

Minnesota Department of Human Services

**Affirmative Action Plan**  
**Fiscal Year 1989**

**FISCAL YEAR 1989**  
**JULY 1, 1988 - JUNE 30, 1989**  
**MINNESOTA DEPARTMENT OF HUMAN SERVICES**  
**AFFIRMATIVE ACTION PLAN**  
**TABLE OF CONTENTS**

	<b>PAGE</b>
<b>COMMISSIONER'S STATEMENT OF COMMITMENT TO AFFIRMATIVE ACTION AND EQUAL OPPORTUNITY</b>	1
 <b>I. ORGANIZATION AND ACCOUNTABILITIES</b>	3
<b>AUDIT AND EVALUATION</b>	8
<b>INFORMATION DISSEMINATION</b>	9
 <b>II. ANNUAL TRANSMITTAL FORMS - DISPARITIES IDENTIFIED FY 1989</b>	
<b>ANNUAL PROGRAM OBJECTIVES/ACTION STEPS</b>	
<b>HIRING GOALS FOR FY 89</b>	
<b>FACILITY STATEMENTS OF COMMITMENT</b>	
CENTRAL OFFICE	11
AH-GWAH-CHING	16
ANOKA	20
BRAINERD	24
CAMBRIDGE	28
FARIBAULT	32
FERGUS FALLS	36
MOOSE LAKE	40
OAK TERRACE	43
ST. PETER	47
WILLMAR	51
 <b>III. EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION POLICIES</b>	56
Pre-employment review	57
Sexual Harassment	59
Reasonable Accommodations	61
Recruitment	64
AIDS/Employee Work Status	66
Complaint - Handling	69
 <b>APPENDICES</b>	
A - DISCRIMINATION COMPLAINT FORM	74
B - REVISED RACE/ETHNIC CATEGORIES	76
C - DEFINITIONS	77
D - LAWS AND AFFIRMATIVE ACTION RULES	80
E - REASONABLE ACCOMMODATION REQUEST FORM	82
F - MERIT SYSTEM AFFIRMATIVE ACTION PLAN-SUMMARY	84
G - CIVIL RIGHTS PLAN-SUMMARY	86
H - WEATHER EMERGENCIES	87
I - BUILDING EVALUATION	88

I.

**ORGANIZATION**

This Minnesota Department of Human Services is organized into eleven geographic areas of the state and includes a central office and ten regional centers.

The DHS Affirmative Action Director acts as Affirmative Action Officer for the central office and provides department-wide direction and consultation to the Regional Centers. The Chief Executive Office of each facility has responsibility for implementing the Affirmative Action Plan and designating a facility Affirmative Action Officer. The following individuals are designated Affirmative Action Officers:

<u>Ah-Gwah-Ching:</u>	Erma Shantle, Ah-Gwah-Ching, MN 56430	218-547-1250
<u>Anoka:</u>	Atashi Achrya Anoka-Metro Regional Treatment Center 3300 - 4th Avenue Anoka, MN 55303	422-4150
<u>Brainerd</u>	Keith Bernard Brainerd Regional Human Services Center East Oak Street Brainerd, MN 56401	218-828-2201
<u>Cambridge:</u>	LuAnn Carlson Cambridge Regional Human Services Center Highway 293 Cambridge, MN 55008	612-689-0011
<u>Faribault:</u>	Dave Lenway Faribault Regional Center Faribault, MN 55021	501-332-3000
<u>Fergus Falls:</u>	Doug Boyer Fergus Falls Regional Treatment Center North Union Avenue Box 157 Fergus Falls, MN 56537-1057	218-739-7200
<u>Moose Lake:</u>	Earl Schiltz Moose Lake Regional Treatment Center 1000 Lakeshore Drive Moose Lake, MN 55767	218-484-4411
<u>Oak Terrace:</u>	Cathy Johnson Oak Terrace Nursing Home 14500 County Road 67 Minnetonka, MN 55345	934-4100



STATE OF MINNESOTA  
DEPARTMENT OF HUMAN SERVICES

Human Services Building  
444 Lafayette Road  
St. Paul, Minnesota 55155-3812

**TO:** All DHS Employees

**FROM:** Sandra S. Gardebring  
COMMISSIONER

A handwritten signature in dark ink, appearing to be "S. Gardebring", is written over the printed name and title of the Commissioner.

**SUBJECT:** Affirmative Action and Equal Employment Opportunity

The Department of Human Services has long had a policy of equal opportunity and affirmative action. This policy has my full personal and official endorsement. It is particularly important to me because it is so closely in keeping with the Department's goal to promote individual capabilities, rights and dignity.

DHS provides equal opportunity in employment and in the provision of services to all people, without regard to race, color, creed, religion, sex, sexual or affectional preference, age, national origin, marital status, disability or reliance on public assistance. Where women, minority persons, disabled persons or Vietnam era Veterans are underrepresented in our Department's workforce, I am committed to affirmative action to achieve their full participation.

This policy requires your active support and involvement in maintaining an environment free of discrimination. I expect all managers, chief executive officers and supervisors to understand and advance the objectives of the Department's Affirmative Action Program. Efforts in this area will be a factor in performance evaluation. Mary Jean Anderson, DHS Affirmative Action Director, is responsible for administrative direction and implementation. You can reach her at 296-3510.

At each residential facility, affirmative action officers have been designated responsibility for implementing this policy. The Department's Affirmative Action Plan is posted on all official bulletin boards and is available for review in the Affirmative Action Office, 4th Floor North, 444 Lafayette Road, St. Paul, and in the Personnel Offices of each residential facility.

Our goal is to see that all persons have the opportunity to work and participate in the programs of this Department without regard to personal characteristics. Although we have made progress toward a representative workforce, we can do more. I urge you to become acquainted with the Affirmative Action Plan, and in the spirit of affirmative action, contribute to its successful implementation.

St. Peter:

Jerry Ylmen  
St. Peter Regional  
Treatment Center  
100 Freeman Drive  
St. Peter, MN 56082

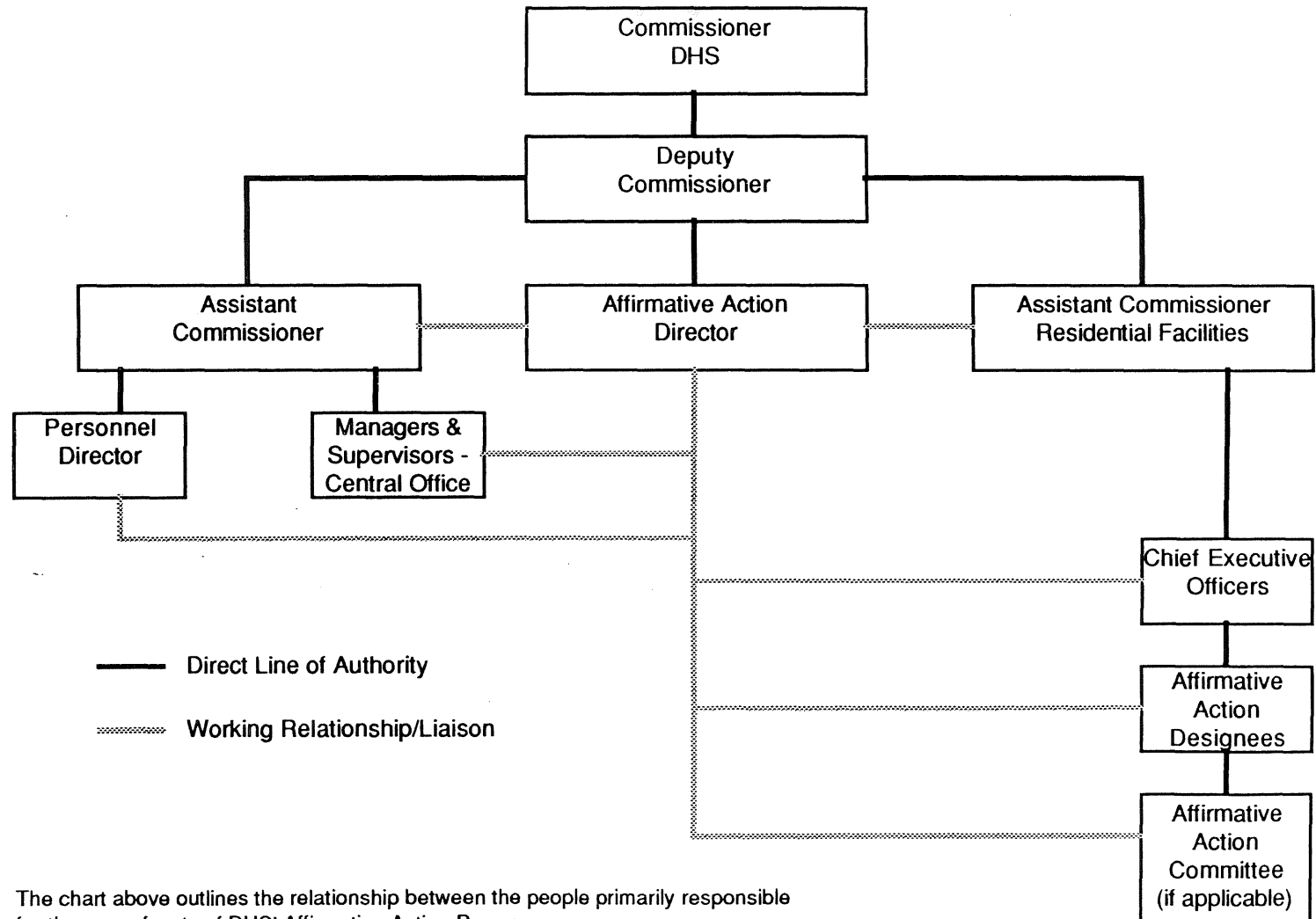
507-931-7100

Willmar:

Jo Thompson  
Willmar Regional  
Treatment Center  
Box 1128  
Willmar, MN 56201

612-231-5100

**Human Services  
Affirmative Action Functional Organization Chart**



The chart above outlines the relationship between the people primarily responsible for the many facets of DHS' Affirmative Action Program.

The narrative on the following page describes the affirmative action responsibilities of these individuals.

## **RESPONSIBILITIES, DUTIES AND ACCOUNTABILITIES**

### **I. Commissioner/Deputy Commissioner**

**Responsibilities:** To oversee and ensure implementation of the Department's equal opportunity policy and affirmative action program including Central Office and Residential Facilities, in compliance with existing federal and state laws, and regulations.

- Duties:**
1. Appoint an Affirmative Action Director.
  2. Include accountability for the administration of the agency's affirmative action plan in his/her position description.
  3. Require Chief Executive Officers, managers and supervisors to include responsibility statements for affirmative action in their position descriptions and annual objectives.
  4. Take action on complaints of discrimination as outlined in the Affirmative Action Plan complaint procedure.
  5. Issue an annual written statement to all employees affirming support of the State's equal opportunity policy and the Department's Affirmative Action Program.
  6. Make decisions and changes in policy, procedures, or accommodations as may be needed to facilitate effective affirmative action.

**Accountability:** To the Governor.

### **II. Affirmative Action Director**

**Responsibilities:** To administer the Department's affirmative action program.

- Duties:**
1. Monitor implementation of the Department's affirmative action plans.
  2. Investigate alleged discrimination complaints, coordinate handling of discrimination charges brought against the Department, and maintain a centralized record of such charges.
  3. Establish annual hiring goals, revise the Department's AA Plan biennially and complete all civil rights and affirmative action reports as required.
  4. Monitor and provide direction and consultation on AA, EEO matters to Regional Center Chief executive Officers and Affirmative Action Officers.
  5. Ensure that Equal Opportunity and Affirmative Action Plan information is disseminated throughout the department.
  6. Encourage employees to make themselves available for an exit interview and evaluate exit interview data.
  7. Act as the liaison between the department and the Equal Opportunity Division of the Department of Employee Relations.
  8. Determine the need for affirmative action related training programs.

9. Review department policies, procedures, programs, and reasonable accommodations for handicapped persons and recommend changes to the Commissioner.
10. Plan and participate in the recruitment of protected group applicants for Department job openings.
11. Maintain contacts with protected group recruitment sources, hold membership in professional and community organizations, and keep apprised of new developments in the area of affirmative action and equal opportunity.
12. Act as the Department's 504 and Title XX Civil Rights Coordinator.

Accountability: Commissioner/Deputy Commissioner

### **III. DHS Personnel Director**

Responsibilities: The Personnel Director is responsible for ensuring that personnel policies are administered fairly and are uniformly applied to all employees, and shall take positive action to remove all barriers to equal employment opportunity within the Department.

Duties: The duties of the Personnel Director include, but are not limited to the following:

1. Make available to the Affirmative Action Director all records and information data necessary to perform affirmative action duties and responsibilities.
2. Provide the Affirmative Action Director an opportunity to participate in decisions regarding personnel practices.
3. Recommend specific annual Affirmative Action program objectives and annual hiring goals for the Affirmative Action Plan.
4. Aid in the recruitment of members of protected groups and ensure that managers and supervisors are notified of existing disparities at the time of the employment interview.
5. Recommend changes in policy and procedure to improve the Department's ability to achieve affirmative action objectives.
6. Inform the AA Director of discrimination charges brought through a union grievance process and consult with the AA Director regarding resolution of the grievance.

Accountability: Commissioner/Deputy

### **IV. Chief Executive Officer**

Duties:

1. Appoint an Affirmative Action Officer and 504 Coordinator and notify DHS Affirmative Action Director of these designations.
2. Resolve internal discrimination complaints and notify DHS Affirmative Action Director of all enforcement agency charges.
3. Ensure that DHS Affirmative Action policies are carried out and approve all actions necessary to facilitate this.



4. Issue an annual written statement to staff communicating support of the affirmative action/equal opportunity policies.

Accountability: To the Assistant Commissioner - Residential Facilities and to the Commissioner

**V. Affirmative Action Officer/Designee:**

Responsible for implementing and maintaining the facility's Affirmative Action Program.

Responsibilities:

1. Develop and recommend changes or improvements to the AA/EEO program Chief Executive Officer.
2. Monitor the facility's personnel practices for impact on protected groups; complete progress and other required reports.
3. Act as liaison with DHS Affirmative Action Director.
4. Ensure that affirmative action policies and procedures are disseminated to employees, including developing and implementing training program.
5. Investigate, mediate and recommend resolution of discrimination complaints to the Chief Executive Officer.

Accountability: To the Chief Executive Officer

**VI. Managers and Supervisors**

Responsibilities: To ensure compliance with statewide and Department Affirmative Action programs and to ensure equal treatment of all employees.

Duties:

1. Assist the Affirmative Action Director and/or Officer in identifying and resolving problems and eliminating barriers which inhibit equal employment opportunity.
2. Hire and promote qualified protected group members where a disparity exists.
3. Communicate and demonstrate a personal commitment to the Department's Affirmative Action policy.
4. Include responsibility statements for Affirmative Action/Equal Employment opportunity in position descriptions, and annual performance objectives.
5. Assist and make recommendations to the Affirmative action Officer/Director regarding special recruitment projects.
6. Discuss and document training needs and discuss career planning goals with each employee during scheduled performance evaluations.
7. Ensure that for all employees under their supervision receive an annual Affirmative Action orientation.

Accountability: To the Deputy Commissioner, Assistant Commissioner or Chief Executive Officers directly, and to the Commissioner, indirectly.

**VII. All Employees**

**Responsibilities:** All employees shall be responsible for conducting themselves in accordance with the State's equal Employment Opportunity Policy by refraining from any actions which would interfere with any employee's work performance with respect to race, creed, color, sex, nation origin, age, marital status, disability or handicap, reliance on public assistance, religion, Vietnam Era Veteran status, political opinions or affiliations. Employees who believe they have been subjected to unlawful discrimination are encouraged to avail themselves of resource through the Department's discrimination complaint procedure.

## **AUDIT AND EVALUATION**

**I.A. On a quarterly basis the DHS Affirmative Action Director and residential facility affirmative action officers will:**

- 1) review goal achievement and hiring opportunity reports received from the Department of Employee Relations;
- 2) inform the Commissioner, supervisors and managers of progress or changes in goal achievement status; and
- 3) evaluate progress with action steps/efforts made during the previous quarter to address barriers.

**II. A. Annually, the residential facility affirmative action officers will send to the DHS AA Office an end of the year summary of the following activities:**

- 1) changes in internal AA/EO procedure or policies;
- 2) training and information sessions conducted that are related to AA/EO;
- 3) progress toward completion of action steps that were established for the year;
- 4) recruitment sources identified or protected group community organizations contacted;
- 5) specialized projects undertaken, such as protected group pre-service training, work experience programs, or selection criteria revisions; and
- 6) number and type of discrimination complaints received, both informal and formal, and status of resolution (e.g., resolved internally, charge filed with enforcement agency, no discrimination occurred).

**B. Annually, the residential facility affirmative action officers will forward to the AA Director:**

- 1) completed and signed annual transmittal forms that identify facility disparities;
- 2) specific action steps for the next fiscal year;
- 3) recommendations for improvement in DHS AA/EO policies or recommendations for necessary department-wide action steps;
- 4) annual/interim hiring goals for the next fiscal year, based on current disparities; and
- 5) number of reasonable accommodation requests received and approved or denied.

**C. Annually, the AA Director will submit for approval to the Department of Employee Relations, the following:**

- 1) all Annual Transmittal Forms;
- 2) policy revisions or additions that have occurred during the previous fiscal year;
- 3) all DHS Annual/Interim hiring goals;
- 4) Commissioner's statement of commitment; and
- 5) all DHS action steps.

## **INTERNAL AND EXTERNAL DISSEMINATION**

### **I. Internal Dissemination**

- A. The Commissioner will transmit a letter or memo annually to the Department's employees reaffirming DHS's commitment to equal opportunity and affirmative action.
- B. Annual training sessions will be conducted for managers and supervisors on the Affirmative Action Plan and their responsibilities.
- C. On each official bulletin board the following will be posted:
  - 1) the AA/EEO Plan; and
  - 2) a copy of the AA Plan.
- D. Employee orientation programs will have an equal opportunity/affirmative action component.
- E. The AAP will be summarized in the Communique, and any other appropriate Departmental publications.
- F. The AA/EEO policy will be included in the policy and procedures manuals.

### **II. Internal Dissemination**

- A. The phrase "An Equal Opportunity Employer" will be included on DHS's letterhead and in all advertisements for positions.
- B. Positions will be advertised in appropriate protected group publications.
- C. Whenever possible, protected group employees will be featured in newspapers, magazines, advertising, brochures, etc. A written expression of the Department's position on equal opportunity will be included, where appropriate, in the above.
- D. An assurance of non-discrimination will be included in all contracts for programs or activities receiving federal financial assistance, in accordance with HHS regulations, 45 CFR, Part 80.

II.

**ANNUAL TRANSMITTAL FORMS**

**ANNUAL PROGRAM OBJECTIVES/ACTION STEPS**

**HIRING GOALS FY 1989**

**DISPARITIES IDENTIFIED FY 1989**

**FACILITY STATEMENTS OF COMMITMENT**

# AFFIRMATIVE ACTION PLAN

Fiscal Year 89 - For Minnesota Department of Human Services - Central Office

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

(Check (x) each category as appropriate)

ACTUAL % / AVAILABILITY %

OCCUPATIONAL CATEGORIES	PROTECTED GROUPS			
	MINORITIES	WOMEN	HANDICAPPED	VIETNAM ERA VETERANS
202 Craft, Mtce, Labor				
203 Service				
204 Health Care Non-Prof.				
205 Health Care Prof.				
206 Clerical			X5.22%/8.2%	X1.3%/9%
207 Technical	X0%/4.69%		X4.17%/8.2%	X4.17%/9%
213 Health Treat. Prof.				
214 General Professional			X5.1%/8.2%	
215 Prof. Resid. Instr.				
216 Supervisory	X3.09%/4.69%		X3.09%/8.2%	X5.15%/9%
217 Commissioner's Plan			X0%/8.2%	X5%/9%
220 Manager's Plan	X1.9%/4.69%	X33.3%/44.56%	X3.9%/8.2%	
Other				
Other				

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

444 LAFAYETTE ROAD - ALL OFFICIAL BULLETIN BOARDS & AFFIRMATIVE ACTION OFFICE

3. This annual plan contains an internal procedure for processing complaints of alleged discrimination and each employee has been appraised of this procedure as well as the affirmative action goals for this year.

N/A

Affirmative Action Officer, Facility

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.

COMMISSIONER, Department of Human Services

7/25/88  
Date

5. This annual plan covers all elements of the institution's personnel policy and management practices as related to affirmative action and has been reviewed by the Dept. of Human Services.

Director, Affirmative Action Office, Dept. of Human Services

7/25/88  
Date

6. This annual plan meets the rules governing affirmative action and contains goals and timetables as well as methods for achieving them which are reasonable and sufficiently aggressive to deal with the identified disparities.

Director, Equal Opportunity Division, Dept. of Employee Relations

10/6/88  
Date

**CENTRAL OFFICE  
AFFIRMATIVE ACTION OFFICE (SEE ATTACHED WORKPLAN)**

<b>OBJECTIVE:</b>	<b>ACTION</b>	<b>RESPONSIBLE</b>	<b>TARGET DATE</b>
*Intensify recruitment & improve results.	Develop DHS Job Booklet.	AAO & Personnel Rep.	6/89
	Develop Merit System geographic Recruitment list.	AAO - mobility	12/88
	Establish personal contacts and develop working relationships with community & professional recruitment sources: Network "Open Houses" held.	AAO	11/88
	Give information to high schools counselors and students (Health careers).	AAO	4/88
	Implement STEP Pilot Project.	AA Staff Project Team	6/89
	Comply with Minority Heritage Preservation Act - increase minority social workers.	AA & Children's Services Staff	6/89
	Information Systems Staffing Project	AAO & Info Systems Director	12/88
	Humboldt Developmental Disabilities Project.	AA Staff	7/88
*Improve monitoring and technical assistance.	Establish monitoring Track Facilities via checklist.	AA Staff	6/89
	Complete D.O.E.R. required goal setting and action planning Central office & Merit system. Update workforce records act as resource to counties.	AA Staff	7/88 & 10/88
	Establish tracking of missed opportunities on a monthly basis	AA Staff	6/89

OBJECTIVE:	ACTION	RESPONSIBLE	TARGET DATE
*Establish policy to ensure AA/EEO.	Revise Merit System Rules.	AAO mobility & Merit System Supv.	6/89
	Establish Training standards policy or facility manual.	AAO	6/89
*Improve ability to resolve & monitor discrimination complaints.	Establish tracking of facility complaints nature and resolution.	AAO	12/88
	Training/discrimination investigation format on how to find probable cause/no cause - Improve skills in this area.	AA Staff	6/89
*Expand provision of training &	Facility training - Joint EOD & Human Rights; develop training package with staff development.	AA Staff	12/88
	Affirmative Action work-plan briefings with Central office management.	AA Staff	8/86
	Explore possibility of joint labor - management training.	AA Staff	6/89
*Marketing	Improve skills in this area - Apply marketing strategies to entire AA workplan.	AA Staff	6/89
	Distribute flyer on DHS AAO/EOD activities and results.	AA Staff	Quarterly
	PSA's & radio, TV spots on DHS jobs/with Human Services/Health Careers.	AA Staff	6/89
*Improve administrative & record-keeping/monitoring.	Consult with Info Systems staff - Identify needs & options.	AA Staff	7/88
	Establish monthly updating of "Always" list	AA Staff	Ongoing
	Career Bulletin - establish timely process and Central Records inventory.	AA Staff	Ongoing
	Obtain PC		7/88
	Establish AA Budget		7/88



## HIRING GOALS

GOAL UNIT	PROTECTED GROUP & NO	HIRING GOAL
206 Clerical	H (2)	2
214 General Professional	H (2)	2
216 Supervisory	M (1) H (1) V (1)	3
217 Commissioners Plan	H (1) V (1)	2
220 Managers	M (1) F (1)	<u>2</u>
	TOTAL	11

**Department of Human Services**  
**Goal-Setting and Disparity Status Worksheet**

**Location: CENTRAL OFFICE**  
**Fiscal Year: 89**

**( ) = hiring goals**

BARGAINING UNIT	TOTAL EMPLOYEES	Women			Minorities			Handicapped			Vietnam Vets		
		Disp.	Needed Parity	FY Goal	Disp.	Needed Parity	FY Goal	Disp.	Needed Parity	FY Goal	Disp.	Needed Parity	FY Goal
CRAFT													
SERVICE													
HOSPITAL													
NURSES													
OFFICE	235							YES	7		YES	19	
TECHNICAL	25				YES	2		YES	3		YES	3	
PROF.	414							YES	10				
TEACHER													
SUPV.	97				YES	2		YES	5		YES	4	
COMM.	62							YES	6		YES	3	
MGRS.	51	YES	6		YES	2		YES	3				

**TOTAL**      **884**

# AFFIRMATIVE ACTION PLAN

Fiscal Year 89 - For Ah gwah ching

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

OCCUPATIONAL CATEGORIES	PROTECTED GROUPS			
	MINORITIES	WOMEN	HANDICAPPED	VIETNAM ERA VETERANS
202 Craft, Mtce, Labor	x	x	x	
203 Service			x	x
204 Health Care Non-Prof.			x	x
205 Health Care Prof.			x	x
206 Clerical	x		x	
207 Technical				
213 Health Treat. Prof.				
214 General Professional	x			
215 Prof. Resid. Instr.				
216 Supervisory			x	x
217 Commissioner's Plan	x		x	x
220 Manager's Plan				
Other				
Other				

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

Bulletin board in Personnel Office.

3. This annual plan contains an internal procedure for processing complaints of alleged discrimination and each employee has been appraised of this procedure as well as the affirmative action goals for this year.

Erin M. Schell 6-14-88  
Affirmative Action Officer, Facility 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.

John J. Grimsley 6/14/88  
Chief Executive Officer, Facility Date

5. This annual plan covers all elements of the institution's personnel policy and management practices as related to affirmative action and has been reviewed by the Dept. of Human Services.

William Isaac Anderson 7/7/88  
Director, Affirmative Action Office, Dept. of Human Services Date

6. This annual plan meets the rules governing affirmative action and contains goals and timetables as well as methods for achieving them which are reasonable and sufficiently aggressive to deal with the identified disparities.

Ed Wee Ruz 10/6/88  
Director, Equal Opportunity Division, Dept. of Employee Relations Date

## AH-GWA-CHING

OBJECTIVE:	ACTION	RESPONSIBLE	TARGET DATE
To make employees aware of their responsibilities regarding discriminatory harassment.	Provide sexual harassment training to both supervisory and line staff.	AAO	3/89
Increase ability to achieve hiring goals.	A) Develop outreach program by establishing contacts with local minority organizations.		11/88
	B) Tie in with Central office AAO in specialized recruitment efforts throughout the year.		7/88
	C) Attend Career days at area colleges & universities		
Strengthen manager's accountability for AA.	Revise position descriptions to include criteria and expectations.	AAO/ Managers	4/89

### HIRING GOALS

GOAL UNIT	PROTECTED GROUP & NO	HIRING GOAL
203 Service	H (1) VEV (1)	2
204 Health Care	VEV (1)	1
214 General Professional	M (1)	1
	TOTAL	4

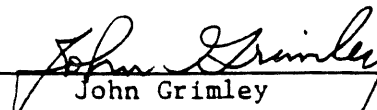
\*H = Handicap  
 VEV = Vietnam Era Vet  
 F = Female  
 M = Minority

STATEMENT OF COMMITMENT  
AH-GWAH-CHING NURSING HOME  
AH-GWAH-CHING, MINNESOTA

It is the policy of Ah-Gwah-Ching Nursing Home to provide equal employment opportunities to all qualified people without regard to race, color, national origin, religion, age, sex, marital status, physical disability, Vietnam veteran status, handicap, or receipt of public assistance.

Ah-Gwah-Ching Nursing Home will: actively recruit employees from disparity groups; develop job specifications that accurately reflect the requirements; facilitate hiring qualified individuals; and provide career development opportunities. Ah-Gwah-Ching will serve as a model employer in the area of Affirmative Action.

Our Affirmative Action Plan will apply to all departments throughout our facility. Each department head, supervisor and employee will have responsibility for such within their position descriptions. This will be incorporated into their evaluation.

  
\_\_\_\_\_  
John Grimley  
Chief Executive Officer

6 14 88  
\_\_\_\_\_  
Date

Department of Human Services  
Goal-Setting and Disparity Status Worksheet

Location: AH GWAH CHING  
Fiscal Year: 89

( ) = hiring goals

BARGAINING UNIT	TOTAL EMPLOYEES	Women			Minorities			Handicapped			Vietnam Vets		
		Disp.	Needed Parity	FY Goal	Disp.	Needed Parity	FY Goal	Disp.	Needed Parity	FY Goal	Disp.	Needed Parity	FY Goal
CRAFT	18	YES	7		YES	1		YES	1		NO		
SERVICE	58	NO			NO			YES	3	(1) 2.75	YES	1	(1)
HOSPITAL	179	NO			NO			YES	3		YES	5	(1)
NURSES	20	NO			NO			YES	2	164	YES	2	
OFFICE	15	NO			YES	1		YES	2		NO		
TECHNICAL	—	NO			NO			NO			NO		
PROF.	8	YES	1		YES	1	(1)	NO			NO		
TEACHER	—	NO			NO			NO			NO		
SUPV.	19	NO			NO			YES	2		YES	1	
COMM.	12	NO			YES	1		YES	1		YES	1	
MGRS.	—	NO			NO			NO			NO		

TOTAL            329

Fiscal Year 88 - For DHS Anoka-Metro Regional Treatment Center

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

OCCUPATIONAL CATEGORIES	PROTECTED GROUPS			
	MINORITIES	WOMEN	HANDICAPPED	VIETNAM ERA VETERANS
202 Craft, Mtce, Labor	X	X		
203 Service	X			X
204 Health Care Non-Prof.	X		X	X
205 Health Care Prof.			X	X
206 Clerical	X			X
207 Technical	X			X
213 Health Treat. Prof.	X	X	X	
214 General Professional	X		X	X
215 Prof. Resid. Instr.				
216 Supervisory	X	X	X	X
217 Commissioner's Plan		X	X	X
220 Manager's Plan		X		X
Other				
Other				

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

Personnel Office, Fahr Building

3. This annual plan contains an internal procedure for processing complaints of alleged discrimination and each employee has been appraised of this procedure as well as the affirmative action goals for this year.

*Deborah*  
Affirmative Action Officer, Facility

6/20/88  
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.

*Forrest Bahr*  
Chief Executive Officer, Facility

6/20/88  
Date

5. This annual plan covers all elements of the institution's personnel policy and management practices as related to affirmative action and has been reviewed by the Dept. of Human Services.

*Mary Jean Anderson*  
Director, Affirmative Action Office, Dept. of Human Services

7/8/88  
Date

6. This annual plan meets the rules governing affirmative action and contains goals and timetables as well as methods for achieving them which are reasonable and sufficiently aggressive to deal with the identified disparities.

*Elaine Dery*  
Director, Equal Opportunity Division, Dept. of Employee Relations

10/6/88  
Date

## ANOKA

OBJECTIVE:	ACTION	RESPONSIBLE	TARGET DATE
A. Participate in Central Office's Affirmative Action STEP project.	Provide summer employment to at least one clinical student in Occupational Therapy.		7/88
B. Increase awareness and knowledge of employees regarding Affirmative Action.	Provide Affirmative Action information to all new employees during orientation.  Provide information through Anoka-Metro Regional Treatment Center's newsletters, occasional handouts, etc.  Distribute Affirmative Action brochure to all employees.	Ongoing	6/89
C. Improve and update personnel regarding disparities.	Tabulate results of employee survey.		10/88
D. Increase staff visibility and accessibility of the Affirmative Action program.	The Affirmative Action Officer and ongoing committee members will provide information/discussion session to at least two staff groups.	Ongoing	6/89

### HIRING GOALS

GOAL UNIT	PROTECTED GROUP & NO	HIRING GOAL
202	V (1)	
203	V (1)	
204 Non-professional	M (2) H (1) V (1)	
205 Health Care Professional	M (1) H (1) V (1)	
214 General Professional	M (1) H (1) V (1)	
216 Supervisory	F (1) H (1)	
	<u>7 + 4 + 3</u>	<u>TOTAL 14</u>

\*H = Handicap  
 VEV = Vietnam Era Vet  
 F = Female  
 M = Minority



Anoka-Metro Regional Treatment Center  
Statement of Commitment  
Affirmative Action Program

The Anoka-Metro Regional Treatment Center shall provide equal opportunity to all applicants for positions at this facility on the basis of merit and fitness and without regard to race, religious beliefs, color, sex, marital status, physical or mental handicaps, reliance on public assistance, national origin, status as a Vietnam era veteran and political opinions or affiliations.

Neither will it refuse employment to persons solely because of a history of chemical abuse or other illnesses, or because of prior criminal record.

This policy applies to and is an integral part of every aspect of personnel policy and practice in this facility which includes recruitment, selection, hiring, benefits, promotions, transfer, layoffs, return from layoff, termination, compensation, equality of wages, and employment development programs.

An effective Affirmative Action Program involves more than an affirmation of a commitment to equal opportunity. Therefore, this facility will continue to implement a progressive program of affirmative action to insure that equal opportunity is provided on the basis of individual qualifications and takes positive steps to improve work opportunities to persons who have been discriminated against in the past.

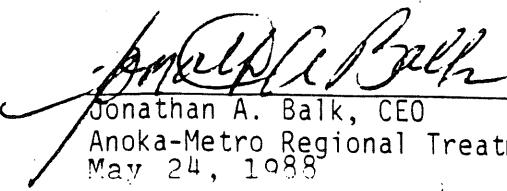
It is good management practice to have a strong Affirmative Action Plan and this facility affirms its strong commitment to the principles and policies of the program.

By maintaining such a program, we will insure the maximum utilization of our human resources and the protection of equal rights for all our employees.

As Chief Executive Officer of Anoka-Metro Regional Treatment Center, I personally support and officially endorse the principles of Equal Opportunity Employment and Affirmative Action.

Please join with me in implementing this plan and make equal opportunity in our facility a reality.

All employees shall acquaint themselves with our Affirmative Action Plan. It is everyone's responsibility to promote and practice the principles of Equal Opportunity. Our policy is contained within the facility's policy manual. A copy of this statement which incorporates our contemplated actions is posted in each work area and the Affirmative Action Plan will be available in each unit.

  
Jonathan A. Balk, CEO  
Anoka-Metro Regional Treatment Center  
May 24, 1988

**Department of Human Services**  
**Goal-Setting and Disparity Status Worksheet**

**Location: ANOKA**  
**Fiscal Year: 89**

( ) = hiring goals

BARGAINING UNIT	TOTAL EMPLOYEES	Women			Minorities			Handicapped			Vietnam Vets		
		Disp.	Needed Parity	FY Goal	Disp.	Needed Parity	FY Goal	Disp.	Needed Parity	FY Goal	Disp.	Needed Parity	FY Goal
CRAFT	27	YES	5	(1)	YES	1		NO			NO		
SERVICE	46	NO			YES	2		NO			YES	3	(1)
HOSPITAL	169	NO			YES	3	(2)	YES	8	(1)	YES	2	(1)
NURSES	77	NO					(1)	YES	6	(1)	YES	4	(1)
OFFICE	22	NO			YES	1		NO			YES	2	
TECHNICAL	8	NO			YES	1		NO			YES	1	
PROF.	46	NO					(1)	YES	2	(1)	YES	2	(1)
MEDICAL	7	YES	1		YES	1		YES	1		NO		
SUPV.	27	YES	2	(1)	YES	1		YES	1	(1)	YES	2	
COMM.	31	YES	3		NO			YES	3		YES	2	
MGRS.	8	YES	1		NO			NO			YES	1	

TOTAL 468

# AFFIRMATIVE ACTION PLAN

Fiscal Year 89 - For DHS/Brainerd Regional Human Services Center

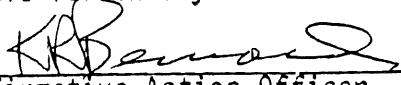
1. This annual review revealed underutilization of the following protected group(s) in the following occupational categories:  
(Check (x) each category as appropriate)

OCCUPATIONAL CATEGORIES	PROTECTED GROUPS			
	MINORITIES	WOMEN	HANDICAPPED	VIETNAM ERA VETERANS
202 Craft, Mtce, Labor		X		
203 Service	X		X	X
204 Health Care Non-Prof.			X	X
205 Health Care Prof.			X	X
206 Clerical	X			X
207 Technical	X			
213 Health Treat. Prof.	N/A	N/A	N/A	N/A
214 General Professional	X		X	X
215 Prof. Resid. Instr.	X		X	X
216 Supervisory		X	X	
217 Commissioner's Plan				X
220 Manager's Plan	X	X		
Other				
Other				

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

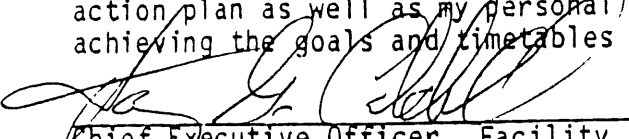
As Regulation 2601, it is located in every work unit throughout the entire organization.

3. This annual plan contains an internal procedure for processing complaints of alleged discrimination and each employee has been appraised of this procedure as well as the affirmative action goals for this year.

  
Affirmative Action Officer, Facility  
Keith R. Bernard

5/6/88  
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.

  
Chief Executive Officer, Facility  
Harvey G. Caldwell

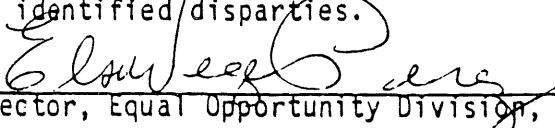
5/6/88  
Date

5. This annual plan covers all elements of the institution's personnel policy and management practices as related to affirmative action and has been reviewed by the Dept. of Human Services.

  
Director, Affirmative Action Office, Dept. of Human Services

4/7/88  
Date

6. This annual plan meets the rules governing affirmative action and contains goals and timetables as well as methods for achieving them which are reasonable and sufficiently aggressive to deal with the identified disparities.

  
Director, Equal Opportunity Division, Dept. of Employee Relations

10/6/88  
Date

## BRAINERD

OBJECTIVE:	ACTION	RESPONSIBLE	TARGET DATE
Update AA Plan to insure that it coincides with the departments AA plan.	Revise AA plan policies & procedures.	AAO	12/88
Update AA/EEO training for supervisors.	Provide required training to all supervisors on AA/EEO & their responsibilities.	AAO/Staff Development	3/89
Provide educational clinical or summer employment to a minority student.	Participate as a pilot site with the departments STEP Project for OT	AAO/Personnel	
Increase visibility within minority communities.	Participate in "Open House" planned with Central office & other local facility.		11/88

### HIRING GOALS

GOAL UNIT	PROTECTED GROUP & NO	HIRING GOAL
214	M (1)	
205 Health Care Professional	M (1)	1
204 Health Care	M (1)	2
204 Non-professional	V (2)	<u>2</u>
	TOTAL	5

\*H = Handicap  
 VEV = Vietnam Era Vet  
 F = Female  
 M = Minority

BRAINERD REGIONAL HUMAN SERVICES CENTER  
EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

It is the policy of the State of Minnesota to implement and maintain an affirmative action program designed to eliminate underutilization of qualified protected group members within the state civil service through a series of specific result-oriented procedures combined with good faith effort.

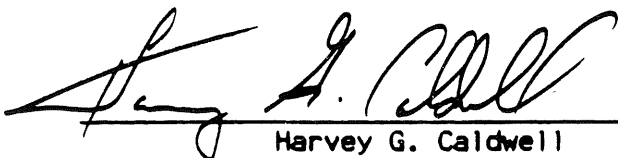
It is the policy of Brainerd Regional Human Services Center (BRHSC) to provide equal employment opportunities to all qualified people without regard to race, color, creed, national origin, religion, age, sex, sexual affectional preference, marital status, reliance on public assistance, physical, mental or emotional disability, political opinions or affiliations, or status as regards to Vietnam era veterans. This policy and practice includes recruitment, selection, hiring, benefits, promotion, transfer, layoffs, return from layoff, termination, compensation, equality of wages, education, tuition assistance, and employment development programs, including apprenticeship and training programs and all other areas of personnel activities, in accordance with applicable federal, state and local laws and regulations.

An effective affirmative action program involves more than a reaffirmation of commitment to equal opportunity. Therefore, Brainerd Regional Human Services Center will continue to implement a progressive program of affirmative action to ensure that equal opportunity is provided on the basis of individual qualifications and to encourage all persons to seek employment and strive for advancement.

The Affirmative Action Officer is delegated the responsibility and authority to implement and monitor the equal opportunity/affirmative action programs for BRHSC. The Affirmative Action Officer will report directly to me as outlined in Minnesota Statute. The Affirmative Action Plan will be posted on official bulletin boards in all work areas and will also be maintained in all policy books.

All management and supervisory staff will play a key role in the program's success. Therefore, all managers' and supervisors' performance will be evaluated in part on their progress in this area. I encourage the assistance of all employees in the efforts to achieve Equal Opportunity within BRHSC.

I am convinced that it makes good management sense to have a strong Affirmative Action Plan (AAP) and I reaffirm my strong commitment to its principles and policies. By implementing such a plan, we will ensure the maximum utilization of our human resources and the protection of equal rights for all our employees.



Harvey G. Caldwell  
Chief Executive Officer

6-30-88

Date

Department of Human Services  
Goal-Setting and Disparity Status Worksheet

Location: BRAINERD  
Fiscal Year: 89

( ) = hiring goals

BARGAINING UNIT	TOTAL EMPLOYEES	Women			Minorities			Handicapped			Vietnam Vets		
		Disp.	Needed Parity	FY Goal	Disp.	Needed Parity	FY Goal	Disp.	Needed Parity	FY Goal	Disp.	Needed Parity	FY Goal
CRAFT	19	YES	4		NO			NO			NO		
SERVICE	98	NO			YES	1		YES	4		YES	1	
HOSPITAL	274	NO					(1)	YES	11	(2)	YES	9	
NURSES	45	NO					(1)	YES	2		YES	2	
OFFICE	31	NO			YES	1		NO			YES	3	
TECHNICAL	5	NO			YES	1		NO			NO		
PROF.	66	NO			YES	1	(1)	YES	3		YES	1	
TEACHER	7	NO			YES	1		YES	1		YES	1	
SUPV.	44	YES	6		NO			YES	4		NO		
COMM.	20	NO			NO			NO			YES	2	
MGRS.	8	YES	3			1		NO			NO		

TOTAL      617

# AFFIRMATIVE ACTION PLAN

Fiscal Year '89-'90 For Cambridge Regional Human Services Center

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

OCCUPATIONAL CATEGORIES	PROTECTED GROUPS			
	MINORITIES	WOMEN	HANDICAPPED	VIETNAM ERA VETERANS
202 Craft, Mtce, Labor				
203 Service	X			X
204 Health Care Non-Prof.	X		X	X
205 Health Care Prof.				
206 Clerical				
207 Technical				
213 Health Treat. Prof.				
214 General Professional				X
215 Prof. Resid. Instr.				
216 Supervisory			X	X
217 Commissioner's Plan				
220 Manager's Plan				X
Other				
Other				

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

Personnel Office - Cambridge Regional Human Services Center

3. This annual plan contains an internal procedure for processing complaints of alleged discrimination and each employee has been appraised of this procedure as well as the affirmative action goals for this year.

LuAnn Carlson

LuAnn Carlson, RN, Cambridge Regional Center 5/10/88

Affirmative Action Officer, Facility

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.

Erny Louren

Chief Executive Officer, Facility

5/10/88  
Date

5. This annual plan covers all elements of the institution's personnel policy and management practices as related to affirmative action and has been reviewed by the Dept. of Human Services.

Mary Jane Anderson

Director, Affirmative Action Office, Dept. of Human Services 7/8/88  
Date

6. This annual plan meets the rules governing affirmative action and contains goals and timetables as well as methods for achieving them which are reasonable and sufficiently aggressive to deal with the identified disparities.

Elaine Rios

Director, Equal Opportunity Division, Dept. of Employee Relations

10/6/88  
Date

## CAMBRIDGE

OBJECTIVE:	ACTION	RESPONSIBLE	TARGET DATE
To update AA/Plan & policies	Revise AA policies & complaint procedures	AA designee	10/88
	Condense AA Plan		
Upgrade AA program	Update training session on supervisory discriminatory/sexual harassment training	AA/EEO	11/88
Increase ability to	Establish list minority P.G. achieve hiring goals contact referrals	AAO/ Personnel	1/89
	Identify and publish ads in pg. newspapers	Ongoing	
	Establish at least one new contact for pg. referral		11/88

### HIRING GOALS

GOAL UNIT	PROTECTED GROUP & NO	HIRING GOAL
203 Service	VEV (1) M (1)	2
204 Health Care	M (1) H (1) VEV (1)	3
214 General Professional	VEV (1)	1
216 Supervisory	H (1) VEV (1)	2
	TOTAL	8

\*Handicap  
 VEV = Vietnam Era Veteran  
 F = Female  
 M = Minority





STATE OF MINNESOTA  
DEPARTMENT OF HUMAN SERVICES  
CAMBRIDGE REGIONAL  
HUMAN SERVICES CENTER

1235 HIGHWAY 293  
CAMBRIDGE, MINNESOTA 55008  
TELEPHONE: 612-689-2121

EQUAL EMPLOYMENT OPPORTUNITY AND  
AFFIRMATIVE ACTION

The Cambridge Regional Human Services Center is committed to affirmative action and equal opportunity and staff show that commitment in their daily work. This means no one is denied an opportunity for employment or promotion with this Center because of race, creed, color, sex, national origin, age, marital status, disability, reliance on public assistance, religion, Vietnam-era status, sexual orientation or political opinions or affiliations.

It also means showing respect for the dignity and feelings of our employees, our clients, and the general public.

We continually strive to strengthen that commitment through every possible means.

*Jerry Lovrien*  
Jerry Lovrien, Chief Executive Officer

*6/27/88*  
Date



**Department of Human Services**  
**Goal-Setting and Disparity Status Worksheet**

**Location: CAMBRIDGE**  
**Fiscal Year: 89**

**( ) = hiring goals**

BARGAINING UNIT	TOTAL EMPLOYEES	Women			Minorities			Handicapped			Vietnam Vets		
		Disp.	Needed Parity	FY Goal	Disp.	Needed Parity	FY Goal	Disp.	Needed Parity	FY Goal	Disp.	Needed Parity	FY Goal
CRAFT	23	YES	10		NO			NO			NO		
SERVICE	105	NO			YES	2	(1)	NO			YES	6	(1)
HOSPITAL	418	NO			YES	2	(1)	YES	14	(1)	YES	32	(1)
NURSES	20	NO			YES	1		YES	2		YES	2	
OFFICE	31	NO			YES	1		NO			YES	1	
TECHNICAL	8	NO			YES	1		NO			NO		
PROF.	64	NO			NO			YES	1		YES	3	(1)
TEACHER	—	NO			NO			NO			NO		
SUPV.	55	YES	1		NO			YES	5	(1)	YES	1	(1)
COMM.	36	NO			NO			YES	2		YES	4	
MGRS.	8	NO			YES	1		YES	1		NO		

TOTAL      768

# AFFIRMATIVE ACTION PLAN

Fiscal Year 89 - For Faribault Regional Center

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

OCCUPATIONAL CATEGORIES	PROTECTED GROUPS			
	MINORITIES	WOMEN	HANDICAPPED	VIETNAM ERA VETERANS
202 Craft, Mtce, Labor	x	x		
203 Service				x
204 Health Care Non-Prof.	x			x
205 Health Care Prof.	x			x
206 Clerical	x		x	x
207 Technical	x			x
213 Health Treat. Prof.	x			
214 General Professional	x			x
215 Prof. Resid. Instr.	x			
216 Supervisory		x		
217 Commissioner's Plan				x
220 Manager's Plan				
Other				
Other				

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

## PERSONNEL OFFICE, ALL FACILITY REGULATION MANUALS

3. This annual plan contains an internal procedure for processing complaints of alleged discrimination and each employee has been appraised of this procedure as well as the affirmative action goals for this year.

[Signature]  
Affirmative Action Officer, Facility

6-3-88  
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.

[Signature]  
Chief Executive Officer, Facility

6-3-88  
Date

5. This annual plan covers all elements of the institution's personnel policy and management practices as related to affirmative action and has been reviewed by the Dept. of Human Services.

[Signature]  
Director, Affirmative Action Office, Dept. of Human Services

7/7/88  
Date

6. This annual plan meets the rules governing affirmative action and contains goals and timetables as well as methods for achieving them which are reasonable and sufficiently aggressive to deal with the identified disparities.

[Signature]  
Director, Equal Opportunity Division, Dept. of Employee Relations

10/6/88  
Date

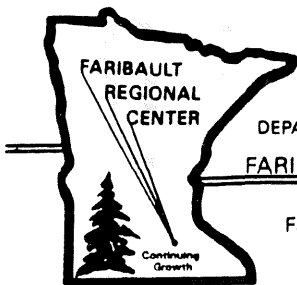
## FARIBAULT

<b>OBJECTIVE:</b>	<b>ACTION</b>	<b>RESPONSIBLE</b>	<b>TARGET DATE</b>
Review and update FRC Regulations	Committee review, revise and submit to executive committee for approval	AAO/AAC	6/89
Provide orientation to all new employees on AA/EEo in state service.	Schedule monthly orientation classes	AAC/Staff Development	Ongoing
Provide update on AA/EEO to all employees	One month per year provide 2 hour program on AA/EEO (topic to be selected by July '88)	AAC/Staff Development	10/88
Establish and maintain full committee per center Regulation 1101	Recruit, select, train and recommend appointees for approval by the CEO	AAO/AAC	7/88 and 12/88
Propose fiscal year numerical goals and submit to executive committee for approval	Review special handling and achievement reports select goal areas, determine numerical goals, approval by AA committee	AAO/AAAC	7/89
Conduct pre-hire reviews and monitor goals attained	AA officer will review protected group reports for each hire, reports to AA committee for monitoring	AAO/AAC	Ongoing Monthly

### HIRING GOALS

<b>GOAL UNIT</b>	<b>PROTECTED GROUP &amp; NO</b>	<b>HIRING GOAL</b>
202	F (1)	
203 Service	V (1)	
216 Supervisory	F (1)	
204 Health Care	M (1) V (1)	
205 Health Care Professional	M (1)	
214 General Professional	M (1) V (1)	
		TOTAL 8

\*H = Handicap  
 VEV = Vietnam Era Vet  
 F = Female  
 M = Minority



STATE OF MINNESOTA  
DEPARTMENT OF HUMAN SERVICES

FARIBAULT REGIONAL CENTER

802 Circle Drive  
Faribault, Minnesota 55021  
(507) 332-3000

Writer's Phone Number:

FARIBAULT REGIONAL CENTER

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY

STATEMENT OF COMMITMENT

Faribault Regional Center is committed to providing equal employment opportunities to all qualified people without regard to race, color, creed, national origin, religion, age, sex, sexual orientation, marital status, reliance on public assistance, physical, mental or emotional disability, political opinions or affiliations or status as a Vietnam era veteran. This policy applies to and is an integral part of every aspect of all policies, practices and procedures.

Faribault Regional Center will continue to implement a progressive program of affirmative action to ensure that equal opportunity is provided on the basis of individual qualifications and to encourage all persons to seek employment and strive for advancement within the Center.

To that end, I have named David Lenway as Affirmative Action Officer. The Affirmative Action Officer reports directly to the Chief Executive Officer. He is delegated the responsibility and authority to implement and administer the Affirmative Action Plan. The Affirmative Action Plan is available at all times for any person to inspect at the Personnel Office or in Center Regulations manuals throughout the Center.

I urge all employees to become acquainted with our plan. All employees have the responsibility to promote and apply the principles of equal opportunity in their work and to cooperate fully with the Faribault Regional Center plan of action.

Affirmative action is a positive effort to utilize the skills and resources not only to those who have been denied opportunity in the past, but of all present and future employees. I urge you to join me in a continuing effort to make equal employment a reality.

  
\_\_\_\_\_  
William C. Saufferer, C.E.O.

6/3/88  
\_\_\_\_\_  
Date

Department of Human Services  
Goal-Setting and Disparity Status Worksheet

Location: FARIBAULT  
Fiscal Year: 89

( ) = hiring goals

BARGAINING UNIT	TOTAL EMPLOYEES	Women			Minorities			Handicapped			Vietnam Vets		
		Disp.	Needed Parity	FY Goal	Disp.	Needed Parity	FY Goal	Disp.	Needed Parity	FY Goal	Disp.	Needed Parity	FY Goal
CRAFT	37	YES	8	(1)	YES	1		NO			NO		
SERVICE	125	NO			NO			NO			YES	9	(1)
HOSPITAL	671	NO			YES	1	(1)	NO			YES	47	(1)
NURSES	33	NO			YES	1	(1)	NO			YES	1	
OFFICE	34	NO			YES	1		YES	1		YES	4	
TECHNICAL	9	NO			YES	1		NO			YES	1	
PROF.	93	NO			YES	1	(1)	NO			YES	1	(1)
TEACHER	13	NO			YES	1		NO			NO		
SUPV.	72	YES	9	(1)	NO			NO			NO		
COMM.	83	NO			NO			NO			YES	6	
MGRS.	6	YES	2		NO			YES	1		YES	1	

TOTAL      1176

## AFFIRMATIVE ACTION PLAN

Fiscal Year 1989 - For FERGUS FALLS REGIONAL TREATMENT CENTER

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

OCCUPATIONAL CATEGORIES	PROTECTED GROUPS			
	MINORITIES	WOMEN	HANDICAPPED	VIETNAM ERA VETERANS
202 Craft, Mtce, Labor	X	X	X	
203 Service				X
204 Health Care Non-Prof.	X		X	X
205 Health Care Prof.	X		X	X
206 Clerical	X		X	X
207 Technical	X		X	
213 Health Treat. Prof.				
214 General Professional			X	
215 Prof. Resid. Instr.	X	X	X	
216 Supervisory	X	X	X	
217 Commissioner's Plan			X	X
220 Manager's Plan	X	X	X	
Other				
Other				

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

ADMINISTRATION BUILDING

3. This annual plan contains an internal procedure for processing complaints of alleged discrimination and each employee has been appraised of this procedure as well as the affirmative action goals for this year.

DOUGLAS C. BOYER  
Affirmative Action Officer, Facility

5/6/88  
Date

DOUGLAS C. BOYER, PERSONNEL DIRECTOR

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.

ELAINE J. TIMMER  
Chief Executive Officer, Facility

5/6/88  
Date

ELAINE J. TIMMER, CHIEF EXECUTIVE OFFICER

5. This annual plan covers all elements of the institution's personnel policy and management practices as related to affirmative action and has been reviewed by the Dept. of Human Services.

MARCELEAN ANDERSON  
Director, Affirmative Action Office, Dept. of Human Services

7/8/88  
Date

6. This annual plan meets the rules governing affirmative action and contains goals and timetables as well as methods for achieving them which are reasonable and sufficiently aggressive to deal with the identified disparities.

EDWARD J. PERRY  
Director, Equal Opportunity Division, Dept. of Employee Relations

10/6/88  
Date

## FERGUS FALLS

OBJECTIVE:	ACTION	RESPONSIBLE	TARGET DATE
Insure staff are aware of their rights.	Provide training on sexual harassment	AAO	3/15/89
Increase managers accountability & involvement in AA activities.	Establish measurable AA standards of performance in manager's position descriptions	AAO/CEO	1/01/89
Provide summer employment to minority student.	Provide summer employment to at least 1 minority student from STEP project	AAO/CEO	7/89
Increase visibility with p.g. communities.	Participate in "Open House" with local minority communities & Central office	Central Office AAO & AAO AA Office	10/88

### HIRING GOALS

GOAL UNIT	PROTECTED GROUP & NO	HIRING GOAL
205 Health Care Professional	V (1) M (1)	2
217 Comm. Plan	M (1)	1
216 Supervisory	M (1)	1
TOTAL		4

\*H = Handicap  
 VEV = Vietnam Era Vet  
 F = Female  
 M = Minority



## FERGUS FALLS POLICY MANUAL

### REAFFIRMATION OF FERGUS FALLS REGIONAL TREATMENT CENTER EQUAL EMPLOYMENT OPPORTUNITY POLICY

2820

It is the policy of the Fergus Falls Regional Treatment Center (FFRTC) to provide equal employment opportunities to all qualified people without regard to race, color, creed, national origin, religion, age, sex, marital status, reliance on public assistance, physical, mental, or emotional disability, political opinions or affiliations, or status as regards to Vietnam Era Veterans. This policy applies to and must be an integral part of every aspect of personnel policy and practice which includes recruitment, selection, hiring, benefits, promotion, transfer, layoffs, return from layoff, termination, compensation, education tuition assistance, and employment development programs, including apprenticeship and training programs and all other areas of personnel activities, in accordance with applicable federal, state, and local laws and regulations.

This policy sets forth the Fergus Falls Regional Treatment Center's Affirmative Action Plan so that all persons can be aware of it and it's intent. To help ensure organizational compliance with the letter and the spirit of affirmative action, this plan establishes an internal grievance procedure and specifies the responsibilities of the Chief Executive Officer, Affirmative Action Officer, and Managers.

The Fergus Falls Regional Treatment Center will continue to implement a progressive program of affirmative action to ensure that equal opportunity is provided on the basis of individual qualifications and to encourage all persons to seek employment and strive for advancement at FFRTC. We are convinced that it is imperative that we maintain a strong affirmative action program and we reaffirm our strong commitment to the principles and policies of the program. By having such a program, we will ensure the maximum utilization of our human resources and the protection of equal rights for all our employees. We encourage the assistance of all FFRTC employees in our efforts to implement the Affirmative Action Plan within this facility.

*Elaine J. Timmer*  
CHIEF EXECUTIVE OFFICER  
FERGUS FALLS REGIONAL TREATMENT CENTER

*6/17/88*  
DATE

..... June 17, 1988

Department of Human Services  
Goal-Setting and Disparity Status Worksheet

Location: FERGUS FALLS  
Fiscal Year: 89

( ) = hiring goals

BARGAINING UNIT	TOTAL EMPLOYEES	Women			Minorities			Handicapped			Vietnam Vets		
		Disp.	Needed Parity	FY Goal	Disp.	Needed Parity	FY Goal	Disp.	Needed Parity	FY Goal	Disp.	Needed Parity	FY Goal
CRAFT	17	YES	4		YES	1		YES	2		NO		
SERVICE	81	NO			NO			NO			YES	5	
HOSPITAL	266	NO			YES	1		YES	9		YES	6	
NURSES	43	NO			YES	1		YES	4	(1)	YES	2	(1)
OFFICE	29	NO			YES	1		YES	3		YES	3	
TECHNICAL													
PROF.	44	NO			NO			YES	2		NO		
TEACHER	13	YES	1		YES	1		YES	2		NO		
SUPV.	64	YES	12		YES	1	(1)	YES	5		NO		
COMM.	33	NO			NO		(1)	YES	1		YES	1	
MGRS.	7	YES	4		YES	1		YES	1		NO		

TOTAL 597

# AFFIRMATIVE ACTION PLAN

Fiscal Year 1989 - For Moose Lake Regional Treatment Center

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

(Check (x) each category as appropriate)

OCCUPATIONAL CATEGORIES	PROTECTED GROUPS			
	MINORITIES	WOMEN	HANDICAPPED	VIETNAM ERA VETERANS
202 Craft, Mtce, Labor	X	X	X	
203 Service				X
204 Health Care Non-Prof.				X
205 Health Care Prof.				
206 Clerical	X			X
207 Technical	X		X	X
213 Health Treat. Prof.			X	
214 General Professional				
215 Prof. Resid. Instr.				
216 Supervisory	X	X	X	
217 Commissioner's Plan			X	X
220 Manager's Plan	X	X		X
Other				
Other				

2. 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.

Personnel Department

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.

Earl Schiltz  
Affirmative Action Officer

6/9/88  
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.

Frank Milcrank  
Agency Head

6/9/88  
Date

5. This annual plan covers all elements of the institution's personnel policy and management practices as related to affirmative action and has been reviewed by the Dept. of Human Services.

Clarence Saunders  
Director, Affirmative Action Office, Dept. of Human Services

7/25/88  
Date

6. This annual plan meets the rules governing affirmative action and contains goals and timetables as well as methods for achieving them which are reasonable and sufficiently aggressive to deal with the identified disparities.

Clarence Saunders  
Director, Equal Opportunity Division, Dept. of Employee Relations

10/6/88  
Date

## MOOSE LAKE

OBJECTIVE: TARGET	ACTION	RESPONSIBLE	DATE
Provide inservice for supervisory employees.	Develop structured interview process to assure non discrimination in the initial employment stage.	Personnel Dir/AAO	1/89
Update AA Plan	Revise the AA plan so that it is more concise & consistent with Central office plan.	AAO	1/89
Provide at least one training course to supervisory staff.	Offer DOER sexual harassment course to all supervisors.	AAO	10/88
Provide summer employment to at least one minority student.	Participate as a pilot site with the department STEP project for a minority physical therapy student.	AAO	

### HIRING GOALS

GOAL UNIT	PROTECTED GROUP & NO	HIRING GOAL
204 Health Care Non Professional	V (2)	2
205	M (1)	1
214	H (1)	1
216 Supervisory	F (1)	1
203 Service	M (1)	1
	TOTAL	6

\*H = Handicap  
 VEV = Vietnam Era Vet  
 F = Female  
 M = Minority

Department of Human Services  
Goal-Setting and Disparity Status Worksheet

Location: MOOSE LAKE  
Fiscal Year: 89

( ) = hiring goals

BARGAINING UNIT	TOTAL EMPLOYEES	Women			Minorities			Handicapped			Vietnam Vets		
		Disp.	Needed Parity	FY Goal	Disp.	Needed Parity	FY Goal	Disp.	Needed Parity	FY Goal	Disp.	Needed Parity	FY Goal
CRAFT	25	YES	6		YES	1		YES	2		NO		
SERVICE	63	NO			NO		(1)	NO			YES	2	
HOSPITAL	276	NO			NO		(1)	NO			YES	4	(2)
NURSES	33	NO			NO			NO			NO		
OFFICE	27	NO			YES	1		NO			YES	2	
TECHNICAL	7	NO			YES	1		YES	1		YES	1	
PROF.	43	NO			NO			YES	2	(1)	NO		
TEACHER													
SUPV.	37	YES	1	(1)	YES	1		NO			NO		
COMM.	33	NO			NO			YES	1		YES	3	
MGRS.	6	YES	3		YES	1		NO			YES	1	

TOTAL      550

# AFFIRMATIVE ACTION PLAN

Fiscal Year 89 - For Oak Terrace Nursing Home

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

OCCUPATIONAL CATEGORIES	PROTECTED GROUPS			
	MINORITIES	WOMEN	HANDICAPPED	VIETNAM ERA VETERANS
202 Craft, Mtce, Labor	X	X		
203 Service				X
204 Health Care Non-Prof.			X	X
205 Health Care Prof.				X
206 Clerical	X		X	X
207 Technical	X			X
213 Health Treat. Prof.	X		X	X
214 General Professional				X
215 Prof. Resid. Instr.		No employees		
216 Supervisory				
217 Commissioner's Plan			X	X
220 Manager's Plan				
Other				
Other				

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

Bulletin board - Personnel

3. This annual plan contains an internal procedure for processing complaints of alleged discrimination and each employee has been appraised of this procedure as well as the affirmative action goals for this year.

Cathy R. Johnson  
Affirmative Action Officer, Facility

5/2/88  
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.

Roxann H. Wilder  
Chief Executive Officer, Facility

5/12/88  
Date

5. This annual plan covers all elements of the institution's personnel policy and management practices as related to affirmative action and has been reviewed by the Dept. of Human Services.

Mary Jane Anderson  
Director, Affirmative Action Office, Dept. of Human Services

7/8/88  
Date

6. This annual plan meets the rules governing affirmative action and contains goals and timetables as well as methods for achieving them which are reasonable and sufficiently aggressive to deal with the identified disparities.

Edna Lopez  
Director, Equal Opportunity Division, Dept. of Employee Relations

10/6/88  
Date

## OAK TERRACE

OBJECTIVE:	ACTION	RESPONSIBLE	TARGET DATE
Audit personnel EEOC, HNDCP and vet status as it relates to protected class status to ensure proper identification of employees.	Review all codings on employee EAF.  Change those known to reflect actual protected class status.  Those unclear/unknown from previous surveys will be contacted by a formal method (memo, survey) to assess correct status.	AAO/P.O	12/88
Rewrite program policy to update and renew awareness of AA.	Develop a separate reasonable accomodation policy and hiring policy to reflect AA step as well as a AA program policy identifying at least the AA committee, the plan & the integration of AA into management responsibilities, & grievance procedure.	AAO	6/89
Increase objective protected group applicant contact	Publish ads in metro area Increase contact through job service & protected class referral sources.	AAO/P.O.	Ongoing
Increase supervisory staff awareness of AA/EEO.	Teach at least one supervisory inservice in a AA area.	AAO	6/89
Enhance AA contact & hire.	Maintain summer work programs with the community action center hiring handicapped students.  Participate in central office STEP project by hiring at least one minority student.	AAO	6/89

### HIRING GOALS

GOAL UNIT	PROTECTED GROUP & NO	HIRING GOAL
206 Clerical	M (1) VEV (1)	2
204 Hospital	H (3)	1
		<hr/> 2
	TOTAL	7

Increase 2 vietnam veterans hires in any disparate unit where there is an an opening

\*H = Handicap  
VEV = Vietnam Era Vet  
F = Female  
M = Minority

## OAK TERRACE NURSING HOME

### EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

It is the policy of the State of Minnesota to implement and maintain an affirmative action program designed to eliminate underutilization of qualified protected group members within the state civil service through a series of specific result oriented procedures combined with good faith effort.

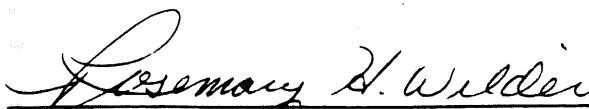
It is the policy of Oak Terrace Nursing Home (OTNH) to provide equal employment opportunities to all qualified people without regard to race, color, creed, national origin, religion, age, sex, sexual affectional preference, marital status, reliance on public assistance, physical, mental or emotional disability, political opinions or affiliations, or status as regards to Vietnam era veterans. This policy and practice which includes recruitment, selection, hiring, benefits, promotion, transfer, layoffs, return from layoff, termination, compensation, equality of wages, education, tuition assistance, and employment development programs, including apprenticeship and training programs and all other areas of personnel activities, in accordance with applicable federal, state and local laws and regulations.

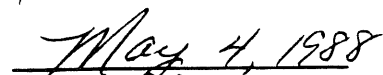
An effective affirmative action program involves more than a reaffirmation of commitment to equal opportunity. Therefore, Oak Terrace Nursing Home will continue to implement a progressive program of affirmative action to ensure that equal opportunity is provided on the basis of individual qualifications and to encourage all persons to seek employment and strive for advancement.

The Affirmative Action Officer is delegated the responsibility and authority to implement and monitor our equal opportunity/affirmative action programs for OTNH. The Affirmative Action Officer will report directly to me as outlined in Minnesota Statute. The affirmative Action Plan will be posted on official bulletin boards maintained by the Personnel Office.

All management and supervisory staff will play a key role in the program's success. Therefore, all managers' and supervisors' performance will be evaluated in part on their progress in this area. I encourage the assistance of all employees in the efforts to achieve Equal Opportunity within OTNH.

I am convinced that it makes good management sense to have a strong Affirmative Action Plan (AAP) and I reaffirm my strong commitment to its principles and policies. By implementing such a plan, we will ensure the maximum utilization of our human resources and the protection of equal rights for all our employees.

  
Rosemary H. Wilder

  
Date



Department of Human Services  
Goal-Setting and Disparity Status Worksheet

Location: OAK TERRACE  
Fiscal Year: 89

( ) = hiring goals

BARGAINING UNIT	TOTAL EMPLOYEES	Women			Minorities			Handicapped			Vietnam Vets		
		Disp.	Needed Parity	FY Goal	Disp.	Needed Parity	FY Goal	Disp.	Needed Parity	FY Goal	Disp.	Needed Parity	FY Goal
CRAFT	14	YES	3		YES	1		NO			NO		
SERVICE	68	NO			NO			NO			YES	6	
HOSPITAL	148	NO			NO			YES	3	(3)	YES	12	
NURSES	38	NO			NO			NO			YES	4	
OFFICE	15	NO			YES	1	(1)	YES	1		YES	2	(1)
TECHNICAL	5	NO			YES	1		NO			YES	1	
PROF.	13	NO			NO			NO			YES	2	
TEACHER													
SUPV.	21	YES	1		NO			NO			NO		
COMM.	26	NO			NO			YES	3		YES	3	
MGRS.													

TOTAL 348

2 veterans in any disparate area.

# AFFIRMATIVE ACTION PLAN

Fiscal Year 1988 - For St. Peter Regional Treatment Center

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

OCCUPATIONAL CATEGORIES	PROTECTED GROUPS			
	MINORITIES	WOMEN	HANDICAPPED	VIETNAM ERA VETERANS
202 Craft, Mtce, Labor	X	X	X	
203 Service	X			
204 Health Care Non-Prof.	X		X	
205 Health Care Prof.	1.72 vs. 1.98		X	X
206 Clerical			X	X
207 Technical	X			X
213 Health Treat. Prof.	X		X	{ 8.94 vs. 9.00
214 General Professional	X		X	
215 Prof. Resid. Instr.	X		X	
216 Supervisory	X	X	X	
217 Commissioner's Plan			X	X
220 Manager's Plan	X	X		X
Other				
Other				

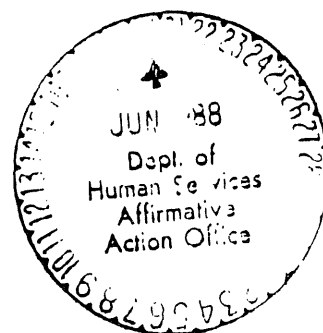
2. This annual plan is posted at the following central location so that every employee may be aware of the institution's commitments in affirmative action for the year.

Yes. Outside the SPRTC Personnel Office, on the bulletin board in the Administration Building elevator, and at other locations.

3. This annual plan contains an internal procedure for processing complaints of alleged discrimination and each employee has been appraised of this procedure as well as the affirmative action goals for this year.

Gerald A. Ylinen  
Affirmative Action Officer, Facility

6/17/88  
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.

William L. Pedersen  
Chief Executive Officer, Facility

6-17-88  
Date

5. This annual plan covers all elements of the institution's personnel policy and management practices as related to affirmative action and has been reviewed by the Dept. of Human Services.

Clayton Anderson  
Director, Affirmative Action Office, Dept. of Human Services

7/8/88  
Date



6. This annual plan meets the rules governing affirmative action and contains goals and timetables as well as methods for achieving them which are reasonable and sufficiently aggressive to deal with the identified disparities.

Charles E. Gery  
Director, Equal Opportunity Division, Dept. of Employee Relations

10/6/88  
Date

## ST PETER

OBJECTIVE:	ACTION	RESPONSIBLE	TARGET DATE
Provide information on AA/EEO related topics in addition to that provided in orientation (pre-service training).	Training on discriminatory harassment including sexual harassment.	AA/ Designee	1/89
	Offer at least 2 staff development training opportunities for employees other than harassment.		
To inform supervisor of their obligation to AA/EEO issues.	Meet with supervisor at their division supervisory meetings.	AA Designee AA Chair	9/88
Improve ability to achieve hiring goals.	Contact Central Office list of pg contact referrals. Establish own list of referrals from c.o. list through personal contact.		9/88
	Establish new resources		
	Place at least 2 ads in pg newspapers.		

### HIRING GOALS

GOAL UNIT	PROTECTED GROUP & NO	HIRING GOAL
204	M (1)	1
205	M (1) H (1)	2
214 General professional	M (1)	1
216 Supervisory	F (1)	1
	TOTAL	6

\*H = Handicap  
VEV = Vietnam Era Vet  
F = Female  
M = Minority

III. REAFFIRMATION OF EMPLOYMENT OPPORTUNITY POLICY -  
ST. PETER REGIONAL TREATMENT CENTER

It is the policy of the Department of Human Services to provide equal opportunities to all qualified people without regard to race, color, creed, national origin, religion, age, sex, marital status, reliance on public assistance, physical, mental or emotional disability, political opinions or affiliations, or status as regards to Vietnam era veterans. This policy applies to and must be an integral part of every aspect of personnel policy and practice which includes recruitment, selection, hiring, benefits, promotion, transfer, layoffs, return from layoff, termination, compensation, equality of wages, education, tuition assistance, and employment development programs, including apprenticeship and training programs and all other areas of personnel activities, in accordance with applicable federal, state and local laws and regulations.

It is realized that an effective affirmative action program involves more than a reaffirmation of our commitment to equal opportunity. Therefore, this Agency will continue to implement a progressive program of affirmative action to ensure that equal opportunity is provided on the basis of individual qualifications and to encourage all persons to seek employment and strive for advancement within the Department of Human Services.

Gerald Ylinen, Personnel Director and Affirmative Action Officer, and Nancy Lundin, Affirmative Action Committee Chairperson, are delegated the responsibility and authority to implement and administer our equal opportunity/affirmative action plan and programs for the Department. The Personnel/Affirmative Action Director will report directly to the Chief Executive Officer on affirmative action matters as outlines in Minnesota Statutes 43.19 as amended. This Affirmative Action Plan will be posted on official bulletin boards for any interested person to inspect.

It makes good management sense to have a strong Affirmative Action Plan and strong commitment is reaffirmed to its principles and policies. By implementing such a plan, we will ensure the maximum utilization of our human resources and the protection of equal rights for all our employees.

Managers and supervisors must play a key role in the program's success. They shall include a plan with specific steps to accomplish affirmative action implementation in their job descriptions. Therefore, all managers' and supervisors' performance appraisals will be evaluated in part on their progress in this area.

It is my responsibility to maintain a working environment free of bias and I will take reasonable measures to control or eliminate the overt expression of those prejudices in the employment setting. I encourage the assistance of all employees in our efforts to achieve and maintain this type of atmosphere so that this Agency may serve as an ideal model for Equal Employment Opportunity reflecting the guiding values of this society.

William L. Pedersen  
William L. Pedersen

June 28, 1988

**Department of Human Services**  
**Goal-Setting and Disparity Status Worksheet**

**Location: ST. PETER**  
**Fiscal Year: 89**

**( ) = hiring goals**

BARGAINING UNIT	TOTAL EMPLOYEES	Women			Minorities			Handicapped			Vietnam Vets		
		Disp.	Needed Parity	FY Goal	Disp.	Needed Parity	FY Goal	Disp.	Needed Parity	FY Goal	Disp.	Needed Parity	FY Goal
CRAFT	25	YES	5		YES	1		YES	2		NO		
SERVICE	58	NO			YES	1		NO			NO		
HOSPITAL	339	NO			YES	3	(1)	YES	18		NO		
NURSES	59	NO			NO		(1)	YES	4	(1)	YES	5	
OFFICE	42	NO			NO			YES	3		YES	2	
TECHNICAL	10	NO			YES	1		NO			YES	1	
PROF.	123	NO			YES	1	(1)	YES	7		YES	1	
TEACHER	21	NO			YES	1		YES	2		NO		
SUPV.	57	YES	7	(2)	YES	2		YES	2		NO		
COMM.	55	NO			NO			YES	5		YES	3	
MGRS.	6	YES	3		YES	1		NO			YES	1	

**TOTAL**      **736**

# AFFIRMATIVE ACTION PLAN

Fiscal Year 1988-89 For Willmar Regional Treatment Center

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

OCCUPATIONAL CATEGORIES	PROTECTED GROUPS			
	MINORITIES	WOMEN	HANDICAPPED	VIETNAM ERA VETERANS
202 Craft, Mtce, Labor		X	X	
203 Service	X			
204 Health Care Non-Prof.			X	X
205 Health Care Prof.	X		X	X
206 Clerical	X		X	X
207 Technical	X		X	X
213 Health Treat. Prof.				X
214 General Professional				
215 Prof. Resid. Instr.	X			
216 Supervisory	X	X		
217 Commissioner's Plan	X		X	
220 Manager's Plan				
Other				
Other				

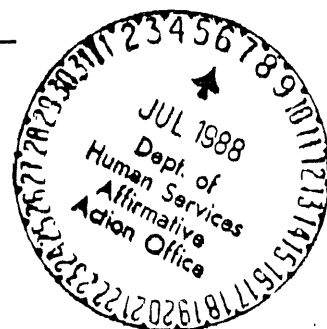
2. This annual plan is posted at the following central location so that every employee may be aware of the institution's commitments in affirmative action for the year.

## PERSONNEL DEPARTMENT

3. This annual plan contains an internal procedure for processing complaints of alleged discrimination and each employee has been appraised of this procedure as well as the affirmative action goals for this year.

Do C. Thompson  
Affirmative Action Officer, Facility

5/24/88  
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.

Gregory G. Spate  
Chief Executive Officer, Facility

5/26/88  
Date

5. This annual plan covers all elements of the institution's personnel policy and management practices as related to affirmative action and has been reviewed by the Dept. of Human Services.

Mary Jean Henderson  
Director, Affirmative Action Office, Dept. of Human Services

7/8/88  
Date

6. This annual plan meets the rules governing affirmative action and contains goals and timetables as well as methods for achieving them which are reasonable and sufficiently aggressive to deal with the identified disparities.

Charles E. Perez  
Director, Equal Opportunity Division, Dept. of Employee Relations

10/6/88  
Date

## WILLMAR

OBJECTIVE:	ACTION	RESPONSIBLE	TARGET DATE
Notify AAO of upcoming openings.	Establish internal procedures between AAO & personnel regarding potential hiring activities.	AAO/ Personnel Director	10/88
	Inform Central office AAO for specialized recruitment assistance.	10/88 Ongoing	
Increase EEO/AA awareness to supervisory and line staff regarding their rights & responsibilities.	Provide training updates to general employees on AA/EEO	AAO	5/89
	Provide discriminatory harassment training to supervisory staff.		

### HIRING GOALS

GOAL UNIT	PROTECTED GROUP & NO	HIRING GOAL
214	M (1)	1
217	M (1) H (1)	2
	TOTAL	3

\*H = Handicap  
 VEV = Vietnam Era Vet  
 F = Female  
 M = Minority

Gregory G. Scott

SUBJECT: Equal Employment Opportunity/Affirmative Action Plan

WILLMAR REGIONAL TREATMENT CENTER  
EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION PLAN

It is the commitment of Willmar Regional Treatment Center to provide equal employment opportunity in its internal employment policies, in the delivery of services to clients and consumers, and to the public who seek our assistance. All facility staff activities will show commitment to this principle. No one is to be denied an opportunity for employment or promotion with this facility, or a chance to participate in a program because of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, age, political affiliation or Vietnam-Era status.

This also means showing respect for the dignity and feelings of clients, other staff, and the general public. Particularly, it means avoiding behavior that might be offensive or embarrassing to a client, other staff, or might contribute to a sense of intimidation in the work place. This includes being sensitive to disabilities, as well as cooperating with clients and/or co-workers who have special needs or who utilize special tools to accommodate their disabilities. The facility's human resources continue to be the most critical factor in making progress toward equal employment opportunity. Awareness, sensitivity, and patience are essential to the achievement of our goal of equal opportunity for clients and all staff. Thoughtless comments may contribute to creating an intimidating or hostile work environment and may be perceived by an individual or group as a form of harassment. Harassment of any kind will not be tolerated at this facility.

The Affirmative Action Officer of this facility is delegated the responsibility and authority to implement and monitor the Equal Employment Opportunity/Affirmative Action program at Willmar Regional Treatment Center. All management and supervisory staff will play a key role in the program's success. All treatment center staff will assist in our efforts to achieve Equality Employment Opportunity at Willmar Regional Treatment Center.

Equal opportunity and affirmative action have a high priority within the limits of our labor contracts, consent decrees, and other program obligations at Willmar Regional Treatment Center. I reaffirm my strong commitment to this program and our program goals. By implementing such a plan, we will ensure the maximum utilization of our human resources and the protection of equal rights for all our employees.

  
\_\_\_\_\_  
Gregory G. Spartz, Chief Executive Officer

5/26/88  
\_\_\_\_\_  
Date



Department of Human Services  
Goal-Setting and Disparity Status Worksheet

Location: WILLMAR  
Fiscal Year: 89

( ) = hiring goals

BARGAINING UNIT	TOTAL EMPLOYEES	Women			Minorities			Handicapped			Vietnam Vets		
		Disp.	Needed Parity	FY Goal	Disp.	Needed Parity	FY Goal	Disp.	Needed Parity	FY Goal	Disp.	Needed Parity	FY Goal
CRAFT	19	YES	4		NO			YES	1		NO		
SERVICE	83	NO			YES	2		NO			YES	3	
HOSPITAL	355	NO			NO			YES	16		YES	11	
NURSES	63	NO			YES	2		YES	6		YES	5	
OFFICE	36	NO			YES	1		YES	2		YES	3	
TECHNICAL	6	NO			YES	1		YES	1		YES	1	
PROF.	54	NO			NO		(2)	NO			YES	2	
TEACHER	5	YES	1		YES	1		NO			NO		
SUPV.	61	YES	3		YES	1		NO			NO		
COMM.	26	NO			YES	1	(1)	YES	3		YES	3	
MGRS.	7										NO		

TOTAL      715

### III.

#### **POLICY**

Equal Employment Opportunity and Affirmative Action

Pre-Employment Review

Prohibition of Sexual Harassment

Reasonable Accommodation

Recruitment

AIDS/Employee Work Status

Discrimination Complaint-Handling

## **MINNESOTA DEPARTMENT OF HUMAN SERVICES**

### **EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION POLICY**

**PURPOSE:** To establish consistency in the Department of Human Services with regard to equal employment opportunity and affirmative action.

**AUTHORITY:**

Minnesota Human Rights Act, Chapter 363, M.S. 43A, Rules Governing the Statewide Affirmative Action Program.

**POLICY:**

It is the policy of the Department to conduct all personnel activities without regard to race, creed, color, sex, national origin, age, marital status, disability, religion, political affiliation, reliance on public assistance, or Vietnam era Veteran status.

Personnel activities include, but are not limited to, recruitment, selection, assignment, training, promotion, compensation, fringe benefits, leaves of absence, discipline and lay-offs affecting all employees and applicants.

Where the Department's workforce is under represented in any goal unit/job category for women, Vietnam era Veterans, minority or disabled persons, affirmative action will be taken to employ individuals from those under represented groups.

A program of affirmative action will be developed and maintained to eliminate barriers to equal employment opportunity and to encourage the employment and advancement of qualified women, Vietnam era Veterans, minority and disabled persons in accordance with their availability in the relevant labor market.

**RESPONSIBILITIES:**

The Commissioner has responsibility for overall implementation of this policy throughout the Department. The Commissioner has delegated implementation of this policy to the DHS Affirmative Action Director, DHS Personnel Director, Chief Executive Officers and residential facility Affirmative Action Officers.

These accountabilities are detailed in this DHS Affirmative Action Plan (pages 2-6), Organization and Accountabilities Section).

**PROCEDURES:**

Central Office and Residential Facilities have established specific internal procedures that minimally meet and may exceed the standards established in the DHS Affirmative Action Plan.

Central Office:	Regulations #2601
Ah-Gwah-Ching:	
Anoka:	
Brainerd:	Regulations #2601
Cambridge:	Policy #c2050
Faribault:	Regulations #220, 2201, 2111
Moose Lake:	Policy #21.9
Oak Terrace:	Personnel Policy #8, 9, 15
St. Peter:	Policy #71650, 73350
Willmar:	Policy #3002.8, 3002.6

## MINNESOTA DEPARTMENT OF HUMAN SERVICES

### AFFIRMATIVE ACTION REVIEW OF SELECTION DECISIONS

1. **PURPOSE:** To establish a method to ensure that affirmative action hiring goals are considered whenever hiring decisions are made within disparate goal units.

2. **AUTHORITY:**

M.S. 43A.191 and Department of Employee Relations Rules Governing the Statewide Affirmative Action Program.

3. **POLICY:**

Whenever a vacancy occurs in a goal unit where a disparity exists, and a qualified, available protected group candidate is on the certified eligible register, the protected group candidate will be offered an interview. Before an offer of employment is made to anyone other than a protected group candidate, the supervisor will provide written justification for the non-selection to the affirmative action officer/designee and receive the designees approval.

4. **DEFINITIONS:**

- A. Protected groups: women, minority persons, disabled persons, Vietnam era Veterans.
- B. Disparate Goal Unit: A goal unit in which the numerical representation of one or more protected groups is less than that group's estimated availability in the relevant geographic area and labor force.

5. **RESPONSIBILITIES:**

**A. Commissioner and Chief Executive Officers shall:**

- 1) Review and make final determinations on selection decisions that the Affirmative Action Designee or Director disapproves.

**B. Affirmative Action Director and Designees:**

- 1) Review selection decisions in all disparate goal units and advise the supervisor of the appropriateness of the hiring decision.

**C. Supervisors:**

- 1) Make a good faith effort to contact and offer an interview to all qualified and available protected group candidates.
- 2) Document the interview process and all reasons for non-selection of available protected group candidates.

6. **PROCEDURES:**

**A. Commissioner and Chief Executive Officer:**

- 1) Review justification for non-selection of available protected group candidates upon request of the AA Designee or Director.

- 2) Approve selection decisions in these situations prior to an offer of employment.

**B. Affirmative Action Director And Designee:**

- 1) Evaluate written justifications for non-selection of available and qualified protected group candidates for hiring decisions in all disparate goal units.
- 2) Approve or disapprove selection decision, where protected group candidate(s) are not selected to fill vacancies in disparate goal units.
- 3) If the selection decision is not approved, request Commissioner or CEO review and final determination.
- 4) Sign the DOER. protected group report.

**C. Supervisor:**

- 1) Provide the Affirmative Action Director or Designee with written justification for non-selection of available protected group candidates whenever a vacancy is filled in a disparate goal unit.
- 2) Provide documentation on the interview and selection process as requested by the Affirmative Action Designee or Director.
- 3) Delay making an offer of employment until approval is received from the AA Designee or Director a final determination is made by the Commissioner or CEO.

## MINNESOTA DEPARTMENT OF HUMAN SERVICES

### Prohibition of Sexual Harassment

1. **PURPOSE:** To establish a means for maintaining a work environment free of sexual harassment in the residential facilities of the Department of Human Services.

2. **AUTHORITY:**

- A. U.S. Civil Rights Act, Title VII
- B. Minnesota Human Rights Act, M.S. Chapter 363.
- C. M.S. 43A.191 and Department of Employee Relations Administrative Procedure 1.2 Prohibiting Harassment.
- D. All applicable collective bargaining agreements.

3. **POLICY:**

The Minnesota Department of Human Services shall provide a work environment free of any form of sexual harassment.

4. **DEFINITIONS:**

Sexual Harassment can occur between supervisors and subordinates or among peers or co-workers. Includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- A. Submission to that conduct or communication is made a term or condition, explicitly or implicitly, of employment;
- B. Submission to or rejection of that conduct or communication is used as a factor in decisions affecting that individual's employment; or
- C. That conduct or communication has the purpose or effect of substantially interfering with an individual's employment or creating an intimidating, hostile, or offensive employment environment; and the employer knows or should have known of the existence of the harassment and fails to take timely and appropriate action.

5. **RESPONSIBILITIES:**

- A. **Commissioner and Chief Executive Officer (CEO)**

- 1) Implement the provisions of this policy;
- 2) Ensure that employees are fully aware of this policy.

- B. **Affirmative Action Director and Officer Designees:**

- 1) Investigate all complaints of sexual harassment.
- 2) Recommend appropriate resolution to the Chief Executive Officer.

- C. **Employees:**

- 1) Refrain from sexually harassing behavior in the work place and follow the provisions of this policy to prevent occurrence and resolve complaints of sexual harassment.

6. **PROCEDURES:**

**Complaint Procedure:**

**A. Commissioner and Chief Executive Officers:**

- 1) Make final determinations to resolve complaints of sexual harassment.
- 2) Include Prohibition of Sexual Harassment in the facility's annual training plan.

**B. Affirmative Action Director and Designees:**

- 1) Investigate and recommend resolution of sexual harassment complaints, in accordance with the department's Discrimination Complaint Procedure.
- 2) Ensure that specific provisions concerning complaints of sexual harassment are followed in accordance with collective bargaining agreements.

**C. Employees:**

- 1) If subjected to sexual harassment, report the harassment to his/her immediate supervisor or to the Affirmative Action Designee.
- 2) If the complaint is related to an action of the immediate supervisor, report the harassment to the next higher-level supervisor or to the AA Designee.

# MINNESOTA DEPARTMENT OF HUMAN SERVICES

## REASONABLE ACCOMMODATIONS

1. **PURPOSE:** To ensure that reasonable accommodations are made to the known physical or mental disabilities of otherwise qualified disabled employees or applicants for employment.

2. **AUTHORITY:**

Minnesota Human Rights Act, Chapter 363; M.S. 43A.191 Department of Employee Relations (DOER) Rules Governing the Statewide Affirmative Action Program; Section 504 of the federal Rehabilitation Act of 1973; as amended.

3. **DEFINITIONS:**

**A. Handicapped Persons - 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; or
- 3) Is regarded as having such impairment.

**B. Otherwise Qualified Handicapped Person - An "otherwise qualified" handicapped person, with respect to employment, is one who can perform the essential functions of the job in spite of his/her handicap, with reasonable accommodations, and who is eligible for appointment under M.S. Chapter 43A. and DOER rules and administrative procedures, and Bargaining Unit Agreements.**

**C. Essential Functions - Essential Functions are tasks which are necessary or fundamental to accomplish duties of the job. Essential job functions vary with individual job descriptions and would include those physical, mental and interpersonal activities necessary to effectively achieve adequate job performance.**

**D. Methods of Providing Reasonable Accommodation.**

Methods of providing reasonable accommodation include, but are not limited to:

- 1) Job restructuring (for instance, modifying work hours and/or job duties while retaining the basic functions of the job and following the requirements of Collective Bargaining Agreements, Plans, Rules and Laws).
- 2) Job site modification (for instance, adjustment of equipment heights, accessibility to building and/or rearrangement of furniture).
- 3) Support Services (for instance, interpreters for hearing impaired or deaf, readers for the blind or visually handicapped and/or transportation except from the employee's residence to the employee's permanent work station and from the employee's permanent work station to the employee's residence).
- 4) Modification of equipment and/or provision of assistance devices (for instance, special telephone equipment, "talking" calculators and/or TTY/TTD).



The accommodation must be job-related and required for satisfactory performance of the essential job functions.

**E. Undue Hardship** - the following criteria will be used to determine whether an accommodation would result in an undue hardship to the facility:

- 1) Size, type, and of flexibility program and operation.
- 2) Nature and cost of the accommodation.
- 3) Budget resources available to the facility.
- 4) The facility's good faith effort to accommodate.

4. **RESPONSIBILITIES:**

**A. Commissioner/Chief Executive Officers shall:**

- 1) Develop procedures to implement the provisions of this policy and designate staff to act as 504 coordinators.
- 2) Make final determinations on reasonable accommodation requests that are denied and appealed.
- 3) Make final determinations on appeals of reasonable accommodation requests that are denied and appealed.

**B. AA Director/504 Coordinators shall:**

- 1) Receive and approve or deny written reasonable accommodation requests from employees or applicants.
- 2) Advise employees of their right to appeal requests that are denied through the facility's discrimination complaint procedure.
- 3) Advise applicants of their right to file a charge with the State Human Rights Department.
- 4) Assist supervisors and disabled employees or applicants to identify types and costs of reasonable accommodations.
- 5) Maintain documentation of reasonable accommodations requested, approved, denied or appealed.
- 6) Keep the facility's affirmative action designee (if other than the 504 coordinator) informed of reasonable accommodation requests and decisions.
- 7) Ensure that employees and applicants are informed of the reasonable accommodation policy.

**C. Supervisors shall:**

- 1) Consult with the disabled employee or applicant and the 504 Coordinator to determine the need for accommodation, to discuss options and if a minor accommodation is appropriate, grant the accommodation.
- 2) Ask the employee or applicant to complete a written request for reasonable accommodation, if it involves a major re-ordering of the job, or an initial or an on-going expenditure of funds. (Form attached.)

**D. Employees shall:**

- 1) Complete a request for reasonable accommodation.

**5. PROCEDURES:**

Facility procedures are to be consistent with the DOER guidelines on Provision of Reasonable Accommodation and should minimally include the following elements:

- 1) Methods to identify all possible sources of funding for the accommodation and to determine whether the cost is within reason.
- 2) Provision for an employee to appeal the reasonable accommodation request decision through the facility discrimination complaint procedure.

## **RECRUITMENT**

### **Examination Announcements and Notifications of Protected Group Organizations**

1. **PURPOSE:** To establish a uniform policy for processing examination announcements requests and early recruitment procedures for notifying protected groups of residential facility employment opportunities.
2. **AUTHORITY:**  
Minnesota Statutes, section 43A.10, Administrative Procedures 9B.
3. **POLICY:**  
Residential Facility examination requests for managerial, professional, supervisory and new classes will be reviewed and approved by the DHS Personnel Director prior to submission to the Department of Employee Relations.
4. **DEFINITIONS:**  
Examination announcement means, the announcement of competitive and promotional examinations made through public notice and/or notice to state agencies.
5. **RESPONSIBILITIES:**
  - A. **Residential Facility Personnel Director:**
    - 1) Determine the need for announcing the examination.
  - B. **DHS Personnel Director:**
    - 1) Review and approve examination announcement requests for managerial, professional supervisory and new classes.
  - C. **DHS Affirmative Action Director/Residential Facility Affirmative Action Designee:**
    - 1) Coordinate notification of protected group organizations of vacancies to be filled in state residential facilities.
6. **PROCEDURES:**
  - A. **Residential Facility Personnel Director:**
    - 1) Submit completed request to announce examination form (PE-00287-04) to the DHS Personnel Director for managerial, professional supervisory and new classes.
    - 2) Submits copy of announcement requests for other classes to DHS Affirmative Action Director.
  - B. **DHS Personnel Director:**
    - 1) Reviews the request then determines if the request is properly documented and if the request is appropriate.
    - 2) If the request is not approved, informs the residential facility of the reasons for the determination.

- 3) If the request is approved, forwards request to the Department of Employee Relations for final disposition with a copy to the DHS Affirmative Action Director.

- C. **DHS Affirmative Action Director/Residential Facility Affirmative Action Officer Designee** notifies protected group organizations of examination announcements which will be appearing in Minnesota Career Opportunities Bulletins.

## **AIDS OR AN AIDS-RELATED CONDITION AS IT AFFECTS EMPLOYEES WORK STATUS**

### **WHAT:**

This procedure addresses the concerns of employees with AIDS or an AIDS-related condition; of co-workers of employees with AIDS or an AIDS-related condition; and of employees required to provide services to individuals with AIDS or an AIDS-related condition.

### **POLICY:**

The policy of the State of Minnesota and the Department of Human Services is not to discriminate against any individual, applicant, employee, or client because he/she may have AIDS or an AIDS-related condition. AIDS or an AIDS-related condition will be treated the same as any illness in the work place.

No employee shall be required to submit to a test to determine whether he/she has AIDS or an AIDS-related condition as a requirement to begin or maintain employment.

As long as employees with AIDS or an AIDS-related condition are able to meet acceptable performance and attendance standards and medical evidence indicates that their condition is not a threat to themselves or others, employees shall be allowed to continue their employment.

Employees with AIDS or an AIDS-related condition who manifest symptoms limiting employment-related activities are disabled and are entitled to reasonable accommodations under the policy outlined in the Department's affirmative action plan.

Employees shall not be automatically required to notify the Department that they have been diagnosed as having AIDS or an AIDS-related condition. Employees may be required to provide the information if it is necessary for the use of sick leave, a request for a reasonable accommodation, or other business related reasons.

The same data privacy requirements that apply to employees with other medical conditions apply to employees with AIDS or an AIDS-related condition.

Co-workers of employees with AIDS or an AIDS-related condition will not be allowed to refuse to work with employees with AIDS or an AIDS-related condition except as provided in those very rare circumstances where the employee with the illness or condition is an immediate health or safety risk.

### **DEFINITIONS:**

- A. "AIDS" means Acquired Immune Deficiency Syndrome:
- B. "AIDS-related condition" - means those who have AIDS related complex (ARC) and those who test positive for the AIDS virus.

**DEFINITIONS:**

- A. "AIDS" means Acquired Immune Deficiency Syndrome:
- B. "AIDS-related condition" - means those who have AIDS related complex (ARC) and those who test positive for the AIDS virus.

**PROCEDURES:**

**MEDICAL DIRECTOR/  
PERSONNEL DIRECTOR**

- 1. Provides Information materials on AIDS and AIDS-related conditions to employees.
- 2. Makes available any necessary training for employees.
- 3. Make referrals to the Employee Assistance Program.

NOTE: Employees may go to the Employee Assistance Program without referral.

**SUPERVISORS:**

As requests for reasonable accommodation, questions, or other problems arise, consult with Medical Director, Personnel Director, and Affirmative Action Director.

**MINNESOTA DEPARTMENT OF HUMAN SERVICES  
RESIDENTIAL FACILITIES DIVISION**

**RESIDENTIAL FACILITIES MANUAL  
Policy Number: 2110  
16 September 1985**

**PERSONNEL  
Standards of Conduct - Affirmative Action**

1. **PURPOSE:** To prescribe a standard method of dealing with charges of improper discrimination.
2. **AUTHORITY:**  
  
Memorandum from Leonard W. Levine, Commissioner of the Department of Human Services, to Division Directors, Central Office and Chief Executive Officers of state residential facilities, dated 3 May 1985, Subject: Handling of Human Rights Charges.
3. **POLICY:**  
  
Charges of discrimination are to be dealt with in a timely and consistent manner and appropriate DHS and Attorney General staff will be involved at the various stages of response and resolution.
4. **RESPONSIBILITIES:** **The Commissioner has stated that:**
  - A. The Department of Human Services Affirmative Action Office will act as the central source of consultation and will maintain a centralized record of all Human Rights or EEOC charges. the record will include a log of notices of charges and a time-table for preparation of a response in each case, and decisions made concerning how best to proceed with the response.
  - B. Chief Executive Officers of residential facilities are responsible to cause notification to be made to the Central Office Affirmative Action Director of charges of all alleged discrimination at the facility for which the CEO is responsible.
5. **PROCEDURES:**  
  
CEOs will cause telephone notice to be made to the Central Office Affirmative Action Director of charges, followed by written confirmation.

**MINNESOTA DEPARTMENT OF HUMAN SERVICES**  
**DISCRIMINATION COMPLAINT - HANDLING**

1. **PURPOSE:**

To establish a uniform policy for employee complaints of unfair employment discrimination.

2. **AUTHORITY:**

Minnesota Statutes 43A.191 and Minnesota Department of Employee Relations (DOER) Rules Governing the Statewide Affirmative Action Program.

3. **POLICY:**

It is the policy of the Department to provide an internal avenue of recourse to any classified or unclassified employee who believes he/she has been discriminated against because of race, sex, age, color, national origin, marital status, public assistance or Vietnam era Veteran status. While employees have the right to file discrimination complaints with the Minnesota Department of Human Rights or other enforcement agencies at any time, employees are encouraged to use this internal administrative remedy first. Anyone bringing a complaint shall do so without fear of coercion, reprisal or intimidation.

Discrimination complaint, investigative data and findings will be handled in accordance with provisions of the Minnesota Government Data Practices Act - Minnesota Statutes 13.39 (1982) 13.02, subdivision 3 (1982) and Minnesota Statutes 13.43 (1982).

4. **RESPONSIBILITIES:**

**A. Commissioner:**

- 1) Implement the provisions of this policy in the Department.
- 2) Ensure that employees are fully aware of this policy.
- 3) Make final determinations to resolve Central Office complaints of discrimination.

**B. Chief Executive Officers:**

- 1) Implement provisions of this policy at Residential Facilities.
- 2) Ensure that employees are fully aware of this policy.
- 3) Request DHS AA Director's review and recommendations for unresolved complaints of discrimination.
- 4) Make determinations to resolve Residential Facility complaints of discrimination.

**C. Affirmative Action Director:**

- 1) Investigative, mediate and recommend resolution of Central Office complaints of discrimination.
- 2) Review and recommend resolution of facility discrimination complaints upon request of the Chief Executive Officer.
- 3) Report findings and recommend resolution to the Chief Executive Officer.



**D. Supervisors:**

- 1) Investigate and where possible resolve informal complaints of discrimination.

**E. Employees:**

- 1) Bring allegations of discrimination to the attention of their immediate supervisor, the AAO Designee or AA Director, through the Central Office or Residential Facility Discrimination Complaint Procedure.

**5. PROCEDURES:**

Procedures will minimally include the following elements:

- A. Complaints of discrimination alleging sexual harassment will be processed in accordance with applicable labor agreements.
- B. Complaints of discrimination that are filed as Union Grievances will be investigated by the AAO designee/or, the AA Director, in conjunction with the labor relations investigation.
- C. The Central Office Complaint process consists of two stages - Informal and Formal.
- D. Residential Facility complaint procedures consist of three stages:

**\*INFORMAL**

(Process to be completed within 7 calendar days after Supervisor or AAO is notified of complaint).

**A. Employee:**

- 1) Present complaint to immediate supervisor within 10 days after occurrence of the alleged discrimination. If allegation is against the immediate supervisor, present complaint to the AAO designee.

**B. Supervisor:**

- 1) Consult with the AAO to determine whether the complaint is related to Equal Employment Opportunity (EEO) and is properly one of discrimination.
- 2) If the complaint is not one of discrimination, notify the employee in writing.
- 3) If the complaint is one of discrimination, attempt to resolve the matter within seven calendar days after receipt of the complaint.
- 4) If the complaint of discrimination is filed as a union grievance, consult with the AAO to determine if discrimination has occurred.

**\*FORMAL STAGE**

(Written - if complaint is not resolved at the Informal Stage. Process to be completed within 30 days of AAO's receipt of written complaint.)

**A. Employee:**

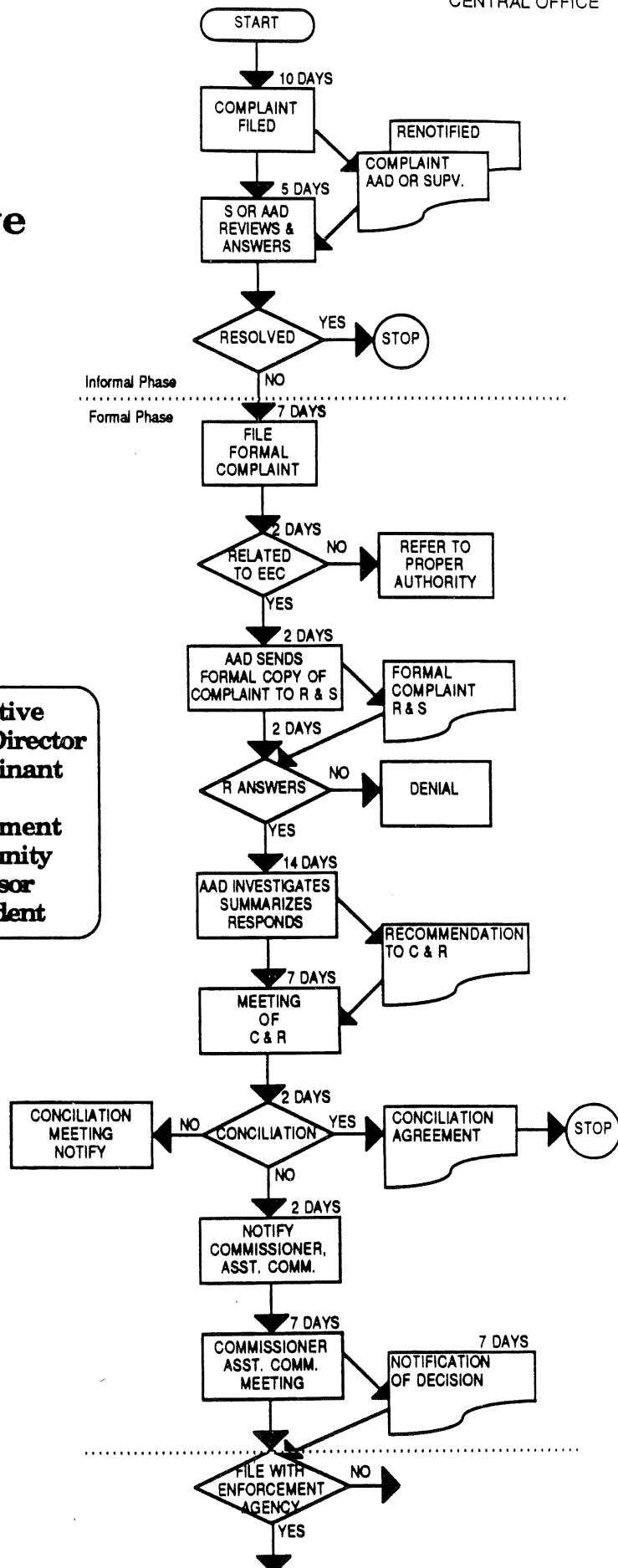
- 1) Complete a Discrimination Complaint Form, including remedies requested, and present to the AAO within 10 calendar days after the end of the Informal Stage. If the complaint is against the AAO, present the complaint to the CEO, who will designate an alternative AAO.

# The Complaint Procedure

## Affirmative Action Plan

CENTRAL OFFICE

**AAD - Affirmative Action Director**  
**C - Complainant**  
**EEO - Equal Employment Opportunity**  
**S - Supervisor**  
**R - Respondent**



**B. Affirmative Action Officer/Designee:**

- 1) Send a copy of the complaint to respondent(s) named in the allegation.
- 2) Conduct a full investigation and prepare a finding of facts, including a determination that discrimination did or did not occur.
- 3) Convene a meeting between the employee, the employee's supervisor and respondent(s), to attempt settlement to the complaint through conciliation.
- 4) If complaint is not resolved through conciliation, submit findings and recommendations for resolution to the Chief Executive Officer and, if applicable, to any internal committee designated to review discrimination complaints.

**C. Chief Executive Officer:**

- 1) Review the AAO's findings and recommendations and give written notification of his/her decision to the AAO, the employee, the employee's supervisor and the respondent(s).

**\*APPEAL STAGE:**

(If employee is not satisfied with the decision of the Chief Executive Officer. Process to be completed within 14 days of CEO's receipt of request to appeal).

- 1) Make written request to the CEO for review of findings by the DHS AA Director.

**A. Employee:**

- 1) Make written requests to the CEO for review of findings by the DHS AA Director.

**B. Chief Executive Officer:**

- 1) Request that DHS AA Director review findings and make a recommendation for resolution.
- 2) Assess DHS AA Director's recommendation, render a final decision, and give written notification to AAO, employee, employee's supervisor and respondent(s).

**C. DHS AA Director:**

- 1) Review AAO's findings, recommendations and other pertinent information.
- 2) Provide a written recommendation to the CEO for appropriate resolution of the complaint.

## **ATTACHMENTS:**

- A. Discrimination Complaint Form
- B. Revised Race/Ethnic Categories
- C. Definitions
- D. Affirmative Action Laws
- E. Reasonable Accommodation Request Form
- F. Merit System Affirmative Action Plan Summary
- G. Civil Rights Plan Summary

**COMPLAINT OF DISCRIMINATION**Information on the Complainant (You)

Name: \_\_\_\_\_ Job Title: \_\_\_\_\_  
 Home Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Work Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Department: \_\_\_\_\_ Division: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Information on the Respondent (Person Who Discriminated Against You)

Name: \_\_\_\_\_ Job Title: \_\_\_\_\_  
 Home Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Work Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Department: \_\_\_\_\_ Division: \_\_\_\_\_ Supervisor: \_\_\_\_\_

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

Information on Complain

Check One: Race \_\_\_\_ Sex \_\_\_\_ Color \_\_\_\_ Religion \_\_\_\_ Handicap \_\_\_\_ Marital Status \_\_\_\_  
 National Origin \_\_\_\_ Age \_\_\_\_ Reliance on Public Assistance \_\_\_\_

Date most recent act of discrimination took place: \_\_\_\_\_

If you have 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: \_\_\_\_\_

Additional Information On Your Complaint: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Information On Witnesses Who Can Support Your Case

<u>Names</u>	<u>Addresses</u>	<u>Phone Numbers</u>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____

**REVISED/RACE ETHNIC CATEGORIES**

The U.S. Equal Employment Opportunity Commission revised its race/ethnic categories for the purposes of reporting employment statistics on the EEO-4 form (for state and local governments). The revised categories are defined as follows:

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

With regard to DHS's Affirmative Action Plan, the term "minority" includes all of the aforementioned categories except the first, "White."

## ABBREVIATIONS AND DEFINITIONS

The following terms and abbreviations mean:

AA - Affirmative Action  
 AAC - Affirmative Action Committee  
 AAD - Affirmative Action Director  
 AAO - Affirmative Action Officer  
 AAP - Affirmative Action Plan  
 DPW - Minnesota Department of Public Welfare  
 EEO - Equal Employment Opportunity  
 EOD - Equal Opportunity Division of the Minnesota Department of Employee Relations

**Affirmative Action** - A management program designed to ensure equal employment opportunity by identifying and removing barriers throughout all components of a personnel system with specific emphasis placed on improving initial employment and advancement opportunities for handicapped persons, minorities, women and Vietnam era veterans.

**Affirmative Action Plan** - The written document which describes the Department's program for achieving equal employment opportunity.

**Affirmative Action Program** - Action steps taken by management to achieve the goals as specified in the Department's affirmative action plan.

**Agency** - A department, commissioner, board, institution or other entity in the executive branch in which all positions are under the same appointing authority.

**Barrier** - Any factor, intentional or unintentional, be it policy, practice, action, commission, examination, physical facilities, negative attitudes, which results in unequal treatment of protected group(s) and/or which has an adverse effect on the employment or advancement opportunities of such groups.

**Director** - State Director of Equal Employment Opportunity.

**Disability Handicap** - Functional limitation, condition or characteristic (mental, emotional or physical) which constitutes a barrier to employment. (See Appendix F.)

**Discrimination** - Unequal treatment, intentional or unintentional, based on protected characteristics.

**Disparity/Underutilization** - The employment of fewer handicapped persons, minorities, women and Vietnam era Veterans in the agency's work force than could reasonably be expected based on their availability in the labor area.

**Employee** - All classified and unclassified employees in the Executive Branch of state government.

**Equal Employment Opportunity** - The policy of basing all personnel activities solely on individual merit of applicants and employees, related to the specific job requirements, and without regard to race, color, religion, sex, age, national origin, disability, political affiliation, or other nonmerit factors.

**Goals** - Good faith, quantitative objectives set by an agency head as the minimum requirement to be met within a certain time period.

**Harassment** - Any repeated behavior, or combination of behaviors, by one or more employees towards another employee or group of employees based on race, national origin, religion, sex, veteran's status, or age and which the affected employee considers to be annoying, insulting, intimidating, which causes discomfort and/or which has a detrimental effect on such employee's work performance. (See Appendix G.)



**Institution Administrator** - Persons who are designated as the appointing authority for an agency subdivision, e.g., hospital administrators, superintendent or warden of a correctional facility.

**Labor Area** - The geographical area from which the agency or agency subdivision can reasonably expect to attract applicants.

**Minorities** - Persons of Black, Hispanic, Asian, American Indian, or Native Alaskan heritage. (See Appendix E.)

**Parity** - A condition where the workforce is representative of all population groups in each job category, in proportion to their occurrence in the labor area workforce.

**Policy** - A written statement of commitment to equal employment opportunity and affirmative action.

**Protected Characteristic** - Any feature, aspect, condition, opinion, or the like, which has no relation to one's ability to perform a particular job, such as race, color, creed, sex, age, marital status, national origin, specific disability, reliance on public assistance, religious or political opinions or affiliations.

**Protected Class/Protected Group** - Those individuals identifiable as handicapped, minorities, women or Vietnam era veterans.

**Timetables** - Time periods during which the specific quantitative goals and other objectives are to be met.

**Vietnam Era Veterans** - Those persons who served in the military service of this country during the period July 1, 1964 to December 31, 1976, under honorable conditions.

## DEFINITIONS RELATING TO DISABILITY AND HANDICAP

**Functional Disability:** same as "Disability."

**Disabled (Handicapped) Person** - any person who:

1. has a physical or mental impairment which substantially limits one or more major life activities, or
2. has a record of such an impairment, or
3. is regarded as having such an impairment.

**Physical or Mental Impairment:**

1. any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological; musculoskeletal; special sense organs; respiratory, including speech organs; cardiovascular; reproductive; digestive; genito-urinary; hemic and lymphatic; skin; and endocrine; or
2. any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities.

**Major Life Activity:** functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.

**Has a Record of Such Impairment:** has a history of, or has been misclassified as having a mental or physical impairment that substantially limits one or more major life activities.

**Is Regarded as Having an Impairment:**

1. has a physical or mental impairment that does not substantially limit major life activities but that is treated as constituting such a limitation; or
2. 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
3. has none of the impairments defined above, but is treated as having an impairment.

**Qualified Disabled Person:** with respect to employment, a disabled person who, with reasonable accommodation, can perform the essential functions of the job in question.

**Reasonable Accommodation:** architectural, equipment and other changes an employment must make to enable disabled persons to perform the job for which they are otherwise qualified. The test of "reasonableness" is based on whether or not a given change would impose undue hardship on the employer's operation. The burden for showing undue hardship rests with the employer.

Reasonable accommodations include, but are not limited to, the following:

1. Making facilities, which are used by employees, readily accessible to and usable by disabled persons. This includes parking facilities.
2. Acquiring auxiliary aids and devices, and modifying equipment to be used by employees with specific disabilities.
3. Restructuring jobs and modifying work schedules to accommodate specific abilities and disabilities.

**43A.191 DEPARTMENT OF EMPLOYEE RELATIONS****43A.191 AGENCY AFFIRMATIVE ACTION PROGRAMS.**

Subdivision 1. Affirmative section officers. (a) Each agency with an approved complement over 1,000 shall have at least one affirmative section officer, who shall have primary responsibility for developing and maintaining the agency's affirmative action plan. The officer shall devote full time to affirmative action activities. The affirmative action officer shall report administratively and on policy issues directly to the agency head.

(a) The commissioner shall assign affirmative section officers for agencies with approved complements of less than 2,000.

Subd. 2. Agency affirmative action plans (a) The head of each agency in the executive branch shall prepare and implement an agency affirmative action plan consistent with this section and rules issued under section 43A.04, subdivision 3.

(b) The agency plan must include a plan for the provision of reasonable accommodation in the hiring and promotion of qualified handicapped persons. The reasonable accommodation plan shall consist of at least the following:

(i) procedures for compliance with section 363.03 and, where appropriate, regulations implementing United States Code, title 29, section 794, as amended through December 31, 1984, which is section 504 of the Rehabilitation Act of 1973, as amended;

(2) methods and procedures for providing reasonable accommodation for handicapped job applicants, current employees, and employees seeking promotion; and

(3) provisions for funding reasonable accommodations.

(c) The agency plan must be prepared by the agency head with the assistance of the agency affirmative action officer and the director of equal employment opportunity. The council for the handicapped shall provide assistance with the agency reasonable accommodation plan.

(d) An agency affirmative action plan may not be implemented without the commissioner's approval.

Subd. 3. Sanctions and incentives. (1) The director of equal employment opportunity shall annually audit the record of each agency to determine the rate of compliance with annual hiring goals of each goal unit and to evaluate the agency's overall progress toward its affirmative action goals and objectives.

(b) By January 1 of each year, the commissioner shall submit a report on affirmative action progress of each agency and the state as a whole to the governor and to the finance committee of the senate, the appropriations committee of the house of representatives, and the governmental operations committees of both houses of the legislature. The report must include each agency's rate of compliance with annual hiring goals. Any agency in which less than 75 percent of the interim hiring goals in any goals unit were unmet must be designated in the report as an agency not in compliance with affirmative action requirements.

(c) The commissioner shall study methods to improve the performance of agencies and in compliance with affirmative action requirements. By January 15, 1986, the commissioner shall submit to the legislature a proposal for improving compliance rates. This proposal must include penalties for noncompliance.

(d) The commissioner shall establish a program to recognize agencies that have made significant and measurable progress toward achieving affirmative action objectives.

History. 1Sp1983 c 13 c 172

**43A.192 TRANSITION.**

As agency that has a majority of its approved staff complement assigned to campuses or institutions separate from its administrative offices and that is not in compliance with section 43A.191, subdivision 1, on January 1, 1985, shall come into compliance by July 1, 1987. Until it comes into compliance, the agency shall provide the equivalent of one full-time affirmative action officer by assigning part-time affirmative action duties to employees on each campus or at each institution.

Signature of Employee

I understand  
the proper

**MINNESOTA DEPARTMENT OF HUMAN SERVICES**

**REQUEST FOR REASONABLE ACCOMMODATION**  
(1-5 to be completed by the employee or applicant)

Signature of

Employee or Applicant	Classification	Date of Request
Signature of	(or position applied for)	

Division or Unit	Statement of Disability (attach medical statement if requested by 504 Coordinator)
------------------	--

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. How will the requested accommodation be effective in allowing performance of the essential job function(s)?  
\_\_\_\_\_  
\_\_\_\_\_
4. Have any non-essential job functions been eliminated? Please describe.  
\_\_\_\_\_  
\_\_\_\_\_
5. Described specific reasonable accommodations to be made:  
\_\_\_\_\_  
\_\_\_\_\_

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

(I understand that any tangible accommodations purchased by the Department will become the property of the State of Minnesota.

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

Signature of Commissioner or CEO (If funding is required) \_\_\_\_\_ Date \_\_\_\_\_

Signature of 504 Coordinator \_\_\_\_\_

Signature of Affirmative Action Officer \_\_\_\_\_ Date \_\_\_\_\_  
(If other than 504 Coordinator)

504 Coordinator:

(Date) Approved: \_\_\_\_\_

(Date) Denied: \_\_\_\_\_

Reason for Denial: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Minnesota Merit System Affirmative Action Plan**

**-SUMMARY-**

**Purpose**

The M.M.S.'s Affirmative Action Policies are administered by the DHS Affirmative Action Office. The purpose of the requirements is to ensure organizational compliance with the letter and the spirit of affirmative action and equal opportunity.

**Policy Statement**

It is the policy of the Minnesota Merit System to provide equal employment opportunities to all qualified people without regard to race, creed, color, national origin, religion, public assistance status, membership or activity in a local commission or disability. Equal employment opportunity under this policy includes, but is not limited to, the following: Recruitment, selection, placement, promotion, training, transfer, termination, education, tuition assistance, layoff, return from layoff, condition and privileges of employment and employment development programs, including apprenticeship and training programs and all other areas of personnel activities, in accordance with applicable federal, state and local laws and regulations.

The Minnesota Merit System further recognizes that the effective application of the policy of equal opportunity in employment involves more than a policy statement. It will, therefore, undertake a progressive program of affirmative action to ensure that equal employment opportunity is provided on the basis of individual qualifications and to encourage all persons to seek employment with the Minnesota Merit System and to strive for advancement on this basis. The Minnesota Merit System will:

1. Actively recruit women and persons of minority groups.
2. Develop class specifications that accurately reflect job requirements.
3. Facilitate hiring qualified individuals.
4. Provide career development opportunities where possible.

**Role of DHS**

The DHS Affirmative Action Office provides technical assistance, recruitment, training, goal setting review approval and monitoring of Merit System county welfare/human service agencies to ensure affirmative action and equal employment opportunity in these agencies.

**Scope**

Effective August 1, 1988, all Minnesota counties are required to have county-wide AA Plans approved by the Minnesota Department of Human Rights through a certificate of compliance. These plans also extend to Merit System county welfare human service agencies and must contain the following items or an addendum that pertains specifically to Merit System employees:

1. A policy prohibiting any form of discriminatory harassment, including sexual harassment, and defining these types of harassment.
2. A county discrimination complaint policy and procedure that includes notification of the DHS Affirmative Action office when a Merit System employee brings a complaint of discrimination.

3. Designation of someone in the Merit System agency who is responsible for implementing the Affirmative Action Plan in the Merit System agency and is a liaison to the DHS Affirmative Action office.
4. Provision for continued review and approval by the DHS Affirmative Action office of hiring goals and timetables specifically for the Merit System welfare/human services agency, on a schedule that is in accordance with the county-wide goal-setting process (e.g., annually or every two years).
5. Continuation of the Merit System agency's involvement in an affirmative action committee, through any of the following:
  - a) An internal Merit System agency committee
  - b) A county-wide committee
  - c) A regional committee



**MINNESOTA DEPARTMENT OF HUMAN SERVICES  
CIVIL RIGHTS PLAN  
-SUMMARY-**

Legal Basis Scope

Under the Department of Health and Human Services Regulations, every state agency receiving federal financial assistance for HHS for any program is charged with the responsibility to ensure that the service, financial aid, or benefits it provides, whether through its own staff, its local counterparts, its sub-grantees, or others participating in the program, are provided without discrimination on the basis of race, color, national origin, sex, religion, handicap and age.

Each state agency applying for federal financial assistance for continuing health, welfare, or social service programs is required to provide for such methods of administration for the program that will ensure that the benefits and services within the programs are provided in a non-discrimination manner; and, to execute an assurance of compliance with Title VI of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act, as amended.

DHS has established a civil rights compliance plan that was approved by the Health and Human Services Office for Civil Rights, in March 1986. This plan is administered by the Department's Civil Rights Coordinator.

This plan ensures that the Minnesota Department of Human Services and its sub-grantees do not discriminate on the basis of race, sex, religion, age, color or national origin in the operations, policies and procedures of federally funded programs. The following areas are addressed:

1. Assignment of Responsibility for Implementation
2. Title VI, Section 504, Age Discrimination & Cultural Awareness Training
3. Compliance by other Participants
4. Dissemination of Information to Beneficiaries & General Public
5. Civil Rights Complaint Policy and Procedure
6. Recruitment and Employment Practices
7. Planning, Advisory and Policy Boards
8. Continuing Compliance
9. Program Accessibility
10. Specific Section 504 Requirements and Institutions
11. Corrective Requirements
12. Compliance Records

## ATTACHMENT H

### **WHETHER EMERGENCIES:**

In the event of a weather emergency, and in accordance with the Department of Employee Relations Administration Procedure 5.4 the Department will ensure that all employees, including deaf or hearing impaired employees are properly notified of the weather emergency.

(Attached DOER Administration Procedure)

## **ATTACHMENT I**

### **BUILDING EVACUATION:**

In the event of a building evacuation, the Department will provide for the safe exit of all disabled employees, and disabled persons visiting the building. This process is followed at all of the Residential Facilities.

(Attached is a copy of Building Evacuation Plan).