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AFFIRMATIVE ACTION PLAN

July, 1989

(Fiscal Year 1990)
(Rev. 11/89)

MINNESOTA DEPARTMENT OF AGRICULTURE

90 West Plato Boulevard

St. Paul, MN 55107

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AFFIRMATIVE ACTION PLAN

Fiscal Year 1990

For

Agriculture

(Agency or Agency Subdivision)

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

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

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

Main Office: Lobby on each floor, Personnel Office and each division.

Outstate: All major locations.

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

Harold W. Frank
Harold W. Frank

Affirmative Action Officer

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.

Jim Nichols
Jim Nichols

Agency Head

7/17/89

Date

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

Equal Opportunity Division

Date

TABLE OF CONTENTS

	<u>PAGE</u>
STATEMENT OF COMMITMENT.	
PURPOSE OF PLAN.	1
AFFIRMATIVE ACTION POLICY STATEMENT.	2
LIST OF TERMS.	3
PERSONS RESPONSIBLE.	6
Chief Executive Officer	6
Equal Opportunity Officer	7
Affirmative Action Officer.	7
Managers and Supervisors.	8
PRE-EMPLOYMENT REVIEW AND MONITORING OF SELECTION CRITERIA	10
REPORTING, EVALUATION, AND AUDIT SYSTEM.	11
INTERNAL COMMUNICATIONS.	12
EXTERNAL COMMUNICATIONS.	13
REASONABLE ACCOMMODATION POLICY.	14
HANDICAPPED PERSONS.	20
SEXUAL, RACIAL AND DISABILITY HARASSMENT	21
EVACUATION FLOOR PLAN.	23
COMPLAINT RESOLUTION POLICY.	24
INFORMAL COMPLAINT RESOLUTION PROCEDURE.	25
FORMAL COMPLAINT RESOLUTION PROCEDURE.	26
ANNUAL GOALS	28
PROGRAM OBJECTIVES	30
APPENDIXES	
A. Posting Locations	34
B. Abbreviated Affirmative Action Policy Statement	36
C. Current Transmittal Form.	37
D. Employee Request for Reasonable Accommodation	38
E. Reasonable Accommodation Agreement.	39
F. Complaint Resolution Form	40

July 1, 1989

AFFIRMATIVE ACTION STATEMENT OF COMMITMENT

This statement reaffirms the Minnesota Department of Agriculture's long-standing policy of providing equal opportunity for employment to all persons without regard to race, color, religion, national origin, sex, marital status, veteran status, status with regard to public assistance, political opinion or affiliation, age, or handicap. We hope this plan will help us to better utilize the human resources we have available to us.

We are committed to a program of affirmative action designed to make equal opportunity a reality at all of our state locations. Therefore, we will recruit, hire, train, and promote the most capable persons in all job categories in a fair and equitable manner. We will further ensure that all other areas of personnel practice, such as compensation, benefits, transfers, layoffs, recall from layoffs, department-sponsored training and education, and social and recreational programs are fairly administered and available to employees without regard to race, color, religion, national origin, sex, marital status, veteran status, status with regard to public assistance, political opinion or affiliation, age, or handicap.

Directors and supervisors will be evaluated as to their effectiveness in achieving our affirmative action objectives.

Our Equal Opportunity Officer will work closely with the directors of the divisions to see that our Affirmative Action Program is effectively implemented at all of our offices. Since equal opportunity can only be provided when all employees cooperate, any willful or deliberate violation of our Equal Employment Opportunity Policy will be cause for appropriate disciplinary action.

As Commissioner of Agriculture, I strongly support the Affirmative Action Program and request the cooperation of all employees in ensuring that the Department of Agriculture personnel system is free of barriers to equal opportunity.

The statewide and departmental Affirmative Action Plan is available for inspection by any interested persons at the office of our Affirmative Action Officer, Harold W. Frank.

MINNESOTA DEPARTMENT OF AGRICULTURE

Jim Nichols, Commissioner

PURPOSE OF THE PLAN

This Affirmative Action Plan is intended to address the problem of underutilization of protected groups in both hiring and promotion, whether intentional or unintentional, and to avoid present and future practices that may have an unfair, adverse effect on handicapped persons, minorities, women, and Vietnam era veterans, without depriving other groups of their rights.

The overall objectives of the plan are:

1. To provide equal employment opportunity to all employees and prospective employees.
2. To meet the goals and timetables set forth in the plan.
3. To identify and eliminate barriers to equal employment opportunity.
4. To provide an effective complaint resolution procedure for problems relating to equal employment opportunity.

MINNESOTA DEPARTMENT OF AGRICULTURE

AFFIRMATIVE ACTION COMMITTEE

POLICY STATEMENT

The Minnesota Department of Agriculture will comply with the non-discrimination provisions of all state and federal laws and regulations including Title VII of the Civil Rights Act of 1964 (as amended by the Equal Employment Act of 1972.)

The Department will continue to aggressively promote and implement the Affirmative Action Program in every way possible by ensuring that no person or persons are excluded from the use of services, employment, examination, appointment, training, promotion, retention, discipline, or any other transactions, because of race, color, religion, national origin, sex, creed, marital status, veteran status, status with regard to public assistance, political opinion or affiliation, age, or handicap.

The Affirmative Action Policy shall extend to all activities and programs which are conducted by other agencies that enter into an agreement with the Minnesota Department of Agriculture where financial assistance is provided by the Department utilizing federal or state funds. These agreements shall be subject to the provisions of the Federal Executive Order 11375, Title VII of the Civil Rights Act of 1964 and Revised Order 4.

All administrative employees shall ensure that areas of discretionary judgment provided under the Minnesota Department of Employee Relations Rules and Regulations will not be used to circumvent the goals and objectives of the Minnesota Department of Agriculture Affirmative Action Plan.

"AN EQUAL OPPORTUNITY EMPLOYER"

LIST OF TERMS

As used throughout this document, the following terms and abbreviations mean:

AA	Affirmative Action
AAO	Affirmative Action Officer
AAP	Affirmative Action Plan
DOER	Minnesota Department of Employee Relations
EEOC	Federal Equal Employment Opportunity Commission
EOD	Equal Opportunity Division of the Minnesota Department of Employee Relations
EOO	Equal Opportunity Officer
MDA	Minnesota Department of Agriculture

Adverse Effect:

A substantially different rate of selection which works to the disadvantage of members of protected groups.

Administrative Remedy:

The solution of a complaint through managerial action.

Affirmative Action Plan:

The written document which describes an employer's programs for achieving equal employment opportunity.

Affirmative Action Program:

The various responsibilities and activities by which management intends to achieve equal employment opportunity.

Affirmative Action Policy:

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

Appointing Authority:

A person or group of persons empowered by the constitution, by statute, or by lawfully delegated authority to make appointments to positions in the state service.

Barrier:

Any factor, intentional or unintentional, be it policy, practice, action, omission, examination, physical facilities, negative attitudes, which results in unequal treatment of a protected group or groups and/or which has an adverse effect on the employment or advancement opportunities for such groups.

Candidate:

Person interviewing for a job with the Minnesota Department of Agriculture.

Commissioner:

Commissioner of the Minnesota Department of Agriculture.

Complainant:

The present or former employee filing an informal or formal complaint.

Complaint (Grievance):

An alleged injury resulting from views, opinions, or actions pertaining to: hiring, recruitment, selection, benefits, promotion, transfer, layoff, return from layoff, compensation, harassment, equality of wages, and employee development, including training programs.

Credible Investigator:

Individual selected by the AAO to investigate affirmative action matters during an Informal Complaint Resolution Procedure and facilitate resolution if at all possible.

Designee:

A person assigned to act for and have the authority of another.

Disability/Handicap:

A functional limitation, condition, or characteristic (mental, emotional, or physical) which constitutes a barrier to employment or promotion.

Disparity:

A condition where the work force is not representative of all population groups in each job category, in proportion to their occurrence in the labor area work force.

Equal Employment Opportunity:

Selection and advancement of persons without regard for their race, color, religion, national origin, sex, marital status, veteran status, or physical, mental, or emotional disability.

Goals:

Good faith, numerical targets set by an agency head as the minimum requirements for hiring or promotion of protected groups to be met within a certain time period.

Harassment:

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

Objective:

Individual target for action set by an agency head to be taken within a certain time period.

Parity:

A condition where the work force is representative of all population groups in each job category, in proportion to their occurrence in the labor area work force.

Protected Class/Protected Group:

Those individuals identifiable as handicapped, minorities, women, or Vietnam era veterans.

Respondent:

The present or former employee who is the alleged cause for the complaint.

Timetables:

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

Underutilization:

The employment and/or promotion of fewer qualified protected group members than would reasonably be expected by their availability in the labor market area.

PERSONS RESPONSIBLE FOR AFFIRMATIVE ACTION IN THE DEPARTMENT

A. DIRECTION AND IMPLEMENTATION OF THE PROGRAM

1. Responsible Officers:

The following people are responsible for directing the Affirmative Action Program:

Chief Executive Officer

Jim Nichols
Commissioner

Equal Opportunity Officer

Affirmative Action Officer

Harold W. Frank
Personnel Director

2. Responsible Staff:

The following people are responsible for implementing the Affirmative Action Program:

Managers and Supervisors

B. DUTIES AND ACCOUNTABILITY

1. Chief Executive Officer:

Responsibilities: The Chief Executive Officer shall be responsible for the establishment of all phases of the Department's Affirmative Action Program. The Chief Executive Officer shall also ensure that the Department remains in compliance with all federal and state laws regarding equal employment opportunity and affirmative action.

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

- a. To designate a top executive as the Department's Equal Opportunity Officer or to act as the Equal Opportunity Officer himself/herself, if so desired.
- b. To appoint a full-time Affirmative Action Officer or designate the Personnel Director to serve as the Affirmative Action Officer in addition to that person's regular duties.
- c. To take action, if needed, on complaints of discrimination.
- d. To issue a statement affirming his/her support of the state's Equal Opportunity Policy for the Department and to ensure that such statement is disseminated to all employees.

- e. To include in his/her position description, performance evaluation and activity report, and individual development plan, specific objectives and plans designed to facilitate affirmative action and equal employment opportunity within the Department.

Accountability: The Chief Executive Officer shall be accountable directly to the Governor and indirectly to the Commissioner of the Department of Employee Relations and the director of that agency's Equal Opportunity Division for all equal employment opportunity and affirmative action matters.

2. Equal Opportunity Officer:

Responsibilities: The Equal Opportunity Officer shall be responsible for the administration of the Department's Affirmative Action Plan.

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

- a. To recommend policy, procedure, or program changes to the Commissioner.
- b. To keep the Commissioner informed of the Department's progress in affirmative action.
- c. To ensure that the Commissioner's policies and directives regarding affirmative action are carried out.
- d. To advise the Affirmative Action Committee on matters relating to policy and management. The EOO may elect to participate in any affirmative action activities.
- e. To ensure that all positions on the Affirmative Action Committee are filed.
- f. To evaluate managers on their annual job performance review and appraisal regarding their efforts to fulfill their affirmative action responsibilities and duties as described in this plan.

Accountability: The Equal Opportunity Officer is directly accountable to the Commissioner.

3. Affirmative Action Officer:

Responsibilities: The Affirmative Action Officer is responsible for the daily direction of the Departmental Affirmative Action Program.

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

- a. To ensure that the Department is in compliance with federal and state equal opportunity/affirmative action laws and rules.

- b. To maintain the appropriate records which would be needed in the event of a federal or state equal employment opportunity audit.
- c. To fulfill all equal opportunity/affirmative action reporting requirements for the appropriate federal or state agency.
- d. To coordinate and monitor the day-to-day affirmative action activities.
- e. To identify and eliminate barriers to equal employment opportunity within the Department.
- f. To work with the Affirmative Action Committee to meet the Department's goals and timetables.
- g. To act as the liaison between the Department and the Department of Employee Relations.
- h. To offer all protected group employees the opportunity to receive an exit interview.
- i. To play an active part in the Informal and Formal Complaint Resolution Procedures outlined in this plan.
- j. To ensure the dissemination, when necessary, of the Department's Affirmative Action Policy Statement. This shall supplement the activities of the Affirmative Action Education Committee.
- k. To serve as a member of the Affirmative Action Committee and to assist the committee in fulfilling its duties and responsibilities.
- l. To provide information and advice to managers and supervisors with regard to affirmative action goals and objectives.

Accountability: The Affirmative Action Officer is accountable directly to his/her immediate supervisor and indirectly to the Equal Opportunity Officer.

4. Managers and Supervisors:

Responsibilities: All managers and supervisors shall apply the Department's Affirmative Action Policy and plan to all phases of their operation on a day-to-day basis.

Duties:

- a. To be familiar with the Department's Affirmative Action Plan.
- b. To attend training and informational sessions relating to affirmative action and to encourage employees to do so.
- c. To comply with the Department's complaint resolution procedure as outlined in this plan.

- d. To fulfill the responsibilities listed for managers and supervisors under the goals and timetables section of this plan.
- e. To assist the Department's Affirmative Action Officer in identifying and resolving problems and eliminating barriers to hiring and promoting.
- f. To include affirmative action goals and activities in their annual PEAR Report.
- g. To present each candidate referred by any Job Services office of the Department of Economic Security with a copy of the abbreviated policy statement found in Appendix C.
- h. To complete a Protected Group Report (PE 00317-05) and return it to the Affirmative Action Officer upon completing the interview.

Accountability: Managers and supervisors will be evaluated by the Equal Opportunity Officer on their annual job performance review and appraisal.

PRE-EMPLOYMENT REVIEW AND MONITORING OF SELECTED CRITERIA

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

Pre-Interview Process:

<u>Step</u>	<u>Responsibility</u>	<u>Action</u>
1.	Personnel Officer	Post job vacancy for bid by eligible bargaining unit employees.
2.	Division Director	Give Affirmative Action Officer copies of interview questions and other selection criteria to be used.

Interviewing Process

3.	Division Director	Send memo to Affirmative Action Officer stating specific actions taken to reach goals: contact with and interviewing of protected group members.
4.	Division Director	Inform Affirmative Action Officer if protected group member is not recommended for selection and state reasons why.

Preappointment Process

5.	Affirmative Action Officer	Advise Commissioner of appropriateness of selecting someone other than protected group member for whom there is a disparity.
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REPORTING, EVALUATION, AND AUDIT SYSTEM

Reporting:

All reports will be submitted on a fiscal year basis.

Annual Report. The AAO shall submit annual reports to the EOD in a format prescribed by that office.

Evaluation:

The Affirmative Action Officer shall review quarterly reports and annual revisions to monitor and evaluate the Department's progress in achieving its goals and objectives for affirmative action.

Records - Audit System:

The following records shall be maintained on file for the specified time periods:

- a. Lists of all provisional, temporary, and new hires as well as certification and promotion lists by job classification, minority status, sex, and handicap, if any.
- b. Lists of all disciplinary actions taken, terminations made, and exit interviews received from each employee, including the job classification, minority status, sex, and handicap, if any, for each employee concerned.
- c. A list of all training courses offered including the name, job classification, minority status, sex, and handicap, if any, of each employee taking the course. The list should also show the hours required for each course, the hours completed by each participant, and the results, if any, of the training.
- d. A list of all discrimination complaints filed, the basis for each complaint, the result of each, and the job title, minority status, sex, and handicap, if any, of each complainant.

INTERNAL COMMUNICATIONS

Policy:

The Department, through the Affirmative Action Officer shall assure that all employees are informed about all components of the Department's affirmative action program and activities. This shall be done primarily by insuring that all affirmative action-related communications are sent to and posted in all offices of the Department throughout Minnesota. (See Appendix B for posting locations.)

Procedures:

1. Employee Information. The following information shall be distributed to all new and current employees of the Department.
 - a. New Employees. During their orientation by the Affirmative Action Officer or designee, new employees will receive a copy of the Department's Affirmative Action Policy Statement and the Affirmative Action Statement of Commitment from the Commissioner.
 - b. Current Employees. As changes occur in the Department's Affirmative Action Policy, the new information will be distributed to all current employees.
2. Bulletin Boards. The following information will be posted on bulletin boards at all offices of the Department throughout Minnesota.
 - a. Affirmative Action Plan. The Department's Affirmative Action Plan shall be posted at all times on all official bulletin boards.
3. Managers and Supervisors. Managers and supervisors shall also be responsible for disseminating affirmative action information to employees.

EXTERNAL COMMUNICATIONS

Policy:

The Department of Agriculture shall make its affirmative action policies and program available to any individuals or organizations requesting the information, and shall strive to appraise businesses and labor organizations regularly dealing with the Department of these policies and program.

Procedures:

1. Recruitment. All Department employee recruitment advertising shall be verified with the Affirmative Action Officer to include the words, "Equal Opportunity Employer."
2. Labor and Employee Organizations. The affirmative action policy statement shall be sent to all relevant labor organizations and any other employee organizations dealing with the Department on a regular basis.
3. Businesses. The Department should strive to do business only with companies or organizations which comply with affirmative action requirements, and shall distribute its affirmative action policy statement to any of these that request the policy. (All purchases over \$50.00 are made through the Department of Administration, which makes it a practice to do business only with firms or organizations meeting affirmative action requirements.)
4. Requests for Information. The Affirmative Action Policy statement shall be sent to any person or organization upon request. Any other part of the Department's Affirmative Action Plan shall be included, if requested.
5. Department Stationery. The phrase, "Equal Opportunity Employer" shall continue to appear on all Department letterhead stationery.
6. Letters to Job Candidates. The abbreviated policy statement contained in Appendix C will be included with all letters sent to prospective job candidates.

REASONABLE ACCOMMODATION POLICY

Policy:

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

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

Transportation to and from work is the responsibility of the employee. This agency will not provide transportation to and from work as the part of reasonable accommodation.

Scope:

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

Definitions:

1. Handicapped Persons. A handicapped person for purposes of this policy is anyone who meets the definition as stated in the Section 504 regulations of the 1973 Rehabilitation Act as amended in 1978, Subpart A, Section 84.3 j1-2 and k104 and Chapter 363 of the state's Human Rights Act. A handicapped person is anyone who:
 - a. Has a physical or mental impairment which substantially limits one or more of such person's major life activities.
 - b. Has a record of such impairment which means that a person has a history of or has been misclassified as having a mental or physical impairment that substantially limits one or more major life activities.

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

- 1.) Has a physical or mental impairment that may not substantially limit major life activities but that is treated by an employer as constituting such a limitation;
- 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 no impairment but is treated by an employer as having such an impairment.

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

Request for Reasonable Accommodations:

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

1. The supervisor and the handicapped employee consult to determine the need for the accommodation and to discuss alternatives such as job restructuring, job site modification, and assistant devices.
2. The supervisor submits a written request form (PE-00091-01) obtained from the Affirmative Action Officer for reasonable accommodation. The request includes a justification for the accommodation, and includes a statement of the disability. A medical statement of limitations may be included if the supervisor deems advisable.
3. The supervisor submits the request to the Affirmative Action Officer within five working days upon receipt of the request. The Affirmative Action Officer will notify the Commissioner of the request and gather information regarding availability and cost within ten working days.
4. The Affirmative Action Officer reports to the Commissioner with a recommendation. The Commissioner considers the available alternatives and decides whether or not to grant the requested accommodation and determines what accommodation should be provided. The decision is then provided in writing to the supervisor within five working days after the Commissioner makes his or her determination.
5. The Affirmative Action Officer fills out the Reasonable Accommodations Agreement Form (PE-0092-01) and obtains necessary signatures.

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

Methods of Providing Reasonable Accommodation:

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

1. Modification of equipment or assistive devices.

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

2. Job site modification.

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

3. Job restructuring.

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

4. Support services.

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

Undue Hardship

1. In determining whether or not the making of a reasonable accommodation would impose an "undue hardship" on the operation of a recipient's program, factors to be considered must include:
 - a. The overall size of the recipient's program (i.e., number and type of facilities, size of budget).
 - b. The type of the recipient's operation including the composition and structure of the recipient's workforce.
 - c. The nature and cost of the accommodation needed.
 - d. The reasonable ability to finance the accommodation and each site of business; and
 - e. Documented good faith efforts to explore less restrictive or less expensive alternatives including consultation with the disabled person or with knowledgeable disabled persons or organizations.

Funding for Reasonable Accommodation

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

Purchase and Maintenance of Accommodations

1. The Department of Agriculture is free to choose the specific accommodation provided to qualified handicapped persons. The person requesting reasonable accommodations will suggest appropriate accommodations. The department may provide another accommodation equal or superior to the one proposed in practicality, usefulness, or cost effectiveness.
2. All tangible accommodations purchased by this department will be the property of the State of Minnesota and shall be used only for the job related functions. The maintenance of equipment will be the responsibility of the department and projected maintenance costs will be a factor in the initial decision to provide accommodations. Example: repair special office equipment, etc.

Denial of Accommodation

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

Appeals

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

1. Job relatedness.
2. Effectiveness.
3. Necessity.
4. The relationship between the accommodation and essential job functions.
5. Cost.
6. Other claims of undue hardship.

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

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

Request for Reasonable Accommodations for Job Applicants

1. All initial communication with job applicant regarding job vacancies shall indicate the willingness of the agency to make reasonable accommodation to the known physical or mental handicap and shall invite the applicant to contact the agency for the needed accommodation.

2. The individual contacted with the request shall contact the Affirmative Action Officer immediately. In order to ensure that the accommodation is provided at the interview, requests shall be handled in a timely manner.
3. The Affirmative Action Officer shall contact the job applicant to discuss the needed accommodation and possible alternatives.
4. If the agreed upon accommodation requested seems reasonable, the Affirmative Action Officer shall approve the accommodation.
5. If the accommodation is a major consideration, the Affirmative Action Officer shall request approval of the accommodation from the Commissioner.
6. If the accommodation is approved, the Affirmative Action Officer will take the necessary steps to see that the accommodation is provided.

Denial of Accommodation

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

HANDICAPPED PERSONS

Building Evacuation

In the event of an emergency which requires evacuation of the building, supervisors (or designee) who have disabled employees will assist the disabled employee during the evacuation. If feasible, the supervisor will follow the designated evacuation routes for all employees assigned to him/her. If not practical, the supervisor will designate a route which will take into consideration the employees particular handicap (i.e. wheelchair and ramp).

Weather Emergency

In the event of a weather emergency, the supervisor (or designee) of disabled persons shall ensure that the disabled employees gets to a designated shelter area. If the weather emergency results in evacuation of the building, the supervisor (or designee) will ensure that the disabled employee has adequate means of transportation to his/her home.

SEXUAL, RACIAL AND DISABILITY
HARASSMENT

Harassment is a form of discrimination and is a violation of Title VII of the Civil Rights Act of 1964 as amended by the Equal Employment Opportunity Act of 1972 and the Minnesota Human Rights Act, M.S. 363.

It is the policy of the Department of Agriculture to prohibit any behavior of co-workers or supervisors which is unwelcome, personally offensive, insulting or demeaning, and when:

1. submission to such conduct is explicitly or implicitly made a term or condition of an individual's employment;
2. submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
3. such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, hostile, or offensive working environment.

Harassment may take the following forms:

1. Repeated disparaging, belittling, demeaning, insulting remarks.
2. Repeated jokes about an employee or a characteristic unique to the employee.
3. Sabotage of an employee's character, reputation, work efforts or property.

A. Sexual

1. Any of the previously listed forms of treatment which the employee states is causing discomfort because of one's sex.
2. Unwanted sexual compliments, looks, innuendos or suggestions about one's clothing, body or sexual activity.
3. Unwanted, unnecessary touching, brushing against one's body, patting or pinching.
4. Demanding sexual favors accompanied by implied or overt threats concerning conditions of employment.
5. Displaying pictures or objects depicting nude or scantily-clad women or men in work areas.
6. Use of language implying inferiority of an employee based on sex such as "girl" or "boy," rather than "woman" or "man."

B. Racial and Heritage

1. Any behavior previously listed in this policy which is applied to one's race, color, heritage or national origin.
2. Telling jokes or making derogatory remarks about one's race or national heritage.
3. Use of language implying inferiority of a race or national heritage.

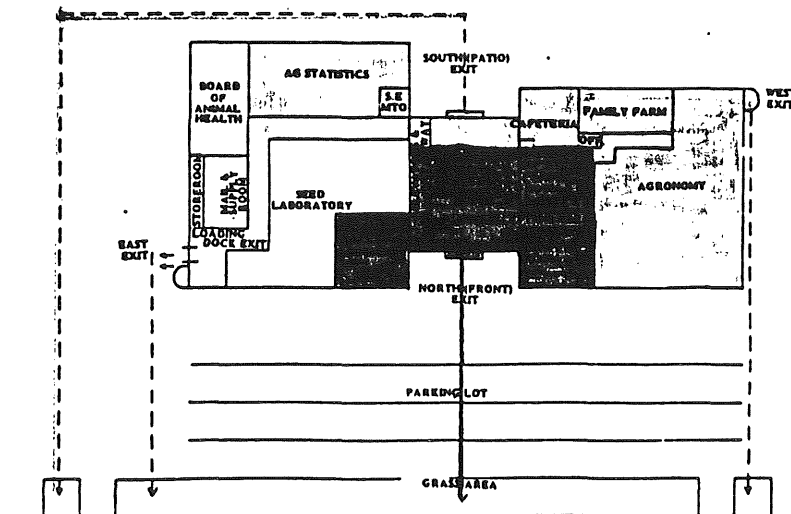
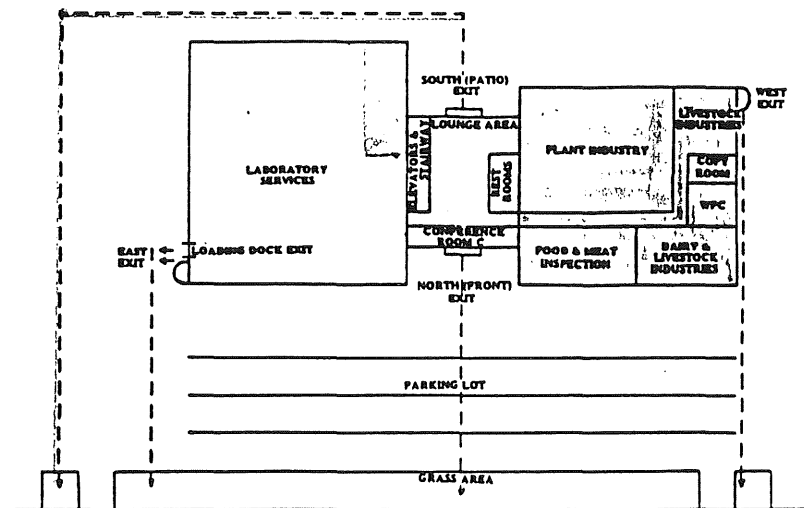
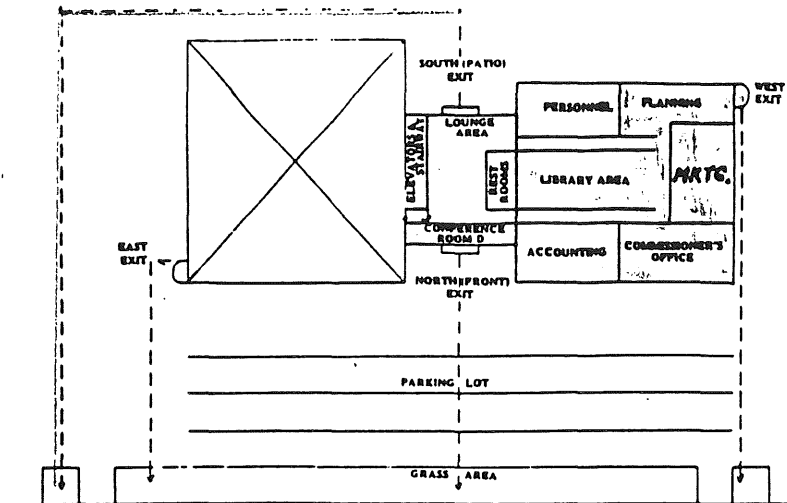
C. Religion, Disability, and Age

1. Any behavior previously listed in this policy which is applied to one's religion, disability or age.
2. Use of demeaning, derogatory names or remarks about an employee's religion, disability or age.

The Commissioner of Agriculture is responsible for the application of this policy within the department; each manager and supervisor has the responsibility within their units. This responsibility includes initiating and supporting programs and practices designed to develop understanding, acceptance, commitment, and compliance with the framework of this policy. All employees must be informed that harassment is unacceptable behavior, and each supervisor will be responsible for orienting his/her staff to the department's policy.



EMERGENCY EVACUATION ASSEMBLY AREA
"ALL TRAFFIC SHOULD MOVE AWAY FROM THE DANGER AREA"



USE STAIRWELLS!!! DO NOT USE ELEVATORS!!!

Each director is responsible for designating a responsible and reliable person to check the divisional area to ensure that everyone has left the area and to close all fire and office doors.

COMPLAINT RESOLUTION POLICY

1. Confidentiality. All complaints of discrimination are confidential and shall be treated as such. Only persons directly involved shall be contacted regarding these complaints.
2. Accessibility. The complaint procedures shall be available to all present and former employees of the Department of Agriculture. The Complaint Resolution Committee shall devise a specific schedule and meeting place to accommodate and facilitate the special circumstances of any complainant.
3. Recommended Procedure. The complainant will be encouraged to enter the Department's Informal Complaint Procedure first. Then, if not satisfied with the results there, the complainant will be encouraged to use the Department's Formal Complaint Resolution Procedure before pursuing external resolution action through the Minnesota Department of Human Rights or the Federal Equal Employment Opportunity Commission. An individual filing a complaint with the Complaint Resolution Committee may, at any time, seek guidance from any member of the committee or the Affirmative Action Officer.
4. Privacy Requirements. All documentation and any records of proceedings associated with a complaint shall be considered private information during the course of an investigation. After an investigation is completed, all documentation and any records or proceedings become public information in accordance with the Data Privacy Act. The Affirmative Action Officer shall maintain records of all complaints and any information or data pertaining to them.
5. Non-Compliance. If any person involved in a complaint proceeding is found to be in non-compliance with the Formal Complaint Resolution Procedure, such an infraction shall be reported to the Commissioner immediately. Examples of non-compliance: refusing to respond to inquiries made by the Credible Investigator or the Complaint Resolution Committee; failure to keep the matter under investigation confidential; failure to retain documentation and any records of proceedings; etc.
6. Extensions. All timeframes noted in the two complaint resolution procedures may be extended by mutual agreement between the complainant and the Credible Investigator, Affirmative Action Officer, or the Complaint Resolution Committee.
7. Schedule. The entire complaint procedure shall be completed within 60 days of the filing of the complaint with the Affirmative Action Officer.

INFORMAL COMPLAINT RESOLUTION PROCEDURE

- I. An employee who has a complaint of discrimination may bring it to the attention of his/her supervisor in an attempt to reach a satisfactory resolution by administrative remedy; or
- II. An employee may follow the procedure outlined below.
 - A. The Complainant files a verbal complaint with the Affirmative Action Officer.
 - B. The Affirmative Action Officer shall determine if the employee has a valid affirmative action complaint.
 - C. If the complaint is not valid, the Affirmative Action Officer will recommend an alternate course of action.
 - D. If the complaint is valid, the Affirmative Action Officer will investigate the complaint within three (3) working days and will:
 1. Interview Complainant, Respondent(s), and any other persons deemed necessary to complete a thorough investigation.
 2. Inform (both) parties of the findings within five (5) working days of receiving the complaint.
 3. Attempt to resolve the complaint.
 4. Advise the complainant about procedures for filing a formal complaint if the complaint is not resolved to the complainant's satisfaction by this method.
 5. Prepare a written report of final outcome. A record of the number of informal complaints pursued or dismissed shall be kept by the Affirmative Action Officer.

FORMAL COMPLAINT RESOLUTION PROCEDURE

Step 1 Filing a Complaint:

- A. If the Complainant does not feel that the complaint has been resolved through the Informal Complaint Resolution Procedure, the complainant shall file a written complaint with the Affirmative Action Officer. The written complaint shall set forth the nature of the complaint, the facts upon which it is based, the relief requested, and other items as indicated on the Complaint Resolution Form (Appendix E). The Affirmative Action Officer will provide assistance in filling out the form if needed and review the appropriate union contract to ensure that proper procedures have been followed. (Additional copies of this form are available from the Affirmative Action Officer.)
- B. A copy of the completed form shall be sent by the Affirmative Action Officer via certified mail or other receipted communication. The Affirmative Action Officer will send copies of the complaint to the complainant's division director, the Equal Opportunity Officer, and all persons named as respondents within two working days of receipt.

Step 2: Investigation:

Within five working days, a thorough investigation shall be conducted by the Affirmative Action Officer and may include, but not be limited to, interviews or written interrogatories with all parties involved in the complaint, i.e., complainant, respondent(s), their respective witnesses, officials having pertinent records or files, etc. (All data collected, whether written, audio recorded, filmed, or in any other form may become evidence in civil or criminal legal proceedings pursuant to Minnesota Statutes, Chapter 363, or appropriate federal statutes.) This investigation must be completed within three working days.

Step 3: Recommendations for Resolution of Complaint:

The Affirmative Action Officer shall attempt to resolve the complaint by taking the following progressive steps:

1. Meeting with immediate supervisors(s).
2. Meeting with next-level supervisor.
3. Meeting with Appointing Authority.
4. Referral to Department of Employee Relations' Equal Opportunity Division.
5. Referral to Minnesota Department of Human Rights.

Step 4: Reporting Requirements:

- A. All procedures outlined above shall be completed and a written summary of results shall be sent by certified mail or other receipted communication to the complainant and all respondent(s) within 60 calendar days of the filing of the formal written complaint. Copies of this summary shall be sent to the complainant's division director, the respondent's division director (if appropriate), and the Equal Employment Opportunity and Affirmative Action Officers.
- B. The disposition of all equal employment opportunity/affirmative action complaints shall be filed by the Affirmative Action Officer with the Department of Employee Relations within 30 days of the final determination.

ANNUAL GOALS
Fiscal 1990

AGRICULTURE-METRO:

Protected Group: FEMALE

	<u>Unit</u>	<u>Employment</u> <u>Total---Group</u>		<u>Group</u> <u>Percent</u>	<u>Ideal</u> <u>Goal</u>	<u>Annual</u> <u>Goal</u>	
203	Service	7	2	28.57	44.57	0	No turnover anticipated
207	Techncl	83	15	18.07	44.57	3	
214	Profsnl	79	22	27.85	29.04	5	
216	Supvrs	34	4	11.76	31.50	0	No turnover anticipated No turnover anticipated
220	Managers	15	1	6.67	15.90	0	

Protected Group: MINORITY

	<u>Unit</u>	<u>Employment</u> <u>Total---Group</u>		<u>Group</u> <u>Percent</u>	<u>Ideal</u> <u>Goal</u>	<u>Annual</u> <u>Goal</u>	
207	Techncl	83	1	1.20	4.69	1	
214	Profsnl	79	2	2.53	2.04	1	
216	Supvrs	34	1	2.94	4.69	0	No turnover anticipated No turnover anticipated
220	Managers	15	0	0.00	4.69	0	

Protected Group: HANDICAP STATUS

	<u>Unit</u>	<u>Employment</u> <u>Total---Group</u>		<u>Group</u> <u>Percent</u>	<u>Ideal</u> <u>Goal</u>	<u>Annual</u> <u>Goal</u>	
203	Service	7	0	0.00	8.20	0	No turnover anticipated
206	Office	63	5	7.94	8.20	1	
214	Profsnl	79	6	7.59	8.20	1	
218	Comm Plan	17	1	5.88	8.20	0	No turnover anticipated

The Department of Agriculture will act affirmatively whenever a vacancy occurs in an employment category in which it was anticipated that no turnover would occur.

ANNUAL GOALS (Con't.)
Fiscal 1990

AGRICULTURE-OUTSTATE:

Protected Group: FEMALE

	<u>Unit</u>	<u>Employment</u> <u>Total---Group</u>		<u>Group</u> <u>Percent</u>	<u>Ideal</u> <u>Goal</u>	<u>Annual</u> <u>Goal</u>	
203	Service	5	2	40.00	40.84	0	No turnover anticipated
207	Techncl	128	8	6.25	40.84	1	
214	Profsnl	1	0	0.00	29.04	0	No turnover anticipated No turnover anticipated
216	Supvrs	11	0	0.00	9.60	0	
217	Com Pln	35	13	37.14	40.84	2	

Protected Group: MINORITY

	<u>Unit</u>	<u>Employment</u> <u>Total---Group</u>		<u>Group</u> <u>Percent</u>	<u>Ideal</u> <u>Goal</u>	<u>Annual</u> <u>Goal</u>	
203	Service	5	0	0.00	1.53	0	No turnover anticipated No turnover anticipated
206	Office	6	0	0.00	1.53	0	
207	Techncl	128	0	0.00	1.53	1	
214	Profsnl	1	0	0.00	1.53	0	No turnover anticipated No turnover anticipated
216	Supvrs	11	0	0.00	1.53	0	
217	Com Pln	35	0	0.00	1.53	2	

Protected Group: HANDICAP STATUS

	<u>Unit</u>	<u>Employment</u> <u>Total---Group</u>		<u>Group</u> <u>Percent</u>	<u>Ideal</u> <u>Goal</u>	<u>Annual</u> <u>Goal</u>	
206	Office	6	0	0.00	8.20	0	No turnover anticipated
217	Com Pln	35	0	0.00	8.20	1	

The Department of Agriculture will act affirmatively whenever a vacancy occurs in an employment category in which it was anticipated that no turnover would occur.

PROGRAM OBJECTIVES

AFFIRMATIVE ACTION PROMOTION

- Objective: To increase awareness among Department managers, supervisors and employees of the underutilization of protected class employees and the requirements of the revised Affirmative Action plan.
- Action Steps: 1. To send copies of F.Y. 1990 Affirmative Action Plan to division directors and supervisors.
2. To post copies of F.Y. 1990 Affirmative Action Plan at all major Department facilities for use by employees.
- Responsibility: Affirmative Action Officer.

TARGET DATE FOR COMPLETION

- September 30, 1988 Distribute plans to division directors and employees within four (4) weeks after DOER approval received.

SELECTION, STANDARDS AND PROCEDURES

- Objective: To improve the interviewing skills of department managers and supervisors who conduct job/hire interviews.
- Action Steps: 1. To review the training records for all managers and supervisors within the department to determine which managers and supervisors have taken Selection Interviewing training. To require all supervisors who have not had Selection Interviewing training to obtain this training.
- Responsibility: Affirmative Action Officer.

TARGET DATE FOR COMPLETION

- January, 1990 Prepare and distribute letter to all departmental supervisors.
- April, 1990 Conduct final review of supervisory training.

PROGRAM OBJECTIVES (Con't.)

TRAINING

Objective: To provide sexual harassment training to all supervisors and managers.

Action Steps: 1. To review the training records for all current supervisors and managers.

2. To notify supervisors and managers of the sexual harassment requirement.

Responsibility: Affirmative Action Officer.

TARGET DATE FOR COMPLETION

November 30, 1989 Notify supervisors and managers of training requirement.

December, 1989 Conduct sexual harassment training.

UPWARD MOBILITY

Objective: To ensure that qualified, protected class employees are promoted into higher level positions where occupational disparities exist.

Action Steps: 1. To review Protected Group Reports with appropriate division directors each time they receive a certification list.

2. To afford protected group employees the same opportunity for training and special assignments or details.

Responsibility: Affirmative Action Officer.

TARGET DATE FOR COMPLETION

Ongoing responsibility as vacancies occur.

PROGRAM OBJECTIVES (Con't)

AWARENESS TRAINING

Objective: To raise awareness of all employees regarding the needs of persons with disabilities and cultural diversities in order to promote a more harmonious workplace.

Action Steps: 1. Notify supervisors of training availability and require 1/3 of our supervisors to take their training before the end of the fiscal year.

Responsibility: Affirmative Action Officer

TARGET DATE FOR COMPLETION

June 30, 1990 Inform supervisors of training availability as soon as DOER develops a training course that is operational.

AFFIRMATIVE ACTION PROMOTION

Objective: To install a permanent bulletin board for posting of affirmative action information.

Action Steps: 1. To review catalogs and decide upon type of bulletin board to be purchased.

2. Contact Equal Opportunity Division to determine the types of bulletins and obtain information available.

TARGET DATE FOR COMPLETION

December 1989 Order bulletin board.

February 1990 Install bulletin board in high traffic area of department.

Responsibility: Affirmative Action Officer

PROGRAM OBJECTIVES (Con't)

RECRUITMENT

Objective: To recruit protected group members for entry level professional positions.

- Action Steps:
1. Develop a recruitment brochure and entry level position fact sheet for use in recruiting.
 2. Participate in state sponsored job fair.
 3. Participate in other minority job fairs.

TARGET DATE FOR COMPLETION

February 1990 Hire student worker or intern to develop brochure and fact sheet.

June 1990 Brochure and fact sheet available for colleges, job fairs and interested applicants.

Responsibility: Affirmative Action Officer

APPENDIX A

POSTING LOCATIONS--OFFICIAL BULLETIN BOARDS*

<u>POSTING LOCATIONS</u>	<u>AREA</u>	<u>BULLETIN BOARD LOCATION</u>
<u>GRAIN INSPECTION:</u>		
Garfield Avenue Office	Duluth	Inspection & Sampling
GMI Elevator "A"	Duluth	Inspection Office
Multifoods	Duluth	Inspection Office
Cargill Elevator "B"	Duluth	Inspection Office
Harvest State Cooperative	Morris	Inspection & Sampling Office
Pillsbury River Terminal	St. Paul	Sampling Office
MN Correctional Facility	Red Wing	Inspection Office
112 Marshall Street	Mankato	Inspection Office
Port Continental	Savage	Inspection Office
Port Bunge	Savage	Inspection Office
Port Cargill	Savage	Inspection Office
Lunch Room	Minneapolis	
Protein Laboratory	Minneapolis	
Main Office	Minneapolis	Room 316
Warehouse Office	Minneapolis	Room 316
BN Northtown Yard or Soo Yard Office	Minneapolis	Sampling Office
Tolleson Realty Office	Granite Falls	Inspection & Sampling
Harvest States Cooperative	Savage	Protein Lab
1043 - 4th Avenue	Windom	Inspection Office
Steve Anderson	Lake Crystal	Home
Donald Bengston	Willmar	Home
Gerald Bohm	Windom	Home
Randall Ebbenga	St. James	Home
Fredrick Eckhardt	Boyd	Home
Jeffrey Johnson	Thief River Falls	Home
James Purvis	Wabasha	Home
32- Ingersol Avenue	Crookston	Inspection Office
<u>FOOD INSPECTION</u>		
Government Services Center	Duluth	Area Office
<u>PLATO BOULEVARD LOCATION</u>		
Plato Boulevard Office	St. Paul	Cafeteria, 1st, 2nd & 3rd Floors
<u>PLANT INDUSTRY</u>		
Plant Industry	Barnesville	Inspection Office
John Rominski	Stephen	Inspection Office
Plant Industry	E. Grand Forks	Inspection Office
Government Service Center	Duluth	Area Office-Room 603

APPENDIX A (Con't).

POSTING LOCATIONS--OFFICIAL BULLETIN BOARDS*

<u>POSTING LOCATIONS</u>	<u>AREA</u>	<u>BULLETIN BOARD LOCATION</u>
<u>FOOD INSPECTION:</u>		
Board of Trade Building	Duluth St. Paul	Room 528 90 W. Plato Blvd.
<u>AGRONOMY SERVICES:</u>		
	St. Paul	90 W. Plato Blvd.
<u>ADMINISTRATION:</u>		
	St. Paul	90 W. Plato Blvd.
<u>ACCOUNTING:</u>		
	St. Paul	90 W. Plato Blvd.
<u>LABORATORY SERVICES:</u>		
	St. Paul	90 W. Plato Blvd.
<u>MARKETING DIVISION:</u>		
	St. Paul	90 W. Plato Blvd.
<u>DAIRY LIVESTOCK:</u>		
	St. Paul So. St. Paul	90 W. Plato Blvd. Livestock Exch. Bldg.
<u>WORD PROCESSING:</u>		
	St. Paul	90 W. Plato Blvd.
<u>PERSONNEL:</u>		
	St. Paul	90 W. Plato Blvd.
<u>PLANNING:</u>		
	St. Paul	90 W. Plato Blvd.

APPENDIX B

MINNESOTA DEPARTMENT OF AGRICULTURE

AFFIRMATIVE ACTION PROGRAM

ABBREVIATED POLICY STATEMENT

The Minnesota Department of Agriculture is an equal opportunity employer. The Department complies with the non-discrimination provisions of all state and federal laws and regulations, including Title II of the Civil Rights Act of 1964 and Minnesota Statutes, section 43A.19. The Department has long-standing affirmative action policies and a program that strives to make equal opportunity a reality in all state locations.

If you feel that you have been discriminated against due to race, color, religion, national origin, sex, marital status, veteran status, age, handicap, status with regard to public assistance, political opinion or affiliation, contact the Department's Personnel Division at (612) 296-2323 within two working days of your interview.

APPENDIX C
CURRENT TRANSMITTAL FORM
AFFIRMATIVE ACTION PLAN
Fiscal Year _____
For _____

(Agency or Agency Subdivision)

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

<u>OCCUPATIONAL CATEGORIES</u>	<u>PROTECTED GROUPS</u>			
	<u>WOMEN</u>	<u>MINORITIES</u>	<u>HANDICAPPED</u>	<u>VETERANS</u>
Unclassified				
Management				
Professional-S				
Professional				
Technical-S				
Technical				
Crafts-S				
Crafts				
Office-S				
Office				
Operative-S				
Operative				
Laborer-S				
Laborer				
Service-S				
Service				

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

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

Affirmative Action Officer

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.

Agency Head

Date

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

Equal Opportunity Division

Date

APPENDIX D

MINNESOTA DEPARTMENT OF AGRICULTURE
EMPLOYEE REQUEST FOR REASONABLE ACCOMMODATION

Employee Name	Classification	Date of Request
---------------	----------------	-----------------

Division	*Statement of Disability (Attach medical statement if requested by manager)	
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° Attach Additional Sheets for Questions Below if Necessary.

1. Type of accommodation requested to perform essential function:

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

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

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

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

Signature of Employee	Date
-----------------------	------

Signature of Supervisor	Date
-------------------------	------

Signature of Manager	Date
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Additional Comments:

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

PE-00091-01 (3/83)

APPENDIX E

MINNESOTA DEPARTMENT OF AGRICULTURE
REASONABLE ACCOMMODATION AGREEMENT

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

Name of Employee

Name of Division Manager

The request for reasonable accommodation to the needs of the above named handicapped employee was:

ACCEPTED

DENIED

Justification for the decision (indicate specific factors considered)

If reasonable accommodation was approved, was the employee's suggestion accepted?

Yes

No

Partially

REASON:

DESCRIBE specific accommodations to be made

COST ESTIMATE

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

Signature of Employee

Date

Signature of Commissioner

Date

Signature of Affirmative Action Officer

Date

APPENDIX F

MINNESOTA DEPARTMENT OF AGRICULTURE
COMPLAINT RESOLUTION FORM
(Use Reverse Side If Necessary)

1. INFORMATION ON THE COMPLAINANT (You):

Name: _____ Job Title: _____

Home Address: _____ Phone: _____

Work Address: _____ Phone: _____

Division: _____ Supervisor: _____

2. INFORMATION ON THE RESPONDENT (Person Who Discriminated Against You):

Name: _____ Job Title: _____

Work Address: _____ Phone: _____

Division: _____ Supervisor: _____

Others who discriminated against you in the same manner:

3. INFORMATION OF THE COMPLAINT:

Check Most Appropriate: Race _____ Sex _____ Color _____ Religion _____

Handicap _____ Reliance on Public Assistance _____ Age _____

National Origin _____ Marital Status _____ Veteran's Status _____

Date Most Recent Act of Discrimination Took Place: _____

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

4. DESCRIBE HOW YOU HAVE BEEN DISCRIMINATED AGAINST: (Names, Dates, Places,
etc.)

APPENDIX F (Con't).

MINNESOTA DEPARTMENT OF AGRICULTURE
COMPLAINT RESOLUTION FORM
(Use Reverse Side If Necessary)

5. INFORMATION ON WITNESSES WHO CAN SUPPORT YOUR CASE:

<u>Name</u>	<u>Address</u>	<u>Phone Number</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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: _____ COMPLAINANT'S SIGNATURE: _____

DATE: _____ DATE: _____

