

FISCAL YEAR 1990
JULY 1, 1989 - JUNE 30, 1990
MINNESOTA DEPARTMENT OF HUMAN SERVICES
AFFIRMATIVE ACTION PLAN
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St. Peter:

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

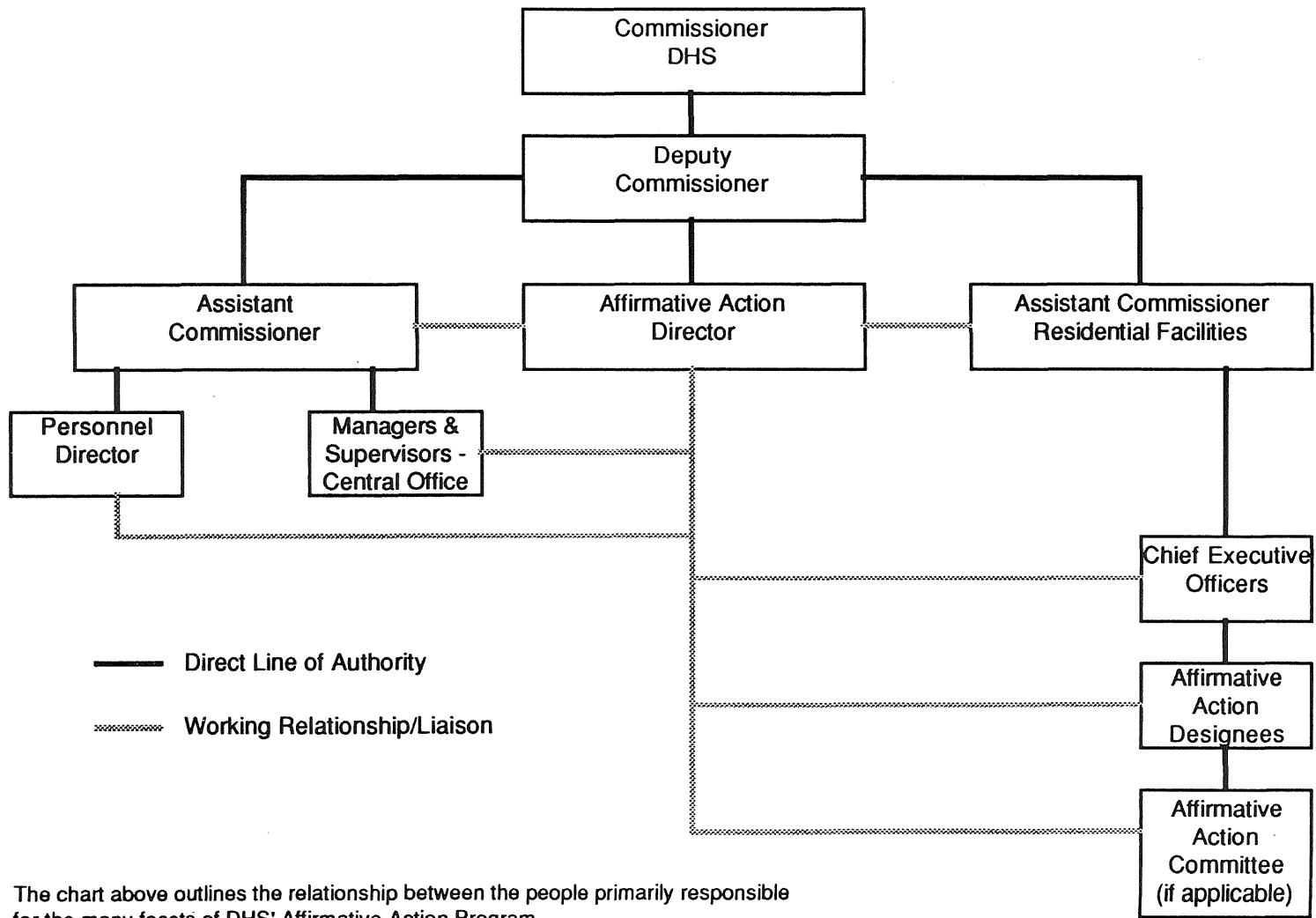
507-931-0011

Willmar:

Karen Ochsendorf
Willmar Regional
Treatment Center
Box 1128
Willmar, MN 56201

612-231-0011

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, 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 appropriate Departmental publications.
- F. The AAO/EEO policy will be included in the policy and procedures manuals.

II. External 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 1990

DISPARITIES IDENTIFIED FY 1990

FACILITY STATEMENTS OF COMMITMENT

MINNESOTA DEPARTMENT OF HUMAN SERVICES TRANSMITTAL FORM
AFFIRMATIVE ACTION PLAN

Fiscal Year 90 - 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)

OCCUPATIONAL CATEGORIES	PROTECTED GROUPS		
	MINORITIES	WOMEN	HANDICAPPED
202 Craft, Mtce, Labor			
203 Service			
204 Health Care Non-Prof.			
205 Health Care Prof.			
206 Clerical	X 4.55/4.69		X 4.96/8.20
207 Technical	X 0/4.69		X 4.17/8.20
213 Health Treat. Prof.			
214 General Professional			X 6.29/8.20
215 Prof. Resid. Instr.			
216 Supervisory			X 3.85/8.20
217 Commissioner's Plan	X 4.44/4.69		X 2.22/8.20
220 Manager's Plan	X 3.85/4.69	X 28.85/44.56	X 5.77/8.20
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 and 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.

[Signature]
Commissioner, Minnesota Department of Human Services

Date 10/4/89

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

Date 9/19/89

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 _____

Date _____

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

OBJECTIVE:	ACTION	RESPONSIBLE	TARGET DATE
*Improve recruitment results for Department of Human Services, Treatment Centers and Merit System	Establish recruitment planning in facility AA Plans as a direct link to AA goals.	AAO	9/89
	Implement next stage of protected group community outreach; Career Days, at facilities in three regions: North, West, South	AA Staff	3/90
	Establish Minority Recruitment Shortage Occupation Project as an ongoing program. Formalize with policy and procedure.	AA Director	6/90
	Continue DHS participation in Special needs Employment and Training Partnership.	AA Staff Mgmt. Oper. Division	thru 4/90
	Explore a Human Services learning partnership with Minnesota Chapter of United Negro College Fund.	AAO	6/90
	Upgrade Merit System applicant/employee tracking; (spreadsheet, data entry)	AAO	10/89 & 1/90
	Replicate Minority Recruitment Project as a pilot in a Merit System county agency.	AAO	6/90
	Determine role of DHS with County agencies in relation to AA compliance & assess training needs in Merit System.	AAO	6/90
	Participate in meetings of MACSSA, MSSA, Financial Workers/Supervisors, Clerical Association.	AAO	6/90

OBJECTIVE:	ACTION	RESPONSIBLE	TARGET DATE
*Improve the Department's ability to attract and retain qualified protected Group Employees.	Develop job-sharing policy for Central Office - Identify three to five positions that are suitable for job sharing.	AA Staff	Policy 10/89
*Improve AA/EEO training and information to ensure AA Plan implementation.	Establish an equal opportunity employee advisory committee.	AA Director	2/90
	Improve skills, knowledge of AA Officers; clarify role, responsibilities, resources. Conduct a one-day retreat.	AAO	10/89
	Establish an AA/EEO training standards policy for residential facilities.	AA Director	6/90
	In cooperation with facility staff development coordinators, provide update training for line staff and, as requested for supervisors.	AAO	6/90
	Provide AA/EEO training to all Central Office managers and supervisors.	AAO	11/89
*Improve record/keeping, make information more accessible.	Lists; recruitment and mailing.	AA Staff	12/89
	Resume Bank	AA Staff	12/89
	Regional Treatment Centers Merit System		
	Human Right Charges	AA Staff	12/89

HIRING GOALS

GOAL UNIT	PROTECTED GROUP & NO	HIRING GOAL
206 Clerical	H (2) M(2)	4
214 General Professional	H (2)	2
216 Supervisory	H (1)	1
217 Commissioners Plan	H (1) M (1)	2
220 Managers	M (1) F (1) H (1)	3
		<hr/>
		TOTAL 12

Location: CENTRAL OFFICE
Fiscal Year: 90

() = hiring goals

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TRANSMITTAL FORM

AFFIRMATIVE ACTION PLAN

Fiscal Year 90 - 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	
204 Health Care Non-Prof.			X	
205 Health Care Prof.			X	
206 Clerical	X		X	
207 Technical				
213 Health Treat. Prof.				
214 General Professional	X			
215 Prof. Resid. Instr.				
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 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.

Emily N. Schalte
Affirmative Action Officer, Facility

8-11-89
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 Smiley
Chief Executive Officer, Facility

8/11/89
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

9/80/89
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

Date

AH-GWA-CHING

OBJECTIVE:	ACTION	RESPONSIBLE	TARGET DATE
To update terminology in Ah-gwah-Ching's present policies on sexual harassment and affirmative action.	Rewrite present policy to oupdate.	AAO	4/90
Increase ability to achieve hiring goals.	A) Strengthen contact with local minority organizations.	AAO	12/89
	B) Attend Career Days at area colleges, vocational schools.	AAO	5/90
	C) Work with Bemidji State University to establish facility as a PT, OT or RN clinical affiliation site.	AAO	12/90
To make employees aware of their responsibilities regarding discriminatory harassment.	Provide AA & sexual harassment training.	AAO	4/90

HIRING GOALS

GOAL UNIT	PROTECTED GROUP & NO	HIRING GOAL
203 Service	H (1)	1
214 General Professional	M (1)	<u>1</u>
	TOTAL	2

*H = Handicap
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

7/3/89

Date

Department of Human Services
Goal-Setting and Disparity Status Worksheet

Location: AH GWAH CHING
Fiscal Year: 90

() = 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				
SERVICE	59	NO			NO			YES	1	(1)			
HOSPITAL	173	NO			NO			YES	2				
NURSES	22	NO			NO			YES	1				
OFFICE	15	NO			YES	1		YES	1				
TECHNICAL	----	----			----			----					
PROF.	9	NO			YES	1	(1)	NO					
MEDICAL	----	----			----			----					
SUPV.	19	NO			NO			NO					
COMM.	11	NO			YES	1		YES	1				
MGRS.	3	NO			NO			NO					

TOTAL 329

AFFIRMATIVE ACTION PLAN

Fiscal Year 1990 - 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			
204 Health Care Non-Prof.				
205 Health Care Prof.			X	
206 Clerical			X	
207 Technical	X			
213 Health Treat. Prof.	X	X	X	
214 General Professional	X			
215 Prof. Resid. Instr.				
216 Supervisory	X	X		
217 Commissioner's Plan			X	
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

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.

Bruce Olson

Affirmative Action Officer, Facility

8-14-89
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.

Donald R. Ball

Chief Executive Officer, Facility

8/14/89
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 Scam Anderson

Director, Affirmative Action Office, Dept. of Human Services

9/5/89
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

Date

ANOKA

OBJECTIVE:	ACTION	RESPONSIBLE	TARGET DATE
Update AA Plan.	Review and rewrite policies requiring updating.	AAC/PD	1/90
	Enter AA Plan on WP.	AAC	3/90
Communicate AA opportunities.	Evaluate past advertising effectiveness.	PD	Ongoing
	Establish facility as a PT, OT or RN clinical affiliation site.	AAO/PD/AAC	1/90
	Participate or host open house for protected group candidates.	AAC/CO	4/90
Increase AA accountability.	Establish measurable AA standards in managerial position descriptions.	CEO	1/90
Promote AA awareness with AMRTC staff.	Publish Informational material in newsletter.	AAC/PD	6/90

HIRING GOALS

GOAL UNIT	PROTECTED GROUP & NO	HIRING GOAL
203 Service	M (1)	1
205 Health Care Professional	H (1)	1
214 General Professional	M (1)	1
216 Supervisory	F (1)	1
		<hr/>
		TOTAL 4

*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.

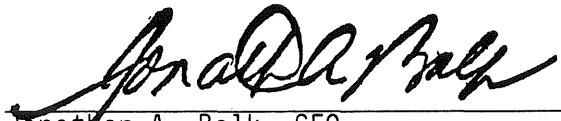
It is good management practice to have a strong Affirmative Action Plan and this facility affirms its strong commitment to the principles and policies of the program.

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

Department of Human Services
 Goal-Setting and Disparity Status Worksheet

Location: ANOKA
 Fiscal Year: 90

() = 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	26	YES	5		YES	1		NO					
SERVICE	53	NO			YES	2	(1)	NO					
HOSPITAL	176	NO			NO			NO					
NURSES	92	NO			NO			YES	6	(1)			
OFFICE	26	NO			NO			YES	1				
TECHNICAL	9	NO			YES	1		NO					
PROF.	55	NO			YES	1	(1)	NO					
MEDICAL	7	YES	1		YES	1		YES	1				
SUPV.	28	YES	1	(1)	YES	1		NO					
COMM.	29	NO			NO			YES	1				
MGRS.	10	YES	1		NO			NO					

TOTAL 511

AFFIRMATIVE ACTION PLAN

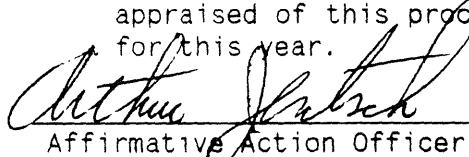
Fiscal Year 90 - for DHS, Brainerd Regional Human Services Center

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

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

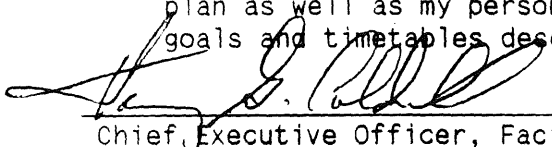
2. This annual plan is posted at the following central location so that every employee may be aware of the institution's commitments in affirmative action for the year. It is located in every work unit throughout the entire organization as BRHSC policy 2601.

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

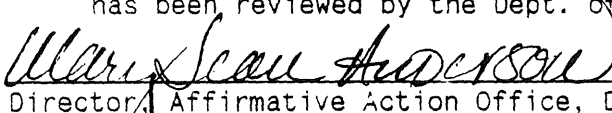
7-11-89
Date

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

7-11-89
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

9/20/89
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 Div., Dept. of Employee Relations

Date

BRAINERD

OBJECTIVE:	ACTION	RESPONSIBLE	TARGET DATE
Update AA Plan to insure that it coincides with the Department's AA plan.	Revise AA plan policies & procedures to comply with departmental policies.	AAO	12/90
Update AA/EEO training for supervisors and managers.	Provide required training to all supervisors on AA/EEO & their responsibilities.	AAO/Staff Development	4/90
Provide educational clinical or summer employment to a minority student.	Participate as a pilot site with the Department's STEP Project for OT.	AAO/Personnel	7/89
Increase visibility within minority communities.	Participate in career days at University planned with central office.		
	Explore recruiting relationship with Community College.	AAO	1/90
Actively recruit protected group candidates.	Develop recruitment plan identified vacancies.	AAO/Personnel	10/89

HIRING GOALS

GOAL UNIT	PROTECTED GROUP & NO	HIRING GOAL
213 Medical	F (1)	1
214 Health Care Professional	M (1)	1
216 Supervisory	H (1)	1
217 Community Plan	M (1)	1
		<hr/>
		TOTAL 4

*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 the under-utilization 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 or affectional preference, marital status, reliance on public assistance, physical, mental or emotional disability or handicap, political opinions or affiliations. 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.

Arthur L. Jentsch, Rehabilitation Therapies Director and Affirmative Action Officer/504 Coordinator, 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.



/s/ Harvey G. Caldwell

Harvey G. Caldwell
Chief Executive Officer

/dated/ 6/30/89

Date

Department of Human Services
 Goal-Setting and Disparity Status Worksheet

Location: BRAINERD
 Fiscal Year: 90

() = 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		YES	1		YES	1				
SERVICE	87	NO			YES	1		YES	4				
HOSPITAL	254	NO			NO			YES	3				
NURSES	51	NO			NO			YES	2				
OFFICE	38	NO			YES	1		NO					
TECHNICAL	5	NO			YES	1		NO					
PROF.	62	NO			YES	1	(1)	YES	1				
MEDICAL	5	YES	1	(1)	YES	1		NO					
SUPV.	40	YES	4		NO			YES	3	(1)			
COMM.	19	NO			YES	1	(1)	NO					
MGRS.	10	YES	3		YES	1		NO					

TOTAL 590

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		X		
203 Service	X			
204 Health Care Non-Prof.	X		X	
205 Health Care Prof.	X		X	
206 Clerical	X			
207 Technical	X		X	
213 Health Treat. Prof.	X	X		
214 General Professional			X	
215 Prof. Resid. Instr.				
216 Supervisory			X	
217 Commissioner's Plan			X	
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, CRHSC

Affirmative Action Officer, Facility

7/17/89
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.

Jerry Lovrien, CRHSC *Jerry Lovrien*
Chief Executive Officer, Facility

7/17/89
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.

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

9/30/89
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

Date

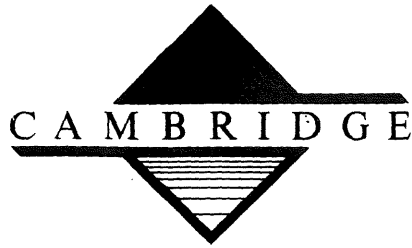
CAMBRIDGE

OBJECTIVE:	ACTION	RESPONSIBLE	TARGET DATE
Review current Affirmative Action Program and document strengths	Will conduct a preliminary needs assessment and review with DHS/AAO	AA designee	1/90
Review current AA/ Sexual Harassment Training Program and document needed improvements.	Revise Inservice training plan for all staff.	AA designee	1/90
Identify training needs to effectively implement AA program.	Request and attend training on AA.	AA/designee Personnel Director	FY 90
Recruitment	Establish and Implement a recruitment plan to employ minority HST.	AAO designee Personnel Director	1/90

HIRING GOALS

GOAL UNIT	PROTECTED GROUP & NO	HIRING GOAL
204 Health Care	M (1)	<u>1</u>
TOTAL		1

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



REGIONAL HUMAN SERVICES
Providing Professional and Progressive Support Options

1235 HIGHWAY 293
CAMBRIDGE, MN 55008
612/689-2121

EQUAL EMPLOYMENT OPPORTUNITY AND
AFFIRMATIVE ACTION

The Cambridge Regional Human Services Center is committed to affirmative action and equal opportunity. 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.

Jerry Lovrien
Jerry Lovrien, Chief Executive Officer

7-17-89
Date

Department of Human Services
 Goal-Setting and Disparity Status Worksheet

Location: CAMBRIDGE
 Fiscal Year: 90

() = 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	22	YES	8		NO			NO					
SERVICE	96	NO			YES	1		NO					
HOSPITAL	391	NO			YES	1	(1)	YES	16				
NURSES	17	NO			YES	1		YES	1				
OFFICE	32	NO			YES	1		NO					
TECHNICAL	7	NO			YES	1		YES	1				
PROF.	59	NO			NO			YES	1				
MEDICAL	5	YES	1		YES	1		NO					
SUPV.	52	NO			NO			YES	3				
COMM.	24	NO			NO			YES	2				
MGRS.	8	NO			YES	1		NO					

TOTAL 713

TRANSMITTAL FORM

AFFIRMATIVE ACTION PLAN

Fiscal Year 90 - 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	*	*		
203 Service				*
204 Health Care Non-Prof.	*			*
205 Health Care Prof.	*		*	*
206 Clerical	*			*
207 Technical	*			*
213 Health Treat. Prof.	*			
214 General Professional	*			
215 Prof. Resid. Instr.	*	*		
216 Supervisory	*	*		*
217 Commissioner's Plan				*
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

6-27-89
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.

W. Gaudin
Chief Executive Officer, Facility

6-27-89
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

9/20/89
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

Date

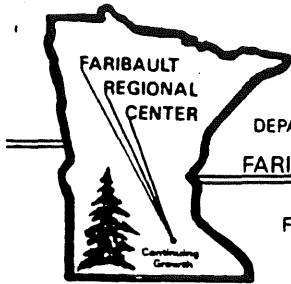
FARIBAULT

OBJECTIVE:	ACTION	RESPONSIBLE	TARGET DATE
Revise FRC pre-hiring review procedure.	Re-submit proposal for revision to Executive Committee for approval.	AAC	12/89
Increase supervisor skill, knowledge and ability in AA/EEO.	Conduct workshop on pre-hiring review/interviewing/sexual harassment.	AAC	5/90
	Conduct joint workshop with Wellness Committee.		
Recruitment to improve communications with protected group communities.	Develop recruitment plan for identified positions.	AAC/PD	1/90
	Establish facility as clinical affiliation site for OT, PT, RN, or social worker.	AAC/AAO	6/90
	Explore involvement in Department STEP Project.		

HIRING GOALS

GOAL UNIT	PROTECTED GROUP & NO	HIRING GOAL
202 Craft, Maintenance, Labor	F (1)	1
204 Health Care	M (1)	1
205 Nurses	M (1)	1
214 Professional	M (1)	1
216 Supervisory	F (2)	2
		<hr/>
		TOTAL 6

*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

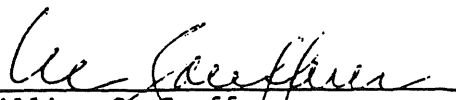
Faribault Regional Center is committed to providing equal employment opportunities to all qualified people without regard to race, color, creed, national origin, religion, age, sex, sexual orientation, marital status, reliance on public assistance, physical, mental or emotional disability, political 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 Regulation 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
Chief Executive Officer

May 17, 1989
Date

Department of Human Services
Goal-Setting and Disparity Status Worksheet

Location: FARIBAULT
Fiscal Year: 90

() = 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	36	YES	7	(1)	YES	1		NO					
SERVICE	120	NO			NO			NO					
HOSPITAL	642	NO			YES	9	(1)	NO					
NURSES	32	NO			YES	1	(1)	YES	2				
OFFICE	35	NO			YES	1		NO					
TECHNICAL	7	NO			YES	1		NO					
PROF.	88	NO			YES	1	(1)	NO					
MEDICAL	7	NO			YES	1		NO					
SUPV.	67	YES	8	(2)	NO			NO					
COMM.	68	NO			NO			NO					
MGRS.	7	YES	1		NO			YES	1				

TOTAL 1109

AFFIRMATIVE ACTION PLAN

Fiscal Year 1990 - 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 VETERAN
202 Craft, Mtce. Labor	X	X	X	
203 Service	X			X
204 Health Care Non-Prof.	X		X	X
205 Health Care Prof.	X		X	
206 Clerical	X		X	X
207 Technical	X		X	
213 Health Treat. Prof.				
214 General Professional		X	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		
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.

[Signature]
Affirmative Action Officer, Facility

6-30-89
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

6-30-89
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

9/30/89
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

Date

FERGUS FALLS

OBJECTIVE:	ACTION	RESPONSIBLE	TARGET DATE
Recruit minorities for employment at FFRTC.	Provide summer employment to minority students from the STEP Project.	AAO/CEO	7/89
	Develop recruitment plan with Central Office assistance to employ female manager.	AAO/Central Office	11/89
Increase visiblilty with protected group communities and Central Office.	Participate in Open House with minority communities.	AAO/Central	10/89
Increase employee awareness and understanding of the American Indian Culture.	Provide in-service training on the American Indian Culture.	AAO/Program Managers	6/90

HIRING GOALS

GOAL UNIT	PROTECTED GROUP & NO	HIRING GOAL
214 Professional	F (1)	1
216 Supervisory	F (1)	1
220 Management	F (1)	1
Unspecified	M (3)	3
Unspecified	H (1)	1
TOTAL		7

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

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

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, sex, age, marital status, national origin, specific disability, reliance on public assistance, or religious or political opinions or affiliations. This policy applies to and must be an integral part of every aspect of personnel policy and practices which includes recruitment, hiring, selection, benefits, promotion, transfer, layoffs, return from layoff, terminations, compensation, classification, employee development programs, and all other personnel activities, in accordance with applicable federal and state laws and regulations.

This FFRTC Affirmative Action Policy establishes the Treatment Center's Affirmative Action Plan. To help ensure organizational compliance with the letter and the spirit of Affirmative Action, this policy establishes an internal Discrimination Complaint Procedure and identifies responsibilities of the Chief Executive Officer, Managers, and the Affirmative Action Officer/Personnel Director with regard to Affirmative Action.

The FFRTC 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 employees to strive for advancement at the 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 employees and job candidates. We welcome and encourage the assistance of all employees in our efforts to implement this Affirmative Action Policy within the FFRTC.

Blaine J. Timmer
Chief Executive Officer
Fergus Falls Regional Treatment Center

6-22-89

Date

Department of Human Services
Goal-Setting and Disparity Status Worksheet

Location: FERGUS FALLS
Fiscal Year: 90

() = 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	4		YES	1		YES	2				
SERVICE	79	NO			YES	1		NO					
HOSPITAL	250	NO			YES	2		YES	11				
NURSES	55	NO			YES	2		YES	5				
OFFICE	29	NO			YES	1		YES	3				
TECHNICAL	5	NO			YES	1		YES	1				
PROF.	47	YES	1	(1)	NO			YES	1				
TEACHER	13	YES	1		YES	1		YES	2				
SUPV.	52	YES	9	(1)	YES	1		YES	5				
COMM.	42	NO			NO			YES	3				
MGRS.	6	YES	2	(1)	YES	1		NO					
TOTAL	596						(3)*			(1)*			

* Because we are disparate in so many of the bargaining units, we have not identified the specific bargaining unit to which we intend to hire for this protected group.

AFFIRMATIVE ACTION PLAN

Fiscal Year 1990 - 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.	X			X
206 Clerical	X			X
207 Technical	X			X
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	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.

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.

[Signature]
Affirmative Action Officer, Facility

6/29/89
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

6/30/89
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.

Walter Sean Anderson
Director, Affirmative Action Office, Dept. of Human Services

9/30/89
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

Date

MOOSE LAKE

OBJECTIVE:	ACTION	RESPONSIBLE	TARGET DATE
Increase awareness of AA/EEO for managers and supervisors.	Provide in-service AA/EEO training for managers and supervisors.	AAO/Central Office	2/90
Strengthen managerial accountability for AA. minority LPN.	Revise position descriptions to include criteria and expectations.	CEO/AAO/Managers	6/90
Employ minority LPN.	Establish recruiting plan to hire minority LPN.	AAO	10/89
	Work with Pine City Technical Institute to offer LPN training on site.	AAO	1/90
	Explore establishment of clinical affiliation site for OT, PT, RN or Social Worker.	AAO	1/90

HIRING GOALS

GOAL UNIT	PROTECTED GROUP & NO	HIRING GOAL
205 Nurses	M (1)	1
214 Professional	H (1)	1
216 Supervisor	F (1)	1
		<hr/>
		TOTAL 3

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

APPENDIX 3

REAFFIRMATION OF MOOSE LAKE REGIONAL TREATMENT CENTER EQUAL EMPLOYMENT OPPORTUNITY POLICY

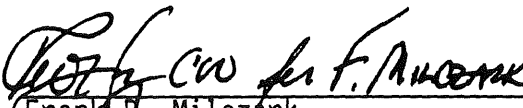
It is the policy of the Moose Lake Regional Treatment Center to provide equal employment opportunities to all qualified people without regard to race, color, creed, national origin, religion, age, sex, marital status, reliance on public assistance, physical, mental or emotional disability, political opinions or affiliations, or status with regard 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, and employment development programs, including training programs and all other areas of personnel activities, in accordance with applicable federal, state and local laws and regulations.

I realize that an effective affirmative action program involves more than a reaffirmation of our commitment to equal opportunity. Therefore, this facility 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 Moose Lake Regional Treatment Center. The following steps will be taken to effect our equal opportunity policy:

1. To actively recruit applicants from women, the disabled, Vietnam Era Veterans, and minority groups in addition to assuring that recruitment activities reach all possible sources of protected class organizations.
2. To review and revise, if necessary, job specifications to ensure that qualifications are job related.
3. To facilitate hiring qualified individuals.
4. To provide career development opportunities.

The Affirmative Action designee is delegated the responsibility and authority to implement and administer our equal opportunity/affirmative action plan and programs for the facility. The Affirmative Action designee will report directly to me as outlined in Minnesota Statute 43.15 as amended. Moose Lake Regional Treatment Center's Affirmative Action Plan will be inserted in all official policy manuals for any interested person to inspect.

I am convinced that it makes good management sense to have a strong Affirmative Action Plan 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. All management and supervisory staff must play a key role in the program's success. I encourage the assistance of all employees in our efforts to achieve Equal Employment Opportunity with the facility.


Frank B. Milczark
Chief Executive Officer

6-29-89
Date

Department of Human Services
 Goal-Setting and Disparity Status Worksheet

Location: MOOSE LAKE
 Fiscal Year: 90

() = 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	1				
SERVICE	63	NO			NO			NO					
HOSPITAL	256	NO			NO			NO					
NURSES	38	NO			YES	1	(1)	NO					
OFFICE	29	NO			YES	1		NO					
TECHNICAL	7	NO			YES	1		NO					
PROF.	47	NO			NO			YES	1	(1)			
MEDICAL	4	NO			NO			NO					
SUPV.	36	YES	1	(1)	YES	1		NO					
COMM.	39	NO			YES	1		YES	1				
MGRS.	7	YES	2		YES	1		NO					

TOTAL 551

AFFIRMATIVE ACTION PLAN

Fiscal Year 90 - 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		
203 Service				
204 Health Care Non-Prof.				
205 Health Care Prof.				
206 Clerical	X			
207 Technical				
213 Health Treat. Prof.				
214 General Professional				
215 Prof. Resid. Instr.				
216 Supervisory		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 Bulletin Board

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.

James H. Wilson
Affirmative Action Officer, Facility

8-28-89
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.

Rosemary H. Wilson
Chief Executive Officer, Facility

8-28-89
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 Sean Anderson
Director, Affirmative Action Office, Dept. of Human Services

9/20/89
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.

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.class status.	Review all codings on employee EAF. Change those known to reflect actual protected Those unclear/unknown from previous surveys will be contacted by a formal method (memo, survey) to assess correct status.	AAO/P.O	12/89
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 an AA area.	AAO	6/90
Enhance AA contact & hire.	Maintain summer work programs with the community action center hiring handicapped students.	AAO	6/90
Update Agency Harassment Policy to reflect DHS Policy and clarify the difference between discriminatory and general harassment.	Rewrite Harassment Policy.	AAO	10/89
Integrate AA concepts into closure plans.	Whenever possible provide AA input into specific action step developed to close ONTH as it related to employees.	AAO	10/89
Ensure reasonable accommodation for disabled employees.	Ensure structured program to identify and monitor employees who have disabilities which require work accommodations. Work with supervisor and employee individual to ensure effective resolution of work accommodation needs.	AAO	Ongoing

HIRING GOALS

GOAL UNIT	PROTECTED GROUP & NO	HIRING GOAL
202 Craft	F (1)	1
206 Office	M (1)	1
216 Supervisory	F (3)	1
		<hr/>
		TOTAL 3

Increase veterans hired 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.

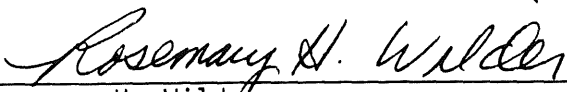
It is the policy of Oak Terrace Nursing Home (OTNH) to provide equal employment opportunities to all qualified people without regard to race, color, creed, national origin, religion, age, sex, sexual affectional preference, marital status, reliance on public assistance, physical, mental or emotional 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

6/26/89

Date

Department of Human Services
 Goal-Setting and Disparity Status Worksheet

Location: OAK TERRACE
 Fiscal Year: 90

() = hiring goals

		Women			Minorities			Handicapped			Vietnam Vets		
BARGAINING UNIT	TOTAL EMPLOYEES	Disp.	Needed Parity	FY Goal	Disp.	Needed Parity	FY Goal	Disp.	Needed Parity	FY Goal	Disp.	Needed Parity	FY Goal
CRAFT	14	YES	3	(1)	NO			NO			NO		
SERVICE	73	NO			NO			NO			YES	6	
HOSPITAL	146	NO			NO			NO			YES	12	
NURSES	38	NO			NO			NO			YES	4	
OFFICE	16	NO			YES	1	(1)	NO			YES	2	
TECHNICAL	0	NO			NO			NO			YES	1	
PROF.	12	NO			NO			NO			YES	2	
TEACHER	----	----			----			----			----		
SUPV.	15	YES	1	(1)	NO			NO			NO		
COMM.	6	NO			NO			----			YES	1	
MGRS.	2	----			----			----			----		

TOTAL 327

2 veterans in any disparate area.

AFFIRMATIVE ACTION PLAN

Fiscal Year 90 - 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 VETERAN
202 Craft, Mtce, Labor	X	X	X	
203 Service	X			
204 Health Care Non-Prof.	X		X	
205 Health Care Prof.			X	
206 Clerical			X	
207 Technical	X			
213 Health Treat. Prof.				
214 General Professional	X		X	
215 Prof. Resid. Instr.	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.

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. Glinen
Affirmative Action Officer, Facility

8/25/89
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

8/25/89
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 Sean Anderson
Director, Affirmative Action Office, Dept. of Human Services

9/20/89
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

Date

ST. PETER

OBJECTIVE:	ACTION	RESPONSIBLE	TARGET DATE
Study the regional job market, updating current data, regarding availability of protected group candidates.	Review news articles, contact various agencies, etc. to identify possible sources of protected group candidates, and put in report format for future use.	AA Designee	5/90
Provide information on AA/EEO related topics to SPRTC employees.	Continue offering training in areas of discrimination/sexual harassment. Offer at least 3 staff training opportunities to staff in addition to training listed above in discrimination and harassment.	AA Designee AA Chair	6/90
Continue working closely with supervisors to try to employ more candidates from protected groups.	As appropriate, discuss hiring opportunities with supervisors when names of protected group members appear on hiring lists. As appropriate, keep supervisors aware of EEO laws and regulations. Continue to try to secure additional sources of information and candidates from the DHS Central Office and other twin cities sources.	AA Designee	6/90

HIRING GOALS

GOAL UNIT	PROTECTED GROUP & NO	HIRING GOAL
207 Technical	H (1)	1
214 General Professional	M (2) H (1)	3
216 Supervisory	F (1)	1
		<hr/>
		TOTAL 5

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

ST. PETER (CONTINUED)

1. Try to hire at least two new minority employees to replace those leaving. The more likely goal unit providing these employees would probably be "professional" as more than the local hiring market can be used (Group 214). As SPRTC recently lost two minority employees due to death and retirement, this goal would only replace the two employees no longer included on the roster.
2. Try to include at least one additional female employee in the occupational categories of supervisory (216) and managerial (220) by the end of the year. SPRTC is very close to meeting its supervisory goal of 48.59%.
3. By the end of the year, try to have at least two additional names included among the "handicapped" protected group. As older employees more likely to be on the disabled list retire, it is likely that at least two names is needed just to retain current totals. The most likely occupational categories would be technical (207) or professional (214).

REAFFIRMATION OF EMPLOYMENT 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 outlined in Minnesota Statutes 43.19 as amended. This Affirmative Action Plan will be posted on official bulletin boards for any interested person to inspect.

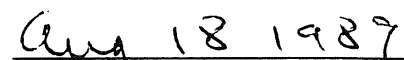
It makes good management sense to have a strong Affirmative Action Plan and strong commitment is reaffirmed to its principles and policies. By implementing such a plan, we will ensure the maximum utilization of our human resourced and the protection of equal rights for all our employees.

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 building values of this society.



William L. Pedersen, CEO



Date

Location: ST. PETER
Fiscal Year: 89

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												

TRANSMITTAL FORM

AFFIRMATIVE ACTION PLAN

Fiscal Year 1989-90- 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	
205 Health Care Prof.	X	X	X	
206 Clerical			X	
207 Technical	X		X	
213 Health Treat. Prof.				
214 General Professional				
215 Prof. Resid. Instr.	X	X		
216 Supervisory	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.

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.

Karen Ochsenknecht, WRTC
Affirmative Action Officer, Facility

8-7-89
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.

Douglas G. Spitz
Chief Executive Officer, Facility

8/3/89
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 Sean Henderson
Director, Affirmative Action Office, Dept. of Human Services

9/20/89
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

Date

WILLMAR

OBJECTIVE:	ACTION	RESPONSIBLE	TARGET DATE
Notify AAO of all job openings.	Maintain internal procedures between AAO and personnel regarding potential hiring activities.	AAO/ Personnel Director	Ongoing
	Inform Central Office AAO for specialized recruitment assistance.	AAO/ Personnel Director	Ongoing
Increase EEO/AA awareness to supervisory and line staff regarding their rights & responsibilities.	Provide training updates to general employees on AA/EEO.	AAO	Spring 90
	Provide discriminatory harassment training to supervisory staff.		
Provide orientation and training for new AAO.	Annual AA Conference	CEO	7/90
	Site visit to DHS and DOER.	CEO	9/89
	Other training activities as appropriate.	CEO	Ongoing

HIRING GOALS

GOAL UNIT	PROTECTED GROUP & NO	HIRING GOAL
204 Health Care	H (1)	1
205 Health Care Professional	M (1)	1
217 Community Plan	M or H (1)	1
		<hr/>
		TOTAL 3

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

SUBJECT: Equal Employment Opportunity/Affirmative Action Plan

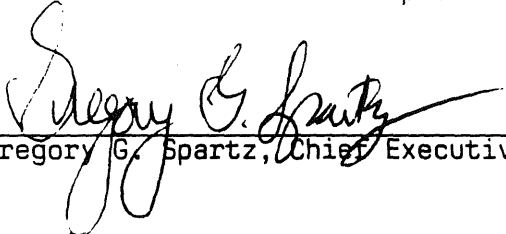
WILLMAR REGIONAL TREATMENT CENTER
EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION PLAN

I am committed to equal opportunity in the internal employment policies of the Willmar Regional Treatment Center, and in the delivery of services to clients, consumers, and the public. All facility activities will show commitment to this principle. No one is to be denied an opportunity for employment or promotion, 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, or political affiliation.

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 use special tools to accommodate their disabilities. Awareness, sensitivity, and patience are essential to the achievement of equal opportunity for clients and all staff. Thoughtless comments or acts may contribute to an intimidating or hostile work environment and may be perceived by an individual or group as a form of harassment. I will not tolerate harassment of any kind at this facility.

I have delegated to the Affirmative Action Officer 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 Equal Employment Opportunity.

Equal opportunity and affirmative action have a high priority within the limits of our labor agreements, consent decrees, and other program obligations at Willmar Regional Treatment Center. I reaffirm my strong commitment to these 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

8/3/89
Date

Department of Human Services
Goal-Setting and Disparity Status Worksheet

Location: WILLMAR
Fiscal Year: 90

() = 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	20	YES	4		NO			YES	1				
SERVICE	79	NO			YES	1		NO					
HOSPITAL	334	NO			NO			YES	13	(1)			
NURSES	65	NO			YES	1	(1)	YES	5				
OFFICE	39	NO			YES	1		YES	1				
TECHNICAL	6	NO			YES	1		YES	1				
PROF.	53	NO			NO			NO					
MEDICAL	4	NO			NO			NO					
SUPV.	56	YES	4		YES	1		NO					
COMM.	31	NO			YES	1	(1)	YES	2				
MGRS.	11	YES	1		YES	1		YES	1				

TOTAL 698

III.

POLICY

Equal Employment Opportunity and Affirmative Action

Pre-Employment Review

Prohibition of Discriminatory 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 or reliance on public assistance.

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 underrepresented in any goal unit/job category for women, minority or disabled persons, affirmative action will be taken to employ individuals from those underrepresented 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, 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 and disabled persons.
- 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 Discriminatory Harassment

1. **PURPOSE:** To establish a means for maintaining a work environment free of discriminatory 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 discriminatory harassment.
4. **DEFINITIONS:**

Discriminatory Harassment can occur between supervisors and subordinates or among peers or co-workers. Discriminatory harassment is any form of behavior that is offensive, unwelcome, creates a hostile work environment, and is based on an individual's race, creed, color, national origin, religion, status with regard to public assistance, age, sex, marital status or disability. Examples of discriminatory harassment include behavior such as sexual harassment, unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature, or making demeaning comments, slurs, jokes that are based on a protected, personal characteristic.

 - 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 discriminatory harassment.
- 2) Recommend appropriate resolution to the Chief Executive Officer.

C. Employees:

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

6. **PROCEDURES:**

Complaint Procedure:

A. Commissioner and Chief Executive Officers:

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

B. Affirmative Action Director and Designees:

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

C. Employees:

- 1) If subjected to 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.

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- A. "AIDS" means Acquired Immune Deficiency Syndrome:
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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.

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:

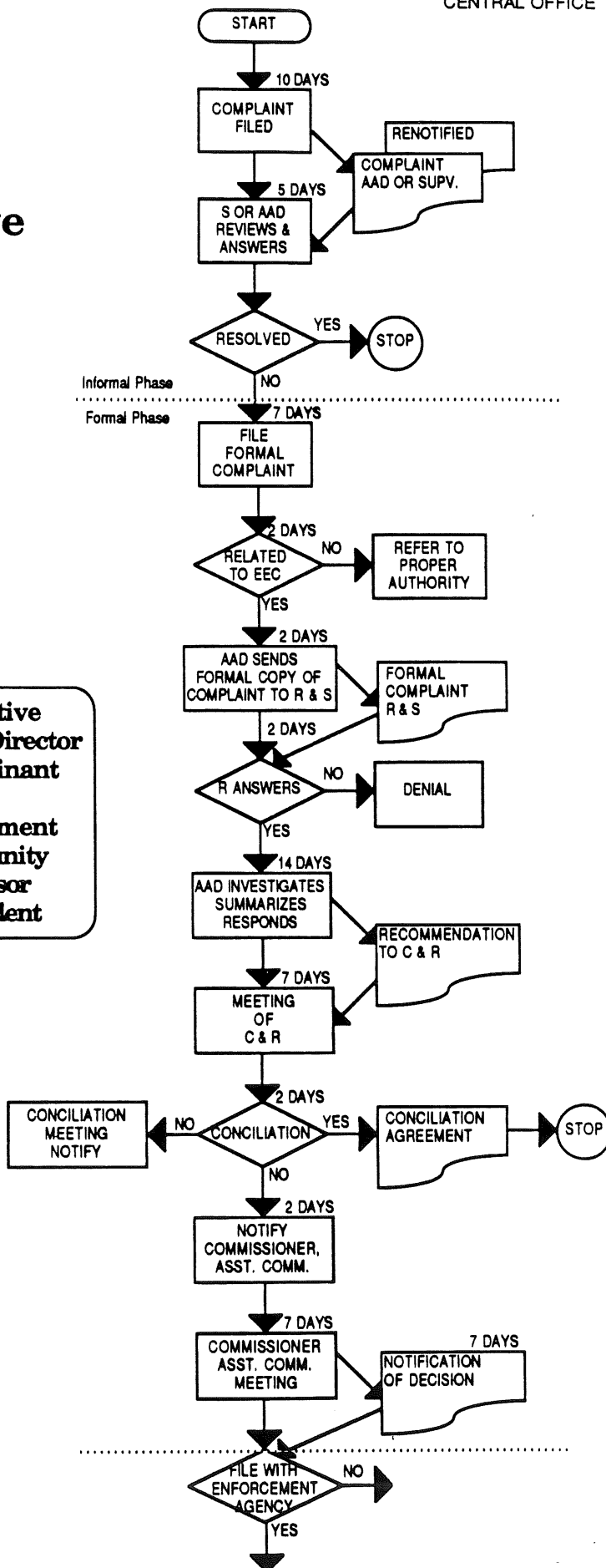
- 1) Complete a Discrimination Complaint Form, including remedies requested, and present to the AAO within 10 calendar days after the end of the Informal Stage. If the complaint is against the AAO, present the complaint to the CEO, who will designate an alternative AAO.

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 DISCRIMINATIONInformation 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."

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 or women.

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

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 employer 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.

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.

MINNESOTA DEPARTMENT OF HUMAN SERVICES

REQUEST FOR REASONABLE ACCOMMODATION

(1-5 to be completed by the employee or applicant)

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

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

WEATHER 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).