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DEPARTMENT OF HUMAN RIGHTS
(Agency or Agency Subdivision)

890310

- This annual review revealed underutilization of the following protected group(s) in the following goal units: (Check each unit appropriate).

GOAL UNITS	PROTECTED GROUPS			
	WOMEN	MINORITIES	HANDICAPPED	VETERANS
Law Enforcement				
Craft, Maintenance, Labor Service				
Health Care Non-Professional				
Health Care Professional				
Clerical				X
Technical				
Correctional Guards				
State University Instructional				
Community College Instructional				
State University Administrative				
Professional Engineering Supervisory				
Health Treatment Professional				
General Professional				
Professional State Residential Instructional Supervisory		X	X	
Commissioner's Plan				
Managerial Plan				
Other				

This annual plan is and will be posted at the following central location so that every employee is aware of the department's commitments in affirmative action for the year.

Department of Human Rights 4th Floor bulletin board (lunchroom) and 5th floor corridor bulletin board.

- 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 department's affirmative action goals for this fiscal year.

Wendy Adler Robinson

Affirmative Action Officer
Wendy Adler Robinson

July 18, 1988

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.

Stephen W. Cooper

Agency Head
Stephen W. Cooper

July 18 1988

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.

Colm Keegan

Equal Opportunity Division

10-12-88

Date

* based on 4/88 data, Commissioner's & Managerial Plan data not included in report.

DEPARTMENT OF HUMAN RIGHTS
AFFIRMATIVE ACTION PLAN

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Minnesota Department of Human Rights

STATEMENT OF COMMITMENT

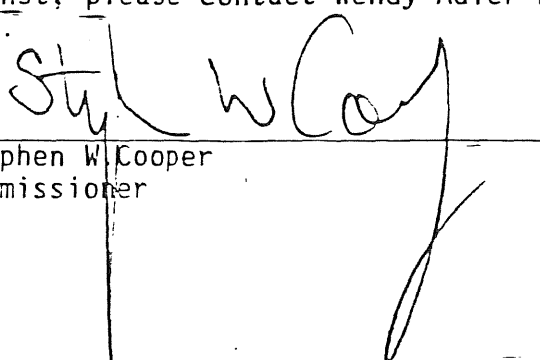
This is to affirm the Minnesota Department of Human Rights' policy of providing Equal Opportunity to all employees and applicants for employment in accordance with all applicable Equal Employment Opportunity/Affirmative Action laws, directives and regulations of the State of Minnesota.

The Department will not discriminate against or harass any employee or applicant for employment because of race, creed, color, sex, national origin, age, marital status, disability or handicap, status with regard to public assistance, religion or, in the state civil service, Vietnam era veteran status, political opinions or affiliations.

The Department will take affirmative action to ensure that all employment practices are free from such discrimination. Such employment practices include, but are not limited to, the following: hiring, promotion, demotion, transfer, recruitment or recruitment advertising, selection, layoff, disciplinary action, termination, rates of pay or other forms of compensation, assignment, and selection for training.

The Department will implement and maintain a program of affirmative action to eliminate internal barriers to equal employment opportunity and to provide for the employment and advancement of qualified disabled persons, minorities, women and Vietnam era veterans. Any employee of the Department who does not comply with the Equal Employment Opportunity Policies and Procedures as set forth in this statement and plan will be subject to disciplinary action.

I have appointed Wendy Adler Robinson as the Affirmative Action Officer. She will be responsible for monitoring all Equal Employment Opportunity activities and reporting the effectiveness of the Program as required by state law. I will receive and review reports on the progress of the Program. If any employee or applicant for employment believes he/she has been discriminated against, please contact Wendy Adler Robinson, 500 Bremer Tower, or call 296-5683.


Stephen W. Cooper
Commissioner

July 18, 1988
Date

AN EQUAL OPPORTUNITY EMPLOYER

RESPONSIBILITIES FOR AFFIRMATIVE ACTION

COMMISSIONER

Responsibilities:

The commissioner will be responsible for the establishment of affirmative action programs, including goals and timetables, and compliance with all federal and state laws and regulations relating to discrimination.

Duties: The duties of the commissioner shall include, but not be limited to, the following:

- a. to designate an Affirmative Action Officer and include accountability for affirmative action in her/his position description.
- b. to take action, if needed, on complaints of discrimination.
- c. to issue a statement affirming the Department's commitment to affirmative action/equal employment opportunity, and to insure that such a statement is disseminated to all employees.
- d. to make such decisions and changes in policies, procedures, or physical accommodations as may be needed to implement effective affirmative action in the Department.
- e. to actively promote equal employment opportunity.
- f. to report annually to the governor and the legislature through the Commissioner of Employee Relations the department's progress in affirmative action.
- g. to notify all contractors and subcontractors with the Department of their affirmative action responsibilities.

Accountability: The commissioner is accountable directly to the Governor and indirectly to the Commissioner of Employee Relations and the Director of Equal Opportunity for affirmative action matters.

AFFIRMATIVE ACTION OFFICER

Responsibilities:

The Affirmative Action Officer (AAO) is responsible for the development, implementation and monitoring of the Departmental affirmative action program.

Duties: The duties of the Affirmative Action Officer shall include, but not be limited to, the following:

- a. to coordinate and to monitor the day-to-day affirmative action activities.
- b. to investigate complaints of discrimination and submit findings to the commissioner.
- c. to fulfill all affirmative action reporting requirements.
- d. to disseminate the AA policy.
- e. to hold exit interviews with all employees to determine reasons for turnover
- f. to act as the liaison between the Department and the Equal Opportunity Division.
- g. to determine the need for affirmative action training within the Department and to initiate the development of such training programs with the assistance of the Training and Development Coordinator, the Equal Opportunity and the Training Divisions of the Department of Employee Relations, and outside resources as necessary.
- h. to review and recommend changes in policies, procedures, programs and physical accommodations to facilitate affirmative action.
- i. to support and participate in the recruitment of protected class persons for employment, promotion, and training opportunities.
- j. to maintain contacts with protected class sources for recruitment purposes.

Accountability: The Affirmative Action Officer is accountable directly to the commissioner.

All persons and organizations doing businesses with the Department will be informed of the policy and will be advised that the department will do business only with those who comply with EEO policy.

POLICY PROHIBITING SEXUAL HARASSMENT

Definition: 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 his/her job.

According to the EEOC: "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 a intimidating, hostile or offensive working environment."

It is the policy of the Department to prohibit verbal and physical harassment of its employees based on sex, race, national origin, and religion. Any employee subjected to harassment on any of these bases should file a written complaint with the department's affirmative action officer.

The Department has posted this policy and will publish it in the employee handbook given to each employee upon hiring. In addition, the agency affirmative action officer will present the policy in orientation of all new employees. The following complaint procedure is part of the employee handbook.

AFFIRMATIVE ACTION COMPLAINT PROCEDURE

An employee may follow either the informal or the formal procedure.

I. Informal

- a. An employee may first present a discrimination complaint to the immediate supervisor and request resolution. If, however, the supervisor is the subject of the complaint, the employee may bring the matter to the affirmative action officer.
- b. The AAO determines whether the complaint is a discrimination complaint. If the AAO finds that the matter relates to general personnel concerns, he/she shall inform the complainant of this fact within two working days of the date the complaint is received and advise the employee of available grievance procedures.

II. Formal

- a. If the complaint cannot be resolved through informal efforts of the AAO and/or supervisor, the employee must file a written complaint with the AAO by memo or letter explaining the specifics of the complaint. The complaint must be submitted within seven working days of the incident and must give details of the incident which gave rise to the complaint.
- b. If the complaint is a discrimination complaint, the AAO will, within two working days of the day of the complaint is received, send a copy to all parties named as respondents. The complaint shall request response within seven working days.
- c. The AAO shall investigate the complaint and submit a summary and recommendation to the commissioner within 20 working days.
- d. The commissioner shall accept, reject or modify the AAO's recommendations, take appropriate action and notify all parties to the issue within 10 working days.
- e. The AAO shall advise the complainant of the right to file a complaint with the EEOC.
- f. The entire complaint process shall be completed with a final written answer within 60 working days of the filing of the complaint.
- g. The commissioner shall notify the commissioner of DOER of the disposition of any formal complaints within 30 days of determination.
- h. All documentation connected with a complaint shall be considered private information during the course of an investigation. The status of the complaint is public. The Minnesota Government Data Practices Act defines the status of the complaint file documents.
- i. Sexual harassment complaints shall be processed according to the department's affirmative action complaint procedure. During a sexual harassment complaint, these four procedures shall also apply.
 1. If an employee initiates a complaint of sexual harassment, the appointing authority/AAO/designee shall open the complaint procedures to union participation at the request of the employee. The Department's appointing authority/AAO/designee shall inform the employee of this right. Notice of a complaint in progress shall be sent by the appointing authority/designees to the union representative unless the complainant requests that the union not be notified.

2. The appointing authority/designee shall conduct a preliminary investigation if the employee states that she/he is unable to function in the worksite. The appointing authority/designee shall take intervening action before the completion of a full investigation if the preliminary investigation establishes a reasonable basis for the employee's concern about continuing in the existing work situation. If the case involves an AFSCME employee, the investigation will be conducted and report prepared within 21 calendar days.)
3. If the complainant has requested the union's involvement in the complaint, the union's representative as well as the complainant shall be provided a written summary of the findings and resolution.
4. Appropriate action by the commissioner shall include discipline of an employee found to be responsible for harassment of another employee.

IDEAL GOALS AND ANNUAL GOALS

Ideal goals for protected classes are set by bargaining unit or compensation plan. For the Department of Human Rights, ideal goals are:

<u>Barg.Unit</u> <u>Comp.Plan</u>	Female	Minority	Handicapped	<u>Vietnam</u> <u>Veteran</u>
Office		4.69	8.20	9.0
Professional	45.10	4.69	8.20	9.0
Supervisor	58.33	19.40	8.20	9.0

1988 ANNUAL GOALS

The Department reports its progress in hiring protected class members based on annual goals. It is the responsibility of the Department to set an annual objective for each protected group and unit where a disparity exists.

The Department's annual objective should be realistic. Objectives are determined by a review of the Department's current vacancies and anticipated turnover and workforce availability.

The Affirmative Action Officer, Management Services Director and Commissioner review vacancies and anticipated turnover for the fiscal year. This information, combined with information on existing disparities within units is the basis for goals set for the fiscal year.

<u>Unit</u>	<u>Goal</u>
Office	1 Vietnam Veteran
Professional	1 Vietnam Veteran, 1 Minority
Supervisors	1 Minority, 1 Handicapped

PROGRAM OBJECTIVES

The following are methods for developing programs and program objectives designed to meet affirmative action goals.

Objective 1: To disseminate the affirmative action policy to new and existing employees.

Step 1: Conduct EEO/AA training at new Employee (professional) orientation (training);

Step 2: Conduct EEO/AA training for AFSCME employees.

Responsibility: Affirmative Action Officer, Training Coordinator

Target Date for Completion: Ongoing for new employees, fourth quarter 1988 for existing.

Objective 2: Develop a Building Evacuation Policy for Disabled Individuals

Step 1: Review Options with the Minnesota State Handicapped Council;

Step 2: Discuss options with Department Safety Officer

Step 3: Develop policy and disseminate to staff.

Responsibility: Affirmative Action Officer, Safety Officer.

Target Date for Completion: Fourth Quarter 1988.

Objective 3: To hold Sexual Harassment Training for all Department Employees

Step 1: Discuss options with DOER;

Step 2: Select appropriate training format;

Step 3: Schedule training.

Responsibility: Affirmative Action Officer, Training Coordinator

Target date for completion: Fourth Quarter 1988

PRE-EMPLOYMENT REVIEW AND MONITORING OF SELECTION CRITERIA

Statewide affirmative action rules require pre-employment review of all occupational categories with unmet affirmative action goals. Pre-employment review requires justification of the non-selection of a protected group member for whom there is a disparity prior to the offer of employment to a non-protected group member. The ideal time for the affirmative action officer to conduct a pre-employment review is when interviewees are being selected. It is the responsibility of the AAO to conduct this pre-employment review prior to the appointment of employees.

PRE-INTERVIEW STAGE

<u>Step</u>	<u>Responsibility</u>	<u>Action</u>
1	Personnel Officer	Notify AAO as soon as requisition is made to fill vacant position.
2	Personnel Officer	Post job vacancy for bid by eligible bargaining unit employees.
3	Chair of Search Committee or Appointing Authority	Give AAO copies of test, interview questions and other selection criteria to be used.

INTERVIEWING STAGE

4	Chair of Search Committee of Appointing Authority	Send memo to AAO stating specific actions taken to reach goals; contact with and interviewing of protected group members.
5	"	Inform AAO if protected group member is not recommended for selection and state reasons why.

PRE-APPOINTMENT STAGE

6	AAO	Advise appointing authority of appropriateness of selecting someone other than protected group member for whom there is a disparity.
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REASONABLE ACCOMMODATION PROVISION

I. POLICY

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

- This agency will provide accommodations to qualified handicapped employees/job applicants when such accommodations are directly related to performing a job or competing for a job on an equal basis. Accommodations will not be required for non-job related personal needs of individuals even though they may be a qualified handicapped individual. In such cases questions may arise as to whether the accommodation is personal or job related. The primary factors in evaluating an accommodation is whether the accommodation will enable the person to perform the job on an equal basis in the most cost effective manner and in the most integrated setting possible.

II. SCOPE

This policy statement established the Department's workforce standard for accommodation to the needs of handicapped employees. Reasonable accommodation requirements apply to both job applicants as well as current employees.

III. DEFINITIONS

A. Handicapped Persons

A handicapped person for purposes of this policy is anyone who meets the definition as stated in the Section 504 regulations of the 1973 Rehabilitation Act as amended in 1978, Sub-part A, Section 84.3 j1-2 and k104 and Chapter 363 of the state's Human Rights Act. A handicapped person is anyone who:

1. Has a physical or mental impairment which substantially limits one or more of such person's major life activities.
2. Has a record of such impairment which means that a person has a history of or has been misclassified as having a mental or physical impairment that substantially limits one or more major life activities.

3. Is regarded as having such an impairment which means:

- a. Has a physical or mental impairment that may not substantially limit major life activities but that is treated by an employer as constituting such a limitation;
- b. Has a physical or mental impairment that substantially limits major life activities only as a result of the attitudes of others toward such impairment; or
- c. Has no impairment but is treated by an employer as having such an impairment.

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

IV. REQUEST FOR REASONABLE ACCOMMODATIONS

In order to avoid processing delays, the procedures for processing requests for reasonable accommodations should reflect the least number of approval steps necessary. The steps in requesting reasonable accommodations for current employees are:

- A. The supervisor and the handicapped employee consult to determine the need for the accommodation and to discuss alternatives such as job restructuring, job site modification, and assistant devices.
- B. The supervisor submits a written request form "Employee Request for Reasonable Accommodation" obtained from the Affirmative Action Officer/Designee for reasonable accommodation. The request includes a justification for the accommodation, and includes a statement of the disability. A medical statement of limitations may be included if the supervisor deems advisable.
- C. The supervisor submits the request to the Affirmative Action Officer/Designee within two working days upon receipt of the request. The Affirmative Action Officer will notify the Enforcement Director of the request and gather information regarding availability and cost within two working days.
- D. The Affirmative Action Officer reports to the agency head with a recommendation. The agency head considers the available alternatives and decides whether or not to grant the requested accommodation and determines what accommodation should be provided. The decision is then provided in writing to the supervisor within two working days after the agency makes his or her determination.

E. The Affirmative Action Officer fills out the "Reasonable Accommodations Agreement Form" and obtains necessary signatures.

F. The Affirmative Action Officer submits appropriate purchasing documents to the purchasing agent if equipment, furniture, or other assistive devices must be purchased.

V. Methods of providing reasonable accommodation. The following are some methods of providing reasonable accommodations to qualified handicapped individuals. Other forms of reasonable accommodation may also be provided.

A. Modification of equipment or assistive devices.

The provision of equipment may include special telephone equipment "talking" calculators, one-handed typewriters, closed circuit televisions, specifically designed desk and files, TDD communications equipment and other types of equipment to facilitate the performance of job duties. These items may include: of the shelf devices as well as highly specialized, customized and/or prescription items.

B. Job site modification

The planning and provisions of accessibility to existing facilities may be required in order for disabled individuals to work in them. Modifications may include adjustments to equipment height including desks, chairs, etc., addition of electrical outlets, rearrangement of furniture and equipment, widening doorways, reallocation of the job site to an accessible area, provision of special parking facilities, modifications of ventilation, heating, cooling, and lighting systems, and other types of similar modifications. This agency will negotiate any changes with the landlord of the office space leased by this agency through Real Estate Management Division, Department of Administration to determine costs involved.

C. Job restructuring

The restructuring of any job may include modifying work hours and/or changing job duties while retaining the basic job functions. Arrangements must be considered for full-time permanent and intermittent employment. Job sharing and flexible work hours may permit handicapped employees to meet such needs as medical appointments and medical dietary requirements.

D. Support services

Support services such as interpreters for hearing impaired individuals, readers for blind, special attendants, etc. must be provided when it is clearly demonstrated that these services are required for a disabled employee's performance of the essential functions of the job. Support services may also be needed for job applicants during the interview process. This agency may directly or on a contractual basis of any agency outside the department provide the training necessary to allow staff members to provide support services when such training and the provisions of such support services are administratively feasible.

VI. UNDUE HARDSHIP

A. In determining whether or not the making of a reasonable accommodation would impose an "undue hardship" on the operation of a recipient's program, factors to be considered must include:

1. The overall size of the recipient's program (i.e., number and type of facilities, size of budget).
2. The type of the recipient's operation including the composition and structure of the recipient's workforce.
3. The nature and cost of the accommodation needed.
4. The reasonable ability to finance the accommodation and each site of business; and
5. Documented good faith efforts to explore less restrictive or less expensive alternatives including consultation with the disabled person or with knowledgeable disabled persons or organizations.

VII. FUNDING FOR REASONABLE ACCOMMODATION

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

VIII. PURCHASE AND MAINTENANCE OF ACCOMMODATIONS

A. This agency is free to choose the specific accommodation provided to qualified handicapped persons. The person requesting reasonable accommodations will suggest appropriate accommodations. This agency may provide another accommodation equal or superior to the one proposed in practicality, usefulness, or cost effective.

B. All tangible accommodations purchased by this agency will be the property of the State of Minnesota and shall be used only for job related functions. The maintenance of equipment will be the responsibility of the department and projected maintenance costs will be a factor in the initial decision to provide accommodations. Example: repair special office equipment, etc.

IX. All denials of requests for reasonable accommodation will be documented and kept on file by the affirmative action officer. A copy of the document denying the request for reasonable accommodation will be given to the supervisor. The affirmative action officer will notify the employee of the denial and inform the employee of his/her right to appeal and to file with other government agencies such as Human Rights and Equal Employment Opportunity Commission.

X. APPEALS

An employee who is dissatisfied with the reasonable accommodation decision can appeal directly to the agency head within two working days of the decision. The agency head will within two working days of the individual's appeal, convene a reasonable accommodation review committee which shall consist of persons previously not involved. For example, an employee in the same job classification is the person requesting accommodation a rehabilitation engineer (or other person knowledgeable of the requested accommodation). This committee will review all pertinent material and steps leading to the decision according to the following criteria.

- A. Job relatedness.
- B. Effectiveness.
- C. Necessity.
- D. The relationship between the accommodation and essential job functions.
- E. Cost.
- F. Other claims of undue hardship.

The committee will will make a recommendation to the agency within three working days from the date the committee was convened unless more time is needed to obtain more information from outside sources. The agency head will make a final determination within three working days from receiving the committee's recommendation. The affirmative action officer will then convey written copies of the agency head's decision to the employee and supervisor. If the employee is still dissatisfied with the decision, she/he may file with federal, state, local and human rights legislation. The department's affirmative action officer will provide employees and compliance agencies with information in assistance needed in the appeals process. Information will be provided in compliance with the Minnesota Government Data Privacy Act. Compliance agencies which are investigating complaints of request information from the agency head will be provided documentation relating to the denial of a request for reasonable accommodation.

- XI. Assistance with reasonable accommodation compliance, all requests for information or assistance in determining reasonable accommodation for qualified handicapped employees and employees/job applicants may be directed to the department's affirmative action officer, the Council for the Handicapped, or the Director of Equal Opportunity. That person also assists in locating resources or interpreting reasonable accommodation requirements.

XII. REQUEST FOR REASONABLE ACCOMMODATIONS FOR JOB APPLICANTS

- A. All initial communication with job applicant regarding job vacancies shall indicate the willingness of the agency to make reasonable accommodation to the known physical or mental handicap and shall invite the applicant to contact the agency for the needed accommodation.
- B. The individual contacted with the request shall contact the Affirmative Action Officer immediately. In order to ensure that the accommodation is provided at the interview, requests shall be handled in a timely manner.
- C. The Affirmative Action Officer shall contact the job applicant to discuss the needed accommodation and possible alternatives.
- D. If the accommodation is approved, the Affirmative Action Officer will take the necessary steps to see that the accommodation is provided.

XIII. DENIAL OF ACCOMMODATION

If the requested accommodation is denied, the Affirmative Action Officer shall advise the applicant of his/her right to file a complaint with the Department of Human Rights alleging violation of the Minnesota Human Rights Act.

EMPLOYEE REQUEST FOR REASONABLE ACCOMMODATION

Please print or type

Employee Name	Classification	Date of Request
Division	*Statement of Disability (Attach medical statement if requested by manager)	

Attach Additional Sheets for Questions Below if Necessary.

1. Type of accommodation requested to perform essential function:

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

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

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

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

Signature of Employee	Date
Signature of Supervisor	
Signature of Manager	
Additional Comments:	

*Information on this form shall be confidential with the exceptions according to the Rehabilitation Act of 1973, Section 504, Subd. 84.14.

PE-00091-01 (3/80)

REASONABLE ACCOMMODATION AGREEMENT

This form is to be completed by the Department's Affirmative Action Officer after the reasonable accommodation decision has been made. The signature's on the bottom of this form indicates an agreement between the employee and the Department to the specific accommodation.

Name of Employee Name of Division Manager

The request for reasonable accommodation to the needs of the above named hand-icapped employee was:

ACCEPTED DENIED

Justification for the decision (indicate specific factors considered)

If reasonable accommodation was approved, was the employee's suggestion ac-cepted?

YES NO Partially

REASON:

DESCRIBE specific accommodations to be made

COST ESTIMATE

I have read the employee request for reasonable accommodation. I understand that all tangible accommodations purchased by the Department, will become the Property of the State of Minnesota.

Signature of Employee Date

Signature of Commissioner Date

Signature of Affirmative Action Officer Date

Weather Emergency Notification v Notification
(see attached memo)

DEPARTMENT OF PUBLIC SAFETY
TO: All State Employees

Office Memorandum
DATE: 11/05/86

FROM: Nina Rothchild
Commissioner

PHONE: 296-8366

SUBJECT: Weather Emergencies

It's that time of year again. Summer is over and severe weather may be on its way. In order to refresh our memories, I'd like to repeat what I have written before concerning weather emergencies.

It helps to remember that winter is often difficult in Minnesota. The weather emergency is not meant for your usual hassles with snow, wind, ice, or whatever. It is meant only for those extreme cases when it would be literally impossible for most employees to travel to or from home. That means that there will always be times when some employees cannot get to work, or will wish to leave early, but the State will remain open. These employees have the option of using accrued leave or leave without pay with the approval of their supervisor.

When the weather appears to be getting severe, I am in close touch with the Emergency Services Division of the Department of Public Safety. They monitor the Weather Bureau, the Highway Patrol, bus lines, road crews, and so on. On the basis of their information, and in consultation with Commissioner Paul Tschida, I make my determination on whether or not conditions are so hazardous that we should declare an emergency.

As a general rule of thumb, I am not likely to declare an emergency if the buses are running and the plows are on the road. In the Twin Cities, most people would be able to take a bus; even those who normally drive. There are, of course, other factors which are taken into consideration, such as extremely low temperatures and high winds, which would make it life threatening to be outdoors for very long.

After a determination is made that we should close, we notify the media: the radio stations of WCCO, KSTP, KSJN, and the wire services of AP and UPI. We also call the Governor's Office and call each of the cabinet members. The announcement specifies the time of the emergency and the geographic areas covered. If the severe weather develops during the night, I will make my determination prior to 5:00 a.m.

Specific responsibilities are spelled out in the Department of Employee Relations Administrative Procedure 5.4, Time Off in Emergencies. It might be well to review those procedures while the temperature is relatively balmy and the sun is still shining.

Nina Rothchild

BUILDING EVACUATION

All employees have been notified and are aware of emergency exits at the agency location.