

**FISCAL YEAR 1991 JULY 1, 1990 - JUNE 30, 1991**  
**MINNESOTA DEPARTMENT OF HUMAN SERVICES**  
**AFFIRMATIVE ACTION PLAN**  
**TABLE OF CONTENTS**

	PAGE
COMMISSIONER'S STATEMENT OF COMMITMENT TO AFFIRMATIVE ACTION AND EQUAL OPPORTUNITY	
AFFIRMATIVE ACTIVE PLAN APPROVAL	
I. ORGANIZATION AND ACCOUNTABILITIES	1
AUDIT AND EVALUATION	7
INFORMATION DISSEMINATION	8
II. ANNUAL TRANSMITTAL FORMS - DISPARITIES IDENTIFIED FY 1990	
ANNUAL PROGRAM OBJECTIVES/ACTION STEPS	
HIRING GOALS FOR FY 90	
FACILITY STATEMENTS OF COMMITMENT	
CENTRAL OFFICE	11
AH-GWAH-CHING	18
ANOKA	22
BRAINERD	26
CAMBRIDGE	30
FARIBAULT	34
FERGUS FALLS	38
MOOSE LAKE	42
OAK TERRACE	46
ST. PETER	50
WILLMAR	54
III. EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION POLICIES	
Equal Employment Opportunity and Affirmative Action	58
Pre-employment Review	59
Discriminatory Harassment	61
Reasonable Accommodations	63
Recruitment	66
AIDS/Employee Work Status	68
Standards of Conducts Affirmative Action	70
Complaint - Handling	71
APPENDICES	
A - DISCRIMINATION COMPLAINT FORM	76
B - REVISED RACE/ETHNIC CATEGORIES	78
C - DEFINITIONS	81
D - LAWS AND AFFIRMATIVE ACTION RULES	82
E - REASONABLE ACCOMMODATION REQUEST FORM	83
F - MERIT SYSTEM AFFIRMATIVE ACTION PLAN-SUMMARY	85
G - CIVIL RIGHTS PLAN-SUMMARY	87
H - WEATHER EMERGENCIES	88
I - BUILDING EVALUATION	89

APR 2 1991

DEPARTMENT : **OF HUMAN SERVICES**

STATE OF MINNESOTA

## Office Memorandum

PHONE : July 24, 1990

DATE : 296-2701

TO : All Department of Human Services Employees

FROM : Ann Wynia  
Commissioner



SUBJECT : Affirmative Action and Equal Employment Opportunity

As a human services organization, it is imperative that we strive to achieve a workforce that is representative of the larger society and a workplace that is free of discrimination.

The Department's affirmative action and equal opportunity policies call for fair treatment in employment and services to all people without regard to race, color, creed, religion, sex, sexual or affectional preference, age, national origin, marital status, disability or reliance on public assistance. This year's affirmative action plan highlights specific steps and hiring goals that will move us forward toward employment parity for minority persons, people with disabilities and women. The plan is posted on all official bulletin boards and in the personnel offices of each residential facility. The Department also has a significant role in overseeing employment equity and affirmative action in Merit System county human services agencies. This year the Merit System's Affirmative Action Guidelines will undergo a major revision, part of a three year plan to improve Merit System progress.

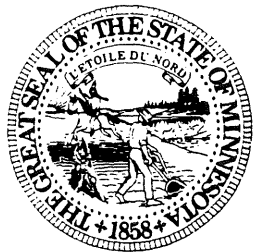
To encourage the active involvement of Department managers, chief executive officers and supervisors, their activities and results in implementing the plan will be a factor in performance evaluations. The Affirmative Action Office, under the direction of Mary Jean Turinia Anderson, has responsibility for ensuring that the plan is carried out in both the spirit and letter of the law. She can be reached at 296-3510.

Mary Jean is supported in this effort by residential facility affirmative action officers and county agency liaisons who each have responsibility for on-site monitoring and implementation.

The Affirmative Action and Equal Employment Opportunity policies are much more than a statement of intent. They reflect my own personal and official values. The Department is making progress toward a diverse workplace. I believe that our progress can be accelerated and I ask for your full participation in this important work.

**State of  
Minnesota  
DEPARTMENT  
OF EMPLOYEE  
RELATIONS**

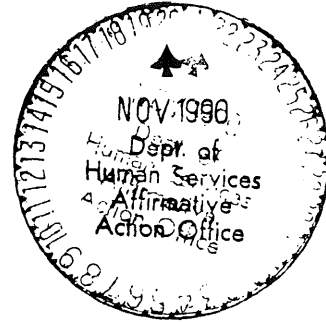
Administrative Services  
Compensation  
Equal Opportunity  
Health & Benefits  
Information Services  
Labor Relations  
Safety & Workers'  
Compensation  
Staffing Services  
Training & Development



520 Lafayette Road  
St. Paul, MN 55155

*job information line*  
(612) 296-2616

*TDD (612) 297-2003*  
*an equal opportunity employer*



November 13, 1990

Commissioner Ann Wynia  
Minnesota Department of Human Services  
444 Lafayette Road  
St. Paul, MN 55755

Dear Commissioner Wynia:

The 1990-91 Affirmative Action Plan for the Department of Human Services has been approved. We wish to commend you and your staff for a good plan which should advance the cause of affirmative action in state service during this year. We look forward to working with you on the implementation of your plan.

Should you require any assistance, please feel free to call.

Sincerely,

Elsa Vega Perez  
Equal Opportunity Division  
(612) 296-8272

cc: ✓ Mary Jean Anderson, Affirmative Action Director  
Erma Shanite, Ah-Gwah-Ching Nursing Home  
Bruce Olson, Anoka Metro Regional Treatment Center  
Art Jentsch, Brainerd Regional Treatment Center  
Shirlee Holyfield, Cambridge Regional Treatment Center  
Dave Lenway, Faribault Regional Treatment Center  
Doug Boyer, Fergus Falls Regional Treatment Center  
Earl Schlitz, Moose Lake Regional Treatment Center  
Cathy Johnson, Oak Terrace Nursing Home  
Jerry Ylinen, St. Peter Regional Treatment Center  
Karen Ochoendorf, Willmar Regional Treatment Center

EVP:tlw/49WPPE00

I.

**ORGANIZATION**

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

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

<u>Ah-Gwah-Ching:</u>	Erma Shantle, Ah-Gwah-Ching Nursing Home Ah-Gwah-Ching, MN 56430	218-547-0011
<u>Anoka:</u>	Bruce Olson Anoka-Metro Regional Treatment Center 3300 - 4th Avenue Anoka, MN 55303	422-4150
<u>Brainerd</u>	Art Jentsch Brainerd Regional Human Services Center East Oak Street Brainerd, MN 56401	218-828-2201
<u>Cambridge:</u>	Shirlee Holyfield Cambridge Regional Human Services Center Highway 293 Cambridge, MN 55008	612-689-0011
<u>Faribault:</u>	Dave Lenway Faribault Regional Center Faribault, MN 55021	507-332-0011
<u>Fergus Falls:</u>	Doug Boyer Fergus Falls Regional Treatment Center North Union Avenue Box 157 Fergus Falls, MN 56537-1057	218-739-0011
<u>Moose Lake:</u>	Earl Schiltz Moose Lake Regional Treatment Center 1000 Lakeshore Drive Moose Lake, MN 55767	218-485-0011

Oak Terrace:

Richard Ellingwood  
Oak Terrace Nursing Home  
14500 County Road 67  
Minnetonka, MN 55345

934-4100

St. Peter:

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

507-931-0011

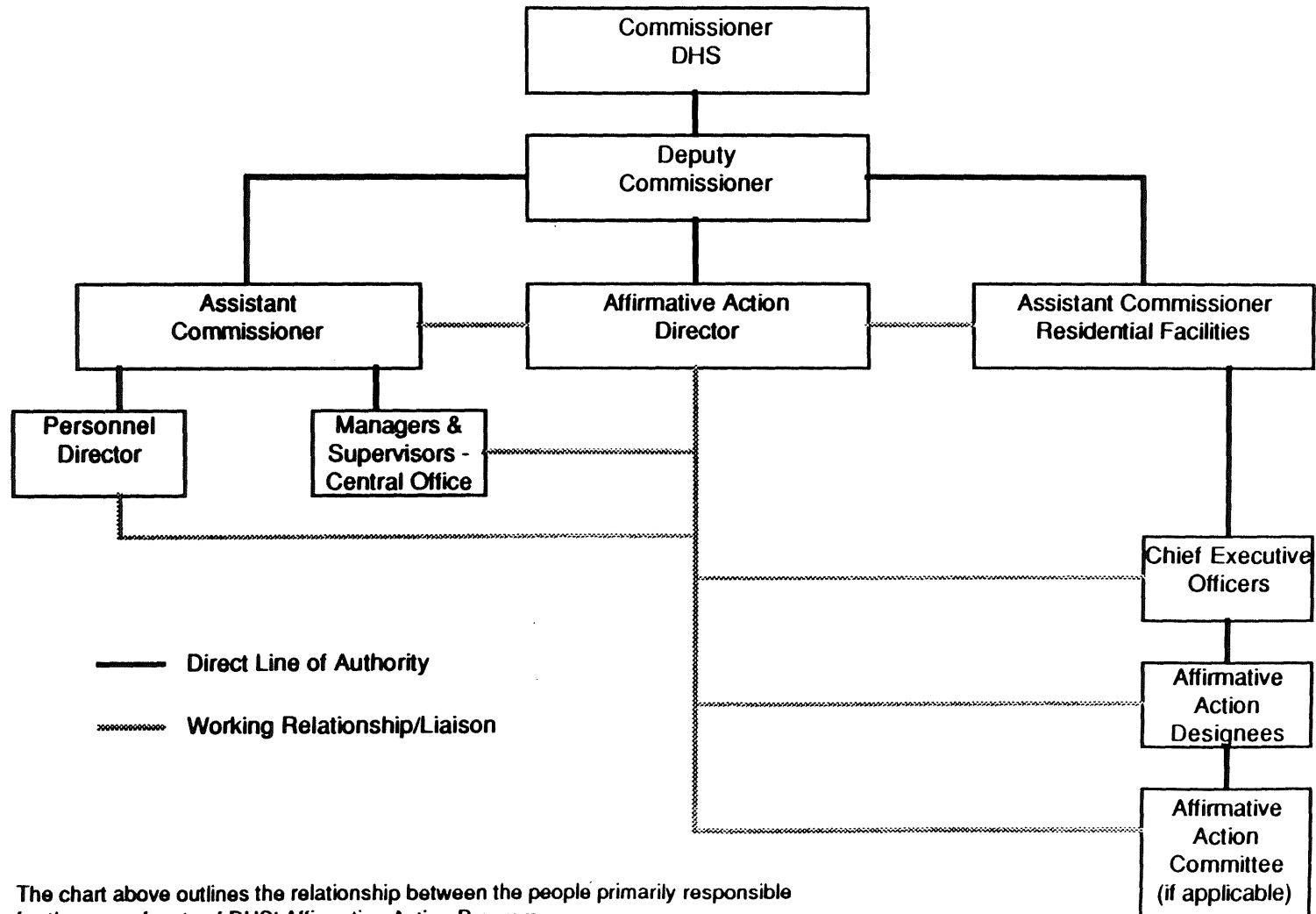
Willmar:

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

612-231-0011

# Human Services

## Affirmative Action Functional Organization Chart



## **RESPONSIBILITIES, DUTIES AND ACCOUNTABILITIES**

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

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

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

Accountability: To the Governor.

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

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

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

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

Accountability: Commissioner/Deputy Commissioner

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

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

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

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

Accountability: Commissioner/Deputy

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

Responsibilities: To oversee and ensure implementation of the facilities' Equal Opportunity Policy and Affirmative Action program in compliance with existing federal and state laws, and regulations.



- Duties:
1. Appoint an Affirmative Action Officer and 504 Coordinator and notify DHS Affirmative Action Director of these designations.
  2. Resolve internal discrimination complaints and notify DHS Affirmative Action Director of all enforcement agency charges.
  3. Ensure that DHS Affirmative Action policies are carried out and approve all actions necessary to facilitate this.
  4. Issue an annual written statement to staff communicating support of the affirmative action/equal opportunity policies.

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

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

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

Responsibilities:

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

Accountability: To the Chief Executive Officer

#### **VI. Managers and Supervisors**

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

- Duties:
1. Assist the Affirmative Action Director and/or Officer in identifying and resolving problems and eliminating barriers which inhibit equal employment opportunity.
  2. Hire and promote qualified protected group members where a disparity exists.
  3. Communicate and demonstrate a personal commitment to the Department's Affirmative Action policy.
  4. Include responsibility statements for Affirmative Action/Equal Employment opportunity in position descriptions, and annual performance objectives.

5. Assist and make recommendations to the Affirmative action Officer/Director regarding special recruitment projects.
6. Discuss and document training needs and discuss career planning goals with each employee during scheduled performance evaluations.
7. Ensure that for all employees under their supervision receive an annual Affirmative Action orientation.

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

## **VII. All Employees**

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

## **AUDIT AND EVALUATION**

- I. A. **On a quarterly basis the DHS Affirmative Action Director and residential facility affirmative action officers will:**
1. review goal achievement and hiring opportunity reports received from the Department of Employee Relations;
  2. inform the Commissioner, supervisors and managers of progress or changes in goal achievement status; and
  3. evaluate progress with action steps/efforts made during the previous quarter to address barriers.
- II. A. **Annually, the residential facility affirmative action officers will send to the DHS AA Office an end of the year summary of the following activities:**
1. changes in internal AA/EO procedure or policies;
  2. training and information sessions conducted that are related to AA/EEO;
  3. progress toward completion of action steps that were established for the year;
  4. recruitment sources identified or protected group community organizations contacted;
  5. specialized projects undertaken, such as protected group pre-service training, work experience programs, or selection criteria revisions; and
  6. number and type of discrimination complaints received, both informal and formal, and status of resolution (e.g., resolved internally, charge filed with enforcement agency, no discrimination occurred).
- B. **Annually, the residential facility affirmative action officers will forward to the AA Director:**
1. completed and signed annual transmittal forms that identify facility disparities;
  2. specific action steps for the next fiscal year;
  3. recommendations for improvement in DHS AA/EEO policies or recommendations for necessary department-wide action steps;
  4. annual/interim hiring goals for the next fiscal year, based on current disparities; and
  5. number of reasonable accommodation requests received and approved or denied.
- C. **Annually, the AA Director will submit for approval to the Department of Employee Relations, the following:**
1. all Annual Transmittal Forms;
  2. policy revisions or additions that have occurred during the previous fiscal year;
  3. all DHS Annual/Interim hiring goals;
  4. Commissioner's statement of commitment; and
  5. all DHS action steps.

## **INTERNAL AND EXTERNAL DISSEMINATION**

### **I. Internal Dissemination**

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

### **II. External Dissemination**

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

II.

ANNUAL TRANSMITTAL FORMS

ANNUAL PROGRAM OBJECTIVES/ACTION STEPS

HIRING GOALS FY 1990

DISPARITIES IDENTIFIED FY 1990

FACILITY STATEMENTS OF COMMITMENT

# AFFIRMATIVE ACTION PLAN

Fiscal Year 91

For \_\_\_\_\_

Minnesota Department of Human Services - 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)

(% actual / % parity)

GOAL UNITS	PROTECTED GROUPS			
	WOMEN	MINORITIES	HANDICAPPED	VETERANS
Law Enforcement				
Craft, Maintenance, Labor				
Service				
Health Care Non-Professional				
Health Care Professional				
Clerical		4.37/4.69	5.56/8.20	
Technical		3.57/4.69	3.57/8.20	
Correctional Guards				
State University Instructional				
Community College Instructional				
State University Administrative				
Professional Engineering Supervisory				
Health Treatment Professional				
General Professional			6.73/8.2	
Professional State Residential Instructional				
Supervisory		4.31/4.69	3.45/8.2	
Commissioner's Plan		2.04/4.69	0 /8.2	
Managerial Plan	34.85/	4.55/4.69		
Other	44.56			

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.

All Official Bulletin Boards and Affirmative Action 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 T. Anderson  
Affirmative Action Officer

7/83/90  
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 C. Kuhn  
Agency Head

7-25-90  
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

11-13-90  
Date

**CENTRAL OFFICE  
FISCAL YEAR 1991**

<u>OBJECTIVE</u>	<u>ACTION</u>	<u>RESPONSIBILITY</u>	<u>TARGET</u>
1. Improve recruitment results for protected groups in disparate goal units.	<u>RTC's:</u>	AA Office Staff (T,C)	End of 3rd Qtr, FY 91
	A. Streamline Minority Health Sciences Program application, selection and placement process.		
	B. Expand community/ academic awareness of the Recruitment Program, thru publicity and community meetings Publish a brochure.	AAO/Staff (T,C,MJ)	End of 3rd Qtr
	Brochure	T	
	C. Research degree & enrollment data for health career training programs & establish a profile by region and ethnicity.	AA Office Staff C	End of 1st Qtr
	D. Develop a means to identify current openings by facility; include internships.	AA Office Staff C	End of 3rd Qtr
	E. Establish a schedule of on-site job fair recruitment visits to schools with significant minority enrollment in health care degree programs & listing of professional associations with midwest region chapters.	AA Office (C)	End of 2nd Qtr
	F. Fund Development	C	

OBJECTIVEACTIONRESPONSIBILITYTARGETCENTRAL OFFICE

- |    |  |                              |                |
|----|--|------------------------------|----------------|
| A. | Oversee goal-setting revisions for RTC's & C.D. based on new DOER mid-year data.   | AA Director                  | End of 2nd Qtr |
| B. | Evaluate Humboldt HS Special Needs Program participation for transition to supported work.   | AA Director                  | End of 2nd QTR |
| C. | Explore expansion of Computer Internship Program with Minneapolis Rehab. Center.   | AA Director<br>CO Divisions  | End of 3rd Qtr |
| D. | Complete development of a recruitment video, for use at colleges and with community recruitment sources.   | AA Staff<br>(MJ, T)          | End of 1st Qtr |
| E. | Participate in Manual Health Advisory Staffing Committee.<br>Recommend strategies to increase minority staff representation in mental health service delivery. | AA Staff<br>(C), MH Division | End of 4th Qtr |

MERIT SYSTEM

- |    |  |                            |                             |
|----|--|----------------------------|-----------------------------|
| A. | Develop written material for a test tutoring Assistance program. Pilot at community sites. | AA Staff<br>(ABC, T)<br>MS | End of 4th Qtr              |
| B. | Establish Job Shadowing Program and criteria in 3 county agencies.                         | AA Staff<br>(T, ABC)       | End of 2nd Qtr thru 4th Qtr |
| C. | Develop a means to identify current openings by county.                                    | AA Staff<br>(ABC, T)<br>MS | End of 4th Qtr              |



<u>OBJECTIVE</u>	<u>ACTION</u>	<u>RESPONSIBILITY</u>	<u>TARGET</u>
	<u>RTC's</u>		
2. Improve understanding & awareness of AA/EEO policies & of related issues.	A. Provide training on discriminatory harassment & cultural diversity for line staff.	AA Staff/ Community & Human Resource Division	End of 3rd Qtr
	B. AA Annual Retreat.	AA Director T	During 3rd Qt
	<u>CENTRAL OFFICE</u>		
	A. Provide discriminatory harassment training for line staff. Schedule noon information/discussion sessions on AA/EEO.	AA Staff	End of 3rd Qtr
	B. Plan monthly cultural awareness events beginning with a "Deaf Awareness" Month.	AA Staff	October 1991
	<u>MERIT SYSTEM</u>	AA Staff (ABC, T)	End of 2nd Qtr
	A. Develop a "Merit System Employee AA/EEO Booklet" and AA Committee Guidebook".		
	B. Conduct five Regional Training Sessions for MS county employees.	(ABC, T)	End of 3rd Qtr
	<u>RTC's</u>		
3. Revise Policies/ Procedures to ensure AA/EEO.	A. Develop a policy outlining all mandatory EEO/AA training topics.	AA Director	End of 4th Qtr
	B. Revise RTC procedure Re: vacancies.	C	

<u>OBJECTIVE</u>	<u>ACTION</u>	<u>RESPONSIBILITY</u>	<u>TARGET</u>
	<u>CENTRAL OFFICE</u>	AA Director	End of 3rd Qtr
	A. Revise selection process to include AA Office review at start of process and to identify protected group status of applicants for all unclassified positions.		
	<u>MERIT SYSTEM</u>		
	A. Revise old "AA Plan" & replace with "AA/EEO guide lines for Merit System Agencies".	AA Staff AA Director	End of 2nd Qtr
	<u>RTC'S &amp; CENTRAL OFFICE</u>		
4. Establish computer systems to improve DHS' ability to act affirmatively.	A. Pilot DOER's Information Management System for AA tracking.	AA Staff AA director	End of 3rd Qtr
	<u>MERIT SYSTEM</u>		
	A. Add ethnic and disability data to current data base in conjunction with overall MS automation plans.	AA Staff (ABC)	
	B. Provide counties and DHS senior staff with graphic data comparisons reflecting gender, disability and ethnic workforce representation, biannually.	(ABC)	
	<u>RTC's</u>		
5. Audit the implementation of AA Plans & Policies & improve effectiveness.	A. Revise annual monitoring on-sites, to increase AAO ownership/responsibility/ involvement in monitoring individual RTC progress.	AA Staff	End of 3rd Qtr

**OBJECTIVE****ACTION****RESPONSIBILITY****TARGET**

B. Add AA/EEO reporting  
on each facility's  
Annual Governing  
Board agenda.

AA Staff  
AA Director

End of 1st  
Qtr

Office Hours at RTC's.

T

2nd Qtr

**MERIT SYSTEM**

A. Develop a county  
"monitoring checklist",  
based on new  
guidelines.

AA Staff

End of 3rd  
Qtr

**HIRING GOALS****GOAL UNIT****PROTECTED GROUP & NO****HIRING GOAL**

206 Clerical

H (2) M (1)

3

214 General Professional

H (5)

5

216 Supervisor

H (1) M (1)

2

217 Commrs. Plan

H (1) M (1)

2

220 Managers

F (1) M (1)

2

Department of Human Services  
Goal-Setting and Disparity Status Worksheet

Location: **CENTRAL OFFICE**  
Fiscal Year: **91**

( ) = hiring goals

June 19, 1990

BARGAINING UNIT	TOTAL EMPLOYEES	Women			Minorities			Handicapped		
		Disp.	Needed Parity	FY Goal	Disp.	Needed Parity	FY Goal	Disp.	Needed Parity	FY Goal
CRAFT										
SERVICE	5									
HOSPITAL										
NURSES										
OFFICE	252							YES	8	(1)
TECHNICAL	28				YES	1	(1)	YES	2	
PROF.	609				YES	1		YES	9	(5)
MEDICAL										
SUPV.	116				YES	1	(1)	YES	4	(1)
COMM.	49				YES	1	(1)	YES	4	(1)
MGRS.	66	YES	9	(1)	YES	1	(1)			

TOTAL      1125

MINNESOTA DEPARTMENT OF HUMAN SERVICES TRANSMITTAL FORM  
AFFIRMATIVE ACTION PLAN

Fiscal Year 91 - For Ah-Gwah-Ching Center

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

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

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

Bulletin board in Personnel

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

Erin L. Smith 6-13-90  
Affirmative Action Officer, Facility Date

4. This annual plan contains clear designations of those persons and groups responsible for implementing the attached affirmative action plan as well as my personal statement of commitment to achieving the goals and timetables described herein.

John Smiley 6/13/90  
Chief Executive Officer, Facility Date

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

Mary Jane Anderson 6/29/90  
Director, Affirmative Action Office, Dept. of Human Services Date

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

John V. [Signature] 11-  
Director, Equal Opportunity Division, Dept. of Employee Relations Date

## AH-GWA-CHING

OBJECTIVE:	ACTION	RESPONSIBLE	TARGET DATE
To update pre-hiring review policy.	Rewrite present policy to update.	AAO	2/91
To increase staff awareness on diversity in the work force.	Provide training with the help of Central Office on valuing diversity.	AAO	4/91
To make employees aware of their responsibilities regarding discriminatory harassment.	Provide AA and sexual harassment training.	AAO	6/91
To increase awareness to minority students of health care opportunities.	Participate in the Student Assistance Program for 1990-91.	AAO	7/90

### HIRING GOALS

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

\*H = Handicap  
M = Minority

Department of Human Services  
Goal-Setting and Disparity Status Worksheet

Location: AH GWAH CHING  
Fiscal Year: 91

( ) = hiring goals

BARGAINING UNIT	TOTAL EMPLOYEES	Women			Minorities			Handicapped			Vietnam Vets		
		Disp.	Needed Parity	FY Goal	Disp.	Needed Parity	FY Goal	Disp.	Needed Parity	FY Goal	Disp.	Needed Parity	FY Goal
CRAFT	18	YES	7		YES	1		YES	1				
SERVICE	61	NO			NO			NO	1				
HOSPITAL	180	NO			NO			YES	2				
NURSES	21	NO			NO			YES	1				
OFFICE	15	NO			YES	1		YES	1				
TECHNICAL	----	----			----			----					
PROF.	9	NO			YES	1	(1)	NO					
MEDICAL	----	----			----			----					
SUPV.	1	NO			NO			YES	2	(1)			
COMM.	9	NO			YES	1		YES	1				

TOTAL      332

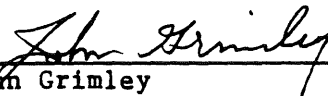
STATEMENT OF COMMITMENT  
AH-GWAH-CHING CENTER  
AH-GWAH-CHING, MINNESOTA



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

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

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

  
\_\_\_\_\_  
John Grimley  
Chief Executive Officer  
  
6/13/90  
\_\_\_\_\_  
Date



MINNESOTA DEPARTMENT OF HUMAN SERVICES TRANSMITTAL FORM  
AFFIRMATIVE ACTION PLAN

Fiscal Year 91 - For Anoka-Metro Regional Treatment Center

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

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

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

Personnel Office

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

Bruce Olson  
Affirmative Action Officer, Facility

6/13/90  
Date

4. This annual plan contains clear designations of those persons and groups responsible for implementing the attached affirmative action plan as well as my personal statement of commitment to achieving the goals and timetables described herein.

Donald D. Hall  
Chief Executive Officer, Facility

6/13/90  
Date

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

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

6/29/90  
Date

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

John K. Peters  
Director, Equal Opportunity Division, Dept. of Employee Relations

11-13-90  
Date

## ANOKA

OBJECTIVE:	ACTION DATE	RESPONSIBLE	TARGET
Communicate AA Opportunities.	1. AMRTC will participate in 2 job fairs/career days.	AAC/PD	6/91
	2. AMRTC will twice place Affirmative Action general recruiting Ads in 3 special interest/minority papers.	PD/AAO	6/91
	3. Participate or host open house for protected group candidates.	AAC/PD	6/91
Increase employee awareness and understanding of:	Provide in-service training on:		
1. The African American Culture	1. African American Culture, Targeted on C.D. Program.	AAO	10/90
2. The Concept of Reasonable Accommodations.	2. Reasonable Accommodations targeted on C.D. Program.	AAO/PD	4/91
Develop Health Career Video for purpose of Minority Recruitment.	1. Explore possibility of obtaining grant funding.	AAC	11/90
	2. Seek Collaboration and Assistance from DHS/AAO.	AAO	11/90

### HIRING GOALS

GOAL UNIT	PROTECTED GROUP & NO	HIRING GOAL
203 Service	M (1)	1
205 Health Care Prof	H (1) M (1)	2
214 General Professional	M (1)	1
216 Supervisory	F (1)	<u>1</u>
	TOTAL	5

\*All hires must be screened first against Oak Terrace Staff Reductions

H=Handicap  
F=Female  
M=Minority

AAO=Affirmative Action Officer  
AAC=Affirmative Action Committee  
PD=Personnel Direction

**Location: ANOKA**  
**Fiscal Year: 91**

**() = hiring goals**

[illegible]

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

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

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

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

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

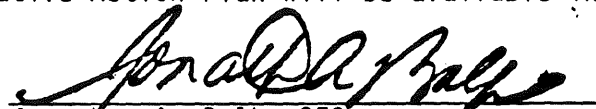
It is good management practice to have a strong Affirmative Action Plan and this facility affirms its strong commitment to the principles and policies of the program.

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

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

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

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

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

6/12/90

MINNESOTA DEPARTMENT OF HUMAN SERVICES TRANSMITTAL FORM  
AFFIRMATIVE ACTION PLAN  
Fiscal Year 91 - For DHS, Brainerd Regional Human Services Center

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

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

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

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

*Arthur J. [Signature]*  
Affirmative Action Officer, Facility

6-10-90  
Date

4. This annual plan contains clear designations of those persons and groups responsible for implementing the attached affirmative action plan as well as my personal statement of commitment to achieving the goals and timetables described herein.

*[Signature]*  
Chief Executive Officer, Facility

6-12-90  
Date

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

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

6/8/90  
Date

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

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

11-13-90  
Date

## BRAINERD

OBJECTIVE:	ACTION	RESPONSIBLE	TARGET DATE
Update AA/EEO training for line staff employees.	Provide training to line staff employees on AA/EEO through our Staff Development Department.	AAO/Staff Development	1/91
Increase visibility within minority communities.	Participate in career days at a University. Advertise in minority newspapers.	AAO/Personnel	6/91
Provide educational summer employment to at least two minority students.	Participate as a work site to student assistance program.	AAO/Personnel	7/91
Increase employee awareness on AA/EEO issues.	Publish articles in BRHSC quarterly newsletter at least twice.	AAO	9/91

### HIRING GOALS

GOAL UNIT	PROTECTED GROUP & NO	HIRING GOAL
216 Supervisory	F (2)	2
220 Managers	F (1)	1
206 Office	M (1)	1
204 Hospital	H (2)	2
214 Professional	H (1)	<u>1</u>
	TOTAL	7

\*H = Handicap  
 F = Female  
 M = Minority

Department of Human Services  
Goal-Setting and Disparity Status Worksheet

Location: BRAINERD  
Fiscal Year: 91

( ) = hiring goals

BARGAINING UNIT	TOTAL EMPLOYEES	Women			Minorities			Handicapped			Vietnam Vets		
		Disp.	Needed Parity	FY Goal	Disp.	Needed Parity	FY Goal	Disp.	Needed Parity	FY Goal	Disp.	Needed Parity	FY Goal
CRAFT	19	YES	4		YES	1		NO					
SERVICE	98	NO			NO			YES	3				
HOSPITAL	274	NO			NO			YES	3	(1)			
NURSES	59	NO			YES	1		YES	5				
OFFICE	39	NO			YES	1	(1)	NO					
TECHNICAL	5	NO			YES	1		NO					
PROF.	58	NO			NO			YES	1	(1)			
MEDICAL	6	NO			YES	1		NO					
SUPV.	48	YES	6	(1)	NO			YES	4	(1)			
COMM.	24	NO			NO			NO					
MGRS.	9	YES	3	(1)	YES	1		NO					

TOTAL 647

5. PROCEDURE:A. Statement of Commitment:BRAINERD REGIONAL HUMAN SERVICES CENTER  
EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

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

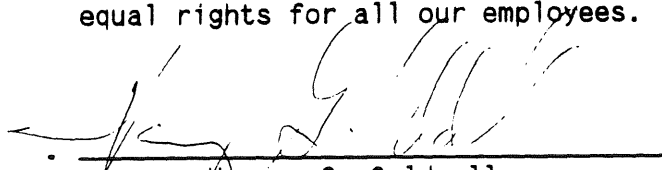
It is the policy of Brainerd Regional Human Services Center (BRHSC) to provide equal employment opportunities to all qualified people without regard to race, color, creed, national origin, religion, age, sex, sexual or affectional preference, marital status, reliance on public assistance, physical, mental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

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

Arthur L. Jentsch, Rehabilitation Therapies Director and Affirmative Action Officer/504 Coordinator, is delegated the responsibility and authority to implement and monitor the equal opportunity/affirmative action programs for BRHSC. The Affirmative Action Officer will report directly to me as outlined in Minnesota Statute. The Affirmative Action Plan will be posted on official bulletin boards in all work areas and will also be maintained in all policy books.

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

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

  
\_\_\_\_\_  
Harvey G. Caldwell  
Chief Executive Officer

6/30/90  
\_\_\_\_\_  
Date



MINNESOTA DEPARTMENT OF HUMAN SERVICES TRANSMITTAL FORM  
 AFFIRMATIVE ACTION PLAN  
 Fiscal Year 90-91 - For Cambridge Regional Human Services Center

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

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

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

Personnel Office - Cambridge Regional Human Services Center

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

Shirlee Potts-Holyfield  
Shirlee Potts-Holyfield, I.C.R.C.  
 Affirmative Action Officer, Facility

6-11-  
 Date

4. This annual plan contains clear designations of those persons and groups responsible for implementing the attached affirmative action plan as well as my personal statement of commitment to achieving the goals and timetables described herein.

Erny Louren  
 Chief Executive Officer, Facility

6/11/90  
 Date

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

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

6/29/90  
 Date

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

Elizabeth Perez  
 Director, Equal Opportunity Division, Dept. of Employee Relations

11-13-90  
 Date

## CAMBRIDGE

OBJECTIVE:	ACTION	RESPONSIBLE	TARGET DATE
Review current Affirmative Action Program and document strengths.	Will conduct a needs assessment and review DHS/AAO and CEO-CRC.	AAO/CRC	4/91
Identify training needs to continue to effectively implement AA programs, legal liabilities, and updates.	Request and attend training on AA and EEO.  Collect, distribute material, and pertinent information to all staff re: Cultural Diversity, Disability Sensitivity, and Sexual Harassment.	AAO or designee	3/91
Identify recruitment needs.	Establish and implement a recruitment plan for minority and disabled employees.  Maintain contact with Management and Personnel on recruitment issues.	AAO or designee	1/91
Increase visibility of AA/EEO.	Establish AA committee.  Develop articles for "Newsletter" twice a year.  Maintain contact with Management and Personnel.	AAO or designee	9/90

### HIRING GOALS

GOAL UNIT	PROTECTED GROUP & NO	HIRING GOAL
204 Health Care	D (1) M (1)	2
205	D (2) M (2)	4
214	D (1)	<u>1</u>
	TOTAL	7

\*D = Disabled  
M = Minority

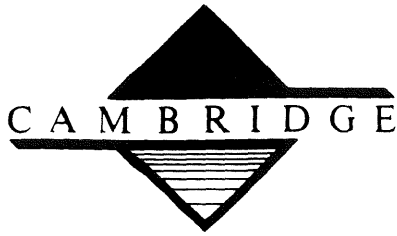
**Department of Human Services**  
**Goal-Setting and Disparity Status Worksheet**

**Location: CAMBRIDGE**  
**Fiscal Year: 91**

( ) = hiring goals

BARGAINING UNIT	TOTAL EMPLOYEES	Women			Minorities			Disabled			Vietnam Vets		
		Disp.	Needed Parity	FY Goal	Disp.	Needed Parity	FY Goal	Disp.	Needed Parity	FY Goal	Disp.	Needed Parity	FY Goal
CRAFT	20	YES	8		YES	1		NO					
SERVICE	94	NO			YES	2		NO					
HOSPITAL	395	NO			YES	1	(1)	YES	22	1			
NURSES	15	YES			YES	2	(2)	YES	2	2			
OFFICE	31	NO			YES	1		NO					
TECHNICAL	7	NO			YES	1		YES	1				
PROF.	52	NO			NO			YES	1	(1)			
MEDICAL	5	YES	1		YES	1		YES	1				
SUPV.	55	NO			NO			YES	4				
COMM.	25	NO			NO			YES	3				
MGRS.	6	NO			YES	1		YES	1				

**TOTAL**      **693**



## REGIONAL HUMAN SERVICES

*Providing Professional and Progressive Support Options*

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

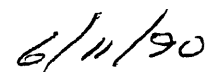
### EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION

The Cambridge Regional Human Services Center is committed to affirmative action and equal opportunity. No one is denied an opportunity for employment or promotion with this Center because of race, creed, color, sex, national origin, age, marital status, disability, reliance on public assistance, religion, sexual orientation or political opinions or affiliations.

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

We continually strive to strengthen that commitment.

  
\_\_\_\_\_  
Jerry Lovrien, Chief Executive Officer

  
\_\_\_\_\_  
Date

MINNESOTA DEPARTMENT OF HUMAN SERVICES TRANSMITTAL FORM  
AFFIRMATIVE ACTION PLAN

Fiscal Year 90-91 - For Faribault Regional Center

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

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

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

Administration, all Center Regulations manuals, each work area

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

[Signature]  
Affirmative Action Officer, Facility

6-13-90  
Date

4. This annual plan contains clear designations of those persons and groups responsible for implementing the attached affirmative action plan as well as my personal statement of commitment to achieving the goals and timetables described herein.

[Signature]  
Chief Executive Officer, Facility

6/13/90  
Date

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

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

6/89/90  
Date

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

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

11-13-90  
Date

## FARIBAULT

OBJECTIVE:	ACTION	RESPONSIBLE	TARGET DATE
Recruitment to improve communication with protected group communities.	Cooperate with DHS department planned activities upon request.	AAC	6/91
	Initiate action with DHS when certain job categories need AA recruiting.	AAC	6/91
	To be involved in the DHS student assistance program as a clinical affiliation site, or summer employment for PT, OT, RN or other therapy students.	AAC/Internship Coordinator	6/91
Revise FRC pre hiring review procedure.	Publish as a supervisory procedure.	AAO	6/91
To increase FRC employees awareness of AA policy, goals, rights and responsibilities.	To plan a workshop.	AAC	6/91
	Publish AA bulletin.	AAC	6/91
	Recruite a SOCS representative/employee on the AA committee.	AAC	6/91

### HIRING GOALS

GOAL UNIT	PROTECTED GROUP & NO	HIRING GOAL
202 Craft	F (1)	1
205 Nurses	M (1)	1
214 Professional	M (1)	1
216 Supervisor	F (1)	<u>1</u>
	TOTAL	4

\*F=Female  
M=Minority

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

**Location: FARIBAULT**  
**Fiscal Year: 91**

**( ) = hiring goals**

BARGAINING UNIT	TOTAL EMPLOYEES	Women			Minorities			Handicapped			Vietnam Vets		
		Disp.	Needed Parity	FY Goal	Disp.	Needed Parity	FY Goal	Disp.	Needed Parity	FY Goal	Disp.	Needed Parity	FY Goal
CRAFT	40	YES	9	(1)	YES	2		NO					
SERVICE	122	NO			NO			NO					
HOSPITAL	683	NO			YES	2		NO					
NURSES	33	NO			YES	1	(1)	YES	2				
OFFICE	37	NO			YES	1		YES	4				
TECHNICAL	7	NO			YES	1		NO					
PROF.	77	NO			YES	1	(1)	NO					
MEDICAL	7	YES	1		YES	1		NO					
SUPV.	80	YES	6	(1)	NO			NO					
COMM.	85	NO			NO			NO					
MGRS.	8	YES	1		NO			YES	1				

**TOTAL      1165**

# AFFIRMATIVE ACTION PLAN

Fiscal Year 1991 - For FERGUS FALLS REGIONAL TREATMENT CENTER

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

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

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

ADMINISTRATION BUILDING

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

[Signature]  
Affirmative Action Officer, Facility

6-15-90  
Date

4. This annual plan contains clear designations of those persons and groups responsible for implementing the attached affirmative action plan as well as my personal statement of commitment to achieving the goals and timetables described herein.

[Signature]  
Chief Executive Officer, Facility

6-15-90  
Date

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

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

6/5/90  
Date

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

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

        
Date



## FERGUS FALLS

OBJECTIVE:	ACTION	RESPONSIBLE	TARGET DATE
Recruit minorities for employment.	Provide summer employment to at least one minority student from the Minority Student Assistant Program (formerly STEP).	CEO/AAO	9/90
	Employ at least one minority psychiatrist for the Medical staff.	CEO/Assistant	6/91
Achieve parity for females in the Manager's category.	Employ a female Assistant Administrator prior to opening the Nursing Home Unit.	CEO/AAO	4/91
Increase employee awareness regarding appropriate behavior language in the workplace.	Provide training for all employees on harassment in the workplace, including sexual, discriminatory, and general harassment.	CEO/AAO	12/90
Increase visibility with protected group communities.	Participate in "Open House" with minority communities and DHS.	AAO/DHS	10/90

### HIRING GOALS

GOAL UNIT	PROTECTED GROUP & NO	HIRING GOAL
214 General Professional	F (1)	1
216 Supervisory	F (1)	1
220 Manager	F (1)	<u>1</u>
		TOTAL 3

F = Female

AAC = Affirmative Action Committee

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

**Location: FERGUS FALLS**  
**Fiscal Year: 91**

**( ) = hiring goals**

BARGAINING UNIT	TOTAL EMPLOYEES	Women			Minorities			Handicapped			Vietnam Vets		
		Disp.	Needed Parity	FY Goal	Disp.	Needed Parity	FY Goal	Disp.	Needed Parity	FY Goal	Disp.	Needed Parity	FY Goal
CRAFT	19	YES	5		YES	1		YES	2				
SERVICE	76	NO			YES	1		NO					
HOSPITAL	258	NO			YES	2		YES	11				
NURSES	69	NO			YES	2		YES	3				
OFFICE	28	NO			YES	1		YES	3				
TECHNICAL	5	NO			YES	1		YES	1				
PROF.	44	YES	1	(1)	NO			YES	1				
TEACHER	13	YES	1		YES	1		YES	2				
SUPV.	53	YES	9	(1)	YES	2		YES	8				
COMM.	35	NO			NO			YES	3				
MGRS.	5	YES	2	(1)	YES	1		NO					

**TOTAL      592**

## REAFFIRMATION OF FERGUS FALLS REGIONAL TREATMENT CENTER

## EQUAL EMPLOYMENT OPPORTUNITY POLICY

It is the policy of the Fergus Falls Regional Treatment Center (FFRTC) to provide equal employment opportunities to all qualified people without regard to race, color, creed, sex, age, marital status, national origin, specific disability, reliance on public assistance, or religious or political opinions or affiliations. This policy applies to and must be an integral part of every aspect of personnel policy and practices which includes recruitment, hiring, selection, benefits, promotion, transfer, layoffs, return from layoff, terminations, compensation, classification, employee development programs, and all other personnel activities, in accordance with applicable federal and state laws and regulations.

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

The FFRTC will continue to implement a progressive program of Affirmative Action to ensure that equal opportunity is provided on the basis of individual qualifications, and to encourage all employees to strive for advancement at the FFRTC. We are convinced that it is imperative that we maintain a strong Affirmative Action Program and we reaffirm our strong commitment to the principles and policies of the program. By having such a program, we will ensure the maximum utilization of our human resources and the protection of equal rights for all employees and job candidates. We welcome and encourage the assistance of all employees in our efforts to implement this Affirmative Action Policy within the FFRTC.

Glenn J. Tammer  
Chief Executive Officer  
Fergus Falls Regional Treatment Center

6, 27, 90  
Date

# AFFIRMATIVE ACTION PLAN

Fiscal Year 91 - For Moose Lake Regional Treatment Center

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

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

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

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

[Signature]  
Affirmative Action Officer, Facility

5/30/90  
Date

4. This annual plan contains clear designations of those persons and groups responsible for implementing the attached affirmative action plan as well as my personal statement of commitment to achieving the goals and timetables described herein.

[Signature]  
Chief Executive Officer, Facility

5/30/90  
Date

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

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

6/29/90  
Date

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

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

11/13/90  
Date

## MOOSE LAKE

OBJECTIVE:	ACTION	RESPONSIBLE	TARGET DATE
To promote one Minority.	Review eligibility of minorities and encourage them to apply for promotion when applicable.	AAO	6/91
Provide in-service for supervisory employees.	Develop structured interview process to assure non discrimination in the initial employment stage.	AAO	10/90
Issue general harassment policy.	Write and disseminate policy to all policy book holders.	AAO	7/90
Provide summer employment to a minority student.	Contact DHS AAO for assistance.		7/90
Participate as a worksite for Central Office Minority Health Sciences Program.			

## HIRING GOALS

GOAL UNIT	PROTECTED GROUP & NO	HIRING GOAL
214 MAPE	H (1)	1
216 MMA	F (1)	1
220 Managers Plan	F (1)	<u>1</u>
	TOTAL	3

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

**Location: MOOSE LAKE**  
**Fiscal Year: 91**

( ) = hiring goals

BARGAINING UNIT	TOTAL EMPLOYEES	Women			Minorities			Handicapped			Vietnam Vets		
		Disp.	Needed Parity	FY Goal	Disp.	Needed Parity	FY Goal	Disp.	Needed Parity	FY Goal	Disp.	Needed Parity	FY Goal
CRAFT	24	YES	5		YES	1		YES	1				
SERVICE	58	NO			NO			NO					
HOSPITAL	262	NO			NO			NO					
NURSES	48	NO			NO			NO					
OFFICE	30	NO			YES	1		NO					
TECHNICAL	9	NO			YES	1		NO					
PROF.	47	NO			NO			YES	2	(1)			
MEDICAL													
SUPV.	36	YES	1	(1)	YES	1		NO					
COMM.	42	NO			YES	1		NO					
MGRS.	7	YES	2	(1)	YES	1		NO					

**TOTAL**      **563**

REAFFIRMATION OF MOOSE LAKE REGIONAL TREATMENT CENTER  
EQUAL EMPLOYMENT OPPORTUNITY POLICY

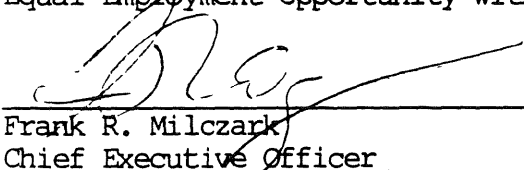
It is the policy of the Moose Lake Regional Treatment Center to provide equal employment opportunities to all qualified people without regard to race, color, creed, national origin, religion, age, sex, marital status, reliance on public assistance, physical, mental or emotional disability or political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

I realize that an effective affirmation action program involves more than a reaffirmation of our commitment to equal opportunity. Therefore, this facility will continue to implement a progressive program of affirmative action to ensure that equal opportunity is provided on the basis of individual qualifications and to encourage all persons to seek employment and strive for advancement within the Moose Lake Regional Treatment Center. The following steps will be taken to effect our equal opportunity policy:

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

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

I am convinced that it makes good management sense to have a strong Affirmative Action Plan and I reaffirm my strong commitment to its principles and policies. By implementing such a plan, we will ensure the maximum utilization of our human resources and the protection of equal rights for all our employees. All management and supervisory staff must play a key role in the program's success. I encourage the assistance of all employees in our efforts to achieve Equal Employment Opportunity with the facility.

  
\_\_\_\_\_  
Frank R. Milczark  
Chief Executive Officer

20 JULY 90  
Date

FILE: EEOP

MINNESOTA DEPARTMENT OF HUMAN SERVICES TRANSMITTAL FORM  
AFFIRMATIVE ACTION PLAN

Fiscal Year 1991 - For Oak Terrace Nursing Home

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

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

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

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

Richard Ellingwood  
Affirmative Action Officer, Facility

7-23-90  
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.

Roxanne H. Wilber  
Chief Executive Officer, Facility

7/10/90  
Date

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

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

7/23/90  
Date

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

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

11-13-90  
Date



## **OAK TERRACE**

### **ACTION, STEPS AND OBJECTIVES**

Due to closure of the Oak Terrace Nursing Home in January 1991, no new action steps, or objectives were initiated. The following objectives will continue until closure.

- A. The Oak Terrace Nursing Home will continue to keep employees aware of the policies and procedures on AA/EEO issues.
- B. Will continue to ensure reasonable accommodations for disabled employees by working with supervisors and employees.
- C. Provide Central Office AA Office with the placements and locations of protected group employees as requested.
- D. This facility will also continue to deal with complaints of discrimination in a timely manner until closure.

### **HIRING GOALS**

No hiring goals due to closure.

## OAK TERRACE NURSING HOME

## EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

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

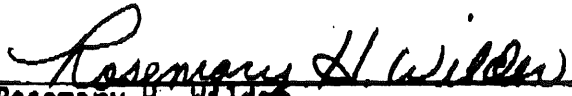
It is the policy of Oak Terrace Nursing Home (OTNH) to provide equal employment opportunities to all qualified people without regard to race, color, creed, national origin, religion, age, sex, sexual affectional preference, marital status, reliance on public assistance, physical, mental or emotional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

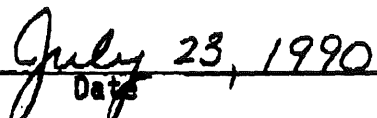
An effective affirmative action program involves more than a reaffirmation of commitment to equal opportunity. Therefore, Oak Terrace Nursing Home will continue to implement a progressive program of affirmative action to ensure that equal opportunity is provided on the basis of individual qualifications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

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

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

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

  
Rosemary H. Wilder  
Chief Executive Officer

  
Date

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

**Location: OAK TERRACE**  
**Fiscal Year: 91**

( ) = hiring goals

BARGAINING UNIT	TOTAL EMPLOYEES	Women			Minorities			Handicapped			Vietnam Vets		
		Disp.	Needed Parity	FY Goal	Disp.	Needed Parity	FY Goal	Disp.	Needed Parity	FY Goal	Disp.	Needed Parity	FY Goal
CRAFT	12	YES	3		NO			NO			NO		
SERVICE	72	NO			NO			NO			YES	6	
HOSPITAL	116	NO			NO			NO			YES	12	
NURSES	31	NO			NO			NO			YES	4	
OFFICE	14	NO			YES	1	(1)	NO			YES	2	
TECHNICAL	0	NO			NO			NO			YES	1	
PROF.	12	NO			NO			NO			YES	2	
TEACHER	----	----			----			----			----		
SUPV.	14	YES	1		NO			NO			NO		
COMM.	5	NO			NO			----			YES	1	
MGRS.	2	----			----			----			----		
<b>TOTAL</b>	<b>276</b>												

**No hiring goals due to closure, January 1991**

MINNESOTA DEPARTMENT OF HUMAN SERVICES TRANSMITTAL FORM  
AFFIRMATIVE ACTION PLAN

Fiscal Year 1991 - For St. Peter Regional Treatment Center

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

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

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

outside the SPRTC Personnel Office and on Staff Development Bulletin Board.

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

Gordon Long  
Affirmative Action Officer, Facility

June 14, 1990  
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 R Pender  
Chief Executive Officer, Facility

June 24, 1990  
Date

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

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

6/29/90  
Date

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

Steve Kees  
Director, Equal Opportunity Division, Dept. of Employee Relations

11-13-90  
Date

## ST. PETER

OBJECTIVE:	ACTION	RESPONSIBLE	TARGET DATE
Update registration of protected class employees.	<ul style="list-style-type: none"> <li>- Survey all present employees to ensure minority counts are correct.</li> <li>- Review with supervisors instances of "reasonable accommodation" for any employee's disability, to also ensure these counts are correct.</li> </ul>	AAO Sub-Committee	10/90
Inform employees of AA/EEO issues.	<ul style="list-style-type: none"> <li>- Provide annual updates to all supervisors.</li> <li>- Provide AA/EEO information in campus newsletter on a periodic basis.</li> <li>- Provide AA training to all new employees.</li> </ul>	AAO Sub-Committee	6/91
Increase involvement of AA Committee members.	Each member selects on area of four AA/EEO interest groups and reports periodically to the Committee findings pertinent to SPRTC.	AAO Sub-Committee	12/90
Recruit protected class employees.	<ul style="list-style-type: none"> <li>- Coordinate the AA/EEO emphasis on internships by the three Divisions to selected post-secondary programs, which may lead to hiring protected class persons.</li> <li>- Inform DHS/AAO of identified internship opportunities at SPRTC.</li> <li>- Survey this region to attract protected class persons for potential employment.</li> </ul>	AAO Sub-Committee	6/91

### HIRING GOALS GOAL UNIT

### PROTECTED GROUP & NO

### HIRING GOAL

203 Service	M (1)	1
214 Professional	M (1) H (1)	2
216 Supervisory	F (1) M (1)	<u>2</u>

TOTAL      5

\*H = Handicap  
F = Female  
M = Male

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

**Location: ST. PETER**  
**Fiscal Year: 91**

**( ) = hiring goals**

BARGAINING UNIT	TOTAL EMPLOYEES	Women			Minorities			Handicapped			Vietnam Vets		
		Disp.	Needed Parity	FY Goal	Disp.	Needed Parity	FY Goal	Disp.	Needed Parity	FY Goal	Disp.	Needed Parity	FY Goal
CRAFT	26	YES	5		YES	1		YES	2				
SERVICE	59	NO			YES	1	(1)	NO					
HOSPITAL	405	NO			YES	1		YES	27				
NURSES	79	NO			NO			YES	4				
OFFICE	45	NO			NO			YES	3				
TECHNICAL	10	NO			YES	1		NO					
PROF.	134	NO			YES	1	(1)	YES	7	(1)			
TEACHER	17	NO			YES	1		YES	2				
SUPV.	59	YES	1	(2)	YES	2	(1)	YES	2				
COMM.	64	NO			NO			YES	5				
MGRS.	9	YES	4		YES	1		NO					

**TOTAL      907**

REAFFIRMATION OF EMPLOYMENT POLICY -  
ST. PETER REGIONAL TREATMENT CENTER

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

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

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


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

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

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



William L. Pedersen, CEO

  
Date

MINNESOTA DEPARTMENT OF HUMAN SERVICES TRANSMITTAL FORM  
AFFIRMATIVE ACTION PLAN

Fiscal Year 1990-91 - For Willmar Regional Treatment Center

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

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

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

Personnel Department

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

Karen Ochendorff  
Affirmative Action Officer, Facility

6/13/90  
Date

4. This annual plan contains clear designations of those persons and groups responsible for implementing the attached affirmative action plan as well as my personal statement of commitment to achieving the goals and timetables described herein.

Gregory D. Smith  
Chief Executive Officer, Facility

6/19/90  
Date

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

Marion T. Anderson  
Director, Affirmative Action Office, Dept. of Human Services

7/20/90  
Date

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

Robert J. Perez  
Director, Equal Opportunity Division, Dept. of Employee Relations

11-13-90  
Date



## WILLMAR

OBJECTIVE:	ACTION	RESPONSIBLE	TARGET DATE
AAO to be informed and kept up to date on all hiring decisions.	Maintain internal procedures between AAO & personnel regarding hiring activities.	AAO/Personnel Director	Ongoing
	Inform Central Office AAO for specialized recruitment assistance.	AAO/Personnel Director	Ongoing
Participate in minority recruitment program.	Provide employment to high school students through job shadowing program.	AAO/Personnel Director	5-6/90
	Provide summer employment to minority college student.	AAO/Personnel Director	6/90
Increase EEO/AA awareness to supervisory & line staff regarding AAO issues.	Provide in-service training updates to supervisory & line staff.	AAO	Spring/91
Increase awareness and training for AAO.	Attend training activities as appropriate.	AAO/CEO	Ongoing

## HIRING GOALS

GOAL UNIT	PROTECTED GROUP & NO	HIRING GOAL
203	M (1)	1
204	H (1)	1
205	M (1)	1
216	F (1)	<u>1</u>
	TOTAL	4

\*H = Handicap  
M = Minority  
F = Female

**Location: WILLMAR**  
**Fiscal Year: 91**

[illegible]

SUBJECT: Equal Employment Opportunity/Affirmative Action Plan

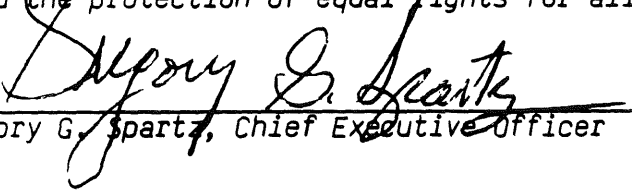
WILLMAR REGIONAL TREATMENT CENTER  
EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION PLAN

I am committed to equal opportunity in the internal employment policies of the Willmar Regional Treatment Center, and in the delivery of services to patients/residents, consumers, and the public. All facility activities will show commitment to this principle. No one is to be denied an opportunity for employment or promotion, or a chance to participate in a program because of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, age, or political affiliation.

This also means showing respect for the dignity and feelings of patients/residents, other staff, and the general public. Particularly, it means avoiding behavior that might be offensive or embarrassing to a patient/resident, other staff, or might contribute to a sense of intimidation in the work place. This includes being sensitive to disabilities, as well as cooperating with patients/residents and/or co-workers who have special needs or who utilize special tools to accommodate their disabilities. Awareness, sensitivity, and patience are essential to the achievement of equal opportunity for patients/residents and all staff. Thoughtless comments may contribute to an intimidating or hostile work environment and may be perceived by an individual or group as a form of harassment. I will not tolerate harassment of any kind at this facility.

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

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

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

  
\_\_\_\_\_  
Date

### **III.**

#### **POLICY**

Equal Employment Opportunity and Affirmative Action

Pre-Employment Review

Prohibition of Discriminatory Harassment

Reasonable Accommodation

Recruitment

AIDS/Employee Work Status

Discrimination Complaint-Handling

## **MINNESOTA DEPARTMENT OF HUMAN SERVICES**

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

#### **PURPOSE:**

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

#### **AUTHORITY:**

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

#### **POLICY:**

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

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

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

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

#### **RESPONSIBILITIES:**

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

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

#### **PROCEDURES:**

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

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

## MINNESOTA DEPARTMENT OF HUMAN SERVICES

### AFFIRMATIVE ACTION REVIEW OF SELECTION DECISIONS

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

2. **AUTHORITY:**

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

3. **POLICY:**

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

4. **DEFINITIONS:**

A. Protected groups: women, minority persons and disabled persons.

B. Disparate Goal Unit: A goal unit in which the numerical representation of one or more protected groups is less than that group's estimated availability in the relevant geographic area and labor force.

5. **RESPONSIBILITIES:**

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

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

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

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

C. **Supervisors:**

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

6. **PROCEDURES:**

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

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

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

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

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

**C. Supervisor:**

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

## MINNESOTA DEPARTMENT OF HUMAN SERVICES

### Prohibition of Discriminatory Harassment

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

2. **AUTHORITY:**

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

3. **POLICY:**

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

4. **DEFINITIONS:**

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

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

5. **RESPONSIBILITIES:**

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

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

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

1. Investigate all complaints of discriminatory harassment.



2. Recommend appropriate resolution to the Chief Executive Officer.

**C. Employees:**

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

**6. PROCEDURES:**

**Complaint Procedure:**

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

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

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

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

**C. Employees:**

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

# MINNESOTA DEPARTMENT OF HUMAN SERVICES

## REASONABLE ACCOMMODATIONS

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

2. **AUTHORITY:**

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

3. **DEFINITIONS:**

**A. Handicapped Persons - A handicapped person is anyone who:**

1. Has a physical or mental impairment which substantially limits one or more of such person's major life activities;
2. Has a record of such impairment; or
3. Is regarded as having such impairment.

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

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

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

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

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

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

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

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

**4. RESPONSIBILITIES:**

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

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

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

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

**C. Supervisors shall:**

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

**D. Employees shall:**

1. Complete a request for reasonable accommodation.

**5. PROCEDURES:**

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

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

# RECRUITMENT

## Examination Announcements and Notifications of Protected Group Organizations

1. **PURPOSE:** To establish a uniform policy for processing examination announcements requests and early recruitment procedures for notifying protected groups of residential facility employment opportunities.

2. **AUTHORITY:**

Minnesota Statutes, section 43A.10, Administrative Procedures 9B.

3. **POLICY:**

Residential Facility examination requests for managerial, professional, supervisory and new classes will be reviewed and approved by the DHS Personnel Director prior to submission to the Department of Employee Relations.

4. **DEFINITIONS:**

Examination announcement means, the announcement of competitive and promotional examinations made through public notice and/or notice to state agencies.

5. **RESPONSIBILITIES:**

**A. Residential Facility Personnel Director:**

1. Determine the need for announcing the examination.

**B. DHS Personnel Director:**

1. Review and approve examination announcement requests for managerial, professional supervisory and new classes.

**C. DHS Affirmative Action Director/Residential Facility Affirmative Action Designee:**

1. Coordinate notification of protected group organizations of vacancies to be filled in state residential facilities.

6. **PROCEDURES:**

**A. Residential Facility Personnel Director:**

1. Submit completed request to announce examination form (PE-00287-04) to the DHS Personnel Director for managerial, professional supervisory and new classes.
2. Submits copy of announcement requests for other classes to DHS Affirmative Action Director.

**B. DHS Personnel Director:**

1. Reviews the request then determines if the request is properly documented and if the request is appropriate.

2. If the request is not approved, informs the residential facility of the reasons for the determination.
  3. If the request is approved, forwards request to the Department of Employee Relations for final disposition with a copy to the DHS Affirmative Action Director.
- C. **DHS Affirmative Action Director/Residential Facility Affirmative Action Officer Designee** notifies protected group organizations of examination announcements which will be appearing in Minnesota Career Opportunities Bulletins.

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

### **WHAT:**

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

### **POLICY:**

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

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

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

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

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

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

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

### **DEFINITIONS:**

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

**DEFINITIONS:**

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

**PROCEDURES:**

**MEDICAL DIRECTOR/  
PERSONNEL DIRECTOR**

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

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

**SUPERVISORS:**

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



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

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

**PERSONNEL**

**Standards of Conduct - Affirmative Action**

1. **PURPOSE:** To prescribe a standard method of dealing with charges of improper discrimination.

2. **AUTHORITY:**

Memorandum from Leonard W. Levine, Commissioner of the Department of Human Services, to Division Directors, Central Office and Chief Executive Officers of state residential facilities, dated 3 May 1985, Subject: Handling of Human Rights Charges.

3. **POLICY:**

Charges of discrimination are to be dealt with in a timely and consistent manner and appropriate DHS and Attorney General staff will be involved at the various stages of response and resolution.

4. **RESPONSIBILITIES:** The Commissioner has stated that:

- A. The Department of Human Services Affirmative Action Office will act as the central source of consultation and will maintain a centralized record of all Human Rights or EEOC charges. the record will include a log of notices of charges and a time-table for preparation of a response in each case, and decisions made concerning how best to proceed with the response.
- B. Chief Executive Officers of residential facilities are responsible to cause notification to be made to the Central Office Affirmative Action Director of charges of all alleged discrimination at the facility for which the CEO is responsible.

5. **PROCEDURES:**

CEOs will cause telephone notice to be made to the Central Office Affirmative Action Director of charges, followed by written confirmation.

## MINNESOTA DEPARTMENT OF HUMAN SERVICES

### DISCRIMINATION COMPLAINT - HANDLING

1. **PURPOSE:**

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

2. **AUTHORITY:**

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

3. **POLICY:**

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

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

4. **RESPONSIBILITIES:**

**A. Commissioner:**

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

**B. Chief Executive Officers:**

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

**C. Affirmative Action Director:**

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

**D. Supervisors:**

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

**E. Employees:**

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

**5. PROCEDURES:**

Procedures will minimally include the following elements:

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

**\*INFORMAL**

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

**A. Employee:**

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

**B. Supervisor:**

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

**\*FORMAL STAGE**

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

**A. Employee:**

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

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

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

**C. Chief Executive Officer:**

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

**\*APPEAL STAGE:**

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

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

**A. Employee:**

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

**B. Chief Executive Officer:**

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

**C. DHS AA Director:**

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

## **ATTACHMENTS:**

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

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

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

Information on the Respondent (Person Who Discriminated Against You)

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

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

Information on Complain

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

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

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

\_\_\_\_\_

Describe how you have been discriminated against, giving names, dates, places, etc.

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

This complaint is being filed based on my honest belief that the State of Minnesota has discriminated against me. I hereby certify that the information I have provided in this complaint is true, correct, and complete to the best of my knowledge and belief.

Received by: \_\_\_\_\_ Signature \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Information On Witnesses Who Can Support Your Case

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

## REVISED/RACE ETHNIC CATEGORIES

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

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

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



## ABBREVIATIONS AND DEFINITIONS

The following terms and abbreviations mean:

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

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

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

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

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

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

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

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

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

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

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

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

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

## DEFINITIONS RELATING TO DISABILITY AND HANDICAP

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

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

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

**Physical or Mental Impairment:**

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

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

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

**Is Regarded as Having an Impairment:**

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

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

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

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

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

## 43A.191 DEPARTMENT OF EMPLOYEE RELATIONS

### 43A.191 AGENCY AFFIRMATIVE ACTION PROGRAMS.

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

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

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

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

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

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

(3) provisions for funding reasonable accommodations.

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

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

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

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

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

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

History. 1Sp1983 c 13 c 172

### 43A.192 TRANSITION.

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

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

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

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

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

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

504 Coordinatoar:

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

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

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

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

## **Minnesota Merit System Affirmative Action Plan**

### **-SUMMARY-**

#### **Purpose**

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

#### **Policy Statement**

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

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

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

#### **Role of DHS**

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

#### **Scope**

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

1. A policy prohibiting any form of discriminatory harassment, including sexual harassment, and defining these types of harassment.
2. A county discrimination complaint policy and procedure that includes notification of the DHS Affirmative Action office when a Merit System employee brings a complaint of discrimination.
3. Designation of someone in the Merit System agency who is responsible for implementing the Affirmative Action Plan in the Merit System agency and is a liaison to the DHS Affirmative Action office.
4. Provision for continued review and approval by the DHS Affirmative Action office of hiring goals and timetables specifically for the Merit System welfare/human services agency, on a schedule that is in accordance with the county-wide goal-setting process (e.g., annually or every two years).
5. Continuation of the Merit System agency's involvement in an affirmative action committee, through any of the following:
  - a) An internal Merit System agency committee
  - b) A county-wide committee
  - c) A regional committee

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

**Legal Basis Scope**

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

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

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

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

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

## ATTACHMENT H

### **WEATHER EMERGENCIES:**

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

(Attached DOER Administration Procedure)



## ATTACHMENT I

### **BUILDING EVACUATION:**

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

(Attached is a copy of Building Evacuation Plan).