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AFFIRMATIVE ACTION PLAN 1992

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FISCAL YEAR 1992
 JULY 1, 1991 - JUNE 30, 1992
 MINNESOTA DEPARTMENT OF HUMAN SERVICES
 AFFIRMATIVE ACTION PLAN
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State of Minnesota
Department of Human Services

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

April 15, 1992

Commissioner Linda Barton
Minnesota Department of Employee Relations
200 Centennial Office Building
658 Cedar Street
St. Paul, Minnesota 55155

Dear Commissioner Barton:

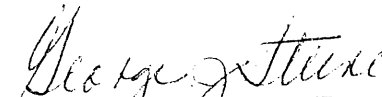
Enclosed for your review and approval is the Minnesota Department of Human Services Affirmative Action Plan for Fiscal Year 1992.

The plan is the result of a collaborative effort by our residential facilities and central office. It contains all of the elements required by rule, including updated availability data for minorities, women and disabled persons.

Please extend our thanks to Jerry Fahey of your Equal Opportunity Division, for his generous assistance with the statistical analysis sections.

We are confident that this plan will enable us to move forward toward our objective of achieving a diverse workforce. I look forward to your approval. Please direct any questions to Mary Jean Turinia Anderson at (612) 296-3510. Thank you.

Sincerely,



GEORGE J. STEINER
Deputy Commissioner

Enclosure



State of Minnesota
Department of Human Services

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

DATE: March 31, 1992
TO: All Department of Human Services Employees
FROM: NATALIE HAAS STEFFEN
Commissioner 
PHONE: (612) 296-2701
SUBJECT: Achieving, Valuing and Managing Diversity

Over the past year I have been impressed with the understanding and commitment that DHS employees have shown toward the basic principles of fairness and equality. In our work as human services professionals we have an even greater responsibility to carry out these principles in our daily activities.

I want to reaffirm my personal and official commitment to equal opportunity and affirmative action. Equal opportunity extends to both employment and services provided by the Department. Our employment practices and service delivery will be conducted without regard to race, color, creed, religion, sex, disability, sexual or affectional preference, age, national origin, marital status or reliance on public assistance. Where we have an underrepresentation in our workforce of women, people of color or disabled persons, we will make special efforts and will act affirmatively to recruit, select and retain those individuals.

Our affirmative action and equal opportunity policies, action steps and hiring objectives are outlined in the "DHS Affirmative Action Plan." This plan will be posted on all bulletin boards and in the personnel offices of each residential facility, as well as distributed to each division in central office. The "Merit System Affirmative Action Guidelines" provide a strong policy framework for merit system county human service agencies. These guidelines and the plan are available from the Affirmative Action Office, Fourth Floor, Human Services Building, #3812.

I view these policies as more than mere words. As you know, I am interested in positive outcomes and progress toward achieving a diverse workforce. I strongly encourage and expect the active involvement of managers, supervisors and chief executive officers in implementing these policies. Efforts in this area will be a factor in performance reviews. Mary Jean Turinia Anderson directs the Department's implementation of the plan. She can be reached at 296-3510.

We have much to accomplish in order to achieve diversity. You are an important part of this work and I ask that you join with me in this effort.

**MINNESOTA DEPARTMENT OF HUMAN SERVICES TRANSMITTAL FORM
AFFIRMATIVE ACTION PLAN**

Fiscal Year 1992 For Minnesota Department of Human Services - Central Office

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

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

Central Office - all official bulletin boards; Affirmative Action Office; each div.

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.

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

3/23/92
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.

Natalie Steffen
Agency Head

Natalie Steffen, Commissioner

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.

Director, Equal Opportunity Dept. of Employee Relations

Date

I.

ORGANIZATION

The Minnesota Department of Human Services is organized into ten geographic areas of the state and includes a central office and nine 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>	John Gilmore 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>	Verna Olson Moose Lake Regional Treatment Center 1000 Lakeshore Drive Moose Lake, MN 55767	218-485-4411

St. Peter:

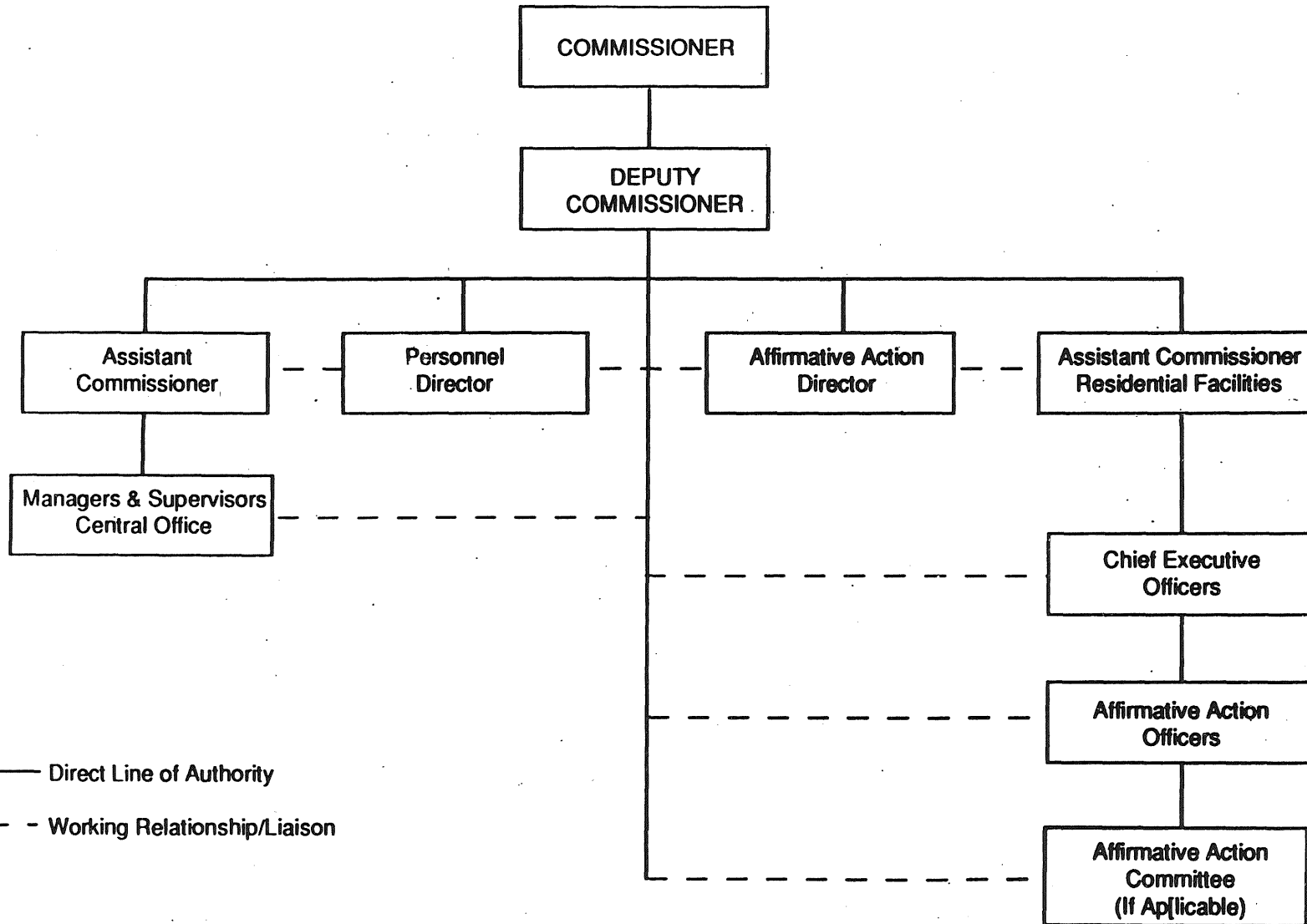
Reverend Gordon Long
St. Peter Regional
Treatment Center
100 Freeman Drive
St. Peter, MN 56082

507-931-7104

Willmar:

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

612-231-5100



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

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

RESPONSIBILITIES, DUTIES AND ACCOUNTABILITIES

I. Commissioner/Deputy Commissioner

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

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

Accountability: To the Governor.

II. Affirmative Action Director

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

- Duties:**
1. Monitor implementation of the Department's affirmative action plans.
 2. Investigate alleged discrimination complaints, coordinate handling of discrimination charges brought against the Department, and maintain a centralized record of such charges.
 3. Establish annual hiring goals, revise the Department's AA Plan annually 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 Policy and Procedures; 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.

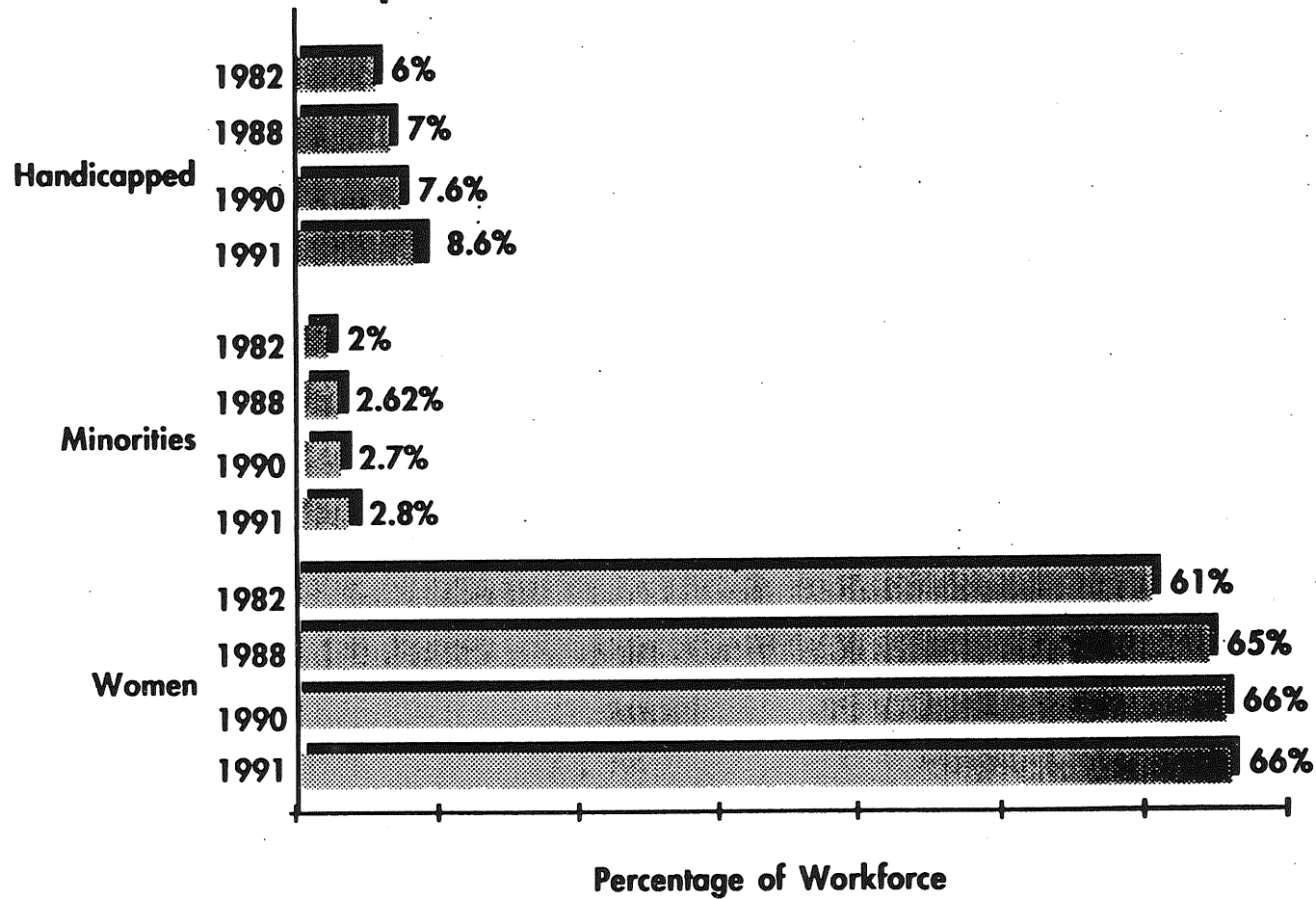
II. External Dissemination

- 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.

CURRENT STATUS OF EMPLOYMENT

Workforce Representation - All of DHS: Central Office and Facilities Comparison 1982, 1988, 1990, 1991



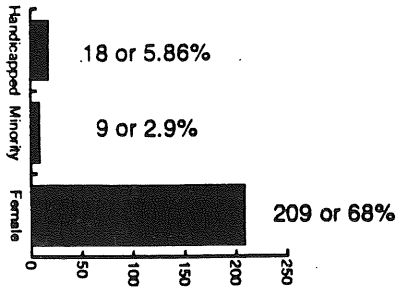
TOTAL # Employees: 1982 = 7216
 1988 = 7180
 1990 = 7540
 1991 = 7255

December, 1991

WORKFORCE REPRESENTATION, BY FACILITY

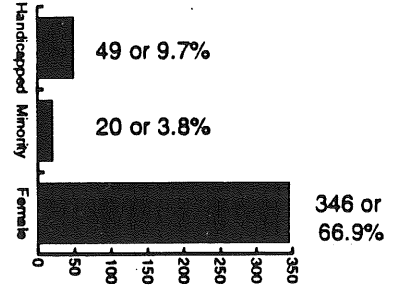
Ah Gwah Ching

Total Employees = 307



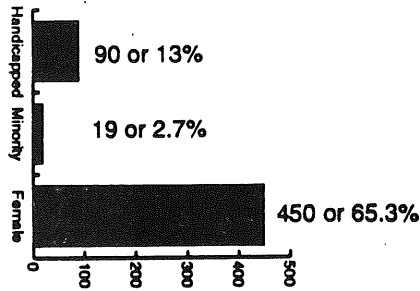
Anoka

Total Employees = 517



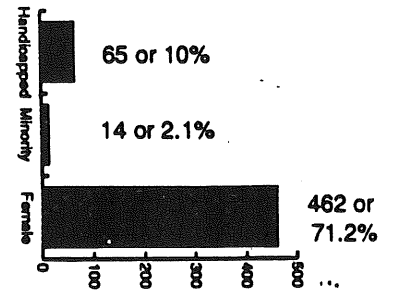
Brainerd

Total Employees = 689



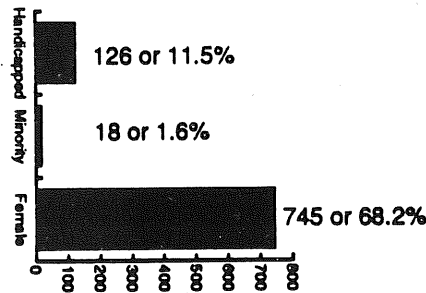
Cambridge

Total Employees = 648



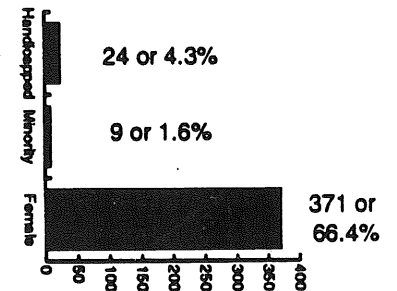
Faribault

Total Employees = 1091



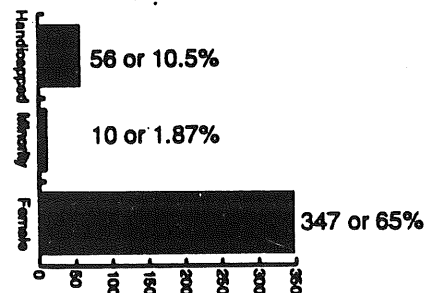
Fergus Falls

Total Employees = 558



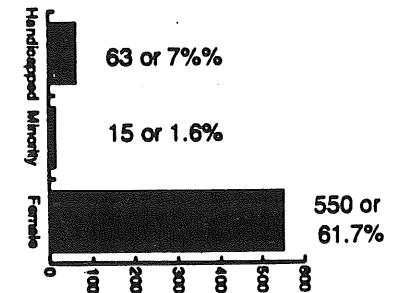
Moose Lake

Total Employees = 533



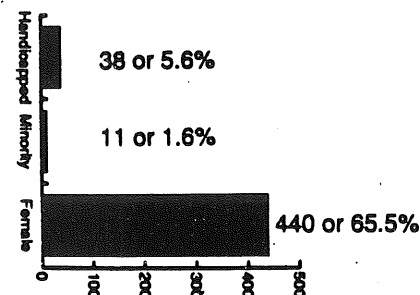
St. Peter

Total Employees = 891



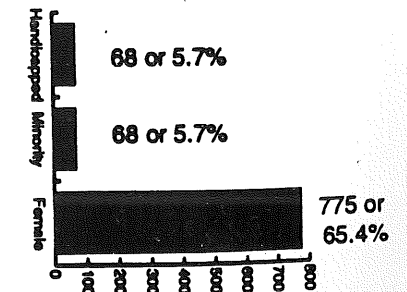
Willmar

Total Employees = 671

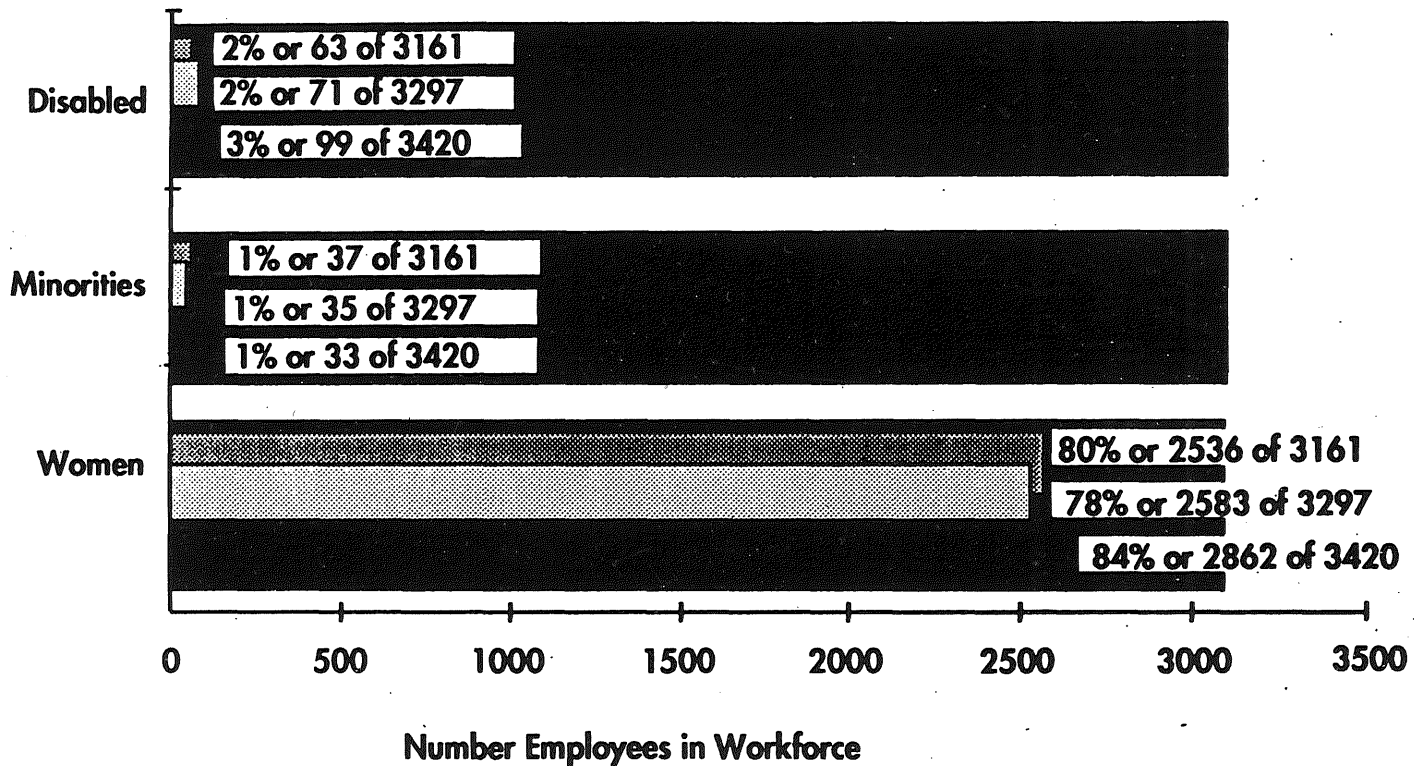


Central Office

Total Employees = 1184



Minnesota Merit System Human Service Agencies WORKFORCE REPRESENTATION



- TOTAL Employees = 3161 in 77 Merit System Agencies as of 5/31/90
- TOTAL Employees = 3297 in 77 Merit System Agencies as of 3/31/91
- TOTAL Employees = 3420 in 77 Merit System Agencies as of 11/30/91

III.

ANNUAL TRANSMITTAL FORMS

ANNUAL PROGRAM OBJECTIVES/ACTION STEPS

HIRING GOALS FY 1992

DISPARITIES IDENTIFIED FY 1992

FACILITY STATEMENTS OF COMMITMENT

**MINNESOTA DEPARTMENT OF HUMAN SERVICES TRANSMITTAL FORM
AFFIRMATIVE ACTION PLAN**

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

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

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

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.

Director, Affirmative Action Office, Dept. of Human Services

Date

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

Agency Head

Date

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

Director, Equal Opportunity Dept. of Employee Relations

Date

**CENTRAL OFFICE
FISCAL YEAR 1992**

PROBLEM/RATIONALE

One role of affirmative action is to actively seek out and remove barriers to equal employment opportunity. These include barriers to training, development and advancement within the department. Career management development programs for minorities and disabled persons are crucial to these individuals being retained by the department and being selected for upper level positions. Restructuring of the department will necessitate more efficient use of staff resources, which means greater utilization and development of current employees.

The Department's Cultural Diversity Project was conceived by the Affirmative Action Office from the realization that it is necessary for the department to develop, an inclusive and culturally competent workforce. We must do more than assure that employment numbers match a standard required by law. We must foster an affirmative action program that looks beyond numbers, encourages retention and equal employment opportunity and externally, a work force that is sensitive to and reflective of the clients the agency serves. These efforts will create a workplace where people of diverse cultures and backgrounds will stay and thrive.

<u>OBJECTIVE</u>	<u>ACTION</u>	<u>RESPONSIBILITY</u>	<u>TARGET</u>
1. Enhance the career development and retention of women, people of color and disabled persons.	a. Build upon the success of the Diversity Project's first stage. Developing a strategy for fostering staff cultural competency.	MJTA ABC	2nd Qtr
	b. Present recommendations to senior staff/division directors for endorsement and assist in implementation.	MJTA	2nd Qtr
	c. Recommend and assist in the establishment of a career and management development program.	MJTA/CHRDD	3rd Qtr
	d. Establish a referral system to identify and submit names of protected group staff for participation in the career and management development program.	MJTA	3rd Qtr

OBJECTIVE

ACTION

RESPONSIBILITY

TARGET

- e. Develop employee talent through training and development opportunities such as mentoring, mobility assignments, executive training experiences.

PROBLEM/RATIONALE

The Department continues to be under represented for minority and disabled employees in three general areas: shortage occupations (RTCs), non-entry level Central Office positions, and management positions. Over the past biennium DHS has made significant progress in establishing long term avenues of entry. It is time to build on this success, by streamlining the approach. Increase DHS management's involvement in developing relationships with schools and community groups.

OBJECTIVE

ACTION

RESPONSIBILITY

TARGET

2. Improve long range recruitment results for shortage occupations and highly specialized Central Office positions.

- a. Develop a program guide for the PATHWAYS Program, including a flowchart/timetable on the recruitment, application, selection, monitoring, and evaluation processes.

CF

1st Qtr

- b. Survey Central Office Divisions to determine areas of need during FY92 through a goal-setting sheet.

MJTA

1st Qtr

- 1. Target at least one placement site in Central Office, for a PATHWAYS student.

- 2. Place the student.

MJTA

3rd Qtr

- c. Review the success of prior Career Fair participation and PATHWAYS related outreach. Develop a priority schedule for recruitment during FY92.

CF/T

3rd Qtr

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

- | <u>OBJECTIVE</u> | <u>ACTION</u> | <u>RESPONSIBILITY</u> | <u>TARGET</u> |
|-------------------------|---|------------------------------|----------------------|
| | d. Participate in Minneapolis Roosevelt High School's Medical Magnet Center Advisory Board. Explore possibilities for DHS providing class lectures, mentorships, job placements, or scholarships. | CF/T | 3rd Qtr |
| | e. Strengthen the effort established with the Hubert Humphrey Job Corps Center by placing at least six students at work experience in selected DHS divisions. | T | 4th Qtr |
| | f. Conduct an informational meeting and tour of RTCs for educators, to inform them of student clinical and employment opportunities. | T | 3rd Qtr |
| | g. Reorganize the Affirmative Action Office's community and academic resource lists into a directory, in consultation with the Management Operations Division. | A/ABC | 2nd Qtr |
| | 1. Reorganize the resume bank. | A | 2nd Qtr
3rd Qtr |
| | 2. Establish a system to semi-annually update resume bank. | A | 2nd Qtr
3rd Qtr |

OBJECTIVE

ACTION

RESPONSIBILITY

TARGET

- | | | | |
|----|---|---------|-------------------------------|
| h. | Increase DHS's active participation in the Health Partnership ¹ . Develop funding proposals to supplement the PATHWAYS Program. Identify a DHS "Grant Writer". Involve divisions in the partnership. | CF/MJTA | 2nd Qtr
3rd Qtr
4th Qtr |
| i. | Establish a supported work program in Central Office.

1. Determine legislative mandate.

2. Identify Division sites. | MJTA | 4th Qtr |
| j. | Utilize a community consultant to:

1. Establish a formal link between DHS and the American Indian communities in Minnesota.

2. Increase the number of American Indian OT/PT/RN candidates participation in the PATHWAYS Program.

3. Evaluate the possibility of joint funding of a recruitment project with the American Indian community. | MJTA | 4th Qtr |

1. *Health Partnership: A collaboration of metro area colleges (Metro State University, Lakewood and Inver Hills Community Colleges, St. Paul Technical College), Ramsey County, Public Health Department and Department of Human Services): formed to promote education and employment of bilingual, bicultural health care workers.*

<u>OBJECTIVE</u>	<u>ACTION</u>	<u>RESPONSIBILITY</u>	<u>TARGET</u>
	Explore a partnership with DOER regarding development of an American Indian recruitment program for <u>all</u> State service jobs.		

PROBLEM/RATIONALE

There is a need to carry out the Department's long standing obligation to ensure Affirmative Action and nondiscrimination in county agencies. The responsibility for the over 3,100 Merit System employees presents a set of demographic and geographic problems because these employees are dispersed throughout the state. DHS relies on temporary project staff for on-going county technical assistance and monitoring of Merit System progress. These obligations are carried out in the spirit of state and federal law. A 1991 federal civil rights review has recommended that DHS strengthen its enforcement of AA/EEO in the Merit System.

<u>OBJECTIVE</u>	<u>ACTION</u>	<u>RESPONSIBILITY</u>	<u>TARGET</u>
3. Improve the Merit System county agencies ability to act Affirmatively.	a. Develop a Merit System informational tape to accompany the employee informational booklet and Affirmative Action guidelines.	ABC	3rd Qtr
	b. Develop a technical assistance package for County Directors, Affirmative Action Committees, and Liaisons that will assist a county agencies to assume local ownership of AA/EEO. The package will address local needs in the areas of training, recruitment, self monitoring and guideline implementation.	ABC	4th Qtr
	c. Develop a clear Merit System expanded certification policy and process.	ABC	1st Qtr

OBJECTIVE

ACTION

RESPONSIBILITY

TARGET

- 1. Establish the Department's position in cooperation with Merit System staff regarding the shared responsibilities for numerical goal setting in county agencies.
- 2. Establish a system for county agencies to determine under utilization and set hiring goals.
- d. Improve the analysis of the workforce composition by county agency. T/ABC 2nd Qtr
 - 1. Develop and implement a checklist to evaluate the progress of county agencies and assess county agency compliance.
- e. Add an employment component to the department's Quality Assurance Civil Rights Reviews. ABC 1st Qtr

PROBLEM/RATIONALE

To achieve our objective of a diverse, and culturally competent workforce, all those involved must fully understand and have a role in achieving the objectives. Our employees, as providers of health and human services throughout the state impact diversity of Minnesota citizens.

Employees must be empowered with access to training and development activities and with an understanding of their rights, responsibilities, and the value of diversity in the workplace. Marketing and information should focus on increasing this understanding both internally and externally. Management staff in particular can provide leadership, through assuming ownership of the program and through modeling behaviors that encourage this understanding and sense of ownership at all levels of the department.

<u>OBJECTIVE</u>	<u>ACTION</u>	<u>RESPONSIBILITY</u>	<u>TARGET</u>
<p>4. Promote a better understanding and increase awareness of DHS' AA/EEO program objectives, with all staff and with external community groups, customers and clientele. Integrate the program into each component of the Commissioner's vision.</p>	a. Establish an ongoing AA/EEO related news and information column that is published in RPMD and DHS news.	MJTA	1st Qtr
	b. Market the DHS Cultural Diversity project initiatives. Publicize the recommendation throughout the department	ABC	4th Qtr
	c. Publicize the availability of AA/EEO clearing-house in the DHS library.	ABC	3rd Qtr
	1. Assess and evaluate the training materials gathered by the Diversity Work Group in consultation with CHRDD. Make these materials accessible to all DHS and Merit System employees.	ABC	3rd Qtr
	d. Publicize PATHWAYS Program through:		
	1. Advertising (print/electronic media).		
	2. News releases.		
	3. Job Fairs.		
	4. Lectures speaking engagements.		
	5. Announcements - flyers.	CF	4th Qtr
6. Review PATHWAYS brochure (Targeting for High School students).			

OBJECTIVE

ACTION

RESPONSIBILITY

TARGET

- | <u>OBJECTIVE</u> | <u>ACTION</u> | <u>RESPONSIBILITY</u> | <u>TARGET</u> |
|------------------|--|-----------------------|---------------|
| | e. Strengthen the annual workshop for RTC Affirmative Action Officers and Committee members. Expand the focus to cover special topics, and group problem solving. Reinforce team building across the RTC system. | T/JG | 2nd Qtr |
| | f. Provide cultural diversity training to selected RTCs. Conduct "Train the Trainer" sessions for RTC Affirmative Action Officers. | T | 4th Qtr |
| | g. Develop a comprehensive training plan in cooperation with CHRDD, for Central Office, RTCs and Merit System county agencies and begin implementation. | MJTA | 2nd Qtr |
| | 1. Incorporate recommendations of the Diversity Work group into the training plan. | | |

Minnesota Department of Human Services Transmittal Form

Affirmative Action Plan

Fiscal Year 92 For AH-GWAH-CHING 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			
204 Health Care Non-Prof.			x
205 Health Care Prof.			x
206 Clerical			x
207 Technical			
213 Health Treat. Prof.			
214 General Professional	x		
215 Prof. Resid. Instr.			
216 Supervisory			
217 Commissioner's Plan	x		x
220 Manager's Plan			
Other			
Other			

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

BULLETIN BOARD IN PERSONNEL

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 N. Feltz - ah-gwah-ching 7-19-91
 Affirmative Action Officer, Facility Date

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

[Signature] ah-gwah-ching 7-19-91
 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.

 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.

 Director, Equal Opportunity Division, Dept. of Employee Relations Date

AH-GWA-CHING

OBJECTIVE:	ACTION	RESPONSIBLE	TARGET DATE
To increase staff awareness of diversity in the work force.	Provide training with help of Central Office and DOER in valuing diversity.	AAO	6/92
To make employees aware of their responsibilities regarding discriminatory harassment.	Provide AA and sexual harassment training.	AAO	3/92
To increase awareness to minority students of health care opportunities.	Participate in the Student Assistance Program for 1991-92.	AAO	6/92

HIRING GOALS

GOAL UNIT	PROTECTED GROUP & NO	HIRING GOAL
206 Office	D (1)	1
214 General Professional	M (1)	<u>1</u>
	TOTAL	2

*H=Handicap
M=Minority

** At the point using date prior to receiving new data on deficit are in Craft and Office where anticipated turnover is 0.

ANNUAL GOALS

UTILIZATION - AVAILABILITY - UNDERUTILIZATION - GOALS - TIMETABLES

Date: November 12 1991

Agency: Human Services

Division: A.G.C. #1

JOB GROUP	CURRENT WORK FORCE				AVAILABILITY			UNDERUTILIZATION			
	NUMB	TOTAL	FEMALE	MINORIT	DISABL	FEMALE	MINORIT	DISABL	FEMALE	MINORIT	DISABL
Managers	NUMB										
	PERCT										
Supervisors	NUMB	18	13	1	1	6.2	1.0	1.5	OK	0.0	0.5
	PERCT	100.	72.2	5.6	5.6	34.6	5.7	8.2	OK	0.1%	2.6%
Teachers	NUMB										
	PERCT										
Professionals	NUMB	8	4	1	0	5.1	0.5	0.7	1.1	OK	0.7
	PERCT	100.	50.0	12.5	0.0	64.3	5.9	8.2	14.3%	OK	8.2%
Medical	NUMB										
	PERCT										
Technical	NUMB										
	PERCT										
Office	NUMB	14	12	0	0	0.0	1.6	1.1	OK	1.6	1.1
	PERCT	100.	85.7	0.0	0.0	0.0	11.4	8.2	OK	11.4%	8.2%
Nurses	NUMB	21	19	1	1	0.0	2.0	1.7	OK	1.0	0.7
	PERCT	100.	90.5	4.8	4.8	0.0	9.4	8.2	OK	4.6%	3.4%

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 have the responsibility for such within their position descriptions. This will be incorporated into their evaluation.



Jeff Smith
Chief Executive Officer

7-19-91

Date

Minnesota Department of Human Services Transmittal Form

Affirmative Action Plan

Fiscal Year 1992

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
206 Clerical			
207 Technical	X		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 Department and Administration

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

7-17-91
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.

Michaela Bell
Chief Executive Officer, Facility

7/19/91
Date

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

Director, Affirmative Action Office, Dept. of Human Services

Date

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

Director, Equal Opportunity Division, Dept. of Employee Relations

Date

ANOKA

OBJECTIVE:	ACTION	RESPONSIBLE	TARGET DATE
Proactive recruitment of protected groups.	1. Review monthly anticipated vacancies.	PD/AAO	6/92
	2. Establish a mechanism for informing selected minority organization about upcoming "on site testing."	PD/AAO	6/92
	3. Publish, at least three (3) times this year, current and prospective vacancies in protected group publications.	PD/AAO	6/92
	4. Participate in, or host at least two (2) "open houses" to inform minority groups of employment possibilities.	PD/AAO	6/92
Increase staff awareness and sensitivity to A.A. commitment.	1. Review and revise orientation package for new employees including A.A. policies and Statement of Commitment.	PD	1/92
	2. Provide <u>Sexual Harassment</u> training to all supervisors.	AAC	11/91
	3. Provide a minimum of four training opportunities for all employees.	AAC	6/92
	4. <u>Cultural Diversity</u> . Provide two (2) outside speakers for Grand Rounds presentation.	AAO	6/92
	5. Distribute A.A. objectives and Statement of Commitment to all Responsibility Center Managers.	AAO	8/91

	6. Submit four (4) A.A. articles to Regional Roundup (AMRTC paper).	AAO	6/92
Provide administrative direction and monitoring of A.A. activities.	1. Conduct annual review of A.A. policies.	AAC	1/92
	2. Review Achievement of Hiring Goals and Program Objectives a minimum of three (3) times.	AAC	6/92
	3. Review/recommend changes in committee membership	AAC	9/91
	4. Establish FY 93 program objectives and hiring goals.	AAC	6/92

HIRING GOALS

GOAL UNIT	PROTECTED GROUP & NO	HIRING GOAL
204 Hospital	M (1)	1
205 Health Care Prof	H (1)	1
214 General Professional	M (1)	1
216 Supervisory	M (1)	<u>1</u>
	TOTAL	4

H=Handicap
F=Female
M=Minority

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

ANNUAL GOALS

UTILIZATION - AVAILABILITY - UNDERUTILIZATION - GOALS - TIMETABLES

Date: November 12 1991

Agency: Human Services

Division: Anoka #1

JOB GROUP	CURRENT WORK FORCE				AVAILABILITY			UNDERUTILIZATION			
	TOTAL	FEMALE	MINORIT	DISABL	FEMALE	MINORIT	DISABL	FEMALE	MINORIT	DISABL	
Managers	NUMB	11	4	1	1	4.2	0.4	0.9	0.2	OK	OK
	PERCT	100.	36.4	9.1	9.1	38.5	3.9	8.2	2.1%	OK	OK
Supervisors	NUMB	28	14	0	6	13.2	0.9	2.3	OK	0.9	OK
	PERCT	100.	50.0	0.0	21.4	47.0	3.1	8.2	OK	3.1%	OK
Teachers	NUMB										
	PERCT										
Professionals	NUMB	59	36	1	4	24.8	4.1	4.8	OK	3.1	0.8
	PERCT	100.	61.0	1.7	6.8	42.1	6.9	8.2	OK	5.2%	1.4%
Medical	NUMB										
	PERCT										
Technical	NUMB	7	6	0	0	5.5	0.3	0.6	OK	0.3	0.6
	PERCT	100.	85.7	0.0	0.0	79.1	4.3	8.2	OK	4.3%	8.2%
Office	NUMB	20	18	1	2	0.0	1.1	1.6	OK	0.1	OK
	PERCT	100.	90.0	5.0	10.0	0.0	5.5	8.2	OK	0.5%	OK
Nurses	NUMB	93	89	1	5	0.0	2.8	7.6	OK	1.8	2.6
	PERCT	100.	95.7	1.1	5.4	0.0	3.0	8.2	OK	1.9%	2.8%

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 person 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.

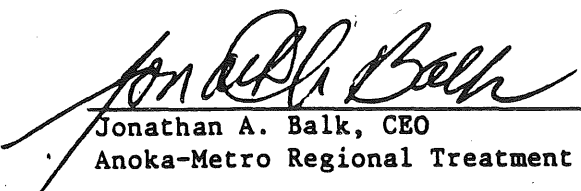
It is good management practice to have a strong Affirmative Action Plan and this facility affirms its strong commitment to the principles and policies of the program.

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 everyones' responsibility to promote and practice the principles of Equal Opportunity. Our policies are contained within the facility's policy manual. A copy of this statement which incorporates our planned actions is posted in each work area, and the Affirmative Action Plan will be available in Administration and the Personnel Office.


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

**MINNESOTA DEPARTMENT OF HUMAN SERVICES TRANSMITTAL FORM
AFFIRMATIVE ACTION PLAN**

Fiscal Year 92 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, Mntnc, Labor	X	X	
203 Service			X
204 Health Care Non-Prof.			X
205 Health Care Prof. -Nurses	X		X
206 Clerical	X		
207 Technical	X		
213 Health Treat. Prof. - Medical	X		
214 General Professional			X
215 Prof. Resid. Instr.			
216 Supervisory		X	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. As policy #2601 it is located in every work unit throughout the entire organization.

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

Aitha L. Jensen
Affirmative Action Officer, Facility

Aug 8, 91
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

8-12-91
Date

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

Director, Affirmative Action Office, Dept. of Human Services

Date

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

Director, Equal Opportunity Dept. of Employee Relations

Date

BRAINERD

OBJECTIVE:	ACTION	RESPONSIBLE	TARGET DATE
Update AA plan to ensure that it coincides with the Department's AA plan.	Revise AA plan policies and procedures.		8/91
Teach a sexual harassment course for managers and supervisors.	Provide required training to managers and supervisors through Staff Development Department at Brainerd Regional Human Services Center.		12/91
Provide educational clinical or summer employment to a minority student.	Participate with the Department on projects.	AAO/Personnel	
Increase visibility within minority communities.	Participate in career days at University, planned with Central Office.		

HIRING GOALS

GOAL UNIT	PROTECTED GROUP & NO	HIRING GOAL
202 Craft	F (1)	1
213 Health	M (1) F (1)	2
216 Supervisory	F (1) H (1)	2
220 Managers	F (1)	<u>1</u>
	TOTAL	6

*H=Handicap
 F=Female
 M=Minority

ANNUAL GOALS

UTILIZATION - AVAILABILITY - UNDERUTILIZATION - GOALS - TIMETABLES

Date: November 12 1991

Agency: Human Services

Division: Brainerd #1

JOB GROUP	CURRENT WORK FORCE				AVAILABILITY			UNDERUTILIZATION			
	TOTAL	FEMALE	MINORIT	DISABL	FEMALE	MINORIT	DISABL	FEMALE	MINORIT	DISABL	
Managers	NUMB	10	2	0	1	3.7	0.2	0.8	1.7	0.2	OK
	PERCT	100.	20.0	0.0	10.0	37.0	2.2	8.2	17.0%	2.2%	OK
Supervisors	NUMB	55	28	2	2	29.2	1.7	4.5	1.1	OK	2.5
	PERCT	100.	50.9	3.6	3.6	53.0	3.1	8.2	2.1%	OK	4.6%
Teachers	NUMB	7	3	0	0	4.1	0.1	0.6	1.1	0.1	0.6
	PERCT	100.	42.9	0.0	0.0	59.2	1.9	8.2	16.3%	1.9%	8.2%
Professionals	NUMB	55	24	3	9	33.6	1.1	4.5	9.6	OK	OK
	PERCT	100.	43.6	5.5	16.4	61.1	2.0	8.2	17.5%	OK	OK
Medical	NUMB	6	2	0	1	0.7	0.3	0.5	OK	0.3	OK
	PERCT	100.	33.3	0.0	16.7	12.3	4.3	8.2	OK	4.3%	OK
Technical	NUMB										
	PERCT										
Office	NUMB	41	38	0	8	0.0	0.8	3.4	OK	0.8	OK
	PERCT	100.	92.7	0.0	19.5	0.0	1.9	8.2	OK	1.9%	OK
Nurses	NUMB	56	49	2	5	0.0	1.0	4.6	OK	OK	OK
	PERCT	100.	87.5	3.6	8.9	0.0	1.7	8.2	OK	OK	OK

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.

/s/ Harvey G. Caldwell
Harvey G. Caldwell
Chief Executive Officer

/dated/ 8/13/91
Date

Minnesota Department of Human Services Transmittal Form

Affirmative Action Plan
Fiscal Year 1991-92

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	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	x	
214 General Professional			
215 Prof. Resid. Instr.			
216 Supervisory	x		
217 Commissioner's Plan			x
220 Manager's Plan	x		
Other			
Other			

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

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

7/29/91

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.

Jenny Louwer

7/31/91

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.

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.

Director, Equal Opportunity Division, Dept. of Employee Relations

Date

CAMBRIDGE

OBJECTIVE:	ACTION	RESPONSIBLE	TARGET DATE
To recruit protected group members (minority and disabled) for entry level positions.	Actively network with DHS AA, councils and recruit at colleges, job fairs.	AAO/AAC/CEO	Ongoing
To develop the Center's AAC Annual Work Plan.	Chair committee and initiate and participate in the development of Center's plan and forward to administration and DHS AA for approval.	AAO	9/91
To identify training needs to continue to effectively implement AA programs.	Request and attend training on AA and EEO.	AAO or Designee	Ongoing
To track complaints of harassment issues.	Conduct training and monitor issues for management.	AAO or AAC CEO	Ongoing
To continue to increase the visibility of AA/EEO.	Two articles in "Newsletter" annually.	AAO	Annually
	Participate in DHS and DOER projects.	AAO/AAC	Seasonal/ Ongoing
	Maintain contact with management and personnel.		
	Assign designated tasks to AAC for special projects (Black History Month, Cinco de Maya, etc.).		

HIRING GOALS

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

D=Disabled
M=Minority

ANNUAL GOALS

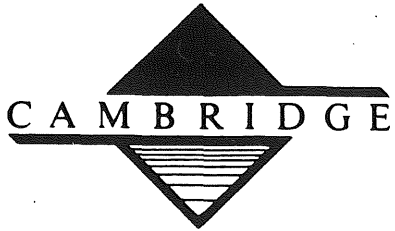
UTILIZATION - AVAILABILITY - UNDERUTILIZATION - GOALS - TIMETABLES

Date: November 12 1991

Agency: Human Services

Division: Cambridge #1

JOB GROUP	CURRENT WORK FORCE				AVAILABILITY			UNDERUTILIZATION			
	NUMB	TOTAL	FEMALE	MINORIT	DISABL	FEMALE	MINORIT	DISABL	FEMALE	MINORIT	DISABL
Managers	NUMB	6	1	0	1	2.1	0.2	0.5	1.1	0.2	OK
	PERCT	100.	16.7	0.0	16.7	34.7	3.1	8.2	18.0%	3.1%	OK
Supervisors	NUMB	53	24	2	4	22.4	1.7	4.3	OK	OK	0.3
	PERCT	100.	45.3	3.8	7.5	42.2	3.3	8.2	OK	OK	0.7%
Teachers	NUMB										
	PERCT										
Professionals	NUMB	49	23	2	6	23.6	1.8	4.0	0.6	OK	OK
	PERCT	100.	46.9	4.1	12.2	48.2	3.6	8.2	1.3%	OK	OK
Medical	NUMB	5	1	0	1	0.6	0.3	0.4	OK	0.3	OK
	PERCT	100.	20.0	0.0	20.0	12.9	6.0	8.2	OK	6.0%	OK
Technical	NUMB	7	6	0	1	5.7	0.1	0.6	OK	0.1	OK
	PERCT	100.	85.7	0.0	14.3	80.8	1.4	8.2	OK	1.4%	OK
Office	NUMB	30	26	0	13	0.0	0.3	2.5	OK	0.3	OK
	PERCT	100.	86.7	0.0	43.3	0.0	1.1	8.2	OK	1.1%	OK
Nurses	NUMB	15	15	0	1	0.0	0.2	1.2	OK	0.2	0.2
	PERCT	100.	100.	0.0	6.7	0.0	1.3	8.2	OK	1.3%	1.5%



REGIONAL
HUMAN SERVICES CENTER

1235 Highway 293
Cambridge, Minnesota 55008
(612)689-2121

Jerry Lovrien, M.H.A.
Chief Executive Officer

David Paulson, M.D.
Medical Director

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

Providing Professional and Progressive Support Options

A Facility of the Minnesota Department of Human Services: Residential Program Management Division

FARIBAULT

OBJECTIVE:	ACTION	RESPONSIBLE	TARGET DATE
Revise FRC complaint form.	Make necessary adjustments to current form.	AAC	6/92
Increase FRC employee awareness of AA policy, goals, rights and responsibilities.	Plan workshop.	AAC	6/92
	Publish AA bulletin.	AAC	6/92
	Recruit SOCS staff for the committee.	AAC	6/92
	Attend DHS/State conferences.	AAC	6/92
Recruitment to improve communication with protected group communities.	Cooperate with DHS planned activities upon request.	AAC	6/92
	Initiate action with DHS when certain job categories need recruiting.	AAC and Personnel	6/92
	Participate in DHS Pathways program as a clinical affiliation site or summer employment for PT, OT, RN or other therapies students.	AAC/Intern Coordinator	6/92

HIRING GOALS

GOAL UNIT	PROTECTED GROUP & NO	HIRING GOAL
202 Craft	F (1)	1
204 Health Care	M (1)	1
205 Nurses	M (1)	1
216 Supervisor	F (1) M (1)	<u>2</u>
		TOTAL 5

*F=Female
M=Minority

ANNUAL GOALS

UTILIZATION - AVAILABILITY - UNDERUTILIZATION - GOALS - TIMETABLES

Date: November 12 1991

Agency: Human Services

Division: Faribault #1

JOB GROUP	CURRENT WORK FORCE				AVAILABILITY			UNDERUTILIZATION			
	TOTAL	FEMALE	MINORIT	DISABL	FEMALE	MINORIT	DISABL	FEMALE	MINORIT	DISABL	
Managers	NUMB	10	4	1	1	3.9	0.2	0.8	OK	OK	OK
	PERCT	100.	40.0	10.0	10.0	38.5	2.1	8.2	OK	OK	OK
Supervisors	NUMB	81	50	1	10	34.9	2.6	6.6	OK	1.6	OK
	PERCT	100.	61.7	1.2	12.3	43.1	3.2	8.2	OK	2.0%	OK
Teachers	NUMB	9	2	0	2	5.5	0.2	0.7	3.5	0.2	OK
	PERCT	100.	22.2	0.0	22.2	61.4	2.4	8.2	39.2%	2.4%	OK
Professionals	NUMB	84	42	3	11	42.4	2.8	6.9	0.4	OK	OK
	PERCT	100.	50.0	3.6	13.1	50.5	3.3	8.2	0.5%	OK	OK
Medical	NUMB	6	3	0	1	1.0	0.4	0.5	OK	0.4	OK
	PERCT	100.	50.0	0.0	16.7	16.0	6.2	8.2	OK	6.2%	OK
Technical	NUMB	9	7	0	3	6.8	0.1	0.7	OK	0.1	OK
	PERCT	100.	77.8	0.0	33.3	75.9	1.4	8.2	OK	1.4%	OK
Office	NUMB	32	28	0	2	0.0	0.7	2.6	OK	0.7	0.6
	PERCT	100.	87.5	0.0	6.3	0.0	2.2	8.2	OK	2.2%	1.9%
Nurses	NUMB	32	26	0	2	0.0	0.4	2.6	OK	0.4	0.6
	PERCT	100.	81.3	0.0	6.3	0.0	1.2	8.2	OK	1.2%	1.9%



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

William Saufferer
Chief Executive Officer

Iancu Foni, M.D.
Medical Director

Accredited by the Commission on Accreditation of Rehabilitation Facilities

APPENDIX A

FARIBAULT REGIONAL CENTER AFFIRMATIVE ACTION/EQUAL OPPORTUNITY

STATEMENT OF COMMITMENT

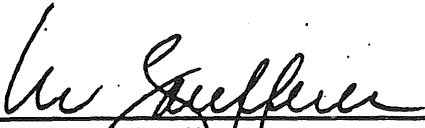
Faribault Regional Center is committed to providing equal employment opportunities to all qualified people without regard to race, color, creed, national origin, religion, age, sex, sexual orientation, marital status, reliance on public assistance, physical, mental or emotional disability, political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

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

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

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

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



William C. Saufferer
Chief Executive Officer

July 1, 1991

Date

Minnesota Department of Human Services Transmittal Form

Affirmative Action Plan

Fiscal Year 1992

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.	X		X
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.

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

8-12-91
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.

Eleanor J. Tammer
Chief Executive Officer, Facility

8-15-91
Date

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

Director, Affirmative Action Office, Dept. of Human Services

Date

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

Director, Equal Opportunity Division, Dept. of Employee Relations

Date

FERGUS FALLS

OBJECTIVE:	ACTION	RESPONSIBLE	TARGET DATE
Recruit minorities to employment at the FFRTC.	Provide summer employment to at least one minority student through Pathways to Health Careers Program.	AAO/Managers Supervisors	Summer 91
Increase visibility with protected group communities.	Participate in the DHS Annual Reception for the Pathways Program.	AAO/Managers Supervisors	Summer 91
Develop more realistic employment goals for protected groups.	Revise employment goals for the FFRTC based on 1990 census data, different goal units, and availability by geographic location.	AAO	6/92
Increase employee awareness of appropriate behavior in the workplace.	Provide training to employees and supervisors on harassment in the workplace, including general harassment.	AAO	6/92

HIRING GOALS

GOAL UNIT	PROTECTED GROUP & NO	HIRING GOAL
204 Hospital	H (2)	2
205 Nurses	H (1)	1
214 Professionals	F (2)	<u>2</u>
		5

ANNUAL GOALS

UTILIZATION - AVAILABILITY - UNDERUTILIZATION - GOALS - TIMETABLES

Date: November 12 1991

Agency: Human Services

Division: F. Falls #1

JOB GROUP	CURRENT WORK FORCE				AVAILABILITY			UNDERUTILIZATION			
	TOTAL	FEMALE	MINORIT	DISABL	FEMALE	MINORIT	DISABL	FEMALE	MINORIT	DISABL	
Managers	NUMB	5	1	0	1	1.6	0.1	0.4	0.6	0.1	OK
	PERCT	100.	20.0	0.0	20.0	32.3	2.8	8.2	12.3%	2.8%	OK
Supervisors	NUMB	46	20	0	0	15.5	1.9	3.8	OK	1.9	3.8
	PERCT	100.	43.5	0.0	0.0	33.7	4.2	8.2	OK	4.2%	8.2%
Teachers	NUMB	12	5	0	0	7.2	0.2	1.0	2.2	0.2	1.0
	PERCT	100.	41.7	0.0	0.0	60.0	2.0	8.2	18.3%	2.0%	8.2%
Professionals	NUMB	40	14	2	2	25.6	1.1	3.3	11.6	OK	1.3
	PERCT	100.	35.0	5.0	5.0	63.9	2.8	8.2	28.9%	OK	3.2%
Medical	NUMB										
	PERCT										
Technical	NUMB										
	PERCT										
Office	NUMB	29	21	0	0	0.0	0.2	2.4	OK	0.2	2.4
	PERCT	100.	72.4	0.0	0.0	0.0	0.6	8.2	OK	0.6%	8.2%
Nurses	NUMB	73	63	0	1	0.0	0.9	6.0	OK	0.9	5.0
	PERCT	100.	86.3	0.0	1.4	0.0	1.3	8.2	OK	1.3%	6.8%

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.

FFRTC Affirmative Action Policy # 2100 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 our Affirmative Action Policy within the FFRTC.

Elaine J. Temmer

Chief Executive Officer
Fergus Falls Regional Treatment Center

8-8-91

Date

MINNESOTA DEPARTMENT OF HUMAN SERVICES TRANSMITTAL FORM
AFFIRMATIVE ACTION PLAN

Fiscal Year 1992 - For Moose Lake RTC

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.			
205 Health Care Prof.			
206 Clerical	X		X
207 Technical	X		
213 Health Treat. Prof.			
214 General Professional			X
215 Prof. Resid. Instr.			
216 Supervisory	X		
217 Commissioner's Plan	X		X
220 Manager's Plan	X	X	
Other			
Other			

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

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.

Yvonne M. Olson MLRTC
Affirmative Action Officer, Facility

8-15-91
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] MLRTC
Chief Executive Officer, Facility

15 Aug 91
Date

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

Director, Affirmative Action Office, Dept. of Human Services Date

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

Director, Equal Opportunity Division, Dept. of Employee Relations

Date

MOOSE LAKE

OBJECTIVE:	ACTION	RESPONSIBLE	TARGET DATE
Provide training to all supervisors and line staff on discriminatory harassment.	Contact DOER to set date and time of in-service.	AAO/Personnel	6/92
Issue a General Harassment Policy.	Write and disseminate a General Harassment Policy to all policy book holders.	AAO	12/91
Provide summer employment to no less than one minority student.	Participate as a worksite for Pathway.	AAO/Personnel Director	6/92
Improve communication and recruitment with protected group communities.	Serve as liaison between MLRTC - Pathway and Fond-du-lac Community College.	AAO	1/92
	Cooperate with DHS department planned activities.		

HIRING GOALS

GOAL UNIT	PROTECTED GROUP & NO	HIRING GOAL
214 MAPE	H (1)	1
220 Managers Plan	F (1)	$\frac{1}{2}$
	TOTAL	$\frac{1}{2}$

ANNUAL GOALS

UTILIZATION - AVAILABILITY - UNDERUTILIZATION - GOALS - TIMETABLES

Date: November 12 1991

Agency: Human Services

Division: Moose Lake #1

JOB GROUP	CURRENT WORK FORCE				AVAILABILITY			UNDERUTILIZATION			
	NUMB	FEMALE	MINORIT	DISABL	FEMALE	MINORIT	DISABL	FEMALE	MINORIT	DISABL	
Managers	NUMB	7	0	0	1	2.4	0.1	0.6	2.4	0.1	OK
	PERCT	100.	0.0	0.0	14.3	33.8	2.1	8.2	33.8%	2.1%	OK
Supervisors	NUMB	37	16	0	4	15.8	1.0	3.0	OK	1.0	OK
	PERCT	100.	43.2	0.0	10.8	42.8	2.6	8.2	OK	2.6%	OK
Teachers	NUMB										
	PERCT										
Professionals	NUMB	43	22	1	2	20.8	1.8	3.5	OK	0.8	1.5
	PERCT	100.	51.2	2.3	4.7	48.3	4.3	8.2	OK	2.0%	3.5%
Medical	NUMB	5	0	0	1	0.9	0.2	0.4	0.9	0.2	OK
	PERCT	100.	0.0	0.0	20.0	17.8	4.2	8.2	17.8%	4.2%	OK
Technical	NUMB	7	7	0	1	5.5	0.2	0.6	OK	0.2	OK
	PERCT	100.	100.	0.0	14.3	79.1	2.5	8.2	OK	2.5%	OK
Office	NUMB	28	25	0	2	0.0	1.1	2.3	OK	1.1	0.3
	PERCT	100.	89.3	0.0	7.1	0.0	4.1	8.2	OK	4.1%	1.1%
Nurses	NUMB	50	44	2	4	0.0	1.0	4.1	OK	OK	0.1
	PERCT	100.	88.0	4.0	8.0	0.0	2.0	8.2	OK	OK	0.2%

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

1. To actively recruit applicants from women, the disabled 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 Milczark
Chief Executive Officer

Date

15 Aug 91

Minnesota Department of Human Services Transmittal Form

Affirmative Action Plan

Fiscal Year 1992

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			
204 Health Care Non-Prof.		x	x
205 Health Care Prof.		x	x
206 Clerical			
207 Technical		x	
213 Health Treat. Prof.			
214 General Professional		x	x
215 Prof. Resid. Instr.		x	x
216 Supervisory		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.

outside the SPRTC Personnel Office on the AA/EEOC bulletin board in the Administration Bldg.

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.

Barbara Long
Affirmative Action Officer, Facility

July 23, 1991
Date

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

William J. Pedersen
Chief Executive Officer, Facility

July 25, 1991
Date

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

Director, Affirmative Action Office, Dept. of Human Services

Date

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

Director, Equal Opportunity Division, Dept. of Employee Relations

Date

ST. PETER

OBJECTIVE:	ACTION	RESPONSIBLE	TARGET DATE
Comprehensive training in preventing sexual harassment.	Mandatory classroom training for managers and supervisors. Strongly encouraged for all other employees.	AAO/AAC	12/91
Increase protected group internships for college students in human services majors.	Contact area colleges to provide information on internship opportunities.	AAO	12/91
Increase employee awareness and understanding of SE Asian culture.	Development and circulate an independent study course.	AAO	10/91
Increase awareness and understanding of disparate group employees.	Appoint an employee with a disability and a minority employee to the Affirmative Action Committee.	AAO	9/91
Inform employees about employment opportunities for females.	Highlight in articles in the "Compass" newsletter feature stories on female employees in disparate employment classes.	AAO	6/92

HIRING GOALS

GOAL UNIT	PROTECTED GROUP & NO	HIRING GOAL
204 Hospital	M (1) D (1)	2
205 Nurses	M (1) D (1)	2
220 Managers	F (1)	<u>1</u>
	TOTAL	5

*D=Disability
F=Female
M=Male

ANNUAL GOALS

UTILIZATION - AVAILABILITY - UNDERUTILIZATION - GOALS - TIMETABLES

Date: November 12 1991

Agency: Human Services

Division: St. Peter #1

JOB GROUP	CURRENT WORK FORCE				AVAILABILITY			UNDERUTILIZATION			
	TOTAL	FEMALE	MINORIT	DISABL	FEMALE	MINORIT	DISABL	FEMALE	MINORIT	DISABL	
Managers	NUMB	7	1	0	0	2.6	0.1	0.6	1.6	0.1	0.6
	PERCT	100.	14.3	0.0	0.0	37.1	1.5	8.2	22.8%	1.5%	8.2%
Supervisors	NUMB	57	28	0	0	25.5	1.1	4.7	OK	1.1	4.7
	PERCT	100.	49.1	0.0	0.0	44.7	2.0	8.2	OK	2.0%	8.2%
Teachers	NUMB	17	11	0	1	10.5	0.3	1.4	OK	0.3	0.4
	PERCT	100.	64.7	0.0	5.9	61.7	1.7	8.2	OK	1.7%	2.3%
Professionals	NUMB	129	67	1	8	61.7	4.0	10.6	OK	3.0	2.6
	PERCT	100.	51.9	0.8	6.2	47.8	3.1	8.2	OK	2.3%	2.0%
Medical	NUMB										
	PERCT										
Technical	NUMB	12	12	0	1	9.9	0.3	1.0	OK	0.3	OK
	PERCT	100.	100.	0.0	8.3	82.4	2.9	8.2	OK	2.9%	OK
Office	NUMB	42	39	2	7	0.0	1.0	3.4	OK	OK	OK
	PERCT	100.	92.9	4.8	16.7	0.0	2.4	8.2	OK	OK	OK
Nurses	NUMB	79	75	0	5	0.0	1.6	6.5	OK	1.6	1.5
	PERCT	100.	94.9	0.0	6.3	0.0	2.0	8.2	OK	2.0%	1.9%

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
William L. Pedersen, CEO

June 11, 1991
Date

Minnesota Department of Human Services Transmittal Form

Affirmative Action Plan

Fiscal Year 1991-92

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		X
206 Clerical			X
207 Technical	X		X
213 Health Treat. Prof.			
214 General Professional			X
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 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.

Karen Ockersley, AAO

Affirmative Action Officer, Facility

7-24-91

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 Spartz

Chief Executive Officer, Facility

7/24/91

Date

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

Director, Affirmative Action Office, Dept. of Human Services

Date

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

Director, Equal Opportunity Division, Dept. of Employee Relations

Date

WILLMAR

OBJECTIVE:	ACTION	RESPONSIBLE	TARGET DATE
Affirmative Active Officer to be informed and kept up to date on all hiring decisions.	Maintain internal procedures between AAO and 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	91/92
	Provide summer employment to minority college student.	AAO/Personnel Director	7/91
Increase EEO/AA awareness to supervisory and line staff regarding AAO issues.	Provide in-service training updates to supervisory and line staff, i.e., cultural awareness, AA updates, sexual harassment.	AAO	Spring 91
	Develop brochure to inform staff of AA at WRTC.	AAO/Comm.	2/92
Increase awareness and training for AAO.	Attend training activities as appropriate.	AAO/CEO	Ongoing

HIRING GOALS

GOAL UNIT	PROTECTED GROUP & NO	HIRING GOAL
204 Hospital	M or H (1)	<u>1</u>
	TOTAL	1

*H=Handicap
M=Minority

ANNUAL GOALS

UTILIZATION - AVAILABILITY - UNDERUTILIZATION - GOALS - TIMETABLES

Date: November 12 1991

Agency: Human Services

Division: Willmar #1

JOB GROUP	CURRENT WORK FORCE				AVAILABILITY			UNDERUTILIZATION			
	NUMB	TOTAL	FEMALE	MINORIT	DISABL	FEMALE	MINORIT	DISABL	FEMALE	MINORIT	DISABL
Managers	NUMB	10	4	0	0	2.9	0.3	0.8	OK	0.3	0.8
	PERCT	100.	40.0	0.0	0.0	28.9	2.8	8.2	OK	2.8%	8.2%
Supervisors	NUMB	53	17	0	5	25.2	1.6	4.3	8.2	1.6	OK
	PERCT	100.	32.1	0.0	9.4	47.5	3.0	8.2	15.4%	3.0%	OK
Teachers	NUMB	5	2	0	2	3.0	0.1	0.4	1.0	0.1	OK
	PERCT	100.	40.0	0.0	40.0	59.2	2.2	8.2	19.2%	2.2%	OK
Professionals	NUMB	54	32	1	4	33.5	1.2	4.4	1.5	0.2	0.4
	PERCT	100.	59.3	1.9	7.4	62.1	2.2	8.2	2.8%	0.3%	0.8%
Medical	NUMB										
	PERCT										
Technical	NUMB	7	6	0	1	5.5	0.2	0.6	OK	0.2	OK
	PERCT	100.	85.7	0.0	14.3	78.3	3.5	8.2	OK	3.5%	OK
Office	NUMB	37	35	1	2	0.0	0.9	3.0	OK	OK	1.0
	PERCT	100.	94.6	2.7	5.4	0.0	2.4	8.2	OK	OK	2.8%
Nurses	NUMB	65	60	0	0	0.0	1.4	5.3	OK	1.4	5.3
	PERCT	100.	92.3	0.0	0.0	0.0	2.1	8.2	OK	2.1%	8.2%

SUBJECT: Equal Employment Opportunity/Affirmative Action Plan

WILLMAR REGIONAL TREATMENT CENTER
EQUAL EMPLOYMENT OPPURTUNITY/AFFIRMATIVE ACTIUN PLAN

I am committed to equal opportunity in the 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 agreements, policies, 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 our employees and patients.



Gregory B. Spartz, Chief Executive Officer

7/24/91

Date

IV.

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.

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
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.
4. When a protected group person is selected do not disclose information that the selection was related to their protected group status. Under Minnesota Data Government Practices Act (Section 13.43) protected group status is not public data and disclosure is illegal.

MINNESOTA DEPARTMENT OF HUMAN SERVICES

Prohibition of Discriminatory Harassment

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

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 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 making demeaning comments, slurs, jokes that are based on a protected, personal characteristic. Sexual harassment also is a form of discrimination and includes unwanted behavior of a sexual nature which may include requests for sexual favors, or other verbal or physical conduct of a sexual nature, or creates a hostile work environment. There are two types of sexual harassment: A) Quid Pro Quo, or conditional; and B) Hostile Work Environment. Items A and B below shows the criteria for Quid Pro Quo and C the criteria for Hostile Work Environment.

Discriminatory Harassment Occurs When:

A. Submission to that conduct or communication is made a term or condition, explicitly or implicitly, of employment;

B. Submission to or rejection of that conduct or communication is used as a factor in decisions affecting that individual's employment; or

C. That conduct or communication which 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.

*See discrimination complaint handling on pages 85-87.

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 materially 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 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 Complaint

Check One: Race _____ Sex _____ Color _____ Religion _____ Handicap _____ Marital Status _____
National Origin _____ Age _____ Reliance on Public Assistance _____
Sexual Preference _____

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.

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

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

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

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

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

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

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

Protected Class/Protected Group - Those individuals identifiable as handicapped, minorities or women.

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

DEFINITIONS RELATING TO DISABILITY AND HANDICAP

Functional Disability: same as "Disability."

Disabled (Handicapped) Person - any person who:

1. has a physical or mental impairment which materially 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 materially limit major life activities but that is treated as constituting such a limitation; or
2. has a physical or mental impairment that materially 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.

MINNESOTA DEPARTMENT OF HUMAN SERVICES

REQUEST FOR REASONABLE ACCOMMODATION

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

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

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

1. Type of accommodation requested to perform essential function:

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

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

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

5. Described specific reasonable accommodations to be made:

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

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

Signature of Supervisor Date

Signature of Commissioner or CEO 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, sex, age, marital 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, 1989, all Minnesota counties are encouraged 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).

TO: All DHS Employees

FROM: Ann Wynia
COMMISSIONER

SUBJECT: Affirmative Action and Equal Employment Opportunity

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

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

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

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

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