

Affirmative Action Plan 1989 - 90

Minnesota Department of Corrections
300 Bigelow Building
450 North Syndicate Street
St. Paul, Minnesota 55104

INTRODUCTION

Equal employment opportunity is the law. It is mandated by federal, state, and local legislation and executive orders as well as by definitive court decisions. The policy of the Minnesota Department of Corrections is to promote and provide equal employment opportunity and affirmative action throughout the Department. This Affirmative Action Plan outlines the programs through which the Department's policy will be implemented.

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

Affirmative action does not mean the hiring of unqualified people. It does not mean that any group shall be deprived of its rights or be subjected to unfair treatment. It means positive action to utilize the large reservoir of untapped human resources and skills among the protected classes, together with those groups whose skills have been used in the past.

If done properly, the need for affirmative action eventually will not exist, as all barriers to equal employment opportunity will have been eliminated from the personnel process. An effective affirmative action program not only benefits those who have been denied equal employment opportunity in the past, but also will benefit the entire Department.

DEPARTMENT OBJECTIVES

1. To provide equal employment opportunity to all persons without regard to race, creed, color, sex, religion, national origin, age, marital status, disability or handicap, reliance on public assistance, or political opinions or affiliations, except where a bona fide occupational qualification exists.*
2. To comply with the Statewide Affirmative Action Program.

*See Appendix F for DOC Manual 2-201.5 which defines sex as a bona fide occupational qualification in regards to assigning and hiring Correctional Counselors.

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THE LEGAL BASIS FOR AFFIRMATIVE ACTION *

THE HISTORY OF EQUAL EMPLOYMENT OPPORTUNITY

Equal employment has been characterized by two distinct trends for approximately the last twenty years. The first trend, in fact, dates back to 1866 when the first Civil Rights Act designed to provide equality in the employment market place between blacks and whites was passed by congress. This trend progresses over the years and led to what we know today as the Civil Rights Act of 1964, which set forth the concept to "nondiscrimination".

In the early '60's, the President of the United States issued Executive Orders 11246 and 11375 mandating "affirmative action" on the part of anyone doing business or asking to do business with the federal government. This was the start of the second trend affecting equal employment opportunity. No longer would it be acceptable for employers to have a more or less passive stance of nondiscrimination. Contractors and potential contractors were required to take active steps to assure equal opportunity to anyone seeking employment regardless of race, creed, color, national origin or sex.

Specific requirements of the Civil Rights Act of 1964 and the Executive Orders prohibited employment discrimination and detailed the methods through which equal employment opportunity may be achieved. The most comprehensive of these methods is the requirement for affirmative action programs. The State of Minnesota, subject to these requirements, enacted the Minnesota Human Rights Act and various Executive Orders were issued mandating affirmative action for all executive branch agencies.

These Executive Orders mandate the establishment of a statewide affirmative action program and created the Governor's Affirmative Action Office to administer and implement the program. Eventually, to conform with the direction of current thought, the Governor's Affirmative Action Office was replaced by the Equal Opportunity Division of the Department of Employee Relations under the leadership of the Director of Equal Opportunity. The concept behind this move is that affirmative action should be an integral part of the personnel process. In 1973, Minnesota Legislators passed a law Chapter 708 amending Minnesota Statutes 43.15 see page vii. This law requires a statewide affirmative action program and agency affirmative action plans covering all employees in the executive branch.

* Excerpt from the State of Minnesota Affirmative Action Program.

COMMISSIONER'S STATEMENT

The Minnesota Department of Corrections strongly supports the State Equal Employment Opportunity Policy and the Statewide Affirmative Action Program. As Commissioner of Corrections, I am committed to providing equal employment opportunities to all Department employees and to all applicants for Department positions. Racial, sexual and disability discrimination will not be tolerated.

Historic inequities demand that special consideration be made to ensure equal employment opportunities are available to minorities, women, and people with disabilities.

To effectively administer the affirmative action plans of the State and the Department of Corrections, I have appointed Shirley J. Flekke, Acting Assistant Commissioner, Management Division, as the Department's Equal Opportunity Officer.

Janet Entzel, Director of Office Management and Affirmative Action, has been designated as the Department's Affirmative Action Officer. In this role she is responsible for monitoring the day-to-day activities of the Affirmative Action Program.

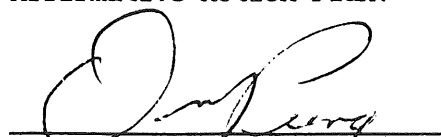
Affirmative action officers have also been designated locally to represent each institution, Central Office and the Community Services Division. They are:

Diane Gohman, CC II - MCF-Willow River/Moose Lake
Tom Lawson, Director of Community Services Support - Community Services
Henrietta Kessler, Community Relations Coordinator - MCF-Sauk Centre
Jerroldine Knutson, Volunteer Services Coordinator - MCF-Shakopee
John Twohig, Associate Warden - MCF-Stillwater
Derwood Lund, Superintendent - Thistledew Camp
William McGrath, Administrative Management Director I - MCF-Lino Lakes
Colonel Nemec, Personnel Director II - MCF-St. Cloud
John Odden, Institution Educational Administrator - MCF-Red Wing
Otis Zanders, Employee Development Specialist II - MCF-Oak Park Heights
Janet Entzel, Director of Office Management/Affirmative Action - C.O.

Department staff interested in reviewing the Department's Affirmative Action Plan or who have concerns regarding an affirmative action or equal opportunity issue may contact the Affirmative Action Officer representing their location. A copy of the plan is also available for review at each location's personnel office.

Managers and supervisors will be held accountable for ensuring that affirmative action programs are implemented. Each manager and supervisor shall have a statement in his/her position description delineating affirmative action responsibilities.

I urge all staff to abide by the Minnesota Department of Corrections Affirmative Action Plan.



Orville B. Pung
Commissioner of Corrections

September 21, 1989

Major Laws and Order Requiring Equal
Employment Opportunity and Affirmative Action

	<u>Institutions Covered</u>	<u>Provisions</u>	<u>Enforcing Agent</u>
M.S. 43A. 19	All state agencies of the executive branch.	Requires Affirmative action for minorities, women, handicapped and Vietnam era Veterans. Prohibits discrimination based on race, sex, age disability, religion, & politics.	Equal Opportunity Division, Department of Personnel. Each agency has a complaint procedure.
MINNESOTA HUMAN RIGHTS ACT, M.S. 363	All institutions, including labor organizations.	Prohibits discrimination in employment, based on race, color, creed, religion, age, national origin, sex, marital status, disability and reliance on public assistance.	Minnesota Department of Human Rights.
TITLE VI, CIVIL RIGHTS ACT OF 1964	All institutions receiving federal financial assistance.	Prohibits discrimination in exclusion from participation in, or denial of benefits of any program or activity receiving federal financial assistance, based on race, color or national origin.	Each federal agency which administers grants, loans, or contracts is responsible for the programs or activities funded through its assistance.
TITLE VII, CIVIL RIGHTS ACT OF 1964 (amended by Equal Employment Opportunity Act of 1972).	All institutions with 15 or more employees.	Prohibits discrimination in all terms and conditions of employment based on race, color, religion, national origin, or sex, and harassment of employees who file complaints.	U.S. Equal Employment Opportunity Commission (EEOC).
EQUAL PAY ACT OF 1963 (amended by Title IX Education Amendments Act of 1972)	All institutions, including labor organizations.	Prohibits discrimination in salaries (including almost all fringe benefits) based on sex.	U.S. Equal Employment Opportunity Commission (EEOC).
AGE DISCRIMINATION EMPLOYMENT ACT of 1967 (amended in 1974)	All institutions, including labor organizations.	Prohibits discrimination in compensation, terms, conditions and privileges of employment, and status of employee, based on age (covers ages 40-70).	U.S. Equal Employment Opportunity Commission (EEOC).

PRESIDENT'S EXECUTIVE ORDER #11246 (amended by Executive Order #11375	All institutions with federal contracts in excess of \$10,000.	Prohibits discrimina- tion in all terms and conditions of employ- ment based on race, color, religion; national origin, and sex.	Office of Federal Contract Compliance Programs (OFCCP) of the U.S. Dept. of Labor.
TITLE IX, EDUCATION AMENDMENTS OF 1972 (Higher Education Act)	All educational institutions receiving federal funds through grants, loans, or contracts.	Prohibits discrimina- tion against students and employees on the basis of sex.	HEW Office for Civil Rights, Higher Educa- tion Division.
REHABILITATION ACT of 1973, Section 604.	All institutions receiving federal financial assistance.	Prohibits discrimina- tion based on handicap in employment, in provision of services and in operation of programs.	HEW Office for Civil Rights. When fully promulgated each federal agency will enforce own provisions
REHABILITATION ACT of 1973, Section 503.	All institutions with federal contracts in excess of	Requires affirmative action for qualified handicapped individ- uals.	Office of Federal Contract Compliance Programs (OFCCP) of the U.S. Dept. of Labor.
GOVERNOR'S EXECUTIVE ORDER	All state agencies.	Requires conduct of state business in barrier-free buildings as soon as feasible.	Equal Opportunity Division of the Minn. Dept. of Personnel and the Minn. Dept. of Administration.

DEFINITIONS

AFFIRMATIVE ACTION - A management posture or point of view that initial employment and advancement opportunities for persons in protected groups shown to be underutilized in an agency's work force should be facilitated so that the imbalance is redressed.

AFFIRMATIVE ACTION OFFICER (AAO) - An individual designated to coordinate and monitor all affirmative activities at specific Department locations. An AAO is located at each institution, in central office, and one represents community services.

AFFIRMATIVE ACTION PLAN - Written documentation which describes the Department's program for achieving equal employment opportunities.

AFFIRMATIVE ACTION RULES - Rules governing the statewide affirmative action program.

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

COMPLAINANT - The person who files a complaint of discrimination.

DEPARTMENT AFFIRMATIVE ACTION OFFICER (DAAO) - The individual designated to coordinate and monitor affirmative action activities in the entire Department.

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

DISCRIMINATORY HARASSMENT - Behavior of one or more employees towards another employee based on sex, race, color, religion or national origin which serves to trouble, worry or torment that employee and which has a detrimental effect on the employee's work performance or which creates an intimidating, hostile or offensive working environment.

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

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

EQUAL OPPORTUNITY OFFICER (EOO) - The Deputy Commissioner of Management, designated by the Commissioner to administer the Department's affirmative action programs.

HANDICAPPED PERSON - Any person who: 1) has a physical or mental impairment which substantially limits one or more major life activities, 2) has a record of such an impairment, or 3) is regarded as having such an impairment. (See Appendix D.)

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 C.)

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 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 affiliation.

PROTECTED CLASS/PROTECTED GROUP - Those individuals identifiable as handicapped, minorities, women or Vietnam era veterans.

RESPONDENT - A person or an entity against whom a discrimination complaint has been filed.

SEXUAL HARASSMENT - Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: 1) submission to such conduct is made a term or condition of an individual's employment, 2) submission to, or rejection of, such conduct is used as the basis for employment decisions affecting an individual or 3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment. (See Appendix H.)

VIETNAM ERA VETERANS - Those persons who served in the military service of this country during the period of August 4, 1964 to May 7, 1975, and were separated under honorable conditions: a) after having served on active duty for 181 consecutive days, or b) by reason of disability incurred while serving on active duty, and who are permanent residents of the State of Minnesota.

OUTLINE OF RESPONSIBILITIES

I. Commissioner of Corrections: Orville B. Pung

The Commissioner of Corrections is responsible for overseeing the Department's Affirmative Action Program and the Department's compliance with state and federal laws, rules and regulations. He is directly accountable to the Governor and indirectly to the Commissioner of Employee Relations and the Director of Equal Opportunity for affirmative action matters.

Duties

1. To designate the Department's Equal Opportunity Officer and Affirmative Action Officer.
2. To meet with the Equal Opportunity Officer on a regular basis to monitor progress and provide guidance and support as needed to administer the Affirmative Action Program.
3. To approve or reject the appointment of institution and Community Services Affirmative Action Officers.
4. To ensure that the Department's management staff are informed of their individual responsibilities for the Department's Affirmative Action Program and to require managers and supervisors to include responsibility statement for affirmative action in their position description.
5. To issue a written statement annually affirming commitment to the State's affirmative action program and to the implementation of the Department's Affirmative Action Plan.
6. To establish Department policy as needed to facilitate effective affirmative action.
7. To ensure that the Department is acting in an affirmative manner in the hiring of unprotected group members. (See Appendix E).
8. To ensure that complaints of discrimination are thoroughly investigated and resolved in a fair and equitable manner.
9. To make decisions and changes in policy, procedures, or physical accommodations as may be needed to facilitate effective affirmative action.

II. Equal Opportunity Officer: Shirley Flekke, Acting Assistant Commissioner Management

The Equal Opportunity Officer is responsible for administration of the Department's Affirmative Action Program. She is appointed by the Commissioner, and reports directly to him on affirmative action activities.

Duties

1. To meet with the Commissioner on a regular basis so as to keep him informed of the Department's progress in affirmative action and ensure that his policies and directives are carried out.
2. To meet with the Department's Affirmative Action Officer on a regular basis to ensure that all affirmative action activities are being conducted in accordance with departmental policy and to offer guidance and suggestions to assist her with the day-to-day operation of the Department's Affirmative Action Program.
3. To serve as an ex officio member of the Department's Affirmative Action Committee, and to advise members on matters relating to policy and management.
4. To appoint the members of the Central Office/Community Services' Affirmative Action Committee.

III. Department Affirmative Action Officer: Janet Entzel, Director of Affirmative Action

The Department's Affirmative Action Officer is responsible for the implementation and maintenance of the Department's Affirmative Action Program. She also serves as the Central Office's Affirmative Action Officer. She is designated by the Commissioner of Corrections and reports directly to the Commissioner of Corrections on matters relating to affirmative action activities.

Duties

1. To coordinate and to monitor the day-to-day activities of the Department's Affirmative Action Program.
2. To disseminate relevant affirmative action information to appropriate staff.
3. To fulfill all affirmative action reporting requirements.
4. To serve as an ex officio member on the Department's Affirmative Action Committee, and to chair the Committee.
5. To serve as an ex officio member on the Central Office Community Services' Affirmative Action Committee.
6. To ensure that all Department staff are informed of the Department's Affirmative Action Plan.
7. To monitor the Department's exit interview process to determine if there are factors involved which inhibit the retention to protected group members.

8. To inform Central Office supervisors of their affirmative action responsibilities when vacancies occur in areas where affirmative action goals are not being met, and to review with the Central Office appointing authorities the appropriateness of any supervisor's decision not to hire a protected group candidate if the goal for that occupational category has not been met. (See Appendix E).
9. To act as the liaison between this Department and the Equal Opportunity Division for purposes of affirmative action.
10. To determine the need for affirmative action training within the Department and to initiate the development of such training.
11. To review and recommend changes in policies, procedures, and programs to facilitate affirmative action.
12. To oversee the Department's pre-employment review process. (See Appendix E).
13. To maintain contacts with protected class sources for recruitment purposes and to recruit when possible.
14. To assist line management in arriving at solutions to affirmative action problems.

IV. Correctional Facility/Camp Superintendents: (See Appendix A for names.)

The Correctional Facility/Camp Superintendents are responsible for overseeing the Institution's Affirmative Action Program and ensuring compliance with federal and state laws, rules and regulations. They are directly accountable to the Commissioner of Corrections.

Duties:

1. To recommend to the Commissioner an Affirmative Action Officer for the institution.
2. To meet with the Institution's Affirmative Action Officer on a regular basis to monitor progress of the Institution's Affirmative Action Program.
3. To appoint the members of the Institution's Affirmative Action Committee.
4. To include accountability for the administration of the agency's Affirmative Action Plan at the Institution in his/her position description.
5. To review and determine the appropriateness of any supervisor's decision not to hire a protected group candidate if one is available and the goals for that occupational category has not been met. (See Appendix E.)

6. To require managers and supervisors at the Institution to include responsibility statements for affirmative action in their position description.
7. To make decisions and changes in policy, procedures, or physical accommodations as may be needed to facilitate an effective affirmative action plan.
8. To ensure that complaints of discrimination are thoroughly investigated and that proposed resolutions are fair and equitable.

V. Correctional Facility/Camp Affirmative Action Officers: (See Appendix A for names and official titles.)

The Institution Affirmative Action Officers are responsible for the implementation and maintenance of their respective Institution's Affirmative Action Program. The Affirmative Action Officer is appointed by the Institution Superintendent and is directly accountable to her/him for matters relating to affirmative action. Indirectly, the Affirmative Action Officers are accountable to the Department's Affirmative Action Officer for affirmative action activities.

Duties:

1. To coordinate and to monitor the day-to-day affirmative action activities within the Institution.
2. To fulfill all affirmative action reporting requirements.
3. To ensure dissemination of all relevant affirmative action information to appropriate staff and to post affirmative action notices and reports on the official bulletin boards.
4. To serve as an ex officio member of the Institution's Affirmative Action Committee, if a committee exists in the Institution.
5. To serve as a member of the Department's Affirmative Action Committee.
6. To review exit interview results to determine if there are factors involved which inhibit the retention of protected group members.
7. To determine the need for affirmative action training, recommend the development of such training programs or initiate the development of appropriate training programs within the Institution.
8. To review and recommend changes in policies, procedures and programs to facilitate affirmative action.

9. To inform institution supervisors of their affirmative action responsibilities when vacancies occur in areas where affirmative action goals are not being met, and to review with the Superintendent, any supervisor's decision not to hire a protected group candidate if the goal for that occupational category has not been met. (See Appendix E.)
10. To maintain contacts with protected class sources for recruitment purposes and to recruit when possible.

VI. Community Services (CS) Affirmative Action Officer: Tom Lawson, Director Community Services Support

The CS Affirmative Action Officer is responsible for promoting the Department's Affirmative Action Program within CS offices. The CS Affirmative Action Officer is appointed by the Deputy Commissioner, Community Services and is directly accountable to him on affirmative action matters. Indirectly, he is accountable to the Department's Affirmative Action Officer for affirmative action activities.

Duties:

1. To monitor affirmative action activities.
2. To disseminate relevant affirmative action information to appropriate CS staff.
3. To serve on the Department's Affirmation Action Committee.
4. To serve as a member on the Central Office/Community Services' Affirmative Action Committee.
5. To determine the need for affirmative action training, recommend the development of such training to the Department Affirmative Action Officer, and provide such training when appropriate.
6. To review and recommend changes in policies, procedures and programs to facilitate affirmative action.
7. To inform community services supervisors of their affirmative action responsibilities when vacancies occur in areas where affirmative action goals are not being met, and to review with the Deputy Commissioner of Community Services any supervisor's decision not to hire a protected group candidate if the goals for that occupational category has not been met. (See Appendix E.)

VII. Managers and Supervisors

The Department's managers and supervisory staff are responsible for ensuring that their unit/division is operated in compliance with the Department's Affirmative Action Plan. They will be held accountable by the Commissioner of Corrections for this responsibility.

Duties:

1. To assist the Affirmative Action Officer who is representing their location in identifying and resolving problems and eliminating barriers which inhibit equal employment opportunity.
2. To hire and promote qualified protected group members in cases where an affirmative action goal has not been met, or to submit written rationale to the appointing authority if the decision is to not hire a protected group person for which a disparity exists and one or more members of this group is on the list and available. This rationale shall be submitted prior to making an employment offer and shall specify reasons why the available protected group applicant(s) is/are not acceptable. (See Appendix E.)
3. To communicate relevant aspects of the Department's Affirmative Action Plan, as well as any other affirmative action information to assigned staff.
4. To facilitate staff participation in Affirmative Action Committee meetings.
5. To include responsibility statements for affirmative action/equal employment opportunity in their position descriptions.
6. To periodically review his/her own recruiting, hiring, promotion and training practices in order to remove impediments to the attainment of equal employment opportunity.
7. To improve guidance to staff, particularly protected group employees, in the area of employee development, and to facilitate the growth and development of these employees' skills through training, encouragement, varied job assignments, etc.
8. To attend affirmative action related training sessions.

VIII. Personnel Staff

The Department's Personnel staff are responsible for ensuring that their personnel activities are conducted in a nondiscriminatory manner and are in compliance with the Department of Correction's Affirmative Action Plan. They will be held accountable by both the Commissioner of Employee Relations and the Commissioner of Corrections for this responsibility.

Duties:

1. To accurately report information to the Department of Employee Relations concerning an employee's sex, racial and veteran's status, and handicap, if any.

2. To maintain records of personnel activities as indicated on the page titled "Internal Audit and Reporting System" and to submit these records quarterly to the Department's Affirmative Action Officer as requested.
3. To identify and resolve problems which inhibit equal employment opportunity.
4. To provide guidance in the development and utilization of selection criteria to ensure, to the extent possible, that it is objective, standardized and job related.
5. To ensure that all job opportunity and training notices are properly posted and/or made available to all staff.
6. To notify the designated Affirmative Action Officer of the existence of protected group members on a certification list if a disparity exists in the occupational category for which there is a vacancy, so that the AAO can proceed to follow the prescribed pre-employment review procedures; or to notify the appropriate supervisor of this information as well as the procedure which must be followed if the supervisor does not choose to select an available protected group member. (See Appendix E.)

COMMUNICATIONS/DISSEMINATION OF INFORMATION

I. Internal

The following methods will be used to internally disseminate equal employment opportunity/affirmative action information.

1. The Commissioner will send a statement to each employee annually reaffirming his official commitment to the State's affirmative action program and the Department's Affirmative Action Plan.
2. During the Department's new employee orientation session, new employees will be informed of the Department's Affirmative Action Program, the name of their Affirmative Action Officer, the existence of affirmative action committees, and the availability of the Affirmative Action Plan. Additionally, each new employee will receive copies of the Commissioner's statement of commitment.
3. The following items will be posted on official bulletin boards: 1) The Commissioner's statement of commitment; 2) the name of the Affirmative Action Officer serving that location; 3) a list of Affirmative Action Committee members serving that location.
4. All managers and supervisors will be annually informed of their affirmative action responsibilities as outlined in the Affirmative Action Plan.
5. The Department's Affirmative Action Plan will be disseminated to all upper and middle managers.
6. Each person receiving an Affirmative Action Plan will be responsible for communicating to his/her staff any relevant portions of the Plan, as well as any other relevant affirmative action information which is disseminated throughout the year.

II. External

The following methods will be used to externally disseminate the Department's equal employment opportunity and affirmative action policies:

1. The Department will advertise with minority, female and handicap resource agencies whenever there is an opportunity to recruit, and will keep such agencies/organizations informed of the Department's equal employment opportunity and affirmative action policies.

2. The phrase "An Equal Opportunity Employer" will be included on agency letterhead and in all advertisements for positions.
3. The State Telephone Directory will list the designated Affirmative Action Officer for the department.
4. A copy of the Affirmative Action Plan will be sent annually to each union representing individuals employed by the Department.

IDEAL AND INTERIM GOALS

When a disparity exists between the percentage of protected group members within an agency's work force and the availability of protected group applicants in the relevant labor area, State Law requires that goals be established for employing members of the underutilized protected groups, along with reasonable time frames for the achievement of these goals.

Affirmative action goals must not be confused with quotas. Quotas are rigid and inflexible - they are a minimum which must be met. Goals on the other hand, are reasonable, flexible and attainable standards against which affirmative action programs are measured.

How Goals are Established

The Equal Opportunity Division of the Department of Employee Relations has developed a method for state agencies to set appropriate goals and timetables. This method involves a comparison of the agency's internal workforce with the availability of workers in the relevant geographic area. The percentage of protected group individuals available for the type of jobs found at the Department of Corrections then becomes the hiring goals.

The following goals have been established for the Department of Corrections. Short term (one year) and long term (10 years) goals have also been established by each of the department's locations, based on projected turnover and availability of protected group persons.

Information concerning the Department progress throughout fiscal year 1985 can be obtained from the quarterly affirmative action reports which are distributed to each location.

AFFIRMATIVE ACTION PLAN

Fiscal Year 89-90

For

Central Office

(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				
Health Care Non-Professional				
Health Care Professional				
Clerical			X	
Technical				
Correctional Guards	X	X		
State University Instructional				
Community College Instructional				
State University Administrative				
Professional Engineering Supervisory				
Health Treatment Professional				
General Professional				
Professional State Residential Instructional				
Supervisory	X			
Commissioner's Plan				
Managerial Plan	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.

PERSONNEL OFFICE INFORMATION CENTER

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.

Janet Entzel
Affirmative Action Officer

7-27-89
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.

[Signature]
Agency Head

7/31/89
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.

[Signature]
Equal Opportunity Division

12/8/89
Date

MINNESOTA DEPARTMENT OF CORRECTIONS
AFFIRMATIVE ACTION GOALS
Dept. of Corrections - Central Office

SELECTED GROUP: F E M A L E S

UNITS	TOTAL EMPLOYED	NUMBER	IDEAL GOAL %	CURRENT STATUS %	1990 GOAL
Nurses	1	1	44.57	100.0	0
Office	24	20	62.00	83.33	0
Technical	2	2	44.57	100.0	0
C.C.'s	15	0	15.87	0	2
Professional	19	8	44.57	50	0
Supervisors	17	5	44.57	40	1
Managers	14	3	44.57	21.43	3

SELECTED GROUP: M I N O R I T I E S

UNITS	TOTAL EMPLOYED	NUMBER	IDEAL GOAL %	CURRENT STATUS %	1990 GOAL
Nurses	1	0	1.81	0	0
Office	24	2	4.68	8.33	0
Technical	2	0	4.68	0	0
C.C.'s	15	1	4.68	6.67	0
Professional	19	3	4.68	15.79	0
Supervisors	17	2	4.68	11.76	0
Managers	14	2	4.68	14.29	0

MINNESOTA DEPARTMENT OF CORRECTIONS
AFFIRMATIVE ACTION GOALS
Dept. Of Corrections - Central Office

SELECTED GROUP: H A N D I C A P P E D

UNITS	TOTAL EMPLOYED	NUMBER	IDEAL GOAL %	CURRENT STATUS %	1990 GOAL
Nurses	1	1	8.20	100.0	0
Office	24	1	8.20	4.17	2
Technical	2	0	8.20	0	0
C.C.'s	15	1	8.20	6.67	1
Professional	19	2	8.20	10.53	0
Supervisors	17	3	8.20	17.65	0
Managers	14	5	8.20	35.71	0

AFFIRMATIVE ACTION PLAN
Fiscal Year 89-90
For

Community Services - Metro
 (Agency or Agency Subdivision)

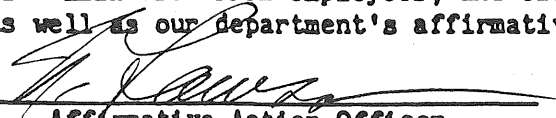
1. This annual review revealed underutilization of the following protected group(s) in the following goal units: (Check each unit appropriate)

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

PERSONNEL OFFICE INFORMATION AND ALL FIELD OFFICES

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.


 Affirmative Action Officer

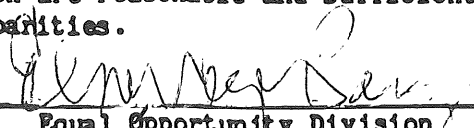
7/31/89
 Date

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.


 Agency Head

7-26-89
 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

12-8-89
 Date

MINNESOTA DEPARTMENT OF CORRECTIONS
AFFIRMATIVE ACTION GOALS
Dept. of Corrections - Community Services - Metro

SELECTED GROUP: F E M A L E S

UNITS	TOTAL EMPLOYED	NUMBER	IDEAL GOAL %	CURRENT STATUS %	1990 GOAL
Service	1	1	44.47	100.0	0
Office	19	18	62.00	94.74	0
Technical	1	1	44.57	100.0	
C.C.'s	7	1	13.48	14.29	0
Professional	27	10	44.57	37.04	2
Supervisors	6	0	44.57	0	2
Managers	5	1	35.90	20.00	1

SELECTED GROUP: M I N O R I T I E S

UNITS	TOTAL EMPLOYED	NUMBER	IDEAL GOAL %	CURRENT STATUS %	1990 GOAL
Service	1	1	4.69	100.0	0
Office	19	1	4.69	5.26	0
Technical	1	0	4.69	0	0
C.C.'s	7	7	8.33	100.0	0
Professional	27	6	4.69	22.22	0
Supervisors	16	1	4.69	16.67	0
Managers	5	0	4.69	0	1

MINNESOTA DEPARTMENT OF CORRECTIONS
AFFIRMATIVE ACTION GOALS
Dept. Of Corrections - Community Services - Metro

SELECTED GROUP: H A N D I C A P P E D

UNITS	TOTAL EMPLOYED	NUMBER	IDEAL GOAL %	CURRENT STATUS %	1990 GOAL
Service	1	0	8.20	0	0
Office	19	0	8.20	0	2
Technical	1	0	8.20	0	0
C.C.'s	7	2	8.20	28.57	0
Professional	27	0	8.20	0	3
Supervisors	6	1	8.20	16.67	0
Managers	5	1	8.20	20.0	0

AFFIRMATIVE ACTION PLAN

Fiscal Year 89-90

For

Department of Corrections Community Services Non-Metro
(Agency or Agency Subdivision)

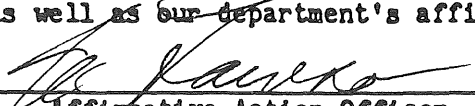
1. This annual review revealed underutilization of the following protected group(s) in the following goal units: (Check each unit appropriate)

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

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

PERSONNEL OFFICE INFORMATION CENTER AND ALL FIELD OFFICES

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.


Affirmative Action Officer


2/31/89
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.


Agency Head

7-26-89
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

12-8-89
Date

MINNESOTA DEPARTMENT OF CORRECTIONS
AFFIRMATIVE ACTION GOALS
Dept. of Corrections - Community Services - Non-Metro

SELECTED GROUP: F E M A L E S

UNITS	TOTAL EMPLOYED	NUMBER	IDEAL GOAL %	CURRENT STATUS %	1990 GOAL
Office	26	26	62.00	100.0	0
Professional	60	16	40.84	26.67	3
Supervisors	5	0	9.88	0	1
Managers	1	0	31.81	0	0

SELECTED GROUP: M I N O R I T I E S

UNITS	TOTAL EMPLOYED	NUMBER	IDEAL GOAL %	CURRENT STATUS %	1990 GOAL
Office	26	0	1.53	0	1
Professional	60	1	1.53	1.67	0
Supervisors	5	0	1.53	0	1
Managers	1	0	1.53	0	0

MINNESOTA DEPARTMENT OF CORRECTIONS
AFFIRMATIVE ACTION GOALS
Dept. Of Corrections - Community Services - Non-Metro

SELECTED GROUP: H A N D I C A P P E D

UNITS	TOTAL EMPLOYED	NUMBER	IDEAL GOAL %	CURRENT STATUS %	1990 GOAL
Office	26	0	8.20	0	2
Professional	60	5	8.20	8.33	0
Supervisors	5	1	8.20	20.00	0
Managers	1	0	8.20	0	0

AFFIRMATIVE ACTION PLAN

Fiscal Year _____

For

M C F - OAK PARK HEIGHTS

(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	1	1	1	
Health Care Non-Professional				
Health Care Professional				
Clerical				1
Technical		1	1	
Correctional Guards	6		1	
State University Instructional				
Community College Instructional				
State University Administrative				
Professional Engineering Supervisory				
Health Treatment Professional				
General Professional	1			
Professional State Residential Instructional Supervisory		1		
Commissioner's Plan				
Managerial Plan	1	1		1
Other				

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

Personnel Office, Staff Training, Employee Lounge, Administrative office

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.

Otis Zander
Affirmative Action Officer

7-26-89
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.

Frank Wood
Agency Head

7/26/89
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.

Gurpin
Equal Opportunity Division

12/8/89
Date

MINNESOTA DEPARTMENT OF CORRECTIONS
AFFIRMATIVE ACTION GOALS
Oak Park Heights

SELECTED GROUP: F E M A L E S

UNITS	TOTAL EMPLOYED	NUMBER	IDEAL GOAL %	CURRENT STATUS %	1990 GOAL
Craft	14	2	22.58	14.29	1
Service	6	2	33.33	33.33	1
Nurses	14	11	44.57	85.70	0
Office	21	18	-----	85.71	0
Technical	8	5	22.78	62.50	0
Guards	182	20	22.28	10.26	6
Professional	26	9	44.57	34.62	1
Supervisors	40	10	23.60	24	0
Managers	5	0	34.62	0.00	1

SELECTED GROUP: M I N O R I T I E S

UNITS	TOTAL EMPLOYED	NUMBER	IDEAL GOAL %	CURRENT STATUS %	1990 GOAL
Craft	14	2	4.69	7.14	0
Service	6	0	4.69	0.00	1
Nurses	14	1	1.81	7.10	0
Office	19	1	4.69	4.76	0
Technical	8	0	4.69	0.00	1
Guards	182	23	4.69	12.62	0
Professional	26	2	4.69	7.69	0
Supervisors	40	0	8.28	0.00	1
Managers	5	0	7.69	0.00	1

MINNESOTA DEPARTMENT OF CORRECTIONS
AFFIRMATIVE ACTION GOALS
Oak Park Heights

SELECTED GROUP: H A N D I C A P P E D

UNITS	TOTAL EMPLOYED	NUMBER	IDEAL GOAL %	CURRENT STATUS %	1990 GOAL
Craft	14	1	8.20	14.29	1
Service	6	1	8.20	16.67	0
Nurses	14	2	8.20	14.30	0
Office	21	2	8.20	9.52	0
Technical	8	0	8.20	0.00	1
Guards	182	12	8.20	6.59	1
Professional	26	2	8.20	7.69	0
Supervisors	40	5	8.20	12.50	0
Managers	5	2	8.20	40.00	0

AFFIRMATIVE ACTION PLAN

Fiscal Year 89-90

For

MCJ - RW

(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	✓	✓		
Health Care Non-Professional				
Health Care Professional				
Clerical		✓		✓
Technical				
Correctional Guards			✓	
State University Instructional				
Community College Instructional				
State University Administrative				
Professional Engineering Supervisory				
Health Treatment Professional				
General Professional				
Professional State Residential Instructional Supervisory	✓	✓	✓	✓
Commissioner's Plan				
Managerial Plan				
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.

Staff Bulletin Boards - 3 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.

John M. Quinn
Affirmative Action Officer

7/6/89
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 M. Quinn
Agency Head

7/6/89
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

7/8/89
Date

MINNESOTA DEPARTMENT OF CORRECTIONS
AFFIRMATIVE ACTION GOALS
Red Wing

SELECTED GROUP: F E M A L E S

UNITS	TOTAL EMPLOYED	NUMBER	IDEAL GOAL %	CURRENT STATUS %	1990 GOAL
Craft	11	0	20.42	0	1
Service	5	0	20.42	0	1
Hospital	1	1	40.84	100.00	0
Nurses	1	1	40.84	100.00	0
Office	10	9	62.00	90.00	0
C.C.'s	59	13	20.42	22.41	0
Professional	3	2	40.84	66.67	0
Teachers	20	6	20.42	30.00	0
Supervisors	11	1	20.31	0	1
Managers	4	0	33.00	0	1

SELECTED GROUP: M I N O R I T I E S

UNITS	TOTAL EMPLOYED	NUMBER	IDEAL GOAL %	CURRENT STATUS %	1990 GOAL
Craft	11	0	1.53	0	1
Service	5	0	1.53	0	1
Hospital	1	0	1.53	0	0
Nurses	1	0	1.81	0	0
Office	10	0	1.53	0	1
C.C.'s	59	2	1.53	3.33	0
Professional	3	0	1.53	0	0
Teachers	20	0	1.53	0	1
Supervisors	11	0	1.53	0	1
Managers	4	0	1.53	0	0

MINNESOTA DEPARTMENT OF CORRECTIONS
AFFIRMATIVE ACTION GOALS
Red Wing

SELECTED GROUP: H A N D I C A P P E D

UNITS	TOTAL EMPLOYED	NUMBER	IDEAL GOAL %	CURRENT STATUS %	1990 GOAL
Craft	11	3	8.20	27.00	0
Service	5	1	8.20	20.00	0
Hospital	1	0	8.20	0	0
Nurses	1	0	8.20	0	0
Office	10	2	8.20	20.00	0
C.C.'s	59	5	8.20	8.47	0
Professional	3	1	8.20	33.33	0
Teachers	20	1	8.20	5.00	1
Supervisors	11	2	8.20	18.18	0
Managers	4	0	8.20	0	0

AFFIRMATIVE ACTION PLAN

Fiscal Year 89-90

For

MCF / State Center - Corrections
(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	1	1		
Health Care Non-Professional		1		
Health Care Professional				
Clerical		1		
Technical				
Correctional Guards				
State University Instructional				
Community College Instructional				
State University Administrative				
Professional Engineering Supervisory				
Health Treatment Professional				
General Professional				
Professional State Residential Instructional Supervisory	2	1	1	
Commissioner's Plan		1		
Managerial Plan				
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.

On official Bulletin Board - each unit

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.

Mark Hecker
Affirmative Action Officer

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.

[Signature]
Agency Head

6/27/89
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.

[Signature]
Equal Opportunity Division

12/8/89
Date

MINNESOTA DEPARTMENT OF CORRECTIONS
AFFIRMATIVE ACTION GOALS
Sauk Centre

SELECTED GROUP: F E M A L E S

UNITS	TOTAL EMPLOYED	NUMBER	IDEAL GOAL %	CURRENT STATUS %	1990 GOAL
Craft	5	0	20.42	0.00	1
Service	6	4	20.42	66.67	0
Nurses	1	1		100.00	0
Office	8	7	62.00	87.50	0
Technical	1	1	40.84	100.00	0
C.C.'s	36	18	20.42	50.00	0
Professional	1	1	20.42	100.00	0
Teachers	13	7	40.84	53.85	0
Supervisors	7	0	32.00	0.00	2
Managers	4	0	33.33	0.00	1
Comm. Plan	13	10	40.84	76.92	0

SELECTED GROUP: M I N O R I T I E S

UNITS	TOTAL EMPLOYED	NUMBER	IDEAL GOAL %	CURRENT STATUS %	1990 GOAL
Craft	5	0	1.53	0.00	1
Service	6	0	1.53	0.00	0
Nurses	1	0	1.81	0.00	0
Office	8	0	1.53	0.00	1
Technical	1	0	1.53	0.00	0
C.C.'s	36	1	1.53	2.78	0
Professional	1	0	1.53	0.00	0
Teachers	13	0	1.53	0.00	1
Supervisors	7	1	3.00	14.29	0
Managers	4	0	1.53	0.00	0
Comm. Plan	13	0	1.53	0.00	

MINNESOTA DEPARTMENT OF CORRECTIONS
AFFIRMATIVE ACTION GOALS
Sauk Centre

SELECTED GROUP: H A N D I C A P P E D

UNITS	TOTAL EMPLOYED	NUMBER	IDEAL GOAL %	CURRENT STATUS %	1990 GOAL
Craft	5	1	8.20	20.00	
Service	6	1	8.20	16.67	
Nurses	1	0	8.20	0.00	
Office	8	1	8.20	12.5	
Technical	1	0	8.20	0.00	
C.C.'s	36	6	8.20	16.67	
Professional	1	1	8.20	100.00	
Teachers	13	2	8.20	15.39	1
Supervisors	7	0	8.20	0.00	1
Managers	4	0	8.20	0.00	
Comm. Plan	12	2	8.20	16.67	

AFFIRMATIVE ACTION PLAN
Fiscal Year 89
For

Minnesota Correctional Facility-Shakopee
 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		
Health Care Non-Professional				
Health Care Professional				
Clerical		X		
Technical				
Correctional Guards		X	X	
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				
Managerial Plan				
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.

Employee Lounge, Staff Training Office, Personnel Info Display

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.

Jerry Knutson
 Affirmative Action Officer

June 29, 1989
 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.

Dequelline D. King
 Agency Head

6/29/89
 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.

[Signature]
 Equal Opportunity Division

10/8/89
 Date

MINNESOTA DEPARTMENT OF CORRECTIONS
AFFIRMATIVE ACTION GOALS
Shakopee

SELECTED GROUP: F E M A L E S

UNITS	TOTAL EMPLOYED	NUMBER	IDEAL GOAL %	CURRENT STATUS %	1990 GOAL
Craft	8	2	22.28	25.00	0
Hospital	1	1	22.28	100.00	0
Nurses	2	2	62.00	100.00	0
Office	7	5	44.57	67.00	0
C.C.'s	53	52	44.57	98.00	0
Professional	8	6	44.57	75.00	0
Teachers	2	2	22.28	62.00	0
Supervisors	11	6	62.00	55.00	1
Managers	2	2	62.00	100.00	0

SELECTED GROUP: M I N O R I T I E S

UNITS	TOTAL EMPLOYED	NUMBER	IDEAL GOAL %	CURRENT STATUS %	1990 GOAL
Craft	7	0	4.69	0	1
Hospital	1	0	4.69	0	0
Nurses	2	0	4.69	0	0
Office	7	0	4.69	0	1
C.C.'s	53	2	4.69	3.77	1
Professional	7	0	4.69	0	1
Teachers	2	0	4.69	0	0
Supervisors	11	1	4.69	9.09	0
Managers	2	0	4.69	0	0

MINNESOTA DEPARTMENT OF CORRECTIONS
AFFIRMATIVE ACTION GOALS
Shakopee

SELECTED GROUP: H A N D I C A P P E D

UNITS	TOTAL EMPLOYED	NUMBER	IDEAL GOAL %	CURRENT STATUS %	1990 GOAL
Craft	7	1	8.20	14.28	0
Hospital	1	0	8.20	0	0
Nurses	2	0	8.20	0	0
Office	7	1	8.20	14.28	0
C.C.'s	53	1	8.20	1.88	3
Professional	7	0	8.20	0	1
Teachers	2	0	8.20	0	0
Supervisors	11	0	8.20	0	2
Managers	2	0	8.20	0	0

AFFIRMATIVE ACTION PLAN

Fiscal Year 89

For

MN Correctional Facility - St. Cloud
(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	X			
Health Care Professional		X		
Clerical				X
Technical				X
Correctional Guards	X			
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			
Commissioner's Plan	X			
Managerial Plan	X	X	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.

INSTITUTIONAL BULLETIN BOARDS

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.

R. Ziemer
Affirmative Action Officer

6-26-89
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. F. McRae
Agency Head

6-26-89
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.

Ken Peris
Equal Opportunity Division

12/8/89
Date

MINNESOTA DEPARTMENT OF CORRECTIONS
AFFIRMATIVE ACTION GOALS
St. Cloud

SELECTED GROUP: F E M A L E S

UNITS	TOTAL EMPLOYED	NUMBER	IDEAL GOAL %	CURRENT STATUS %	1990 GOAL
Craft	24	0	20.42	0	2
Service	6	0	20.42	0	1
Hospital	1	0	40.84	0	0
Nurses	7	4	40.84	50.00	0
Office	21	20	62.00	95.24	0
Technical	2	2	40.84	100.00	0
C.C.'s	213	25	20.44	11.74	8
Professional	20	4	20.42	20.00	1
Teachers	27	3	20.42	8.00	3
Supervisors	38	1	9.72	2.63	2
Managers	5	0	15.80	0	1

SELECTED GROUP: M I N O R I T I E S

UNITS	TOTAL EMPLOYED	NUMBER	IDEAL GOAL %	CURRENT STATUS %	1990 GOAL
Craft	24	0	1.53	0.00	1
Service	6	1	1.53	16.67	0
Hospital	1	0	1.53	100.00	0
Nurses	7	0	1.81	0.00	1
Office	21	2	1.53	10.53	0
Technical	2	0	1.53	0.00	0
C.C.'s	213	6	1.53	2.77	0
Professional	20	0	1.53	0.00	1
Teachers	27	1	2.37	3.70	0
Supervisors	38	2	2.22	5.26	0
Managers	5	0	1.53	0.00	1

MINNESOTA DEPARTMENT OF CORRECTIONS
AFFIRMATIVE ACTION GOALS
St. Cloud

SELECTED GROUP: H A N D I C A P P E D

UNITS	TOTAL EMPLOYED	NUMBER	IDEAL GOAL %	CURRENT STATUS %	1990 GOAL
Craft	24	4	8.20	16.66	0
Service	6	2	8.20	33.33	0
Hospital	1	0	8.20	0.00	0
Nurses	7	1	8.20	14.29	0
Office	21	5	8.20	23.80	0
Technical	2	1	8.20	50.00	0
C.C.'s	213	18	8.20	8.45	0
Professional	20	1	8.20	5.00	1
Teachers	27	4	8.20	14.82	0
Supervisors	38	7	8.20	18.42	0
Managers	5	1	8.20	0.00	1

AFFIRMATIVE ACTION PLAN

Fiscal Year 89-90

For

CORRECTIONS - MCF/STILLWATER

(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	1	1		0
Service	1	1	1	1
Health Care Non-Professional	1			1
Health Care Professional		1		2
Clerical		1	2	0
Technical		1	1	0
Correctional Guards	10	10		0
State University Instructional				
Community College Instructional				
State University Administrative				
Professional Engineering Supervisory				
Health Treatment Professional				
General Professional	5	2	1	0
Professional State Residential Instructional	1	2	1	0
Supervisory		1		0
Commissioner's Plan		1		1
Managerial Plan	1	1		1
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.

FRONT OFFICE BULLETIN BOARD

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

John S. Turley
Affirmative Action Officer

7-5-89

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.

Robert A. Erickson
Robert A. Erickson, Warden

Agency Head

7/5/89

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

12/8/89

Date

MINNESOTA DEPARTMENT OF CORRECTIONS
AFFIRMATIVE ACTION GOALS
Stillwater

SELECTED GROUP: F E M A L E S

UNITS	TOTAL EMPLOYED	NUMBER	IDEAL GOAL %	CURRENT STATUS %	1990 GOAL
Craft	43	0	22.28	0	1
Service	3	0	44.57	0	1
Hospital	4	1	44.57	25.00	1
Nurses	11	8	62.00	71.70	0
Office	40	31	62.00	77.50	0
Technical	10	7	22.78	70.00	0
C.C.'s	248	33	22.78	13.30	10
Professional	33	3	22.28	9.00	5
Teachers	7	1	22.28	14.29	1
Supervisors	54	12	15.63	22.22	1
Managers	5	0	31.30	0.00	1
Confidential	15	5	22.28	33.33	0

SELECTED GROUP: M I N O R I T I E S

UNITS	TOTAL EMPLOYED	NUMBER	IDEAL GOAL %	CURRENT STATUS %	1990 GOAL
Craft	43	1	4.69	2.33	1
Service	3	0	4.69	0.00	1
Hospital	4	1	4.69	25.00	1
Nurses	11	0	1.81	0.00	1
Office	40	2	1.69	5.00	1
Technical	10	0	4.69	0.00	1
C.C.'s	248	32	4.69	12.90	10
Professional	33	2	4.69	6.06	2
Teachers	7	0	2.37	0.00	2
Supervisors	54	2	3.10	3.70	1
Managers	5	0	3.10	0.00	1
Confidential	15	0	3.10	0.00	1

MINNESOTA DEPARTMENT OF CORRECTIONS
AFFIRMATIVE ACTION GOALS
Stillwater

SELECTED GROUP: H A N D I C A P P E D

UNITS	TOTAL EMPLOYED	NUMBER	IDEAL GOAL %	CURRENT STATUS %	1990 GOAL
Craft	43	10	8.20	23.80	0
Service	3	0	8.20	0.00	1
Hospital	4	3	8.20	75.00	0
Nurses	11	1	8.20	9.10	0
Office	40	1	8.20	2.50	2
Technical	10	0	8.20	0.00	1
C.C.'s	248	26	8.20	10.50	0
Professional	33	3	8.20	9.10	1
Teachers	7	0	8.20	0.00	1
Supervisors	54	9	8.20	16.67	0
Managers	5	3	8.20	60.00	0
Confidential	15	2	8.20	13.33	0

AFFIRMATIVE ACTION PLAN

Fiscal Year 0

For

Thistledeew Camp

(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				
Health Care Non-Professional				
Health Care Professional				
Clerical				
Technical				
Correctional Guards	2	1	1	
State University Instructional				
Community College Instructional				
State University Administrative				
Professional Engineering Supervisory				
Health Treatment Professional				
General Professional				
Professional State Residential Instructional Supervisory		1	1	
Commissioner's Plan				
Managerial Plan				
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.

Located in Administration Building Office

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.

[Signature]
Affirmative Action Officer

6-22-89

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]
Agency Head

6-22-89

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.

[Signature]
Equal Opportunity Division

12/8/89

Date

MINNESOTA DEPARTMENT OF CORRECTIONS
AFFIRMATIVE ACTION GOALS
Thistledew Camp

SELECTED GROUP: F E M A L E S

UNITS	TOTAL EMPLOYED	NUMBER	IDEAL GOAL %	CURRENT STATUS %	1990 GOAL
Craft	1	0	20.42	0	0
Service	3	1	20.42	33.33	0
Office	1	1	62.00	100.00	0
Technical	2	1	20.42	50.00	0
C.C.'S	13	1	20.42	7.69	2
Professional	4	0	20.42	0	1
Teachers	7	3	20.42	42.86	0
Supervisors	3	1	40.84	33.33	0
Managers	1	0	20.42	0	0

SELECTED GROUP: M I N O R I T I E S

UNITS	TOTAL EMPLOYED	NUMBER	IDEAL GOAL %	CURRENT STATUS %	1990 GOAL
Craft	1	0	1.53	0	0
Service	3	0	1.53	0	1
Office	1	0	1.53	0	0
Technical	2	1	1.53	50.00	0
C.C.'s	13	0	1.53	0	1
Professional	4	0	1.53	0	0
Teachers	7	0	1.53	0	1
Supervisors	3	0	1.53	0	0
Managers	1	0	1.53	0	0

MINNESOTA DEPARTMENT OF CORRECTIONS
AFFIRMATIVE ACTION GOALS
Thistledew Camp

SELECTED GROUP: H A N D I C A P P E D

UNITS	TOTAL EMPLOYED	NUMBER	IDEAL GOAL %	CURRENT STATUS %	1990 GOAL
Craft	1	1	8.20	100.0	0
Service	3	0	8.20	0	0
Office	1	0	8.20	0	0
Technical	2	0	8.20	0	0
C.C.'s	13	0	8.20	0	1
Professional	4	0	8.20	0	0
Teachers	7	0	8.20	0	1
Supervisors	3	0	8.20	0	0
Managers	1	0	8.20	0	0

AFFIRMATIVE ACTION PLAN

Fiscal Year 90

For

DOC MCF-LINO LAKES

(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	9	1		
Health Care Non-Professional				
Health Care Professional				
Clerical		1		1
Technical				
Correctional Guards	5			
State University Instructional				
Community College Instructional				
State University Administrative				
Professional Engineering Supervisory				
Health Treatment Professional				
General Professional	2	1		
Professional State Residential Instructional Supervisory				
Commissioner's Plan				
Managerial Plan				
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.

Bulletin board outside of the personnel office.

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.

William J. McSwath
Affirmative Action Officer

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.

[Signature]
Agency Head

7/11/89
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.

[Signature]
Equal Opportunity Division

7/8/89
Date

MINNESOTA DEPARTMENT OF CORRECTIONS
AFFIRMATIVE ACTION GOALS
Lino Lakes

SELECTED GROUP: F E M A L E S

UNITS	TOTAL EMPLOYED	NUMBER	IDEAL GOAL %	CURRENT STATUS %	1990 GOAL
Craft	23	1	44.57	4.35	1
Service	5	2	40.00	40.00	0
Nurses	2	2	44.57	100.00	0
Office	12	12	62.00	100.00	0
Technical	1	1	22.28	100.00	0
C.C.'s	68	10	22.28	14.7	3
Professional	9	2	44.57	22.2	1
Teachers	2	0	22.28	0	0
Supervisors	31	5	14.57	16.1	0
Managers	4	0	14.80	0	1

SELECTED GROUP: M I N O R I T I E S

UNITS	TOTAL EMPLOYED	NUMBER	IDEAL GOAL %	CURRENT STATUS %	1990 GOAL
Craft	23	1	4.58	4.76	0
Service	5	0	4.58	0	1
Nurses	2	0	1.81	0	0
Office	12	0	4.07	0	1
Technical	1	0	4.69	0	0
C.C.'s	68	6	4.69	8.8	0
Professional	9	0	4.57	0	1
Teachers	2	0	4.58	0	0
Supervisors	31	4	7.70	12.9	0
Managers	4	0	4.58	0	1

MINNESOTA DEPARTMENT OF CORRECTIONS
AFFIRMATIVE ACTION GOALS
Lino Lakes

SELECTED GROUP: H A N D I C A P P E D

UNITS	TOTAL EMPLOYED	NUMBER	IDEAL GOAL %	CURRENT STATUS %	1990 GOAL
Craft	23	5	8.2	21.17	0
Service	5	1	8.2	20.00	0
Nurses	2	0	8.2	0	0
Office	12	3	8.2	25.0	0
Technical	1	0	8.2	0	0
C.C.'s	68	13	8.2	19.1	0
Professional	9	3	8.2	33.3	0
Teachers	2	1	8.2	50.0	0
Supervisors	31	5	8.2	16.1	0
Managers	4	1	8.2	25.00	0

AFFIRMATIVE ACTION PLAN

Fiscal Year _____

For _____

MSF- WRLM

(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				
Health Care Non-Professional				
Health Care Professional				
Clerical				
Technical				
Correctional Guards	X		X	
State University Instructional				
Community College Instructional				
State University Administrative				
Professional Engineering Supervisory				
Health Treatment Professional				
General Professional				
Professional State Residential Instructional Supervisory				
Commissioner's Plan				
Managerial Plan				
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.

Bulletin Boards and Personnel Office

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.

Deane Gorman
Affirmative Action Officer

7/24/89
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.

Robert J. Villan
Agency Head

7/24/89
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.

[Signature]
Equal Opportunity Division

12/8/89
Date

MINNESOTA DEPARTMENT OF CORRECTIONS
AFFIRMATIVE ACTION GOALS
Willow River

SELECTED GROUP: F E M A L E S

UNITS	TOTAL EMPLOYED	NUMBER	IDEAL GOAL %	CURRENT STATUS %	1990 GOAL
Craft	1	0	5.00	0	0
Service	4	4	20.42	100.0	0
Office	3	3	62.00	100.0	0
Guards	29	3	22.11	10.35	3
Professional	4	1	22.11	25	0
Teachers	3	1	22.28	33.33	0
Supervisors	1	0	7.00	0	0
Managers	2	0	40.84	0	0

SELECTED GROUP: M I N O R I T I E S

UNITS	TOTAL EMPLOYED	NUMBER	IDEAL GOAL %	CURRENT STATUS %	1990 GOAL
Craft	1	0	1.53	0	0
Service	4	0	1.53	0	0
Office	3	0	1.53	0	0
Guards	29	2	1.53	6.89	0
Professional	4	0	1.53	0	0
Teachers	3	0	1.53	0	0
Supervisors	1	0	1.53	0	0
Managers	2	1	1.53	50.00	0

MINNESOTA DEPARTMENT OF CORRECTIONS
AFFIRMATIVE ACTION GOALS
Willow River

SELECTED GROUP: H A N D I C A P P E D

UNITS	TOTAL EMPLOYED	NUMBER	IDEAL GOAL %	CURRENT STATUS %	1990 GOAL
Craft	1	0	8.20	0	0
Service	4	0	8.20	0	0
Office	3	0	8.20	0	0
Guards	29	2	8.20	6.89	1
Professional	4	1	8.20	25.00	0
Teachers	3	0	8.20	0	0
Supervisors	1	0	8.20	0	0
Managers	2	0	8.20	0	0

INTERNAL AUDIT AND REPORTING SYSTEM

To ensure that progress in implementing the Department's Affirmative Action Plan can be monitored and evaluated, the following methods will be used:

1. Quarterly reports will be submitted to the Department of Employee Relations, Equal Opportunity Division.
2. The following documentation will be submitted quarterly to the Department's Affirmative Action Officer and retained for at least five years except as indicated. (All documentation will contain, at minimum, information regarding an individual's job classification, race, sex, and handicap).
 - a. Copy of the Affirmative Action Plan.
 - b. Copies of any work force and/or utilization analyses which have been completed.
 - c. List of all appointments.
 - d. List of all temporary, seasonal or provisional hires.
 - e. List of all promotions, transfers, new hires and terminations.
 - f. List of all disciplinary actions taken.
 - g. List of all separations.
 - h. List of all recruitment resources utilized.
 - i. List of all discrimination complaints filed.
 - j. Copies of all Department Affirmative Action Committee meeting minutes.

2-205.4 Discrimination Prohibited - Pursuant to the Civil Rights Act of 1964, discrimination cannot be allowed or condoned. The department has established an internal complaint procedure in order that any potential acts of discrimination can be investigated and dealt with in a thorough, appropriate and swift manner.

a. Internal Discrimination Complaint Procedure - This procedure is designed as an attempt to resolve discrimination problems internally before seeking a remedy from an outside authority. The department urges all employees to use the internal procedure before filing complaints with any other agency. Those filing a complaint or serving as a witness under this procedure shall do so without fear of coercion, reprisal or intimidation.

(1) **Who May File** - Any employee of the department of corrections who believes that he/she has been discriminated against by reason of race, creed, color, sex, age, national origin, religion, reliance on public assistance, marital status; handicap or political opinion or affiliation may file a complaint. Complaints will not be accepted after an individual terminates employment with the department.

(2) **Filing Procedure** - The discrimination complaint procedure consists of two parts: informal and formal. Employees must participate in the informal procedure before filing a formal complaint.

(3) **Informal**

(a) Employees are encouraged to attempt to resolve their complaints on an informal basis with their immediate supervisor. The supervisor shall make every effort to resolve the matter promptly. Action steps may include discussing the matter with any other parties involved, resolving misunderstandings, and taking action to correct any discovered discriminatory behavior or situation. Disciplinary action should not be taken without consulting the appointing authority (see step e of this informal procedure).

(b) If the employee feels uncomfortable discussing the complaint with the supervisor, he/she may verbally present the complaint to his/her affirmative action officer (AAO). This should be done within five working days after the employee, through reasonable diligence, should have had knowledge of the event giving rise to the complaint.

2-205.4
(cont'd.)

- (c) The AAO shall determine if the complaint falls within the area of equal employment opportunity (EEO), and if it does not, shall immediately notify the employee so that he/she can still revert to the grievance procedures contained in the applicable union contract or commissioner's plan. This notification should be followed up with a letter from the AAO to the employee stating that the complaint has been dismissed, including reasons for the dismissal, and referring the employee to a more appropriate grievance procedure. The letter should be sent within two working days of the receipt of the complaint.
 - (d) If the complaint deals with an equal employment opportunity issue, the AAO shall assist the employee in attempting to resolve the problem on an informal basis.
 - (e) If during the course of informally pursuing the resolution of a complaint, the supervisor or AAO feel that a discriminatory act has been committed and that disciplinary action may be necessary, the appointing authority shall be notified promptly and appropriately. The appointing authority shall then assume the responsibility of resolving the matter.
 - (f) Written documentation shall be kept by the supervisor or AAO of all events occurring during this informal procedure in the event that a formal complaint is filed. Such documentation shall be retained for a minimum of six months or as long as a complaint is still in process.
- (4) Formal
- (a) If the problem is not resolved through the informal process to the employee's satisfaction, the employee is then free to file a formal complaint. A formal complaint may be filed no later than one month after a determination has been rendered in the informal process.
 - (b) An employee files a formal complaint by completing a "Complaint of Discrimination Form" (available from the personnel office) and submitting it to his/her AAO.
 - (c) The complaint procedure outlined below shall be completed within 30 calendar days after a formal complaint has been filed. The AAO is responsible for monitoring the procedure to ensure that time limits are met.

2-205.4
(cont'd.)

(5) Processing Complaints

- (a) Immediately after receipt of a formal complaint, the AAO shall discuss the complaint with the employee (complainant) to ensure that all relevant information has been gathered and that the AAO understands the complaint.
- (b) Within three working days of receipt of formal complaint, the AAO shall bring the complaint to the attention of the appointing authority and send a copy to the department's affirmative action officer (DAAO).
- (c) The appointing authority shall appoint an impartial person to investigate the charge.
- (d) At the conclusion of the investigation, the investigator shall submit all findings in writing to the appointing authority.
- (e) The appointing authority, with the assistance of the AAO, shall review the summary of the investigation and shall make a determination on the complaint or shall do so after referring the case back to the investigator and receiving further information.
- (f) If the appointing authority believes there is sufficient evidence supporting the complaint, he/she shall take corrective action and shall send a memo to the complainant outlining the final disposition of the case.
- (g) If the appointing authority believes there is insufficient evidence to support the complaint, he/she shall send a memo to the complainant dismissing the complaint and outlining the reasons for such dismissal.

(6) Appeal Procedure - A complainant who is dissatisfied with the determination may appeal his/her case to the department's equal opportunity officer (EOO) within 10 working days after receiving a notice of determination. The EOO, with the assistance of the department affirmative action officer (DAAO), shall review all written materials and may authorize another investigation. A memo outlining the EOO's final determination will be sent to the appointing authority who shall take appropriate action and send a copy of the determination to the complainant.

(7) Maintenance of Records

- (a) Each AAO shall maintain records of all complaints.

2-205.4
(cont'd.)

- (b) A final report outlining the case (including a copy of the formal complaint, the investigation results and final determination) shall be prepared by the AAO and sent to the DAAO within 20 calendar days after the final determination has been made. This report shall be forwarded to the commissioner of the department of employee relations within 30 calendar days of the final determination.

Information on Witnesses Who May Support Your Case

Names

Work Address/Telephone

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

This complaint is being filed on my honest belief that I have been discriminated against. 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: _____

AFFIRMATIVE ACTION COMMITTEES

The Commissioner, acting through the Department's Affirmative Action Officer shall insure that the following committees are established:

Departmentwide Affirmative Action Committees: (See Appendix B for committee composition)

A Departmentwide Affirmative Action Committee will consist of the Correctional Facility/Camp Affirmative Action Officers, the Community Services Affirmative Action Officer, the Equal Opportunity Officer and the Department's Affirmative Action Officer. All members are officially appointed by the Commissioner. The Committee shall monitor agency activities and ensure equal employment opportunity and affirmative action requirements. It shall be responsible for assisting, as requested, and advising the Commissioner in his efforts to implement the Department's Affirmative Action Program. The Committee will be chaired by the Department's Affirmative Action Officer. Each Committee member will serve on the Committee as long as he/she serves in the capacity of an Affirmative Action Officer or Equal Opportunity Officer. Memos announcing forthcoming committee meetings will be posted on all official bulletin boards, noting that employees may attend, if prior supervisory approval is given. Committee meeting minutes will be available from the Department Affirmative Action Officer.

Duties of the Departmentwide Affirmative Action Committee shall include, but not be limited to the following:

1. To review and recommend to the Commissioner changes in Departmental policy and the Department's Affirmative Action Program.
2. To serve as a forum for transmitting employee concerns regarding affirmative action and equal employment opportunity to management.
3. To provide the Department's Equal Opportunity Officer and Affirmative Action Officer with assistance and advice in implementing Departmentwide Affirmative Action Programs.
4. To identify problem areas and propose solutions.
5. To provide an opportunity for the exchange of information and ideas which may assist the members in implementing their own affirmative action programs.

Correctional Facility and Central Office/Community Services Affirmative Action Committees: (See Appendix B for committee composition)

Each Correctional Facility and the Central Office (including Community Services) shall have its own Affirmative Action Committee. The Committee shall be composed of members selected by that location's Affirmative Action Officer and appointed by their respective Correctional Facility Superintendent or, in the case of the Central Office/Community Services Committee, by the Assistant Commissioner of Management. The Affirmative Action Officer for each location shall serve as an ex officio member of that location's committee.

The membership of each Committee shall consist of between 5 and 15 employees. To the extent possible the membership will be voluntary. Members will be selected or rejected based on the following criteria.

1. Membership should be representative of all protected class groups, if possible.
2. Membership shall be representative of the location's workforce and should include diverse job categories.

If additional members are needed after all volunteers have been considered, the Affirmative Action Officer shall request other employees to become members, based on the above criteria.

Memos announcing forthcoming committee meetings will be posted on all official bulletin boards, noting that employees may attend, if prior supervisory approval is given.

Duties of the Correctional Facility and Central Office/Community Services Affirmative Action Committees shall include, but not be limited to the following.

1. To review progress and identify problem areas.
2. To make recommendations concerning changes in policies, programs, etc. These recommendations will be made to the Superintendent of the Correctional Facility, or in the case of the Central Office/Community Services committee, to the Equal Opportunity Officer.
3. To serve as a forum for transmitting employee concerns regarding affirmative action and equal employment opportunity to management.
4. To provide the Affirmative Action Officer with assistance and advice in implementing affirmative action programs.
5. To work on special affirmative action projects as determined by the Committee. Committee members may be called upon to perform some activities individually or in sub-committees, depending on the nature of the project.

SPECIFIC PROGRAM OBJECTIVES

The Department is committed to the elimination of barriers to equal employment opportunity. To accomplish this, various programs need to be developed which will serve to eliminate these barriers. Specific problem areas which will be focused on and the programs developed to remedy these problems are listed on the following pages:

DEPARTMENTWIDE OBJECTIVES

Goal #1:

To provide greater opportunity for employees to participate in career planning with particular attention to members of protected groups.

Rationale:

Employment statistics for the Department show that although several locations are meeting some bargaining unit goals, goals are rarely being met in managerial, professional, and supervisory categories.

Objective:

To initiate a program which has as its primary focus the career development of protected group individuals in the Department.

Action Steps:

1. Advise all supervisors of their responsibility to provide guidance to their employees in the area of employee development and to encourage their employees to develop their skills.
2. Advise supervisors of the benefit of using the "Individual Development Planning Worksheet" to assist with employee development and ensure that every supervisor as well as personnel officer is informed of how this form is to be used.
3. To provide training in career planning.
4. Develop a Case Manager Internship Pilot Program at one of the correctional institutions.

Assignments:

Action Step 1 and 2: Personnel Officers

Action Step 3: Training Director

Action Step 4: MCF-Oak Park Heights Affirmative Action Officer

Target Date:

Step 1: 10/31/89

Step 2: 10/31/89

Step 3: 3/31/90

Step 4: 3/31/90

Evaluation:

Report submitted by each Affirmative Action Officer to the Department Affirmative Action Officer by 12/31/89 regarding results of action steps 1 and 2. Report submitted by the Training Director regarding action step 3 by June 30, 1990. Report submitted by institution Affirmative Action Officer to departmentwide Affirmative Action Committee by March 31, 1990.

OBJECTIVES (Cont.)

Goal #2: Increase retention of employees in protected classes.

Rationale: Data compiled shows a greater amount of turnover in protected classes than for non-protected class employees.

Objective: To identify reasons for turnover in protected classes and develop programs of intervention to decrease the number of separations in these classes.

Action Steps:

1. Develop a system to gather and monitor data on protected group turnover from probationary period to termination of employment.
2. Develop early intervention system to identify problems protected group employees are encountering.
3. Provide training of managers, supervisors so that they will have an understanding of these special problems.
4. Provide opportunity for employee support groups.
5. Establish a pilot mentor program at one of the correctional institutions.

Assignment:

Action Step 1: Department Affirmative Action Officer

Action Step 2: Departmentwide Affirmative Action Committee, Personnel Officers, Training Officers.

Action Step 3: Department Affirmative Action Officer, Department Training Directors, Institution Affirmative Action Officers, and Institution Training Officers.

Action Step 4: Institution Affirmative Action Committees, Institution Affirmative Action Officers, Personnel Officers

Action Step 5: MCF-Lino Lakes

Target Date:

Step 1 & 3: 6/30/90

Step 2: 12/31/89

Step 4: 12/31/89

Step 5: 3/31/90

Evaluation: Compare attrition data at end of 6/30/90 with previous years to see if progress has been made.

Goal #3: Provide training to departmentwide staff in order to gain a greater commitment to the principles of Affirmative Action.

Rationale: Many department staff are not aware of special problems that are encountered by protected group members. These problems occur during the hiring/promotional process and in the regular work environment.

Objective: Improve and expand affirmative action training that will create greater interest and understanding on the part of staff.

OBJECTIVES (Cont.)

Action Steps:

1. Provide training during new recruit orientation at the Academy. It will include the basic principles of affirmative action, protected group concerns, and sexual harassment training.
2. Managers and supervisors departmentwide will receive training as to their responsibilities to address disparities in their work units. The training will also include the principles of affirmative action, sexual harassment and protected group concerns.
3. Departmentwide staff will receive training from the Equal Opportunity Division on Disability Awareness and Resources.

Assignment:

Steps: 1-2-3 Department Affirmative Action Officer, Training Director, and Designees.

Target Date:

Steps 1 & 2 & 3 Ongoing.

Evaluation: Training records will be kept by the Training Director and monitored by the Department Affirmative Action Officer.

Goal #4: To recruit protected group members for entry level jobs.

Rationale: In order to meet affirmative action goals, a concerted effort is needed in the area of recruitment.

Objective: To develop institution and departmentwide recruiting packages.

Action Steps:

1. Individual institutions will develop a recruiting package and expand recruiting efforts of protected group members.
2. A departmentwide recruiting package will be developed for use in recruiting.
3. The Department will sponsor a booth at such events as minority job fairs.

Assignment:

Step 1: Institution Affirmative Action Officers and Affirmative Action Committee.

Step 2 & 3: Department Affirmative Action Officers - Department Affirmative Action Committee.

Target Date:

Step 1: March 31, 1990

Step 2: March 31, 1990

Step 3: Ongoing

Evaluation: This goal will be monitored by the Department Affirmative Action Committee.

CENTRAL OFFICE/COMMUNITY SERVICES OBJECTIVES

Goal #1: To provide training to central office staff to gain a greater commitment to the principles of Affirmative Action.

Rationale: Many staff are not familiar with the many issues that Affirmative Action addresses. This sometimes results in problems in the workplace for protected groups.

Objective: Improve and expand Affirmative Action training that will create greater interest and understanding on the part of the staff.

Action Step:

In conjunction with the Department of Corrections Training Director, an annual Affirmative Action Training calendar will be developed. This will allow staff to plan in advance to participate in training sessions.

Assignment: AAO, Training Director, AA Committee

Target Date: 10/31/89

Goal #2: To work with personnel staff in the recruitment of protected group members.

Rationale: Affirmative Action goals have not been met. In order to meet these goals, more effort must be made in the area of recruitment.

Objective: To recruit more protected group staff.

Action Steps:

1. Develop a recruitment resource bank.
2. Appoint a staff person to serve on on the Departmentwide Recruiting Committee.

Assignment:

Step 1: AAO, Personnel Director, AA Committee

Step 2: Chair, AA Committee

Target Date:

Step 1: Ongoing

Step 2: August 31, 1989

Goal #3: To increase the retention of protected group employees.

Rationale: It is important to retain qualified protected group individuals in order for them to compete for open positions.

CENTRAL OFFICE/COMMUNITY SERVICES OBJECTIVES

Objective: To monitor the reasons for departures of protected group staff.

Action Steps:

1. Use the exit interview to identify reasons for departure.
2. Identify training area needs that would assist in the retention of protected group staff.

Assignment:

Step 1: Department AAO

Step 2: AA Committee, AAO

Target Date:

Step 1: Ongoing

Step 2: July 31, 1990

OAK PARK HEIGHTS OBJECTIVES

Goal #1:

To increase the number of protected group members at MCF-OPH.

Rationale:

Although affirmative action goals are presently being met in over 50% of the categories, a concerted effort is needed to ensure that advancements in affirmative action continue in the categories where goals are unmet and to also ensure that no regressions occur in the areas where goals are met.

Objective:

To develop more extensive recruiting efforts.

Action Steps:

1. Bring program to the attention of the institution's Affirmative Action Committee and discuss possible alternatives.
2. Follow through with any suggestions arising from the Affirmative Action Committee, and take advantage of any viable committee assistance.
3. Advertise in minority papers and contact protected group sources whenever a vacancy arises and is open for application.

Assignment:

Institution Affirmative Action Officer and Personnel Director

Target Date:

Steps 1 & 2: 3-31-90

Step 3: Ongoing

Evaluation:

Report of action taken submitted via each quarterly affirmative action report.

Goal #2:

To increase staff participation in affirmative action at MCF-OPH.

Rationale:

To date the MCF-OPH affirmative action committee has not been successful at defining a viable role. Furthermore, attendance at meetings has been poor.

Objective:

To increase the role of the MCF-OPH affirmative action committee.

Action Steps:

1. Determine present memberships interest in remaining on the committee.
2. Select new members if appropriate.

Oak Park Heights Objectives, Continued

3. Research potential areas of committee involvement, subject to approval of institution AAO.
4. To interview members of the staff who are in protected classes; solicit suggestions from them as to what we could do to further our affirmative action goals; ask for feedback on what problems they know of that have discouraged other protected group members from remaining on the job. What problems they believe should be addressed regarding such things as discouraging discriminatory practices, insensitivity, etc.

Assignment:

Institution AAO for Action Steps 1 and 2.

Affirmative Action Committee for Action Steps 3 and 4.

Target Date:

Step 1 & 2: 9-30-89

Step 3: 12-31-89

Step 4: 3-31-90

Evaluation:

Report of any action taken will be submitted via each quarterly affirmative action report.

RED WING OBJECTIVES

Goal:

Increase the number of females in supervisory positions in bargaining units.

Rationale:

There are 11 supervisory and 4 management positions of which only one is female.

Objective:

Attempt to reclassify into supervisory category females who presently have supervisory functions.

Action Steps:

1. Review positions not classified as supervisory but have supervisory tasks.
2. Appointing authority request through Department channels that specified positions be reclassified to supervisory if appropriate.
3. Investigate possibilities of transfer from category to category for promotion.

Assignment:

Affirmative Action Officer
Personnel Officer

Target Date:

Step 1 & 2: 10/31/89
Step 3: 3/1/90

Evaluation:

Report to Department Affirmative Action Officer by 5/31/89.

SAUK CENTRE OBJECTIVES

Goal #1: To ensure continued representation of protected groups in staff complement.

Rationale: The following disparities are still occurring at MCF-SCR: Minorities underutilized in Crafts, Service, Office, Teachers, Commissioner's Plan. Females underutilized in Crafts, Supervisory.

Action Steps:

1. Make an effort through recruitment to remedy the disparities when there is an opening.
2. Reorganize Affirmative Action Committee so that some members are able to serve on Corrections Department Recruitment Committee.

Assignments: Affirmative Action Officer, Affirmative Action Committee

Target Date: 9/30/89

Goal #2: Enlarge Affirmative Action Committee so that Affirmative Action is visible in all departments.

Rationale: Each work unit will be encouraged to have a representative on the Affirmative Action Committee.

Action Steps:

1. Encourage Affirmative Action Committee to involve more employees in Affirmative Action training.
2. Make Affirmative Action more visible to all employees.

Assignments: Affirmative Action Committee, Training Officer

Target Date: 12/30/89

SHAKOPEE OBJECTIVES

Goal #1: To continue efforts to eliminate disparities within the goal units.

Rationale: We have disparities in some of our units.

Objective: To develop more extensive recruiting efforts.

Action Steps:

1. Publicize recruitment needs within the institution.
2. Update the recruitment package.
3. Attend job fairs.

Assignment:

Institution AAO and Personnel Director for Action Step 1.
Institution Affirmative Action Committee for Action Step 2 & 3.

Target Date: Step 1, 2, & 3: Ongoing.

Evaluation: Report of action taken as stated in each quarterly Institution Affirmative Action Committee report.

Goal #2: To increase awareness of Affirmative Action principles by all staff.

Rationale: There is a need to promote greater awareness of the rights of the protected classes and knowledge of the discrimination complaint procedure.

Objective: To conduct a more visible Affirmative Action Program within the institution.

Action Steps:

1. Post minutes of Affirmative Action Committee and meeting times.
2. Offer information training programs concerning Affirmative Action.

Assignment: Institution AAO, Affirmative Action Committee and Training Director.

Target Date: Step 1: Ongoing
Step 2: Fourth Quarter FY 1990

Evaluation: Statistics on staff training hours devoted to Affirmative Action.

Goal #3: To increase staff awareness of opportunities for upward mobility employment.

Rationale: There is no formalized effort to inform staff of other job responsibilities.

Shakopee Objectives, Continued

Objective: To initiate a program for developing opportunities for upward mobility.

Action Steps:

1. Distribute information to Supervisors so they can assist their employees in developing their career goals.
2. Distribute and post career opportunities bulletin.

Assignment: Personnel Officer

Target Dates: Steps 1 & 2: Ongoing

Evaluation: Report of action taken as stated in each quarterly Institution Affirmative Action Committee report.

ST. CLOUD OBJECTIVES

Goal #1: Refine the organization of the Affirmative Action Committee.

Rationale: Now that the MCF-SCL Affirmative Action Committee has been reorganized and is more active, refining this reorganizational effort will be necessary.

Action Steps:

1. Elect a Vice-Chairperson who will become Chairperson July 1, 1990.
2. Elect a secretary to record and distribute minutes.
3. Review membership and develop a plan to involve more staff participation on the committee.
 - a. Consideration of a rotation system for membership.
 - b. Consideration of the number of members; new members should be appointed if appropriate.
4. To pursue the feasibility of a 1/2 time AAO or a "shared" AAO position.

Target Dates: Steps 1 & 2: 9/1/89
Step 3: 11/31/89
Step 4: Ongoing

Assignment:

Step 1 & 2: Affirmative Action Committee, Affirmative Action Officer
Step 2 & #: Affirmative Action Committee, Affirmative Action Officer, Superintendent

Goal #2: To demonstrate more extensive recruiting efforts in order to increase the number of protected class members at MCF-SCL.

Rationale: Although affirmative action goals are presently being considered at MCF-SCL, a concerted effort is needed in recruiting in order to ensure that advancements continue in categories where goals are unmet and to also ensure that no regressions occur where gains have been made.

Action Steps:

1. Determine in which units there is disparity of protected class groups. This will be done on a quarterly basis with the information being transferred to the Affirmative Action Committee and other staff deemed necessary to have this information.
2. Make every effort to attract protected class members to the hiring list.
 - a. Publicize recruitment needs within and outside the institution.
 - b. Increase contact with the SCSU Behavioral Science Department.
 - c. Develop a recruitment package related to MCF-SCL which can be used with the State Recruitment Package.

St. Cloud Objectives, Continued

- d. Pursue the feasibility of internships as a means of recruitment.
- e. Attend a minimum of two career day/job fairs.
- f. Develop visual aids to assist in recruiting (i.e. picture displays, MCF-SCL table cover and banner, etc.)
- g. Encourage full-time positions for protected class members (within labor contract guidelines).

Target Dates:

Step 1: Ongoing on a quarterly basis beginning July 1, 1989.

- Step 2:
- a. Ongoing
 - b. First contact no later than 11-31-89, then ongoing.
 - c. 12/31/89
 - d. Ongoing
 - e. 5/31/90
 - f. 2/28/90
 - g. Ongoing

Assignment:

Step 1: Personnel Director, AAO, Superintendent

Step 2: Personnel Director, AAO, Superintendent, Affirmative Action Committee, Training Director

Goal #3: To increase staff awareness of Affirmative Action principles and role of Affirmative Action in the workplace.

Rationale: Now that the Affirmative Action Committee is more visible to staff at MCF-SCL, there is a need to promote greater awareness of: the role of Affirmative Action, the rights of protected classes, and knowledge of the discrimination complaint procedure.

Action Steps:

- 1. Issue a letter from the Superintendent to all staff indicating commitment to Affirmative Action and equal employment opportunity. The letter should also notify the current appointments of those staff on the MCF-SCL Affirmative Action Committee.
- 2. Offer information training programs concerning Affirmative Action Programs.
- 3. The AAO will issue memos announcing forthcoming Affirmative Action Committee meetings on all official bulletin boards, noting that employees may attend if prior supervisory approval is given.
- 4. To submit quarterly reports to the Appointing Authority regarding the accomplishments of the Affirmative Action Committee, training, etc.
- 5. Use the Greystone Gazette as a tool for issuing information related to Affirmative Action.

St. Cloud Objectives, Continued

Target Dates: Step 1: 11/31/89
Step 2: Ongoing
Step 3: 9/1/89
Step 4: Ongoing on a quarterly basis beginning 9/89
Step 5: Ongoing

Assignments:

Step 1: Superintendent, AAO
Step 2: Affirmative Action Committee, Training Director, AAO
Step 3: Affirmative Action
Step 4: Affirmative Action Committee, AAO, Training Director
Step 5: Affirmative Action Committee, AAO, Training Director, Superintendent

Goal #4: To expand the Affirmative Action Training Program.

Rationale: All staff must receive Affirmative Action training. This training should include information as to what resources are available as well as sensitivity training. The Affirmative Action members need training as to their role as committee members which will enable them to understand their duties as outlined in the affirmative action plan. It is recognized that many people have responsibilities regarding the expansion of the Affirmative Action Training Program.

Action Steps:

1. The Dr. Betances "Celebrating Diversity" tape should be viewed by all staff. Supervisors should take responsibility for seeing that this training is provided. Some MCF-SCL staff have viewed the tape, but the majority have not. A sign off sheet should be used for monitoring progress of this goal.
2. Staff will participate in sensitivity training when possible.
3. Training will be developed specifically for members of the Affirmative Action Committee.
4. Affirmative Action Committee training members will present training on Affirmative Action to new staff. An ongoing evaluation of this training will occur. Changes will be made as necessary.

Assignments: Superintendent, Training Director, Affirmative Action Committee, Affirmative Action Officer, Supervisors

Target Dates:

Step 1, 2 & 4: Ongoing
Step 3: 12/31/89

St. Cloud Objectives, Objectives

Goal #5: To groom and assist protected class members in securing promotions.

Rationale: Grooming for protected class members is essential in order to increase the retention of these members and to ensure dispersion into supervisory level positions. A specific program of support and grooming should be conducted so that measurable progress is made on this goals. This is in accordance with DOC Affirmative Action goals for MCF-SCL.

Action Steps:

1. Allow protected class members to engage in supervisory preparatory training (i.e. DOC training opportunities or university level coursework).
2. Allow protected class members to assume the responsibilities of supervisory or higher level positions within their respective areas of expertise and in accordance with labor union contracts. Supervision could be provided by existing supervisory personnel. This action would assist protected class members to gain the necessary skills in order to compete for higher level positions.
3. Assign protected class members short-term temporary supervisory level assignments to allow them to gain supervisory skills in such areas as position description changes and formulations, budgeting, etc.
4. To assist protected class members to gain supervisory experience via more participation on oral boards by protected class members.

Assignments:

Superintendent

Supervisors

Affirmative Action Officer

Affirmative Action Committee

Department Affirmative Action Officer

Target Dates: Steps 1, 2, 3, & 4: Ongoing

STILLWATER OBJECTIVES

It is estimated that by the year 2000, only 25% of employees entering the workforce will be white males. At the present time white males make up 46% of the total workforce in the U.S., but dominate supervisory and management ranks. Supervisors will be challenged to supervise, coach, mentor and develop female employees and employees from many different cultures, ethnic groups and backgrounds.

Statistics show that in 1987 at MCF-STW eleven minorities were hired and nine left employment. In 1988, four minorities were hired and four left (one Asian resigned to enter private business, one Native American was laid off, then placed at MCF-OPH, one black was terminated from the Academy and one black CC II was terminated). While we already have a problem retaining minority staff, experts warn that the trend toward more minorities in entry jobs, the decrease in number of middle and higher management positions available and the concentration of non-minority staff in management positions will make the retention of minority staff even more difficult in the future.

To enable and implement a training package for managers and supervisors on managing the diverse workforce.

Objective: To develop and implement a training package for managers and supervisors on managing the diverse workforce.

Action Steps:

1. Develop a lesson plan.
2. Have lesson plan reviewed and approved by Affirmative Action Committee and Warden's staff.
3. Identify and select trainees.
4. Schedule training.
5. Conduct training.

Assignment:

- Step 1: Staff Development Department, Affirmative Action Officer.
Step 2: Affirmative Action Committee, Warden's Staff
Step 3: Staff Development, Affirmative Action Committee, Warden's Staff
Step 4 & 5: Staff Development

Target Date: January 1, 1990

Evaluation:

Evaluation of the results of the training and development will not be possible until staff have completed the programs. The most obvious evaluation would be illustrated by an increase in the retention rate of minorities. Evaluations of all training activities will occur upon the completion of each session.

THISTLEDEW CAMP OBJECTIVE

Goal:

To increase the number of minorities at Thistledew Camp.

Rationale:

At present Thistledew Camp employs no minorities.

Objective:

To intensify recruiting efforts for minorities at Thistledew Camp.

Action Steps:

1. Determine recruiting areas where minorities would most likely be located.
2. Investigate most advantageous recruiting methods.

Assignment:

Affirmative Action Officer

Target Date:

Step 1: 12-31-89

Step 2: 3-31-90

Evaluation:

Report to Department's Affirmative Action Officer by 3-31-89.

LINO LAKES OBJECTIVES

Goal #1: Eliminate disparities within the bargaining categories at MCF-LL as recorded on our annual Affirmative Action Plan.

Rationale: We continue to have disparities in many of our employment categories.

Objective: To conduct an affirmative action program so that measurable progress is made during the year.

Action Steps:

1. Participate in community recruiting activities. Seek staff volunteers who will represent MCF-LL at job fairs and other events. To be represented along with MCF-OPH and MCF-STW in their recruiting efforts.
2. Keep the staff of the Equal Opportunity Division advised of our recruiting needs.
3. Review supervisory performance ratings to insure that supervisors are aware and working toward meeting affirmative action goals within their unit.
4. Where the examining process has been delegated to the institution, meet with oral board members to discuss categories in which we have disparities.

Assignment: Affirmative Action Officer, Affirmative Action Committee and Personnel Director.

Target Date: Step 1, 2, 3 & 4: Ongoing.

Evaluation: Comparison of disparate categories on 6/30/90.

Goal #2: Develop training programs that will gain a greater commitment to Affirmative Action principles on the part of all institution staff.

Rationale: Problems that exist are not apparent to most staff members. There is a need to promote greater interest and awareness in the rights of protected classes.

Objective: Improve and expand affirmative action training programs that will create greater interest and understanding on the part of all staff toward an improved environment for protected classes.

Action Steps:

1. Expand affirmative action material used in the orientation of new employees, including a handout. Include specialized training on avoiding setups when dealing with other staff as well as inmates.

Lino Lakes Objectives, Continued

2. Increase the annual number of training hours devoted to affirmative action by adding quality programs that are interesting and thought provoking. Make certain training sessions mandatory on an annual basis.
3. Develop a means of feedback that will evaluate the effectiveness of the affirmative action training programs.

Assignment: Affirmative Action Officer, Affirmative Action Committee and Training Coordinator.

Target Date:

Step 1 & 2: 2nd Quarter FY '90

Step 3: 4th Quarter FY '90

Evaluation: Accumulate statistics on staff training hours devoted to this subject and note their comments on training evaluations.

Goal #3: Refine and develop the "mentor" program so that it provides valuable support to protected class correctional counselors during their probationary period.

Objective: Provide the necessary assistance and support to protected class individuals during their probationary period to insure them a fair opportunity to be certified as a permanent employee.

Action Steps:

1. Refine the "mentor" program so that experienced staff members are available to each new protected class employee. These people will be available to answer questions and give advice on matters that the employee might be hesitant to ask the supervisor.
2. Evaluate the reasons for the non-certification of protected class individuals over the past five years. Identify areas that need special attention on the part of the mentors.
3. Provide additional training to supervisors, concerning special needs of protected classes and the role of the mentor.

Assignment: Affirmative Action Officer and Committee.

Target Date:

Step 1 & 2: 2nd Quarter FY '90

Step 3: 4th Quarter FY '90

Evaluation: Comparison of percentage of successful completions of probationary periods by protected class employees with past history.

WILLOW RIVER/MOOSE LAKE OBJECTIVES

Goal #1: Organize the Affirmative Action Committee.

Rationale: An Affirmative Action Committee has been appointed at MCF-Willow River/Moose Lake. An organization effort must be undertaken.

Action Steps:

1. A chairperson and vice chairperson will be elected by the committee. The Affirmative Action Officer will become an ex officio member of the committee.
2. A member of the Affirmative Action Committee will maintain a file related to membership.
3. An organized method shall be developed regarding membership on the committee.

Assignment: Affirmative Action Officer
Affirmative Action Committee

Target Dates:

Step 1 & 2: 10/31/89
Step 3: 12/31/89

Goal #2: To increase the approachability of Affirmative Action Committee members.

Rationale: It is anticipated that informal complaints will be filed. We would like to encourage staff to file complaints within the Department of Corrections rather than with the Human Rights Department.

Action Steps:

1. To inform staff about the role of the Affirmative Action Committee, a brochure will be placed in each staff's mailbox.
2. New trainees will receive orientation on Affirmative Action.

Assignment: Affirmative Action Officer
Affirmative Action Committee
Department Affirmative Action Officer

Target Dates:

Step 1: 3/31/90
Step 2: Ongoing

APPENDIX A

PERSONS RESPONSIBLE FOR AFFIRMATIVE ACTION IN THE DEPARTMENT OF CORRECTIONS:

Commissioner of Corrections	Orville B. Pung
Equal Opportunity Officer	Acting Assistant Commissioner Shirley Flekke
Department Affirmative Action Officer	Janet Entzel

Superintendents/Wardens:

Frank Wood	MCF-OPH
Robert Erickson	MCF-STW
William McRae	MCF-SCL
Fredric Holbeck	MCF-FRB
D. Jacqueline Fleming	MCF-SHK
Gerald O'Rourke	MCF-RW
Dale Ulrich	MCF-SCR
Fred LaFleur	MCF-LL
Derwood Lund	TC

Correctional Facility/Camp Affirmative Action Officers:

John Twohig	MCF-STW	Associate Warden
Otis Zanders	MCF-OPH	Employee Development Specialist II
Colonel Nemec	MCF-SCL	Personnel Director 2
Bill McGrath	MCF-LL	Administrative Management Director I
Jerry Knutson	MCF-SHK	Institution Community Relations Coordinator
John Odden	MCF-RW	Institution Educational Administrator
Henrietta Kessler	MCF-SCR	Institution Community Relations Coordinator
Diane Gohman	WRC	Correctional Counselor II
Derwood Lund	TC	Corrections Facility Superintendent

Central Office Affirmative Action Officer:

Janet Entzel	CO	Director of Office Management/ Affirmative Action
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Community Services Affirmative Action Officer:

Tom Lawson	CO	Director of Community Services Support
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APPENDIX B

AFFIRMATIVE ACTION COMMITTEES

Departmentwide Committee:

John Twohig	MCF-STW	Associate Warden
Otis Zanders	MCF-OPH	Employee Development Specialist II
Colonel Nemec	MCF-SCL	Personnel Director 2
Bill McGrath	MCF-LL	Administrative Management Director I
Jerry Knutson	MCF-SHK	Institution Community Relations Coordinator
John Odden	MCF-RW	Institution Educational Administrator
Henrietta Kessler	MCF-SCR	Institution Community Relations Coordinator
Diane Gohman	WRC	Correctional Counselor II
Derwood Lund	TC	Corrections Facility Superintendent
Janet Entzel	CO	Director of Office Management/ Affirmative Action (Ex Officio)
Tom Lawson	CO	Director of Community Services Support

Ex-Officio Member:

Shirley Flekke	Acting Assistant Commissioner of Management/Department Equal Opportunity Officer
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Minnesota Correctional Facility - Stillwater

Joan Thorsten	Correctional Counselor II
Douglas Green	Industry
Jean Fleming	Clerk Typist
Bill Burgin	Chemical Dependency Counselor Supervisor
Virginia LeVasseur	Corrections Counselor IV
Stan Schroeder	Case Manager

Stillwater continued

Pat Cody	Correctional Counselor II
Pete Bjurstrom	Cell Hall Director
Dave Ellis	Corrections Counselor II
Linda Harder	Training Director
Dave Corbo	Personnel Director II (Ex-Officio)
John Twohig	Associate Warden/AAO (Ex-Officio)
Rick Hillengass	(Ex Officio)

Minnesota Correctional Facility - St. Cloud

James Blair	Special Teacher
Millard Fleming	CC IV
Susan Johnson	Caseworker
Mary Sobania	Special Teacher
Colonel Nemec	Personnel Director 2/AAO
Charles Williams	CC III
Audrey Cady	CC II
Roy Colbert	CC II
Jerome Sauer	CC III

Minnesota Correctional Facility - Shakopee:

Gary Brown	Prison Industries Foreman, General
Terrie Green	CC III
Kathy Hoffman	CC II
Jerry Knutson	Volunteer Services Coordinator/AAO
Glen Anderson	Account Clerk Senior
Angie Geis	Accounting Tech./Personnel Designee
Millie Godding	CC II

Minnesota Correctional Facility - Oak Park Heights

Tom Smith	CC III
Lynn Dingle	Corrections Information Center Supervisor
Connie Anderson	Clerk Typist IV
Kyle Maser-Crist	Corrections Security Caseworker
Dave Kampa	CC III
Allen Shafer	CC II
Dave Reishus	CC III
Jessica Freer	CC II
Jim Zawacki	Residential Program Manager
Terri Gillette	Clerk II
John Travis	CC II
Otis Zanders	Employee Development Specialist III/ AAO (Ex-Officio)
Leanne Phinney	Personnel Director
Lucia Hudy	Corrections Security Caseworker

Minnesota Correctional Facility - Red Wing

Karen Baker	Personnel Aide
Candace Zavitkovski	Special Teacher
John Odden	Education Director/AAO
Janet Reding	Clerk Typist Intermediate
Noah White	Correctional Counselor II

Minnesota Correctional Facility - Lino Lakes

William McGrath	Administrative Management Division/AAO
Marlys Sellers	CC III
Frank Spencer	Corr. Supervisor
Diane Campbell	CC III
Don Patterson	CC II

Lino Lakes continued

Carol Roemhild	CC II
Nancy Steele	Psychologist
George Harrison	Senior Corrections Agent

Minnesota Correctional Facility - Sauk Centre

Muriel Foster	Special Teacher
Janet Murch	Registered Nurse
Donald Rasmussen	CC III
Lawrence Smith	Correctional Supervisor
Henrietta Kessler	Institution Community Relations Coordinator/AAO

Central Office/Community Services

Marguerite Bittner	Research Analyst Specialist Sr.
Ethel Jackman	Clerk Typist IV
Ruth Kraemer	Executive Secretary
Henry Wesley	Assistant Director Personnel
Jeff Martin	Corrections Program & Policy Monitor
Rick Hillengass	Assistant Education Coordinator
Gary Woodward	Records Management
Monica Herrera	Program Grants Analyst
Janet Entzel	Ex Officio

Minnesota Correctional Facility - Willow River/Moose Lake

Jerry Fetsch	CC II
Keith Simmer	CC III
Roman George	CC II
Deb Colton	CC II
Jerry Sylvester	CC III
Paul Zimmer	CC II

Willow River/Moose Lake continued

Jim Ostendorf	CC III
Ted Mickelson	Senior Corrections Agent
Dawn Hayden	Clerk Typist II

APPENDIX C

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 Department of Corrections policy 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 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.

APPENDIX D

DEFINITIONS RELATING TO DISABILITY AND HANDICAP

A. 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.

For purposes of employment, such term does not include any individual who is an alcoholic or drug abuser whose current use of alcohol or drugs prevents such individual from performing the duties of the job in question or whose employment, by reason of such current alcohol or drug abuse, would constitute a direct threat to property or the safety of others.

B. 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.

The term "physical or mental impairment" includes, but is not limited to, such diseases and conditions as orthopedic, visual, speech, and hearing impairments, cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, mental retardation, emotional illness, and drug and alcohol use.

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

D. 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.

E. 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 in B, on previous page, but is treated as having such an impairment.

F. Qualified Handicapped Person: with respect to employment, a handicapped person who, with reasonable accommodation, can perform the essential functions of the job in question.

G. Reasonable Accommodation(s): are efforts made by an employer to remove barriers which prevent or limit the employment or continued employment of qualified handicapped or disabled persons.

1. Legal Base: Section 504 of the Rehabilitation Act of 1973, as amended and the State Human Rights Law (Chapter 363, Minn. Statutes 1983) requires all state agencies to make reasonable accommodations to the employment needs of handicapped persons.

All Department of Correction's detention and correctional facilities must also provide accessibility for handicapped visitors and program accessibility for handicapped detainees since a detainee's right to receive visitors and participate in the facility's activities is an important part of a correctional program and should be available to all persons housed in Department of Correction's facilities.

To assure compliance with the above laws the Commissioner has designated an equal opportunity and affirmative action officer for the Department and arranged for the appointment of an affirmative action officer for community services and each institution. (See the "Commissioner's Statement" included in the Affirmative Action Plan.)

2. Policy: The Department of Corrections will not deny employment to qualified handicapped applicants, new employees, current employees and reinstated employees if the sole reason for a denial of employment is the need to make reasonable accommodations to the physical or mental needs of that person, unless it can be demonstrated:

- a. that the accommodation would impose an undue hardship on the facility; or
- b. that the accommodation does not overcome the effects of the person's handicap; or
- c. that the handicapped person is not qualified to perform this particular job.

The Department of Corrections will not alter essential job functions, change the basic nature of any job, or create positions that have not existed, in the name of, or with the objective of reasonable accommodation. The accommodation must be directly related to performing the job and not for non-job related personal needs.

An employee with an acute temporary disabling condition such as appendicitis, broken limbs, pulled muscles etc., qualifies as a handicapped person requiring short-term reasonable accommodation.

APPENDIX E

PART II MANAGEMENT

DEPARTMENT OF CORRECTIONS

2-201.5
June, 1985

2-201.5 Pre-Employment Reviews

- a. Introduction - The Minnesota Department of Corrections is an equal opportunity employer. The department's affirmative action plan states that it is a policy of the department to:

- (1) Provide equal opportunity to all persons without regard to race, creed, color, sex, religion, national origin, age, marital status, disability or handicap, reliance on public assistance, political opinions or affiliations, except where a bona fide occupational qualification exists.
- (2) Comply with the statewide affirmative action program. As stated in the State of Minnesota's Equal Employment Opportunity Policy:

"The State of Minnesota will implement and maintain a program of affirmative action to eliminate internal barriers to equal employment opportunity and to provide for the employment and advancement of qualified disabled persons, minorities, women, and Vietnam era veterans in accordance with their occurrence in the labor work force."

State rules governing a statewide affirmative action program specify that a procedure must be developed in each agency which "requires pre-employment review of all hiring decisions for occupational categories with unmet affirmative action goals".

- b. Policy - When an established affirmative action goal for a specific occupational category is not being met and a vacancy occurs, the supervisor's hiring recommendation shall be reviewed by the appropriate appointing authority if the supervisor wishes to hire an individual who is not a member of the protected group for which the disparity exists.

No offer for employment shall be made until the appropriate appointing authority and the department's Affirmative Action Officer (AAO) are sufficiently satisfied with the rationale given for not hiring a member of the protected class for which a deficiency exists.

- c. Procedure - When a vacancy occurs in a category which has unmet affirmative action goals, the following procedures shall be followed:

RESPONSIBILITY

Personnel officer or
designated affirmative
action officer (AAO)

ACTION

- (a) Notifies supervisor if affirmative action goals are not being met for one or more protected group(s) and member(s) of those group(s) are on the list. The AAO or personnel officer shall also advise the supervisor of the affirmative action responsibility and of the procedure below.

APPENDIX F

PART II MANAGEMENT

DEPARTMENT OF CORRECTIONS

2-201.7
November, 1985

2-201.7 Correctional Counselor Duty Assignment Policy

- a. Introduction - The Minnesota Department of Corrections is an equal opportunity employer. The following is stated in the department's affirmative action plan:

"It is the policy of the Minnesota Department of Corrections to recognize the essential rights of all employees to be recruited, hired, trained and promoted without regard to race, color, religion, sex, or national origin."

The department of corrections fully recognizes the importance of actively supporting and implementing its affirmative action plan through its personnel policies. The department also recognizes its duty and responsibility to provide safe, orderly and secure correctional institutions while at the same time protecting to the extent possible the rights of its inmates and staff. The key to providing this lies in the development of effective security policies as well as in the hiring, retention and promotion of those who provide this security -- the correctional counselors.

The fundamental job of a correctional counselor is to maintain essential security, order and control and to enhance rehabilitative and treatment efforts of the correctional facility. The department of corrections recognizes that rehabilitation and treatment are enhanced by the presence of correctional counselors of both gender.

- b. Policy - Security has many facets, including but not limited to making security rounds and doing counts in living units and cell halls that can be performed equally well by correctional counselors of either gender in a correctional facility. Bona fide occupational qualifications based on gender shall apply to the following tasks which are expressly listed in this policy. Except in emergency situations, correctional counselors of the opposite gender shall not be assigned to the doing of strip searches, body cavity searches (including visual body cavity searches), collection of urine samples, or performing security checks of shower areas.

Consolidation of tasks or the sharing or rotating of assignments shall be used to limit, to the greatest extent possible, the number of single gender correctional counselor positions in carrying out this policy; e.g.:

- (1) No position shall be limited based upon the need to do strip searches, body cavity searches and collect urine samples except where that is a routine function; e.g. security squad, shake down room, visitors' room.
- (2) Where correctional counselors have posts in a cell hall which contains inmates of the opposite gender, rotation or sharing of duties with respect to shower checks shall be used to limit, to the greatest extent possible, the number of single gender correctional counselor positions.

APPENDIX G

PART II MANAGEMENT

DEPARTMENT OF CORRECTIONS

**2-205.4
June, 1985**

2-205.4 b. Sexual Harassment in the Workplace
(cont'd.)

(1) Introduction:

Harassment on the basis of race, color, religion, sex, or national origin is a violation of Section 703 of Title VII of the Civil Rights Act. It is a form of discrimination and is punishable under both federal and state laws. Recent court decisions dictate the need for a strict and explicit policy statement on the subject of discriminatory harassment, particularly in regard to sexual harassment.

Courts have ruled that employers are liable for failure to investigate allegations of sexual harassment and to take prompt remedial action against an employee who is known to be sexually harassing another employee.

An employer is required to take steps to prevent sexual harassment as all employees have an inherent right to be free from such activity. These steps include expressing strong disapproval of harassing acts, developing methods to sensitize employees to the issue, and promoting the development of a cooperative working environment. Employers are responsible for developing appropriate sanctions and informing employees of their right to raise the issue of sexual harassment.

- (2) Definition - "Sexual harassment" is defined by the equal employment opportunity commission as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made a term or condition of an individual's employment, (2) submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.**

It is possible for sexual harassment to occur among co-workers or between supervisors and subordinates.

- (3) Policy - Every department administrator, manager and supervisor is responsible for maintaining a working environment that is free from sexual harassment.**

No employee shall sexually harass another employee. Employees found guilty of sexual harassment will be subjected to disciplinary sanctions.

(4) Procedures

- (a) Department managers, wardens and superintendents shall be responsible for the development of procedures to comply with this policy.**

APPENDIX H

REASONABLE ACCOMMODATION PROVISION

1. POLICY

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

This agency will provide accommodations to qualified handicapped employees/job applicants when such accommodations are directly related to performing or competing for a job on an equal basis. Accommodations will not be required for non-job related personal needs even though they may be a qualified handicapped individual. 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 and is not a part of reasonable accommodation.

II. SCOPE

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

III. DEFINITIONS

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

IV. Employee request for reasonable accommodations.

- A. The supervisor and the handicapped employee consult to determine the need for the accommodation and to discuss alternatives such as job restructuring, job site modification, and assistive devices.
- B. The supervisor submits a written request form CR-00-158-01 obtained from the AAO/Designee. The request includes a justification for the accommodation, and a statement of the disability. A medical statement of limitations may be included if the supervisor deems advisable.
- C. The supervisor submits the request to the AAO/Designee within 3 working days upon receipt of the request. The AAO will notify the appointing authority of the request and gather information regarding availability and cost within 7 working days.
- D. The AAO reports to the agency head/designee with a recommendation. The agency head/designee 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 3 working days.
- E. The AAO fills out the Reasonable Accommodations Agreement Form CR-00157-01 and obtains necessary signature.
- F. The AAO submits appropriate purchasing documents if equipment, furniture, or other assistive devices must be purchased.

V. Methods of providing reasonable accommodation. The following are suggested methods of providing reasonable accommodations to qualified handicapped individuals.

- A. Modification of equipment or assistive devices.
The provision of equipment may include special telephone equipment "talking" calculators, one-handed typewriters, closed circuit televisions, specifically designed desk and files, TDD communications equipment and other types of equipment to facilitate the performance of job duties.
- B. Job site modification.
The planning and provisions of accessibility to existing facilities may be required in order for disabled individuals to work in them. Modifications

may include adjustments to equipment height including desks, chairs, etc., addition of electrical outlets, rearrangement of furniture and equipment, widening doorways, reallocation of the job site to an accessible area, provision of special parking facilities, modifications of ventilation, heating, cooling, and lighting systems, and other types of similar modifications. This agency will negotiate any changes through the Department of Administration to determine costs involved.

C. Job restructuring.

The restructuring of any job may include modifying work hours and/or changing job duties while retaining the basic job functions.

D. Support services.

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

VI. UNDUE HARDSHIP

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

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

VII. Funding for reasonable accommodation.

This agency will make funds available in order to provide

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

VIII. Purchase and maintenance of accommodations.

- A. This agency is free to choose the specific accommodation provided to qualified handicapped persons. The person requesting reasonable accommodations will suggest appropriate accommodations. This agency may provide another accommodation equal or superior to the one proposed.
- B. All tangible accommodations purchased by this agency will be the property of the State of Minnesota and shall be used only for job related functions. The maintenance of equipment will be the responsibility of the department and projected maintenance costs will be a factor in the initial decision to provide accommodations.

IX. Denial of accommodation.

All denials of requests for reasonable accommodation will be documented and kept on file by the AAO. A copy of the document denying the request for reasonable accommodation will be given to the supervisor. The AAO will notify the employee of the denial and inform the employee of his/her right to appeal and to file with other governmental agencies.

X. Appeals.

An employee who is dissatisfied with the reasonable accommodation decision can appeal directly to the agency head within 10 working days of the decision. The agency head will within 10 working days of the individual's appeal, convene a reasonable accommodation review committee which shall consist of persons previously not involved. This committee will review all pertinent material and steps leading to the decision according to the following criteria:

a) Job relatedness; b) Effectiveness; c) Necessity; d) The relationship between the accommodation and essential job functions; e) Cost; f) Other claims of undue hardship.

The committee will make a recommendation to the agency within 3 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 5 working days from receiving the committee's recommendation. The AAO 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 agencies. The DAAO 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.

XII. Request for Reasonable Accommodation for Job Applicants

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

XIII. Denial of Accommodation

If the requested accommodation is denied, the AAO shall advise the applicant of his/her right to file a complaint with the Department of Human Rights.

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EMPLOYEE REQUEST FOR REASONABLE ACCOMMODATION

Please Print or Type

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

• Attach Additional Sheets for Questions Below if Necessary.

1. Type of accommodation requested to perform essential function:

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

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

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

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

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

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

REASONABLE ACCOMMODATION AGREEMENT

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

Name of Employee	Name of Division Manager
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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/Designee	Date
Signature of Affirmative Action Officer	Date

DEPARTMENT OF CORRECTIONS

CENTRAL OFFICE

EMERGENCY PLAN

WEATHER EMERGENCY

In the event of a weather emergency the Commissioner of Employee Relations determines and declares the weather emergency. He/She notifies the media: the radio stations WCCO, KSTP, KSJN and the wire services of AP and UPI. If there are any visually or hearing impaired employees who may not receive the message through these means of communications it is the responsibility of that employee's supervisor or designee to contact the person to advise him/her of the situation.

Employees in our institutions, St. Paul Ramsey Hospital Security Unit and Anishinabe Longhouse are considered essential and are not included in this weather emergency policy.

FIRE

In the event of a fire in the building the smoke detectors will go off and all doors will automatically close. At the same time an alarm will be sounded. It will be the responsibility of the supervisor or designee of the physically disabled employee to assist him/her to evacuate.

There are three exits to the offices into stairways that are of concrete and steel construction. One is by the reception area and two are on the east side through the store room and the hallway by the lunchroom. Copy of diagrams are posted on the bulletin board.

The north and south parking lots will be the evacuation areas. In the case of inclement weather employees are advised to go to the Target Store across the street.

TORNADO AND OTHER NATURAL DISASTERS

Employees are to move to the hallway in the basement of the building or to offices in the inner aisles where there are no windows.

The evacuation of any visitors in our offices will be the responsibility of the host of the visitor.

The office manager and his staff will assist in notifying all persons in the offices and will check to make sure everyone is aware of the emergency situation.

