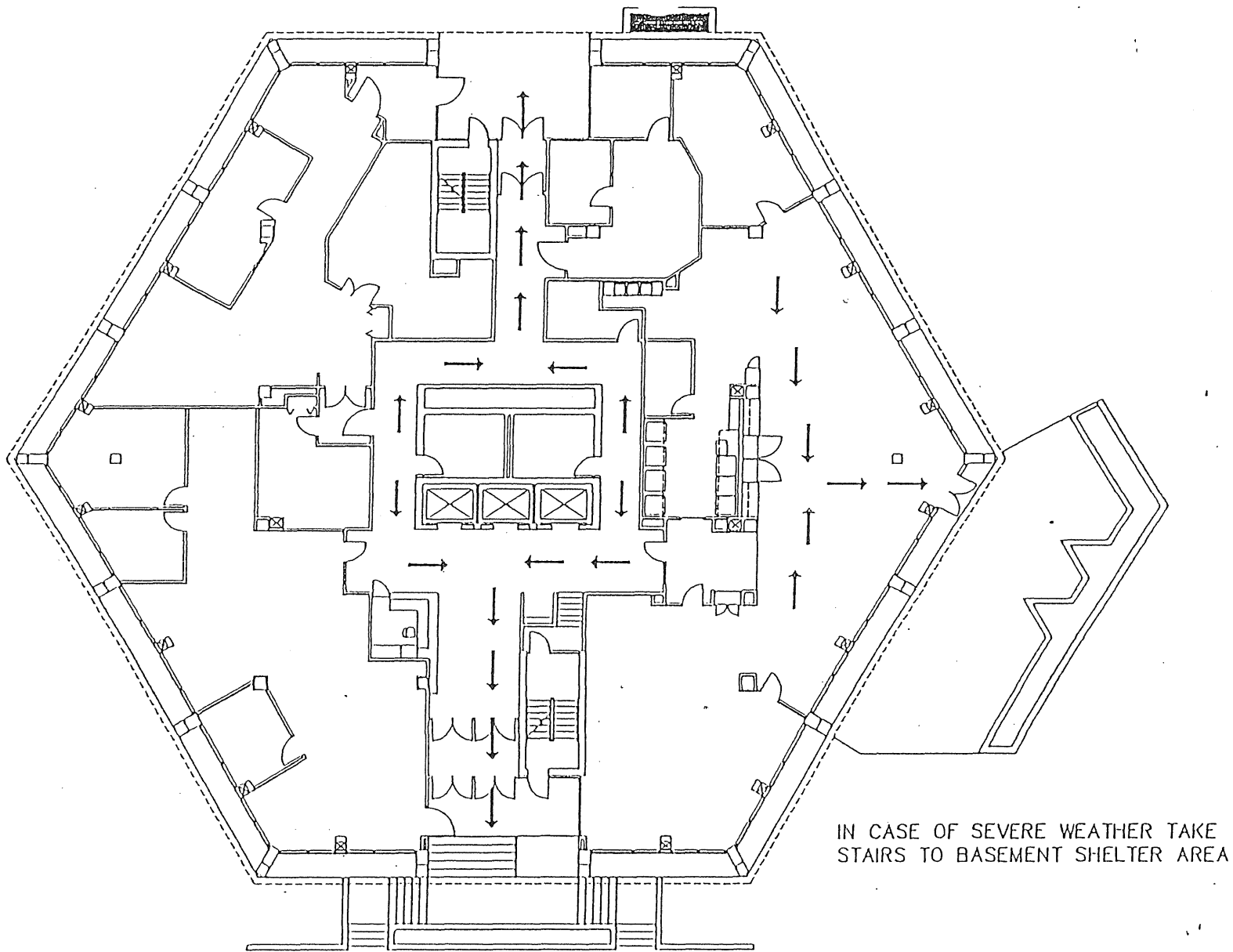


IN CASE OF SEVERE WEATHER REMAIN  
IN BASEMENT SHELTER AREA

UNIVERSITY PARK PLAZA  
LOWER LEVEL

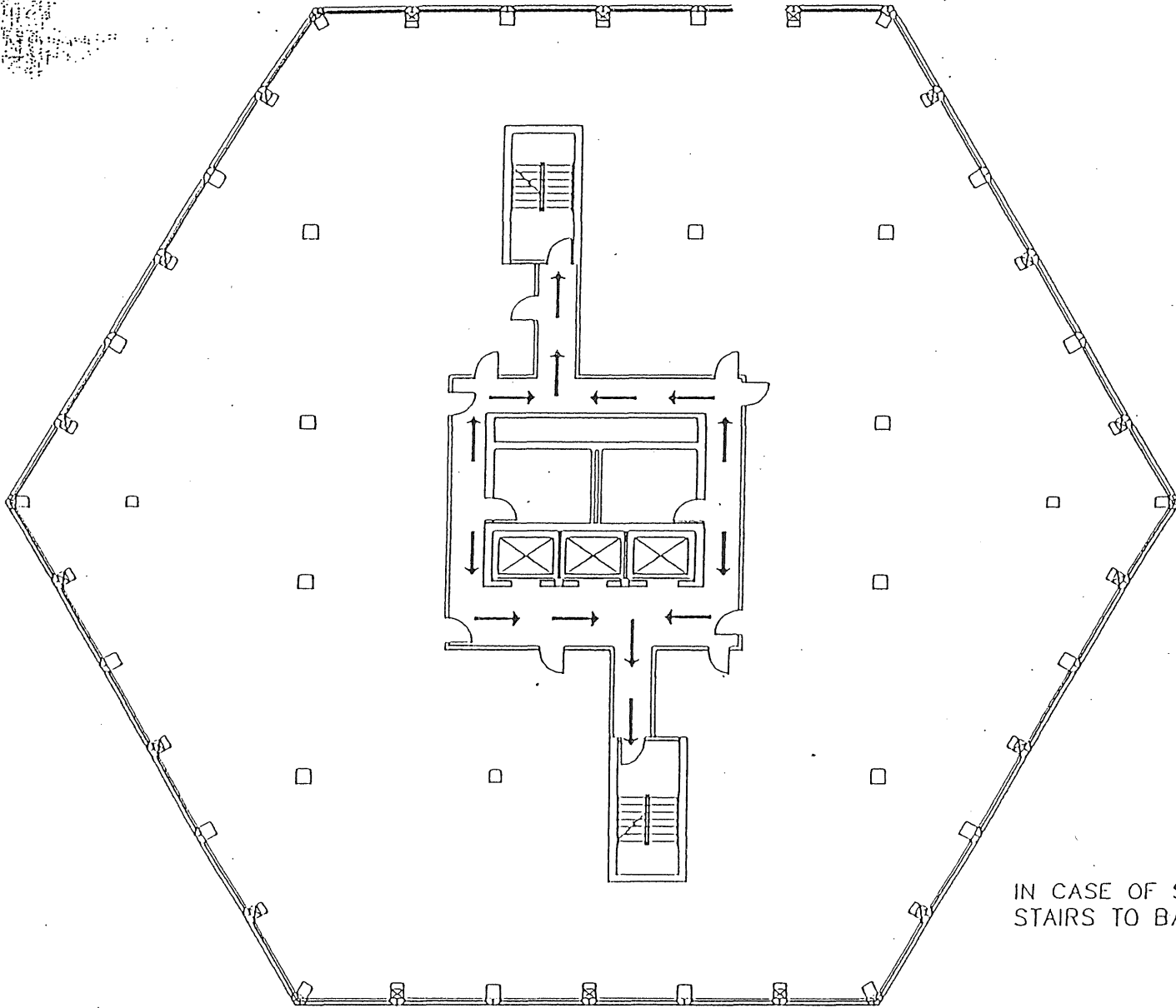
FIRE EVACUATION ROUTES





IN CASE OF SEVERE WEATHER TAKE  
STAIRS TO BASEMENT SHELTER AREA

UNIVERSITY PARK PLAZA  
FIRST FLOOR  
FIRE EVACUATION ROUTES



IN CASE OF SEVERE WEATHER TAKE  
STAIRS TO BASEMENT SHELTER AREA

UNIVERSITY PARK PLAZA  
TYPICAL FLOORS 3-9  
FIRE EVACUATION ROUTES

# *Fire and Emergency Procedures*

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## EMPLOYEE OR PUBLIC ACCIDENT

In the event an accident or illness of an employee or visitor takes place in your office area:

1. Call the lobby desk at 378-3000.
2. Give this information:
  - A. Floor of building and location of accident or illness.
  - B. Type of injury, illness or symptoms.
3. Do not move injured or ill person. Try to make them calm and comfortable.
4. If possible have someone meet the emergency units at the elevator on your floor.

## AFTER INITIAL CALL IS PLACED

1. Emergency units will respond and responsible Building Property Management personnel will be notified by radio.
2. Fire Rescue Squad and/or ambulance will be with you shortly and administer medical assistance or take the ill/injured person to the hospital.

# *Fire and Emergency Procedures*

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## EMERGENCY PROCEDURES

### TORNADO PROCEDURE

A Tornado Warning is an alert by the National Weather Service confirming that a tornado has been sighted. The Weather Service will announce the approximate time of detection and direction of movement. Winds will be 75 miles per hour or greater.

Public Warnings will come over radio, television or will be a five (5) minute siren steady blast by the Hennepin County Civil Defense Warning System which will be monitored by Security. The 8100 Building alarm for a tornado is a steady tone.

#### Action to Take

1. Remain in building.
2. Move from exterior office — close door.
3. Move to the stairwells and proceed to the basement.
4. Assist any handicapped or disabled individuals as necessary.
5. Once in shelter area, listen for announcements. Do not return to office until "ALL CLEAR" is given by building authority.

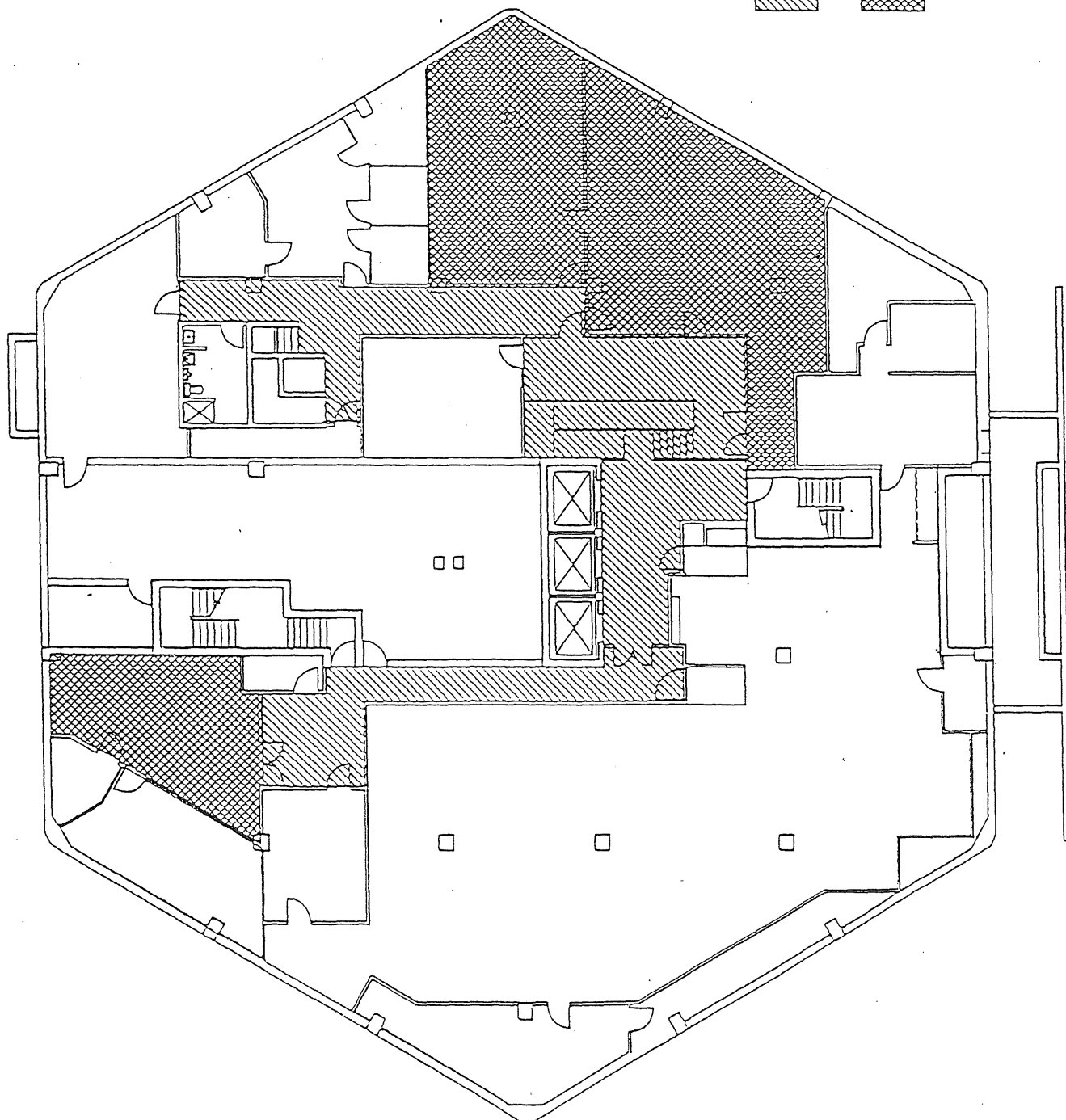
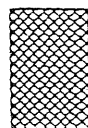
#### If you are Caught in an Outside Perimeter Office

1. Seek protection under a desk.

*BUILDING EMERGENCY PEOPLE WILL ARRIVE AND HELP AS SOON AS POSSIBLE.*

SEVERE WEATHER SHELTER

OVERFLOW



UNIVERSITY PARK PLAZA  
LOWER LEVEL