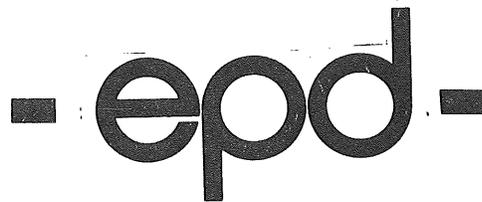


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AFFIRMATIVE ACTION PLAN



Department of:

ENERGY, PLANNING and DEVELOPMENT

AFFIRMATIVE ACTION PLAN

Fiscal Year 82

For

Department of Energy, Planning and Development
(Agency or Agency Subdivision)

1. This annual review revealed underutilization of the following protected group(s) in the following occupational categories: (Check each category appropriate)

OCCUPATIONAL CATEGORIES	PROTECTED GROUPS			
	WOMEN	MINORITIES	HANDICAPPED	VETERANS
Unclassified				
Management		X	X	X
Professional-S		X	X	X
Professional			X	X
Technical-S	X	X	X	X
Technical		X	X	X
Crafts-S				
Crafts				
Office-S			X	X
Office			X	X
Operative-S				
Operative				
Laborer-S				
Laborer				
Service-S				
Service				

2. This annual plan is and will be posted at the following central location so that every employee is aware of the agency's commitments in affirmative action for the year. General Bulletin Boards located in Rooms 100 & 101 Capitol Square Bldg., 2nd floor Capitol Square, 1st floor Hanover Bldg., 6th floor Space Center Bldg., Room 980 American Center Bldg.

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

Guernie A. Ross
Affirmative Action Officer

4/6/82
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.

Kent E. Eklund
Agency Head

4/6/82
Date

5. This annual plan meets the rules governing affirmative action, Chapter 20: 2 MCAR 2.290-2.299, and contains goals and timetables as well as methods for achieving them which are reasonable and sufficiently aggressive to deal with the identified disparities.

Catherine M. Hamill
Equal Opportunity Division

4/12/82
Date

STATE OF MINNESOTA
DEPARTMENT OF ENERGY, PLANNING AND DEVELOPMENT
AFFIRMATIVE ACTION PLAN
EQUAL EMPLOYMENT OPPORTUNITY POLICY AND STATEMENT OF COMMITMENT

Department of Energy, Planning and Development Equal Employment Opportunity Policy

The mission of the Department of Energy, Planning and Development (DEPD) is to improve the lives of the citizens of Minnesota through planning, coordinating and implementing strategies for economic, physical and human resource preservation and development. In keeping with that purpose, the department is deeply committed to providing equal employment opportunities for all persons regardless of their sex, race, creed, color, religion, national origin, age, marital status, handicap, or reliance on public assistance. It will be the policy of the department to see that that commitment is carried out in its employment practices, programs, organization, and internal and external relationships.

Statement of Commitment

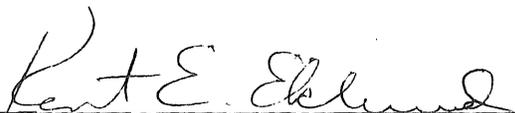
I have reviewed the departmental Affirmative Action Plan, and strongly support it as well as the statewide Affirmative Action Plan for the employment of minorities, women, handicapped and Vietnam-era veterans. It is the intent of this department to make maximum use of the human resources of our state and to provide for maximum development of human potential. I believe our efforts will benefit all employees of this department, our state government and the people of Minnesota through the fullest possible use of human resources.

As commissioner, I have appointed Joe Sizer to serve as Equal Opportunity Officer, Yvonne Ross to serve as Affirmative Action Officer, and Barbara Kochevar to serve as Deputy Affirmative Action Officer.

Each employee will receive a copy of the department Affirmative Action Plan each time it is revised. New employees will receive a copy of the plan at the time of their orientation. Copies of the department and statewide Affirmative Action Plans are available for inspection by interested persons in the department Office of Employee Relations.

All managers and supervisors are responsible for insuring that equal opportunity and affirmative action principles are followed in all personnel actions within their jurisdiction. Each will be held responsible for meeting affirmative action goals, as I in turn am held responsible by the Governor.

I urge all employees to wholeheartedly support the equal opportunity and affirmative action programs of the department, remembering that affirmative action does not mean the hiring of unqualified people but rather the fuller utilization of human resources and the assurance of equal employment conditions for all employees.



Kent E. Eklund
Commissioner, Energy, Planning and Development

Statement of Purposes and Objectives

The purpose of affirmative action is to correct the effects of past discrimination, whether intentional or unintentional, and to avoid present and future practices that may have an adverse effect on handicapped persons, minorities, women, and Vietnam-era veterans.

Priority will be given in the Plan to give specific attention to occupational categories where protected groups are under-represented in the work force, and corrective actions are needed. The Plan also seeks to identify the institutional barriers that prevent equal employment opportunity, and to develop practices and structures that will protect against future discrimination and provide equitable conditions of employment for all employees.

PERSONNEL AND RESPONSIBILITIES

A. Commissioner/Deputy Commissioner

Responsibility: To be accountable for the department's affirmative action program in compliance with existing federal and state laws, rules and regulations.

Duties:

1. To designate an Equal Opportunity Officer, Affirmative Action Officer, and Deputy Affirmative Action Officer.
2. To appoint the members of the Affirmative Action committee.
3. To make such decisions and changes in policy or procedures as may be needed to facilitate effective affirmative action.
4. To include accountability for the administration of the department's affirmative action plan in his/her position description.
5. To require managers and supervisors to include responsibility for affirmative action in their evaluation.
6. To take action on complaints of discrimination as indicated in this Affirmative Action Plan.
7. To report annually to the Governor and the Legislature, through the Commissioner of the Department of Employee Relations, the department's progress in Affirmative Action.

Accountability: Governor directly and indirectly to the Commissioner of Employee Relations and the Director of Equal Opportunity.

B. Equal Opportunity Officer

Responsibility: Shall be responsible for the administration of the Affirmative Action Plan.

Duties:

1. To keep the Commissioner fully informed on the department's progress in affirmative action.
2. To supervise the development and implementation of policies, procedures, and programs to facilitate the achievement of the department's affirmative action goals.
3. To direct the design and implementation of audit and reporting systems to measure the effectiveness of programs and indicate needs for remedial action.
4. To investigate with the Affirmative Action Officer complaints of discrimination.
5. To be responsible for Federal Contract Compliance.

Accountability: Commissioner/Deputy Commissioner.

C. Affirmative Action Officer

Responsibility: To administer the department's affirmative action program.

Duties:

1. To coordinate and monitor the day-to-day activities of the department's affirmative action program.
2. To investigate alleged discrimination complaints with Equal Opportunity Officer.
3. To fulfill all Affirmative Action reporting requirements of the State of Minnesota Department of Employee Relations Equal Opportunity Division.
4. To serve as an ex-officio non-voting member of the Affirmative Action Committee.
5. To ensure that the department's Equal Employment Opportunity policy and Affirmative Action Plan is disseminated and reviewed with department staff.
6. To offer all protected group employees an exit interview.
7. To act as the liaison between the department and the Equal Opportunity Division, Department of Employee Relations, for purposes of affirmative action.

C. Affirmative Action Officer (con't)

8. To participate in the recruitment of protected class persons for employment, promotion and training opportunities.
9. To provide consultation to any employee regarding situations relating to affirmative action.
10. To keep the Affirmative Action Committee fully informed of all activities and problems related to equal opportunity and affirmative action.

Accountability: Equal Opportunity Officer and indirectly to Commissioner/Deputy Commissioner.

D. Deputy Affirmative Action Officer

Responsibility: To assist the Affirmative Action Officer in carrying out his/her responsibilities.

Duties:

1. To serve as non-voting ex-officio secretary to the department Affirmative Action Committee.
2. To aid in administering the affirmative action program.
3. To prepare and disseminate minutes of all Affirmative Action Committee meetings no later than two weeks after the meeting.
4. To act as a substitute in absence of Affirmative Action Officer.

Accountability: Affirmative Action Officer.

E. All Supervisory Personnel

Responsibility: To ensure compliance with statewide and department affirmative action programs and to ensure equal treatment of all employees.

Duties:

1. To assist the department's Affirmative Action Officer in identifying and resolving problems and eliminating barriers which inhibit equal employment opportunity.
2. To hire and promote qualified protected class members where a disparity exists.
3. To communicate department's affirmative action policy to assigned staff.
4. To facilitate staff participation on department's Affirmative Action Committee.

E. All Supervisory Personnel (con't)

5. To include responsibility statements for Affirmative Action/ Equal Employment Opportunity in their indicators used for evaluation. Performance reviews and appraisals will include an evaluation of supervisor's progress (or lack of progress) in Affirmative Action.

Accountability: Their immediate supervisors.

F. All Employees

Responsibilities: To conduct themselves in accordance with the policy in all day-to-day relationships with their fellow employees and not, by word or action, to depreciate another or interfere with the performance of work assigned to another because of race, religion, color, national origin, sex, age, or disability.

Accountability: Their immediate supervisors.

G. Affirmative Action Committee

Organization

A. Membership:

1. The committee shall have not less than 9 nor more than 15 members including ex-officio members.
2. Ex-officio members shall be the Affirmative Action Officer and the Deputy Affirmative Action Officer and the Equal Opportunity Officer.
3. Members shall be appointed by the Commissioner at the beginning of each fiscal year for one year terms. New appointments may be added or substituted at any time within size limitations.

B. Officers:

The committee shall elect a chairperson who shall speak for the committee and chair meetings, and a vice-chairperson who shall act in chairperson's absence.

C. Meetings:

1. The committee will meet at least quarterly or at the call of the Chair. A majority of voting membership shall constitute a quorum.
2. Meetings shall be open to all department employees.
3. Minutes of each meeting shall be prepared and distributed to the Commissioner.

G. Affirmative Action Committee (con't)

Composition:

To the extent made possible by employee interest and availability, all racial/ethnic groups, both sexes, and a cross section of organizational units and job categories shall be represented.

Duties and Responsibilities:

1. To review department policies, plans, programs, and activities as they relate to affirmative action and equal employment opportunity, to identify problem areas and propose solutions or improvements to the appropriate individuals or governmental units.
2. To transmit employee concerns regarding affirmative action to management.
3. To review and recommend changes in the department's Affirmative Action Plan.
4. To advise other employees of department policies and programs affecting affirmative action.
5. To review and comment on quarterly affirmative action reports.

Accountability: Commissioner/Deputy Commissioner.

PROGRAMS TO IMPLEMENT GOALS

A. Systems Development & Data Gathering

Objective: To establish consistent systems and a correct data base of all employees in the merged agencies.

Action Steps: (1) The Personnel Director will establish priorities, systems and policies in the Office of Employee Relations so that office staff may be trained. (2) Staff of the Office will be trained as to consistent procedures to be used regarding personnel transactions.

Target Date: Ongoing.

Evaluation: All personnel records and procedures and staff will be centralized in one location as soon as space is available.

B. Affirmative Action Plan

Objective: To inform Supervisors and Managers about the Affirmative Action Plan. To pass out a copy of the Plan to all employees.

Action Steps: (1) Set meeting for all managers and supervisors to be trained and informed about the Affirmative Action Plan. (2) To conduct training session with all managers and supervisors. (3) To have printed and distributed a copy of the Affirmative Action Plan to all employees.

Target Date: July 1, 1982.

Evaluation: Three quarters of all managers and supervisors will be trained and all employees will have received a copy of the Affirmative Action Plan.

C. Affirmative Action Committee

Objective: To select an Affirmative Action Committee that will have representation from all racial/ethnic, sex, organizational unit and job category groups to the extent possible.

Action Steps: (1) The Affirmative Action Officer, the Equal Opportunity Officer and the Commissioner will meet and discuss the process to be used to select the Committee. (2) The Commissioner will make the selection of Committee members. (3) Members will be notified of their appointment by the Commissioner.

Target Date: July 1, 1982.

Evaluation: An Affirmative Action Committee will be formed and have its first meeting by September 30, 1982.

D. Pre-Employment Review

Objective: To make managers and supervisors aware of the disparities that exist in the labor force of the department before they enter the employment process.

Action Steps: (1) To develop a Pre-employment Review process that will fit into the employment process. (2) To establish this process as a Personnel Policy within the department.

Target Date: September 1, 1982.

Evaluation: A Personnel Policy will be established and printed and distributed to managers and supervisors of the Department.

COMPLAINT PROCEDURE

This procedure is designed to attempt to resolve problems internally before seeking redress from an outside authority. While all employees have the right to file their complaints with the Minnesota Department of Human Rights or other enforcement agencies at any time, we urge them to use this internal procedure before doing so. Anyone filing a complaint under this procedure shall do so without fear of coercion, reprisal, or intimidation.

1. Informal Complaint: The employee will first discuss and attempt to resolve the complaint with his/her immediate supervisor. If the complaint is not resolved within five working days, the employee may go to Step 2.
2. Formal Complaint: Within ten days of the alleged act of discrimination the employee may file a formal complaint with the Affirmative Action Officer. Complaint forms will be available at the reception desk, Room 101, Capitol Square Building; the Office of Employee Relations. If the complaint falls under the jurisdiction of the Complaint Procedure, an investigation will be initiated by the Affirmative Action Officer and the Equal Opportunity Officer.
3. Conciliation: Following the investigation a meeting will be held by the Affirmative Action Officer, the Equal Opportunity Officer, the Complainant and the Respondent in an attempt to settle the complaint through conciliation. If the conciliation attempt is unsuccessful, either party may file a written appeal for a hearing.
4. Hearing: The Affirmative Action Officer shall arrange a meeting with the Commissioner. All parties shall be present to allow for a fair account of the issues. The Commissioner shall respond in writing as to the answer or remedy. If the complaint still remains unresolved, the complainant shall be advised of his/her right to file a charge with the Commissioner of the Minnesota Department of Human Rights.

COMPLAINT OF DISCRIMINATION

Information on the Complainant (You)

Name: _____ Job Title: _____

Home Address: _____ Phone: _____

Work Address: _____ Phone: _____

Agency: _____ Division: _____ Supervisor: _____

Information on the Respondent (Person who discriminated against you)

Name: _____ Job Title: _____

Work Address: _____ Phone: _____

Agency: _____ Division: _____ Supervisor: _____

Others who discriminated against you: _____

Information on the Complaint

Basis (check all that apply):

Race _____ Sex _____ Color _____ Religion _____ Handicap _____ Creed _____

Veterans Status _____ Marital Status _____ National Origin _____

Age _____ Reliance on Public Assistance _____ Political Affiliation _____

Date most recent act of discrimination took place: _____

If you filed this complaint with another agency, please give name of that agency: _____

Describe how you have been discriminated against, giving names, dates, places, etc.

This complaint is being filed based on my honest belief that the State of Minnesota has discriminated against me. I hereby certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge and belief.

Received by: _____

Signature: _____

Date: _____

Date: _____

PROGRAM DISSEMINATION

Internal:

1. Orientation sessions for current employees will be held to discuss the Affirmative Action Plan annually at which time each employee will receive a copy of the plan.
2. Each new employee will receive a copy of the plan and information about it as part of the orientation.
3. The Affirmative Action Plan and information on Affirmative Action Committee members' names, work phone numbers, meetings will be posted. Affirmative Action Committee minutes shall be posted on the personnel bulletin board. Notice of all Affirmative Action Committee meetings, stating that any employee may attend, will also be posted on the personnel bulletin board.

External:

1. A statement, "An Equal Opportunity Employer," will be included in all advertisements and announcements for employment openings.
2. The department's Affirmative Action Officer will be identified in the State of Minnesota telephone directory.

INTERNAL AUDIT AND REPORTING SYSTEM

The State of Minnesota is required by the U.S. Equal Employment Opportunity Commission to maintain personnel records for the preparation of State and Local Government Information Report (EEO-4). The EEO-4 report is completed by the Equal Opportunity Division of the Department of Employee Relations and consists of a breakdown of state employees by race and ethnic group, sex, job category and salary range.

Minn. Stat. 43A, Section 6, requires the Commissioner of Employee Relations to establish requirements for reporting to the Governor and the Legislature on implementation of the department affirmative action plans. The Department of Energy, Planning and Development shall submit reports to the Director of Equal Employment Opportunity of the Department of Employee Relations as follows:

Quarterly Reports

Quarterly reports shall be submitted in the format established by the Director of Equal Opportunity of the Department of Employee Relations. Cutoff dates will be supplied in advance.

Annual Revision

1. The Affirmative Action Officer shall submit an annual report to the Department of Employee Relations.
2. Annual reports shall consist of narrative, statistics and charts as necessary, describing the department's progress in meeting their affirmative action goals and objectives.

Ongoing Review of Programs

The Affirmative Action Officer shall constantly monitor the department's affirmative action efforts and adjust policies and update the plan where needed. The Affirmative Action Committee shall make a formal effort to incorporate these, along with recommendations, by the beginning of the fiscal year. The proposed plan shall then be presented to the Commissioner for approval and dissemination to all staff.

PRE-EMPLOYMENT REVIEW

The Personnel Director or designee will make each supervisor aware of the disparities that exist in the work force at the time the supervisor is given the list of candidates for a position.

Before the offer of employment is made the Personnel Director or designee will check the eligible list to see that all candidates were given equal consideration by the supervisor.