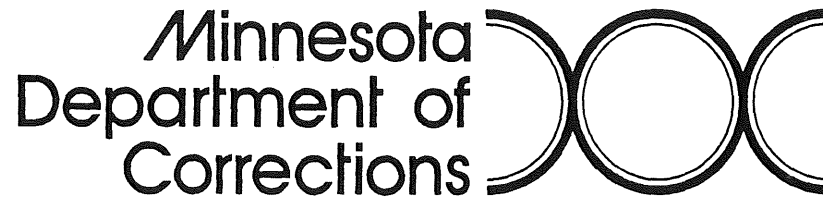


980578



1998 – 2000

AFFIRMATIVE ACTION PLAN

**MINNESOTA DEPARTMENT OF CORRECTIONS
AFFIRMATIVE ACTION PLAN
JULY 1998
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This plan can be provided to you in different format (Braille, large print or audio tape) if you call 612-642-0340/Voice or 612-643-3589/TTY

Introduction

State law requires each agency in the executive branch to develop an affirmative action plan. There are a number of specific requirements outlined in law, administrative rule, and Department of Employee Relations policies. The plan is revised biennially and submitted for review and approval to the Department of Employee Relations, Office of Diversity and Equal Opportunity.

The plan is the cornerstone of the Department of Corrections' Affirmative Action Program.

The purpose of affirmative action is to correct the effects of discrimination, whether intentional or unintentional, and to avoid present and future practices that may have an unfair, adverse effect on people of color, women and people with disabilities.

Affirmative action does **not** mean the hiring of unqualified people. It does **not** mean that any group shall be deprived of their rights or be subjected to unfair treatment. Affirmative action means positive action to utilize the large reservoir of untapped skills of protected group individuals who have been traditionally excluded from employment opportunities.

The Department's Office of Diversity is responsible for providing leadership and monitoring the activities of the Affirmative Action Plan.

Affirmative Action Officers have also been designated to represent central office, Community Services, MCF-Faribault, MCF-Lino Lakes, MCF-Stillwater, MCF-Sauk Centre, MCF-Shakopee, MCF-St. Cloud, MCF-Oak Park Heights, MCF-Red Wing, MCF-Thistledeew Camp, and MCF-Willow River/Moose Lake.

AFFIRMATIVE ACTION PLAN

Transmittal Form
Plan Years 1998-1999
For

Department of Corrections

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

Central Office - Metro

GOAL UNITS	PROTECTED GROUPS		
	WOMEN	MINORITIES	DISABLED
MGR	X	X	
OTH			
203	X	X	X
206			
208	X		X
214			X
216	X	X	

Central Office - Non-Metro

GOAL UNITS	PROTECTED GROUPS		
	WOMEN	MINORITIES	DISABLED
MGR			
OTH		X	
203			X
206		X	X
214			X
216	X	X	

MCF-Faribault

GOAL UNITS	PROTECTED GROUPS		
	WOMEN	MINORITIES	DISABLED
OTH	X		X
202	X	X	
205			
206		X	
207		X	X
208		X	X
214	X		
216	X	X	

MCF-Lino Lakes

GOAL UNITS	PROTECTED GROUPS		
	WOMEN	MINORITIES	DISABLED
OTH	X		
202	X	X	X
203			
205			X
206		X	X
207		X	X
208	X		X
214			
216			

MCF-Oak Park Heights

GOAL UNITS	PROTECTED GROUPS		
	WOMEN	MINORITIES	DISABLED
OTH	X	X	X
202	X	X	
203	X	X	
205			X
206		X	
207		X	X
208	X	X	X
214	X		X
216	X	X	X

MCF-Red Wing

GOAL UNITS	PROTECTED GROUPS		
	WOMEN	MINORITIES	DISABLED
OTH		X	X
202	X	X	X
203	X	X	X
206		X	X
208	X		X
214	X		X
215	X	X	X
216	X	X	

MCF-St. Cloud

GOAL UNITS	PROTECTED GROUPS		
	WOMEN	MINORITIES	DISABLED
OTH			
202	X		
203	X		
205			X
206			
207			X
208	X	X	X
214	X	X	X
215	X	X	
216	X	X	

MCF-Sauk Centre

GOAL UNITS	PROTECTED GROUPS		
	WOMEN	MINORITIES	DISABLED
OTH	X	X	X
202	X	X	
203	X	X	X
206		X	X
208	X		X
214		X	
215		X	X
216	X	X	

MCF-Shakopee

GOAL UNITS	PROTECTED GROUPS		
	WOMEN	MINORITIES	DISABLED
OTH		X	
202		X	
205		X	X
206		X	
207			
208			X
214		X	
215		X	X
216			

MCF-Stillwater

GOAL UNITS	PROTECTED GROUPS		
	WOMEN	MINORITIES	DISABLED
OTH	X		X
202	X		
205		X	X
206		X	X
207			X
208	X		X
214			X
215			X
216		X	

MCF-Thistledeew Camp

GOAL UNITS	PROTECTED GROUPS		
	WOMEN	MINORITIES	DISABLED
OTH	X	X	X
203		X	X
207	X	X	X
208	X		X
214	X	X	X
215	X	X	X

MCF-Willow River/Moose Lake

GOAL UNITS	PROTECTED GROUPS		
	WOMEN	MINORITIES	DISABLED
OTH		X	
202	X		X
203		X	X
205		X	
206		X	X
207		X	X
208			X
214	X		
215			X
216	X	X	X

Facilities Managers

GOAL UNITS	PROTECTED GROUPS		
	WOMEN	MINORITIES	DISABLED
MGR	X		X

2. Once approved by the Director of Equal Opportunity Division, this annual plan will be posted at the following locations so that every employee is aware of the department's commitments in affirmative action for the year.

Each Division, work area, bulletin boards

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

Shelma L. James
Director, Office of Diversity

7-24-98
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. Peterson
Agency Head

7-24-98
Date

5. This annual plan meets the rules governing affirmative action, MCAR Chapter 3905.0600 Statutory Authority 43A.04, and contains goals and timetables as well as methods for achieving them which are reasonable and sufficiently aggressive to deal with the identified disparities.

Barbara D. Lewis
Director, Office of Diversity and Equal Opportunity

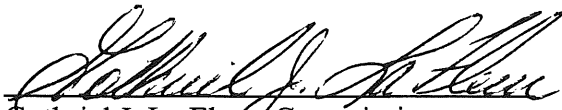
9-3-98
Date

Statement of Commitment

As Commissioner of Corrections, I affirm our strong commitment to affirmative action, equal employment opportunity and valuing diversity. Recruitment, training and retention of a diverse work force are highest priorities for the department. Every employee or potential employee must have equal access to opportunities for employment, assignments and promotion. I will encourage and support a work place where individual differences are valued and respected, and where all employees can participate fully in carrying out the department's mission. I expect our managers and supervisors to carry out the intent and spirit of our affirmative action plan and diversity initiatives. Our combined effort will ensure that this affirmative action plan is an active department initiative.

I also affirm a strong commitment to creating and maintaining a work environment in which all employees feel valued, safe and free from discrimination and harassment of any kind. Training of all staff has and will continue to be a key focus in the department's commitment to prohibit discrimination and harassment. All employees of the department share responsibility for ensuring the total elimination of discrimination and harassment. Any unintentional or deliberate policy violations regarding discrimination and harassment will continue to be cause for prompt and appropriate action.

The leadership for the department efforts will come from me, the diversity manager, the deputy commissioner, assistant commissioners, and the human resource director. Questions about any aspect of this plan can be addressed to Thelma James at 642-0205.


Gothriel J. La Fleur, Commissioner

July 24, 1998
Date

Responsibilities, Duties, and Accountability

I. All Employees:

Responsibility: It is every employee's responsibility to conduct themselves in accordance with the policies and procedures of this plan. Employees are expected to communicate in a respectful, non-discriminatory manner regardless of one another's race, color, creed, sex, national origin, age, marital status, sexual orientation, disability, religion, status with regard to public assistance, or membership or activity in a local commission.

II. Commissioner:

Responsibilities: To oversee and ensure implementation of the department's Affirmative Action Plan in compliance with existing federal and state laws, rules and regulations.

Duties:

1. To appoint or designate the department's Director for the Office of Diversity.
2. To include accountability for the administration of the department's Affirmative Action Plan in his position description.
3. To ensure that the department's managers and supervisors are informed of their individual responsibilities for the department's Affirmative Action Plan and to require managers and supervisors to include responsibility statements for affirmative action in their position descriptions.
4. To take action on complaints of discrimination as outlined in the Affirmative Action Plan complaint procedure.
5. To issue a written statement to all employees affirming support for equal opportunity, diversity and the department's Affirmative Action Plan.
6. To make decisions and changes in policy, procedures, or physical accommodations as may be needed to facilitate effective affirmative action.

Accountability: The Governor, and indirectly to the Commissioner of the Department of Employee Relations and the Director of the Office of Diversity and Equal Opportunity.

III. Director for the Office of Diversity

Responsibilities: To develop and administer the department's Affirmative Action Plan.

- Duties:**
1. To direct department-wise Equal Opportunity/Affirmative Action/Diversity programs.
 2. To advise the Commissioner on all matters related to affirmative action and equal employment opportunities.
 3. Provide consultation to managers and supervisors in their affirmative action responsibilities
 4. To ensure that alleged discrimination complaints are investigated and if necessary, appropriate corrective action is taken.
 5. To establish hiring goals and revise the department's Affirmative Action Plan biennially.
 6. To serve as chair of the department's Affirmative Action Officers Committee.
 7. To ensure that all staff are informed of the department's Affirmative Action Plan.
 8. To oversee the department's pre-hire review process.
 9. To act as the liaison between the department and the Office of Diversity and Equal Opportunity, Department of Employee Relations.
 10. To determine the need for affirmative action and diversity training within the department and to initiate the development of such training.
 11. To review and recommend changes in the department's policies, procedures, programs and practices to facilitate affirmative action goals.
 12. To oversee the administration of the Americans with Disabilities Act and the Minnesota Human Rights Act within the department.
 13. To maintain records of requests for reasonable accommodation, missed opportunities and complaints of discrimination or discriminatory harassment.

Accountability: The Commissioner

IV. Managers and Supervisors

Responsibilities: To ensure compliance with the department's Affirmative Action Plan and to ensure equal treatment of all employees.

- Duties:**
1. To promote a respectful working environment for all employees and to take appropriate steps to correct conflict situations that can lead to discriminatory conduct.
 2. To work with the Director for the Office of Diversity and the Affirmative Action Officer to identify and resolve staff problems involving discriminatory conduct.
 3. To hire and promote qualified protected group individuals when a disparity exists, and to ensure equal treatment in all aspects of employment for all employees.
 4. To communicate and demonstrate a personal commitment to the department's Affirmative Action Plan.
 5. To discuss career planning goals and training needs with employees during their annual performance evaluation.
 6. To ensure the department's Affirmative Action Plan is available in the work unit and is an agenda item at a staff meeting at least twice a year.
 7. To facilitate staff participation in Diversity Committee meetings.
 8. To include accountability for the implementation of the department's Affirmative Action Plan in his/her position description.
 9. **Wardens and Superintendents of Correctional Facilities** have several additional duties including:

To appoint a staff to serve as the affirmative action officer for the facility and to meet with them on a regular basis to discuss issues regarding the institution's affirmative action initiatives.

To appoint the facility's Diversity Committee members.

Accountability: The Deputy Commissioner, Assistant Commissioners, and indirectly to the Commissioner.

V. Human Resource Director

Responsibilities: To ensure that human resource policies and procedures are administered fairly and are uniformly applied to all employees, and to take positive action to remove all barriers to equal employment opportunity within the Department.

Duties:

1. To provide leadership to the Human Resources staff to adhere to affirmative action principals in the decision making process of all personnel actions.
2. To advise managers and supervisors of the need to do protected group recruitment to fill vacancies where disparities exist.
3. To provide guidance in the development and utilization of selection criteria to ensure, to the extent possible, that it is objective, uniform, and job related.
4. To ensure that all job opportunity and training notices are properly posted and are made available to all staff.
5. To identify problems which inhibit equal employment opportunity and to discuss resolutions with the department's Diversity Manager.

Accountability: Assistant Commissioner/Management Services, indirectly Deputy Commissioner and Commissioner

VI. Correctional Facility Affirmative Action Officers

Responsibilities: The facility affirmative action officers are responsible for the implementation of the department's Affirmative Action Program. The affirmative action officer is appointed by the Superintendent/Warden and is directly accountable to him/her for matters relating to affirmative action within the facility. Indirectly, the affirmative action officers are accountable to the department's diversity director for affirmative action matters.

- Duties:**
1. To monitor the administration of the affirmative action plan within the facility.
 2. To fulfill all affirmative action reporting requirements to the Warden/Superintendent and the Office of Diversity Director.
 3. To ensure dissemination of all relevant affirmative action information to appropriate staff and to post affirmative action notices and reports on the official bulletin boards.
 4. To serve as an ex-officio member of the facility's Diversity Committee.
 5. To serve as a member of the department-wide Affirmative Action Officers Committee.
 6. To review exit interviews referred from the Human Resource Director where there is a question regarding the circumstance for an employee's resignation.
 7. To determine the need for affirmative action training, recommend the development of such training programs or initiate the development of appropriate training programs within the facility.
 8. To review and recommend changes to the Warden/Superintendent and Office of Diversity Director in policies, procedures or practices to facilitate affirmative action.
 9. To receive employee complaints of discriminatory harassment, advise employees of the department procedure, and notify the Office of Diversity Director of complaints received.
 10. To work with the Recruitment Committee to maintain contact with protected group resources for recruitment purposes and to implement strategies when needed and appropriate.

VII. Community Services (CS) Affirmative Action Officer

Responsibilities: The CS affirmative action officer is responsible for implementation of the department's Affirmative Action Plan within CS offices. The CS affirmative action officer is appointed by the Assistant Commissioner of Community Services and is directly accountable to him, and indirectly accountable to the Diversity Director for affirmative action activities.

- Duties:**
1. To monitor the administration of the affirmative action plan within the Community Services Division.
 2. To fulfill all affirmative action reporting requirements to the Assistant Commissioner and the Office of Diversity Director.
 3. To ensure dissemination of all relevant affirmative action information to appropriate staff and to post affirmative action notices and reports on the official bulletin boards.
 4. To serve as an ex-officio member of the division's Diversity Committee.
 5. To serve as a member of the department-wide Affirmative Action Officers Committee.
 6. To review exit interviews referred from the Human Resource Director where there is a question regarding the circumstance for an employee's resignation.
 7. To determine the need for affirmative action training, recommend the development of such training programs or initiate the development of appropriate training programs within the division.
 8. To review and recommend changes to the Assistant Commissioner and Office of Diversity Director in policies, procedures or practices to facilitate affirmative action.
 9. To receive employee complaints of discriminatory harassment, advise employees of the department procedure, and notify the Office of Diversity Director of complaints received.
 10. To work with the Recruitment Committee to maintain contact with protected group resources for recruitment purposes and to implement strategies when needed and appropriate.

Communication of the Affirmative Action Plan

The following steps will be taken to ensure that all employees are advised of where they can access the plan.

This plan will be provided in alternative format upon request.

Internal Dissemination

1. Copies of the Affirmative Action Plan will be provided to the Commissioner, the Deputy Commissioner, Assistant Commissioners, Managers and Supervisors.
2. The Affirmative Action Plan will be prominently displayed on employee bulletin boards in central office and at each facility. In addition to the Affirmative Action Plan, the following items will be posted on official bulletin boards; 1) the name of the affirmative action officer serving that location; 2) a list of members of the Diversity Committee serving that location.
3. New employees during their orientation will be informed of the department's Affirmative Action Plan, the name of their affirmative action officer, the existence of Diversity Committees, and the availability of the Affirmative Action Plan.
4. Managers and Supervisors will be responsible for communicating to their staff that a copy of the plan, any revisions to the plan and other information regarding departmental affirmative action/diversity activities are available for their review.

External Dissemination

1. A copy of the approved Affirmative Action Plan will be furnished to employee bargaining units.
2. A copy of the approved Affirmative Action Plan will be provided to individuals upon request.
3. The phrase *Equal Opportunity Employer* will be included on agency letterhead and in all recruitment advertisements.

DISCRIMINATION/SEXUAL HARASSMENT

AUTHORITY: Title VII of the Civil Rights Act of 1964, as amended, and the Minnesota Human Rights Act.

PURPOSE: To ensure that the Department of Corrections hiring practices are free from discrimination and that all employees have a working environment free from discrimination based on their protected class status, i.e., race, color, sex, religion, creed, national origin, disability, age, sexual orientation, marital status, public assistance or membership/activity in a local commission.

APPLICABILITY: All applicants, employees, vendors, contractors and volunteers of the Minnesota Department of Corrections.

POLICY: The department will take prompt and appropriate action in response to complaints of alleged discrimination, including sexual harassment. Any person who feels they are being subjected to discrimination or sexual harassment in any form or believes they have witnessed illegal discrimination or sexual harassment, should promptly report it to one or more of the following people: their supervisor/manager, their Affirmation Action Officer, their Human Resource Director, or the department's Director for the Office of Diversity. If an investigation into a complaint of discrimination/sexual harassment finds evidence that discrimination or harassment has occurred, prompt and remedial action will be taken. Retaliation will not be tolerated against any employee who has participated as a complainant or as a witness in any departmental proceedings involving discrimination or sexual harassment. No employee shall intentionally use this policy or related procedure for reason of personal malice or abuse.

DEFINITIONS:

I. Discrimination is to act on the basis of prejudice, intentional or unintentional, because of an individual's or group's protected class characteristics with respect to hiring, tenure, compensation, terms, upgrading, conditions, facilities or privileges of employment, except when based on a bona fide occupational qualification. Harassment on the basis of race and/or color could include ethnic slurs, racial "jokes", offensive or derogatory comments, or other verbal or physical conduct which creates an intimidating, hostile, or offensive working environment, or which interferes with the employee's performance.

II. Sexual harassment is a form of sex discrimination. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when submission to or rejection of this conduct:

- explicitly or implicitly affects an individual's employment,
- is used as a factor in decisions affecting that individual's employment,
- substantially interferes with an individual's employment,
- or creates an intimidating, hostile or offensive work environment.

DISCRIMINATION/SEXUAL HARASSMENT

Sexual harassment can occur in a variety of circumstances, including but not limited to the following:

- the victim as well as the harasser may be a woman or a man. The victim does not have to be of the opposite sex.
- The harasser can be the victim's supervisor, an agent of the employer, a supervisor in another area, a co-worker, or a non-employee.
- The victim does not have to be the person harassed but could be anyone affected by the offensive conduct.
- Unlawful sexual harassment may occur without economic injury to or discharge of the victim.

Sexual harassment may take different forms. One specific form is the demand for sexual favors. Other forms of harassment may include:

- Verbal: Sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, threats.
- Non-Verbal: Sexually suggestive objects or pictures in the workplace, graphic commentaries, suggestive or insulting sounds, leering, whistling, obscene gestures.
- Physical: Physical contact, including touching, pinching, brushing by the body, coerced sexual intercourse, assault.

PROCEDURES: To bring forth a complaint of discrimination or sexual harassment, employees are encouraged to use the following procedure but they are not prohibited from filing a complaint with the Equal Employment Opportunity Commission (EEOC) or the Minnesota Department of Human Rights.

I. Who may file:

A. Department Employees who believe they have been discriminated against or sexually harassed, or who have witnessed such behavior among other employees, are urged to use this procedure. Individuals working in the department on a contractual basis may also use this procedure.

B. If the department learns through an exit interview or other means that an employee has left department employment because of alleged sexual harassment or discrimination, the appointing authority or his /her designee will conduct an inquiry. A copy of the inquiry



POLICY

Number: 103.001

Issue Date: July 20, 1998

Effective Date: July 31, 1998

Page: 3 of 4

DISCRIMINATION/SEXUAL HARASSMENT

PROCEDURES: continued

and any determination made by the appointing authority will be forwarded to the Department's Diversity Director.

II. Filing a complaint:

A. Employees are urged to file their complaints in writing on the department's Discrimination/ Sexual Harassment Complaint form. Verbal complaints will be accepted and processed through this procedure also. Employees are encouraged, but not required, to request that the offensive behavior stop.

1. Complaints may be filed with either the employee's supervisor, manager, the facility warden/superintendent, affirmative action officer, or the Office of Diversity Director.
2. When the complaint is verbal, the recipient of the complaint may assist the complainant in completing the form.
3. The following actions will be taken by the person who receives the complaint:
 - a. A preliminary interview will be conducted with the employee bringing forth the complaint to gather all the information surrounding the allegations.
 - b. Confidentiality will be discussed with the complainant.
 - c. The complainant will be given a copy of this policy and procedure.
 - d. The complainant will be informed regarding their right to union representation during the investigation.

III. Process:

A. The supervisor or manager who receives the complaint will immediately notify the facility's Affirmative Action Officer or Human Resources Director.

Within two working days after receiving the complaint, the Affirmative Action Officer/Human Resources Director shall take the following actions:

1. Determine if the complaint falls within the area of discrimination/sexual harassment. If it does not, the employee will be notified so that s/he may use another grievance or resolution process.
2. The Director for the Office of Diversity will be notified by the affirmative action officer or Human Resource Director that a discrimination/sexual harassment complaint has been received.

DISCRIMINATION/SEXUAL HARASSMENT

PROCEDURES: continued

IV. Investigating the Complaint:

A. The Office of Diversity Director will review the complaint to determine the appropriate avenue of investigation.


1. The Director will initiate the investigation process.
2. The Director will notify the complainant, respondent and, when appropriate, the employee's bargaining unit that an investigation into the alleged discriminatory conduct will commence.
3. The investigation will be conducted by an experienced and trained investigator and a written report submitted to the Director.
4. The Director will review the findings.
5. The Director will forward a copy of the report to the appointing authority for final resolution within 60 days of receipt of the complaint in the Office of Diversity. The Director will notify the complainant and respondent of the investigative findings.

REVIEW: Biannually

REFERENCES: ACA 2-CO-1C-09
ACA 2-CO-1C-11
ACA-2-CO-1C-12

SUPERSESION: 2-205.6, 2-207, 3-145

ATTACHMENTS: Minnesota Department of Corrections
Sexual Harassment/Discrimination Complaint form


Gothriel J. La Fleur
Commissioner

Minnesota Department of Corrections
Sexual Harassment/Discrimination Complaint Form

Information on the Complainant (*person filing the complaint*):

Name: _____ **Job Title:** _____ **Phone:** _____

Work Location: _____ **Division:** _____

Supervisor: _____

Information on the primary respondent (*person against whom you are filing the complaint*):

Name: _____ **Job Title:** _____

Work Location: _____ **Division:** _____

Supervisor: _____

Names of any secondary respondents involved in this complaint:

I believe I was discriminated against because of:

☐ **Race** ☐ **Gender** ☐ **Color** ☐ **Creed** ☐ **Religion** ☐ **Disability**

☐ **Age** ☐ **Marital Status** ☐ **National Origin** ☐ **Sexual Orientation**

☐ **Reliance on Public Assistance** ☐ **Membership or Activity in a Local Commission**

☐ **Sexual Harassment**

Date most recent act of discrimination/sexual harassment occurred: _____

Describe the incident(s) in detail, beginning with the most recent incident. Include names, types of behavior, location, dates, and witnesses. (*Attach additional sheets if necessary*).

Witnesses:

Work Address/Phone:

1.

2.

3.

4.

5.

(please use the space below to continue with witnesses if necessary).

Relief requested:

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

Complainant's Signature

Date

Received by: _____

Date: _____

Did you file this complaint with another Agency?:

____ Yes ____ No

If yes, which agency? _____

Goals

Goals for protected classes are set by bargaining unit or compensation plan and by location. The Department of Corrections works with the Department of Employee Relations to refine these goals. The established goals are available in the Affirmative Action Goal Achievement Report. This report can be accessed by request to the Office of Diversity or the Affirmative Action Officer.

Affirmative Action Plan
July 1998

Program Objectives
Department-Wide

Program Objective 1: Managing a Diverse Workforce

To develop a training plan for managers and supervisors to improve their skills in managing a diverse workforce in a fair, objective and consistent manner.

- Action Steps:**
1. Develop and sponsor training on ADA and responding to requests for reasonable accommodations.
 2. Develop and sponsor training on supervisory responsibility to prevent sexual harassment in the workplace.
 3. Sponsor a training session to help managers lead a racially and ethnically diverse workforce by recognizing their own cultural conditioning.

Persons Responsible: Office of Diversity

Target Dates: July 1, 1998 through July 31, 1999.

Evaluation: Managers and supervisors will be better prepared to address issues as they arise. Therefore, the work environment will become a respectful, supportive place for all employees.

Program Objective 2: Respect in the workplace.

To develop and implement strategies for promoting and creating a respectful working environment for all employees.

- Action Steps:**
1. Establish what is a respectful working environment.
 2. Develop a statement of expectation regarding respectful employee behavior in the Department of Corrections.
 3. Develop a work plan to incorporate the practice into our work day.
 4. Draft a statement of employee responsibility for position descriptions and for use at employee orientation.

Persons Responsible: Office of Diversity
Affirmative Action Officer
Affirmative Action Committee

Target Dates: July 1, 1998 through July 31, 2000.

Evaluation: A work plan will be developed that will provide a course of action to meet this objective.

Affirmative Action Plan

July 1998

Program Objectives

Central Office

Program Objective 1: Appreciating Diversity Month

To increase awareness of the diversity of individuals employed in the work force and to create a sensitivity to others. Appreciating Diversity Month is intended to offer presentations, information and an opportunity to develop skills that will assist all employees in better communication and the development of an understanding of the differences and similarities of those we work with and encounter in the course of performing our jobs.

- Action Steps:**
1. October is declared as "Appreciating Diversity Month."
 2. The Valuing Diversity Committee will sponsor activities surrounding diversity by arranging for guest speakers from various racial, ethnic, and disability backgrounds. Activities include bag lunch sessions, formal presentations, communication training, and a potluck ethnic luncheon.
 3. A questionnaire will be developed and distributed at the luncheon. Prizes will be awarded to employees who correctly answer the questions.

Persons Responsible: Office of Diversity
 Valuing Diversity Committee Members

Target Dates: July 1, 1998 through July 31, 2000.

Evaluation: Employees will have the opportunity to gain awareness of cultural differences and appreciate the commonality that we all share and bring to the work place.

Program Objective 2: Diversity Recognition Program

- Action Steps:**
1. The Office of Diversity and the Valuing Diversity Committee will develop a Diversity Recognition Program to recognize individuals throughout the department and on facility and community services Diversity Committees that have made an outstanding contribution to the department's diversity efforts.
 2. An awards presentation will take place each year at the department's annual Symposium.

Target Dates: Presentation at Annual Symposium

Persons Responsible: Valuing Diversity Committee Members
 Office of Diversity

Evaluation: The number of nominations and how well the program is received within the department.

Affirmative Action Plan
July 1998

Program Objectives
MCF-Faribault

Program Objective 1: To partner with the Faribault Diversity Coalition to increase awareness of cultural differences within the community as well as the institution.

Action Steps:

1. Provide training to community leaders in "Bridges to Understanding" diversity training.
2. Participate and assist in community activities or special events with the Faribault Diversity Coalition in an effort to raise the consciousness of the community.
3. To have a diversity committee member attend the monthly Faribault Diversity Coalition meetings, acting as a liaison between the two groups.

Target Dates: July 1, 1998 through July 31, 2000

Persons Responsible:

- Warden
- Affirmative Action Officer
- Equal Opportunity Chairperson
- Equal Opportunity Committee
- Human Resource Director

Evaluation: Documentation of all activities on behalf of the Faribault Diversity Coalition will be maintained.

Program Objective 2: Work with Central Office in coordinating a department-wide comprehensive recruitment program which targets protected group members. Continue to recruit and enhance retention of a diverse workforce and seek to eliminate disparities.

Action Steps:

1. The Human Resource Director will collect and analyze separation data to determine separation patterns and their impact on protected groups.
2. Participate actively in Central Office Recruitment and Retention Committee.
3. Continue training on sexual harassment and diversity.
4. Research what other public and private companies do to recruit and retain protected group members.
5. To sponsor a MCF-FRB Career Day event.
6. To establish a MCF-FRB mentorship program for employees.

7. To actively seek and participate in area job fairs.

Target Dates: July 1, 1998 through July 31, 2000

Persons Responsible: Affirmative Action Officer
Equal Employment Opportunity Chairperson
Equal Employment Opportunity Committee
Training Director
Human Resource Director

Program Objective 3: To improve communication with MCF-Faribault staff so that there is increased understanding of the Affirmative Action Program and awareness of diversity in the workplace.

Action Steps:

1. To increase awareness of Affirmative Action/Diversity in the workplace by having the Equal Employment Opportunity committee members speak to new employees during orientation.
2. Post the Equal Employment Opportunity committee meeting minutes in work areas for all staff to read in order to increase awareness the activities of the Equal Employment Opportunity committee,.
3. To provide an affirmative action suggestion/question box in MCF-Faribault mail room for all staff to utilize as a way to communicate their questions, suggestions and concerns to the diversity committee and/or warden.

Target Dates:

Action Step 1: August 1998

Action Step 2: August 1998

Action Step 3: January 1999

Persons Responsible: Warden
Affirmative Action Officer
Training Director
Equal Employment Opportunity Chairperson
Equal Employment Opportunity Secretary

Affirmative Action Plan
July, 1998

Program Objectives
MCF-Lino Lakes

Program Objective 1: To continue to establish the Department of Corrections and MCF-Lino Lakes as a leader in diversity initiatives, on-going employee training and commitment to diversity. To continue development of training programs for all employees of MCF-Lino Lakes in the areas of diversity, affirmative action, prevention of harassment, the Americans with Disabilities Act and related policies.

- Action Steps:**
1. The Affirmative Action Officer, Diversity Committee chairperson and MCF-Lino Lakes training director will meet to develop a training program for all employees as a follow-up to "Bridges to Understanding".
 2. Available resources and possible facilitators will be identified and selected.
 3. Following final selection and development of a training module, the Affirmative Action Officer, the Diversity Committee members and chairperson will deliver the training to MCF-Lino Lakes managers, supervisors and employees.
 4. The Affirmative Action Officer will provide training to employees in the areas of diversity, affirmative action, prevention of harassment and the Americans with Disabilities Act as part of the orientation process.

Target Dates: July 1, 1998 through July 31, 2000

Persons Responsible: Affirmative Action Officer
Diversity Committee
Diversity Committee Chairperson
Training Director

Evaluation: Training modules will be evaluated and recommendation made to the Warden for acquisition. The Affirmative Action Officer, Diversity Committee Chairperson and Committee members, and the Training Director will be responsible for the training for all staff.

Program Objective 2: To increase the retention of protected group members and identify and eliminate barriers to equal employment opportunities. Process providing feedback and statistical data will be completed.

- Action Steps:**
1. On a quarterly basis, the Director of Human Resources will collect data from terminating employees. This information will be made available to the Warden, Diversity Committee, and the Affirmative Action Officer.

2. If a pattern of concern is identified, a plan to correct this pattern will be developed by the Diversity Committee, the Affirmative Action Officer and Human Resources. This may include soliciting feedback from those employees of protected groups that continue in their positions, and based on this data, programs will be developed for all staff.

3. On a quarterly basis, the Director of Human Resources will provide information on the status of disparities, promotions and employee changes, to the Warden, Affirmative Action Officer and the Diversity Committee.

4. The Diversity Committee will assist Human Resources and the Affirmative Action Officer in recruitment plans aimed at attracting and retaining a diverse staff.

Target Dates: Step 1: July 1, 1998 through July 31, 2000, quarterly.

Persons Responsible: Warden
Human Resource Director
Affirmative Action Officer
Diversity Committee

Program Objective 3: To continue to offer training in the area of the Americans with Disabilities Act in order to ensure that managers, supervisors and employees understand the law, their job functions and the process for requesting an accommodation.

Action Steps:

1. The Human Resource Director will ensure that all position descriptions are updated prior to posting and filling a vacancy, with the essential functions of the position and the physical and mental requirements necessary to perform the job.
2. Supervisors will obtain training on the Americans with Disabilities Act from the Department of Corrections Central Office Affirmative Action staff.
3. All required postings relating to the Americans with Disabilities Act will be placed throughout the facility.

Target Dates: July 1, 1998 through July 31, 2000.

Persons Responsible: Human Resource Director
Affirmative Action Officer
Americans with Disabilities Coordinator
Affirmative Action Staff - Central Office

Evaluation: A report outlining reasons for employees terminating will be generated on a quarterly basis. A report on disparities, promotion and employee status change will be reviewed by the Affirmative Action Officer and the Diversity Committee. Accomplishments of the

Diversity Committee and Recruitment Committee will be measured on a quarterly basis, based on statistics regarding disparities, promotions and employee status changes.

Program Objective 4: To continue to incorporate diversity and to educate staff on global cultures, through communication, events and soliciting feedback and input from employees. The Diversity Committee will continue an active role in developing a diverse workforce

- Action Steps:**
1. The Diversity Committee will continue to be visible and solicit input and feedback from employees regarding the programs, training and events being promoted by the committee.
 2. Diversity Committee meeting minutes will be available for employees' review. Input and feedback will be requested.
 3. The Diversity Committee will select projects and events, quarterly, aimed at promoting a diverse workforce through employee involvement, recruitment and retention.
 4. Diversity Committee members will participate in review and delivery of diversity training modules and recruitment efforts such as job fairs.

Target Dates: July 1, 1998 through July 31, 2000.

Persons Responsible: Warden
Affirmative Action Officer
Affirmative Action Committee

**Affirmative Action Plan
July, 1998**

**Program Objectives
MCF-Oak Park Heights**

Program Objective 1: Continue recruiting efforts to increase the number of protected group members at MCF-Oak Park Heights. Seek to eliminate disparities of protected groups.

Action Steps:

1. Seek out and participate in recruitment opportunities.
2. Use appropriate tours to facilitate recruitment.
3. Advertise in specialty newspapers and contact protected group sources when vacancies arise that are open for application.

Target Dates: July 1, 1998 through July 31, 2000

Persons Responsible:

Affirmative Action Officer
Affirmative Action Committee Chairperson
Affirmative Action Committee
Human Resource Director

Evaluation: MCF-Oak Park Heights will be represented in at least two recruitment opportunities such as job fairs, career seminars per year. Tours for students, interns, and other potential applicants will include an informational segment on available job opportunities. MCF-Oak Park Heights' staff will be available to present informal presentations to outside organizations. Members will have accurate information at recruitment opportunities. Job opportunities will receive increased exposure to protected groups.

Program Objective 2: Improve retention of protected group employees.

Action Steps:

1. Review exit questionnaires when protected group members terminate employment.
2. Continue the use of the peer mentor program for new employees.
3. Affirmative Action Committee members will meet informally with new employees to determine their perceptions of employment at MCF-Oak Park Heights.
4. Problems/difficulties that have been identified will be brought to the attention of the administration.

Target Dates: July 1, 1998 through July 31, 2000

Persons Responsible:

Human Resource Director
Affirmative Action Officer

Affirmative Action Committee
Staff Training Director
Peer mentors

Evaluation: Reasons for leaving MCF-Oak Park Heights will be determined and steps can be taken to remedy any problems areas. New employees will be able to choose a mentor to guide them and provide support during the critical first months of employment. Areas in which protected group members and other employees perceive and/or experience difficulties will be identified. The administration will take appropriate steps to remedy the situation whenever possible.

Program Objective 3 Increase visibility and provide training in diversity issues such as the Americans with Disabilities Act, harassment and cultural diversity with the goal of reducing/eliminating discriminatory harassment.

Action Steps:

1. Diversity/sensitivity-related training will be included in the In-service Training Academy curriculum, and correctional staff will be scheduled to attend. This training will also be available to non-uniformed staff.
2. Provide current and timely information to staff regarding goals and practices.
3. Advertise training opportunities at this institution as well as department-wide.

Target Dates: July 1, 1998 through July 31, 2000.

Persons Responsible:

Staff Training Director
Affirmative Action Officer
Affirmative Action Committee
Director of Human Resources

Evaluation: Staff will receive accurate, timely information and training in diversity-related issues. Accurate information will reduce any potential difficulties due to misconceptions and rumors. Staff will have an increased opportunity to attend Affirmative Action related training.

Affirmative Action Plan
July, 1998

Program Objectives
MCF-Red Wing

Program Objective 1: To facilitate staff understanding of affirmative action through an increase of awareness and visibility of Affirmative Action Committee.

Action Steps:

1. Re-energize the Affirmative Action Committee and solicit new staff members to participate.
2. Post a list of committee members and a description of committee activities.
3. Continue to encourage non-committee members as well to participate in work projects and activities of the Affirmative Action Committee.

Target Dates:

Step 1: September 15, 1998
Step 2: October 31, 1998
Step 3: July 1, 1998 through July 31, 2000.

Persons Responsible:

Affirmative Action Officer
Affirmative Action Committee
Human Resource Director

Evaluation: Staff become more aware of the opportunities to contribute to the functions of the Affirmative Action Committee. Staff who have not previously represented the facility will be encouraged to participate in job fairs.

Program Objective 2: Continue to recruit and retain a diverse workforce and seek to eliminate disparities of protected groups.

Action Steps:

1. Continue to seek out and participate in job and career fairs.
2. Update information on the available positions at MCF-Red Wing and department-wide.
3. Continue to work with central office in the centralized hiring of correctional officers through the revision/creation of exams for department-wide job classes.
4. Continue to recruit Service to Learning students through Mankato State University.
5. Increase numbers of interns, especially minority interns.

6. Advertise targeted vacancies in minority publications.

Target Dates: July 1, 1998 through July 31, 2000.

Person Responsible: Affirmative Action Recruiting Sub-Committee
Personnel Aide Senior
Human Resources
Supervisors of correctional officers.

Evaluation: Job opportunities will be published and posted in various places to maximize exposure to a diverse audience. Staff will be aware of their opportunity to participate in job fairs and will receive necessary training. The quality and value of materials provided to potential employees or interns will continue to be updated and improved.

Program Objective 3: To continue to provide training and learning opportunities on diversity, prevention of sexual harassment and the Americans with Disabilities Act.

Action Steps:

1. Work with central office and other training directors to determine what training to pursue to replace "Bridges to Understanding".
2. Continue to require regular sexual harassment prevention training for all staff.
3. Seek out self study materials and make them available to all staff on cultural diversity for training credit.

Target Dates: July 1, 1998 through July 31, 2000.

Persons Responsible: Human Resource Director
Affirmative Action Committee

Evaluation: All staff will have updated sexual harassment prevention training, and will be made aware of opportunities for additional learning.

Affirmative Action Plan
July 1998

Program Objectives
MCF-Saint Cloud

Program Objective 1: To work closely with the MCF-Saint Cloud Affirmative Action Officer so that objectives can be addressed on an on-going basis.

Action Steps:

1. The Affirmative Action Officer will make monthly contact with the Diversity Chairperson to develop meeting agenda to meet the needs related to equal opportunity and affirmative action can be addressed.
2. The Affirmative Action Officer will attend central office meetings and inform MCF-Saint Cloud staff of issues.

Persons Responsible:

Warden
Affirmative Action Officer
Affirmative Action Committee

Evaluation: A report of the monthly meetings will be included in the quarterly report to the warden. The Affirmative Action Chairperson will review minutes of central office meeting with Diversity Committee.

Program Objective 2: To increase communication from the MCF-Saint Cloud Diversity Committee meetings to all staff.

Action Steps:

1. The Human Resource Director will update the Diversity Committee on the minutes at each Diversity Committee meeting.
2. The Mentor Program Coordinator will update the Diversity Committee on a semi-annual basis and submit a written report to help improve communication and enhance efforts related to retention of staff.
3. The Recruitment Committee Chairperson will update on a semi-annual basis, and submit a written report.
4. The Wellness Committee Chairperson and the Safety Committee Chairperson will be invited on a semi-annual basis and will submit a report to the Diversity Committee.
5. Director of Special Services will meet on a semi-annual basis and submit a written report to the Diversity Committee regarding the requirements of the Americans with Disabilities Act.

Target Dates: July 1, 1998 through July 31, 2000.

Persons Responsible: Warden

Human Resource Director
Diversity Committee
Affirmative Action Officer
Affirmative Action Committee
Mentoring Coordinator

Evaluation: Updated reports and minutes regarding all the above steps will be submitted and recommendations will be made when appropriate.

Program Objective 3: To increase staff awareness of diversity in the workplace.

Action Steps:

1. To work with the Training Director in monitoring a training schedule which would make diversity awareness training available to all staff.
2. To request the Training Department to compile a list of all resources and submit the list to the Diversity Committee.
3. To include articles on Diversity in the Diversity Scrapbook and to make these articles available to the staff.

Target Dates: July 1, 1998 through July 31, 2000.

Persons Responsible:

Warden
Training Director and Instructors
Supervisors and Managers
Affirmative Action Officer
Affirmative Action Committee
Diversity Committee members

Evaluation: Communication with the staff will be made available through the Diversity Committee, Training Department and minutes submitted to the Warden.

Program Objective 4: To improve communication with staff for a better understanding of the Affirmative Action Program, its diversity and its objectives.

Action Steps:

1. To increase awareness of affirmative action/diversity by having Diversity Committee members talk to employees. Committee members will report to the Committee on a quarterly basis.
2. To increase awareness of affirmative action/equal opportunity/diversity by establishing and staffing a diversity display booth at the MCF-Saint Cloud off-site. To work with Off-site Training Committee to ensure that issues and needs will be properly addressed.
3. To place minutes of Diversity Committee meetings in visible areas for staff.

4. Compile and maintain scrapbook with articles related to affirmative action, and equal opportunity issues.

5. To provide a suggestion/question and answer box in the staff lounge for staff to communicate to the Diversity Committee and Warden.

Target Dates: July 1, 1998 through July 31, 2000.

Persons Responsible: Warden
Diversity Committee
Affirmative Action Officer
Training Director
Off-site Training Committee
Diversity Committee Secretary

Evaluation: Diversity members will report on informal staff contacts on a quarterly basis. A booth will be set up at training site with posters, pamphlets displayed, and noted in the quarterly report to the Warden. Copies of minutes will be posted on bulletin boards, and the scrapbook will be continually updated. The suggestion/question box will be monitored weekly by the Affirmative Action Officer who will forward suggestions/questions to the appropriate persons.

Program Objective 5: To diversify the workplace with efforts given to recruit, hire and retain protected group employees.

Action Steps:

1. The Diversity Committee will work with the Recruitment Committee in organizing materials and attending Job Fairs to recruit a diverse work
2. The Diversity Committee will establish community contacts to recruit, hire, retain, and mentor protected group employees.
3. All new employees will be given information pertaining to area organizations, service and recreation opportunities.
4. The Diversity Committee will sponsor a special event on a quarterly basis to celebrate Native American History, Black History, Women's History Month, etc.

Target Dates: July 1, 1998 through July 31, 2000.

Persons Responsible: Warden
Associate Warden
Training Director
Diversity Committee
Recruitment Committee

Evaluation: A written report on a semi-annual basis regarding job fairs to be given to the Recruitment Chairperson. A list of contact people will be established to inform staff of upcoming vacancies and testing dates. Also a list of area organizations, clubs, and groups will be maintained by the Diversity Committee and given to new employees.

**Affirmative Action Plan
July 1998**

**Program Objectives
MCF-Sauk Centre**

Program Objective 1: Continue recruitment and retention efforts at MCF-Sauk Centre.

Action Steps:

1. Seek and establish college contacts and supply them with pertinent information about internship programs and state employment.
2. Attend Job Fairs.
3. Develop a mentoring program to assist new employees and intern students.
4. Continue to utilize community-based resources, offering to speak at schools, churches and culturally specific organizations.
5. Provide Affirmative Action/Diversity orientation to new employees.
6. Increase awareness and visibility of the Diversity Committee to facilitate staff understanding and affirmative action goals. Expand the committee to ten members or approximately one person per work unit.

Target Dates: July 1, 1998 through July 31, 2000.

Persons Responsible:

Affirmative Action Officer
Human Resources Director
Affirmative Action/Diversity Committee
Superintendent

Evaluation:

Step 1: College contacts established.
Step 2: Mentoring Program in place within state guidelines
Step 3: Job Fairs attended.
Step 4: Diversity Committee expanded.
Step 5: Orientation completed for all new staff and interns.

Program Objective 2: Continue to provide annual training on diversity, prevention of sexual harassment, and Americans with Disabilities Act.

Action Steps:

1. Provide components of diversity and harassment prevention as part of annual training.
2. Provide annual training for supervisors, managers and staff on the American with Disabilities Act.

Target Dates: July 1, 1998 through July 31, 2000.

Persons Responsible: Affirmative Action Officer
Affirmative Action Committee
Human Resources Director
Employee Development Coordinator

Evaluation: Completion of annual staff training, including prevention of sexual harassment, and diversity components. All supervisors, managers and staff have received training on the Americans with Disabilities Act.

Program Objective 3: Improve retention of protected group employees.

Action Steps:

1. Continue efforts of the Diversity Committee through personal contact.
2. Continue efforts through the utilization of the peer mentoring program.
3. Review exit questionnaires when protected group members terminate.
4. Attend Affirmative Action meetings/seminars.

Target Dates: July 1, 1998 through July 31, 2000.

Persons Responsible: Affirmative Action Officer
Affirmative Action Committee
Human Resources Director
Employee Development Coordinator

Evaluation: At least one member of the Diversity Committee meets all new hires. Develop and carry out mentorship program and gain accurate information through exit interviews. Give staff an opportunity to attend Affirmative Action training.

**Affirmative Action Plan
July 1998**

**Program Objectives
MCF-Shakopee**

Program Objective 1: To continue recruitment and retention efforts aimed at eliminating disparities of protected groups.

Action Steps:

1. Publicize recruitment needs within the institution. Focus publications aimed at attracting a diverse applicant pool.
2. Attend community organization meetings and job fairs. Coordinate these efforts with other facilities in diverse communities.
3. Invite agencies involved in recruiting and community organizations to tour the facility and learn about recruiting goals.
4. Maintain up-to-date and effective recruiting package.
5. Train new recruitment staff and continually enhance recruitment package.
6. Develop a process for feedback from staff and build on why state employment was their choice. This program would be aimed at enhancing retention, particularly among protected groups.

Target Dates: July 1, 1998 through July 31, 2000.

Persons Responsible: Human Resources Director
Affirmative Action Officer
Affirmative Action Committee
Diversity Committee
Recruitment Committee

Evaluation: Job opportunities will be published in the Staff Memo and recruitment needs will be published in minority community newspapers. Recruitment efforts will be coordinated with Job Services agencies. Contact organizations and agencies to invite them to tour facility and learn about employment opportunities. Keep recruitment brochure current. Staff will be trained before attending recruitment fairs or community meetings. Recruitment of protected groups should be enhanced and turnover reduced.

Program Objective 2: To create a workplace that is receptive and accepting of diversity, one that promotes respect.

Action Steps:

1. Continue to develop and provide training to staff promoting diversity
2. Support and maintain an active Mentorship Program.

3. Provide staff with effective diversity video library.
4. Orientation on policies of Diversity/Equal Employment Opportunities, Affirmative Action, prevention of harassment and the Americans with Disabilities Act.

Target Dates: July 1, 1998 through July 31, 2000.

Persons Responsible: Human Resources Director
Training Director
Affirmative Action Officer
Affirmative Action Committee
Diversity Committee

Evaluation: Continue to offer training to staff. Recruit and maintain adequate numbers of mentors. Train new mentors and provide support system. A mentor will be assigned to all new staff and those promoted to supervisor. An updated list of diversity videos will be maintained and posted.

Program Objective 3: Increase visibility and activity of Diversity Committee to facilitate staff understanding/support and goals of Affirmative Action.

- Action Steps:**
1. Committee members will be easily identifiable. Pictures of current members will be posted, as well as wearing the pins that identify their membership.
 2. Continue posting minutes of diversity committee meetings. Communicate to staff through these minutes.

Target Dates: July 1, 1998 through July 31, 2000.

Persons Responsible: Affirmative Action Officer
Affirmative Action Committee
Training Director

Evaluation: Committee members will wear identifying logo pins. Committee minutes will be posted on staff bulletin board. Progress will be monitored quarterly while creating new initiatives and obtaining feedback from staff.

Program Objective 4: Conduct the American with Disabilities Act training for managers and supervisors on Title I and all staff on Title II.

- Action Steps:**
1. Training sessions will be scheduled for all managers and supervisors on Title I.
 2. Training sessions will be held for all staff on Title II.

Target Dates: July 1, 1998 through July 31, 2000.

Persons Responsible: Human Resource Director
The Americans with Disabilities Act Coordinator

Program Objective 5: Develop and present Diversity Training Program for all employees as a follow-up to "Bridges to Understanding".

Action Steps:

1. Develop a four to eight hour program using effective resource and in-house staff/experiences as much as possible.
2. Select and train staff facilitators to present the program.
3. Schedule training sessions for all staff.

Target Dates: July 1, 1998 through July 31, 2000.

Persons Responsible: Affirmative Action Officer
Affirmative Action Committee
Human Resources Director
Training Director
Diversity Committee

Evaluation: An effective training program will be selected and presented to staff, requesting feedback. Facilitators for the program will be selected and trained.

Program Objective 6: Revitalize Diversity Committee roles, and membership participation. To be a viable source for all staff in communicating, promoting and increasing effectiveness on diversity issues and respect in the workplace.

Action Steps:

1. Schedule committee meetings that are compatible with work schedules.
2. Assure all committee members the opportunity to take part in training of affirmative action, prevention of harassment, and diversity training, including the annual Symposium.
3. Define again the Diversity Committee purpose, member roles and

Target Dates: July 1, 1998 through July 31, 2000.

Persons Responsible: Affirmative Action Officer
Affirmative Action Committee
Diversity Committee

Evaluation: Committee meetings will be attended by majority of committee members and activities will be scheduled and goals achieved. Available training for committee members will be communicated and scheduled. Committee purpose statement will be rewritten and communicated.

**Affirmative Action Plan
July 1998**

**Program Objectives
MCF-Stillwater**

Program Objective 1: To participate in the development and maintenance of a centralized recruiting process.

Action Steps:

1. Meet with the Department of Corrections Affirmative Action Officers
2. Develop a centralized system for implementing those goals into a process which more efficiently recruits disparate groups.
3. Develop a diverse pool of interested staff willing to participate in recruiting efforts.

Target Dates: July 1, 1998 through July 31, 2000.

Persons Responsible:

Affirmative Action Officer
Affirmative Action Committee
Diversity Committee
Human Resources Director

Evaluation: Compare number of new employees recruited through past individual facility efforts versus new centralized efforts.

Program Objective 2: To improve retention of protected group members by developing and maintaining an expanded mentor program.

Action Steps:

1. Recruit professional staff from within the facility that utilize non-uniformed staff.
2. Train staff to act as peer mentors for new employees .
3. Diversity committee members meet with new staff to seek their impressions of employment at the facility.
4. Difficulties identified through committee members will be brought to the attention of the Affirmative Action Officer and the Administration.

Target Dates: July 1, 1998 through July 31, 2000.

Persons Responsible:

Human Resources Director
Affirmative Action Officer
Affirmative Action Committee
Staff Training Director
Peer Mentors

Diversity Committee

Evaluation: Conduct a comparative analysis of the turnover rate between employees who have participated in the mentor program with those who have not. Have those new employees participating in the program provide feedback to Diversity members regarding the helpfulness of having a peer mentor. Have mentors provide input to Diversity Committee members regarding their assessment of positive program aspects and areas in need of improvement.

Program Objective 3: Continue to provide and expand training in prevention of sexual harassment, Cultural Diversity, and the Americans with Disabilities Act.

Action Steps:

1. Continue to mandate attendance for staff at training aimed at reducing discriminatory practices and which promotes a supportive working environment.
2. Provide additional training for managers and supervisors.
3. Promote training techniques that focus on differences as strengths.

Target Dates: July 1, 1998 through July 31, 2000.

Persons Responsible:

- Warden
- Staff Training Director
- Affirmative Action Officer
- Affirmative Action Committee
- Instructors

Evaluation: Maintain a record of staff participation and process evaluations of training sessions.

Affirmative Action Plan

July 1998

Program Objectives MCF-Thistledeew Camp

Program Objective 1: Develop a recruitment program that attracts protected group members to Thistledeew Camp and seeks to eliminate disparities of protected groups and promotes equal employment opportunities.

- Action Steps:**
1. Update recruiting material and program literature.
 2. Work with local and national colleges to increase awareness concerning internship programs and employment opportunities available at camp.
 3. Participate in the Department of Corrections recruitment efforts and job fairs.
 4. Utilize community-based resource organizations in recruitment efforts.
 5. Expand the Internship Program to increase the number of interns, especially protected group members.
 6. Develop a recruitment presentation which can be used at job fairs, colleges and universities, and other events.

Target Dates: July 1, 1998 through July 31, 2000.

Persons Responsible:

- Human Resource Department
- Affirmative Action Officer
- Affirmative Action Committee
- Supervisors
- All MCF-Thistledeew Camp Staff

Evaluation: Internship and job opportunities will be advertised in a variety of places to maximize exposure to a diverse audience. Staff will be given the opportunity to participate in Recruitment Committee and/or participate in job fairs and other related events. Recruitment materials will be updated and improved. The number of interns who participate in the Education Program, Group Living, or Adventure Program areas will increase to full capacity.

Program Objective 2: Offer annual staff training in the areas of Diversity, Sexual and General harassment Prevention, Americans with Disabilities Act and disability awareness, and Affirmative Action policies and procedures. The goal being to create a respectful workplace that is open and accepting of diversity.

- Action Steps:**
1. The Training Director, Affirmative Action Officer, and Diversity

Target Dates: July 1, 1998 through July 31, 2000.

Persons Responsible: Training Director
Affirmative Action Officer
Affirmative Action Committee
Diversity Committee
All MCF-Thistledeew Camp Staff

Evaluation: Requirement of all staff to attend mandatory training sessions in the areas mentioned. Training records will be maintained for all staff. Participants will complete training evaluation forms after each training session which will be used to update and improve future training sessions.

Program Objective 3: Expand retention efforts and programs aimed at retaining staff and improving staff morale.

Action Steps:

1. Develop a mentoring program for all new staff and new supervisors.
2. Review exit interviews from staff and interns and implement change.
3. Encourage staff mentoring for staff considering promotional opportunities.
4. Encourage staff to participate in mobility assignments to expand their skills, knowledge and abilities.
5. Provide staff development opportunities for career enhancement.
6. Encourage staff involvement on various committees and participation as a facility training instructor.

Target Dates: July 1, 1998 through July 31, 2000.

Persons Responsible: Human Resources Director
Affirmative Action Officer
Affirmative Action Committee
Training Director
Diversity Committee
Supervisors
All MCF-Thistledeew Camp Staff and Committee Members

Evaluation: Mentoring program is developed and implemented by target date. Exit interviews are reviewed and used to make changes as necessary. Records of employee development opportunities are maintained and analyzed on an annual basis to identify areas for improvement. Employee status changes will be reported on a quarterly basis and the statistics will be used to make future recruitment and retention plans.

Affirmative Action Plan

July 1998

Program Objectives MCF-Willow River/Moose Lake

Program Objective 1: Continue to provide training for all staff in affirmative action, diversity, general and sexual harassment prevention, the Americans with Disabilities Act, and the affirmative action plan.

- Action Steps:**
1. The Affirmative Action Officer will orient all new staff on affirmative action, sexual harassment policy and diversity committee.
 2. The Training Department and Human Resources Department will conduct general and sexual harassment prevention training for all staff, managers and supervisors.
 3. The Affirmative Action Officer will provide annual training for all managers and supervisors on the department-wide Affirmative Action Plan.
 4. The Affirmative Action Officer, Training Director, Human Resources Director, and Diversity Committee Members will review and develop training methods, classes and events for staff in the areas diversity affirmative actions, and harassment issues.

Target Dates: July 1, 1998 through July 31, 2000.

Persons Responsible: Affirmative Action Officer
Affirmative Action Committee
Diversity Committee
Human Resources Director
Training Director
Managers and Supervisors

Evaluation: The Training Department will monitor staff and supervisors in completing mandatory training requirements.

Program Objective 2: Develop recruitment and retention strategies to eliminate disparities of members within protected groups.

- Action Steps:**
1. Train recruiting committee members.
 2. Contact area schools, vocational programs, community and cultural organizations for recruiting.
 3. Attend Job Fairs.

4. Increase staff awareness of opportunities for growth on the job for upward mobility positions through training.
5. Develop a pool of mentors in all work areas and assign all new staff.
6. Create a positive environment in which all staff are valued and organize activities to celebrate staff similarities and differences.

Target Dates: July 1, 1998 through July 31, 2000.

Persons Responsible: Affirmative Action Officer
Affirmative Action Committee
Recruiting Committee Chairperson
Recruiting Committee
Training Director
Managers and Supervisors
Diversity Committee
Human Resources Director

Evaluation: The recruitment committee members will be trained. A list of recruitment resources will be developed and maintained. A record of job fair, schools, community and cultural organizations will be maintained for recruitment. Staff will attend career training provided by the Training Department. Mentors will be available for all staff.

Program Objective 3: To develop a plan and implement a Speakers Bureau.

- Action Steps:**
1. Assign a speakers bureau chairperson to oversee the speakers bureau and its activities.
 2. Develop an outline, program, audio visual aids, speaker committee and speaker criteria for administrative approval.
 3. Select and train staff on presentation skills, speaking skills, and public relations etiquette.
 4. Contact local organizations, schools and groups to set up a time to present the speakers bureau information about MCF-Willow River/Moose Lake.

Target Dates: July 1, 1998 through July 31, 2000.

Persons Responsible: Affirmative Action Officer
Affirmative Action Committee
Diversity Committee Members
Human Resources Director
Training Director
Managers and Supervisors

Evaluation: The speakers bureau program will be evaluated and monitored by the Affirmative Action Officer, Speakers Bureau Chairperson, Training Director and Human Resources Director. The Speakers Bureau chairperson will contact organizations, set dates for engagements, and attend each engagement with a Speakers Committee member. Evaluations and responses following the speaking engagement will be reviewed with the Warden.

Minnesota Department of Corrections

Pre-Hire Review Process

Objective: To establish action steps to be taken during the selection process in order to meet the Department's Affirmative Action goals when filling classified and unclassified vacancies.

No offer of employment shall be made until the commissioner of corrections, or his/her designee in the commissioner's absence, is satisfied with the rationale given for not hiring a member of the protected group for which a disparity exists.

Process: When an established affirmative action goal for a specific goal unit has not been met and a vacancy exists, the supervisor's hiring recommendation shall be reviewed by the appropriate appointing authority when the supervisor wishes to hire an applicant who is not a member of the protected group for which the disparity exists. The following process shall be used by the supervisor when requesting a missed opportunity to hire affirmatively. The director of the office of diversity is available to discuss the request or provide assistance at any step of the procedure.

1. The supervisor requesting a missed opportunity will complete the *Missed Opportunity Request* form outlining:
 - a. The job classification.
 - b. The number of protected (disparate) group individuals on the list and available to fill the vacancy (protected group status: women, racial/ethnic minority, or person with a disability).
 - c. A copy of the structured interview questions, including ratings of the protected (disparate) group candidate(s) and the non-protected group individual that s/he wishes to hire.
 - d. A copy of the application and resume of the protected group candidate(s) and the non-protected group member(s) that he/she wishes to hire.
 - e. A copy of the position description.
 - f. Reasons for requesting a non-selection of the protected (disparate) group candidate(s). The supervisor must give a detailed explanation of the reasons the protected group candidate(s) is not the best choice for the position(s); e.g., the knowledge, skills and abilities that the protected group candidate(s) does not possess for the position.
2. The above will be submitted to the supervisor's respective manager. If the manager denies the supervisor's request for a missed opportunity hire, s/he will inform the supervisor within one working day. If each level of management agrees to the request to take a missed opportunity, the request will be forwarded to the Office of Diversity Director for review and decision. However, no decision is final until the commissioner gives his approval to take the missed opportunity.
3. If the decision is made to accept the missed opportunity request, the requesting supervisor will attach a copy of the written request to the protected group report submitted to the Human Resources office at the time of hire.

Pre-Hire Review Process

continued

4. All candidates will be notified when the vacancy is filled.
5. Supervisors and managers are not to disclose information to anyone regarding the protected group status of the selected candidate. The protected group status of an individual is identified as private data: in accordance to the Minnesota Government Data Practices Act (MN Stat. 13.43, Subd. 21) which governs the collection and disclosure of all government data, including personnel data.
6. Documentation will be kept on the selection process for all appointments for at least one year.

Layoff Pre-review Procedure

The Department of Corrections does not anticipate any layoffs in the next two years. Should layoffs become necessary a pre-review procedure will be developed and adopted to determine their effect on agency affirmative action goals and timetables. Terms of applicable bargaining contracts will be followed.

Rev 7/30/98

Minnesota Department of Corrections

Missed Opportunity Request

This form is to be completed by the supervisor when requesting a missed opportunity, and the steps outlined in the pre-hire review process shall be followed.

Job classification: _____

Number of disparate members on list and available: Women # _____ Minority # _____ Disabled # _____

Checklist: Attach documentation listed below for disparate candidate(s) and candidate selected:

- _____ Position Description
- _____ Applications
- _____ Resumes (if Available)
- _____ Structured Interview Questions
- _____ Structured Interview Ratings
- _____ Eligible List

Reasons why the protected group member(s) was not qualified for the position. Provide reasons in detail and attach to this form.

Comments:

1) _____
Supervisor's signature Date

2) _____
Dis/Approved
Facility CEO signature, or Date
Community Services division

3) _____
Dis/Approved
Executive Staff member/designee Date

4) _____
Dis/Approved
Director, Officer of Diversity Date

5) _____
Dis/Approved
Commissioner/designee Date

Weather Emergencies

In the event of a weather emergency, the Commissioner of Employee Relations determines and declares the weather emergency. S/he notifies the media, the radio stations WCCO, KSTP, KSJN and the AP and UPI wire services. If there are employees who are deaf or hard of hearing, the employee's supervisor or designee will contact the employee to notify them of a building closing.

The most effective means of accomplishing this is to consult with the deaf or hard of hearing employee to determine the communication method which best meets the particular needs of the individual.

Possible effective communication techniques may include:

- calling the employee on a TTY
- calling the employee through the Minnesota Relay Service at (800) 627-3529
- contacting an individual designated by the employee who will convey the information.

Employees in the facilities are considered essential and are not included in this weather emergency policy.

Building Evacuation

Building evacuation is covered in the affirmative action plan because of its importance to employees with disabilities whose impairments may necessitate assistance in the event of a building evacuation.

Central Office:

In the event of a fire in the building, smoke detectors will go off and all doors will automatically close. At the same time an alarm will be sounded. It will be the responsibility of the supervisor or designee of an employee who has a physical or sensory impairment to assist him or her to safety. To ensure appropriate evacuation, a plan to provide assistance for evacuation needs to be established. This plan is to be developed in consultation with the employee, to identify and address their particular needs. Evacuation for other emergencies such as tornado or other natural disasters will be handled in the same manner.

Facilities:

Building evacuation procedures have been developed for each facility. Staff and inmates with disabilities will be evacuated in an appropriate manner and in adherence with all security policies and regulations.

Community Services:

Building evacuation procedures for field offices have been established. Evacuation procedures ensure the safe evacuation of employees and clients with disabilities.

POLICY

Number: 103.002

Issue Date: July 20, 1998

Effective Date: July 31, 1998

Page: 1 of 5

REASONABLE ACCOMMODATION

AUTHORITY: The Americans with Disabilities Act of 1990

PURPOSE: To reasonably accommodate qualified individuals (as defined by ADA) with known physical or mental disabilities, to enable them to compete in the selection process or to perform the essential functions of the job and/or to enjoy equal benefits and privileges.

APPLICABILITY: All qualified applicants, current employees, and employees seeking promotion who have a physical or mental impairment that substantially limits one or more major life activities; or have a record of such an impairment; or are regarded as having such an impairment. This policy does not pertain to persons with non-ADA qualifying medical conditions.

POLICY: The accommodation must provide an opportunity for the person with a disability to achieve the same level of performance or to enjoy benefits or privileges equal to those of a similarly situated employee without a disability.

Funding for accommodations is provided by the department unless the accommodation causes an undue hardship or poses a direct threat to the health or safety of others in the workplace.

DEFINITIONS: A reasonable accommodation is any change or adjustment to a job, an employment practice, or the work environment that makes it possible for a qualified individual with a disability to enjoy equal employment opportunities.

Examples of accommodations may include acquiring or modifying equipment or devices, modifying examinations and training materials, making facilities readily accessible, job restructuring, modifying work schedules, providing qualified readers or interpreters, and reassignment to a vacant position.

PROCEDURES:

I. Job Applicants

A. When an applicant submits a request for accommodation, the Human Resources Director will consider the request and discuss possible alternatives with the applicant.

B. The Human Resources Director will make a decision regarding the request for accommodation and, if approved, take the necessary steps to ensure the accommodation is provided.

POLICY

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REASONABLE ACCOMMODATION

PROCEDURES: continued

C. If the accommodation can not be provided, the Human Resources Director will inform the applicant in writing of the reason within a reasonable time period.

II. Existing Staff

A. The employee shall inform his/her supervisor, manager, or ADA Coordinator of the need for an accommodation, preferably by completing the Employee Request for Reasonable Accommodation form.

B. At the facilities the Human Resources Director serves as the ADA Coordinator. For Community Services staff and Central Office staff, the ADA Coordinator is located in the Office of Diversity.

C. The ADA Coordinator may request medical documentation of the employee's functional limitations to support the request. Information from all medical examinations and inquiries will be kept apart from general personnel files as a separate, confidential medical record, available only under limited conditions specified in the Americans with Disabilities Act.

D. The ADA Coordinator shall, in consultation with the employee and supervisor:

1. Discuss the purpose and essential functions of the particular job involved.
Completion of a step-by-step job analysis may be necessary.
2. Determine the precise job-related limitations.
3. Identify the potential accommodations and assess the effectiveness each would have in allowing the employee to perform the essential functions of the job.
4. Select and implement the accommodations that are the most appropriate for both the employee and the employer. While an employee's preference will be given consideration, the department is free to choose among equally effective accommodations and may choose the one that is less expensive or easier to provide.

E. If an accommodation agreement cannot be reached, the ADA Coordinator will forward the written request for accommodation along with his/her recommendation to the department's Director for the Office of Diversity, who will review the request for accommodation, along with recommendations, and advise management.

POLICY

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REASONABLE ACCOMMODATION

PROCEDURES: continued

F. If an accommodation cannot overcome the existing barriers, or if the accommodation would cause an undue hardship (see III) on the operation of the business or pose a direct threat (see IV) to the health or safety of others in the workplace, the employee and the supervisor shall work together to determine whether reassignment may be an appropriate accommodation.

1. The Human Resources Office shall first look for a vacant position in the department equivalent to the one presently held by the employee in terms of pay and other job status. If the individual with the disability is not qualified, with or without reasonable accommodation, for a vacant position (or a position the department knows will become vacant within a reasonable period of time) the department may, as a reasonable accommodation, assign the employee to a lower grade vacant position for which the individual is qualified. If this occurs, the department is not required to maintain the individual's salary at the previous level.

2. The Human Resources Office will look at transfer opportunities, mobility opportunities, noncompetitive and competitive opportunities (MS 43A).

3. The department is not required to create a new job or to bump another employee from a job in order to provide an accommodation.

G. If an accommodation can not be made, the Director for the Office of Diversity shall inform the employee of the reason(s) for nonapproval, in writing, within a reasonable time period.

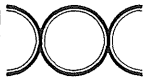
III. Undue Hardship

Undue Hardship is defined as an action that is unduly costly, extensive, substantial, or disruptive, or that would fundamentally alter the nature or operation of the department. In determining undue hardship:

A. The Diversity Director and Assistant Commissioner for the respective division will meet with the Deputy Commissioner to discuss the requested accommodation.

B. They will determine undue hardship by considering factors as outlined in 29 CFR Sec. 1630.2 including (p) 2. These factors include:

1. The nature and cost of the accommodation in relation to the size, the financial resources, the nature and structure of the Department's operation.



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REASONABLE ACCOMMODATION

2. The impact of the accommodation on the nature or operation of the Division.
- C. If the accommodation is considered to impose an undue hardship, an analysis and recommendation will be sent to the commissioner.
- D. The Commissioner will provide a decision in writing to the Diversity Director. The employee requesting the accommodation will be immediately notified of the final determination in writing.

IV. Direct Threat

Direct Threat means a significant risk to the health or safety of others that cannot be eliminated by reasonable accommodation. In determining Direct Threat:

- A. Management must make an individualized determination of an individual's present ability to safely perform a job's essential functions and these determinations cannot be based on myths or stereotypes about a given disability. They shall:
 1. Demonstrate that there is a significant risk of substantial harm.
 2. Identify the specific risk.
 3. Demonstrate the risk is current, as opposed to speculative or remote.
 4. Support the risk assessment with objective medical evidence related to the particular employee.
 5. Consider whether the risk can be eliminated or reduced below the level of a "direct threat" by reasonable accommodation.

REVIEW: Annually

REFERENCES: ACA 2-CO-1C-09
ACA 2-CO-1C-11
ACA 2-CO-1C-12

POLICY

Number: 103.002

Issue Date: July 20, 1998

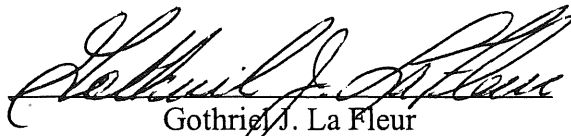
Effective Date: July 31, 1998

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REASONABLE ACCOMMODATION

SUPERSESSION: 2-218

ATTACHMENTS: Minnesota Department of Corrections Employee Request for
Reasonable Accommodation



Gothriel J. La Fleur
Commissioner

This material can be given to you in different formats, such as large print, Braille, disk, or on a tape, if you call (651) 642-0340 /V or (651) 643-3589 /TTY and ask.

Give completed form to ADA Coordinator.

Please Print or Type

Employee Name:

Job Title:

Date Requested:

Division/Unit:

Note: Continue on back if you need more room for any of the following questions

1. Please describe the nature of your medical condition for which you are requesting an accommodation. Describe how it substantially limits any major life activities.

2. How does it affect your ability to perform your job?

3. Type of accommodation requested:

☐ Making facilities readily accessible

☐ Job restructuring

☐ Part-time or modified work schedule

☐ Acquisition of equipment or devices

☐ Modification of equipment or devices

☐ Qualified reader or interpreter

☐ Other (specify): _____

Please describe in detail the accommodation you are requesting:

4. Has your medical provider recommended the accommodation?

Yes

No

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

6. Has your job been altered? When was it altered? Please describe how and why it has altered:

Additional Comments:

Signature of Employee:

DATE:

Distribution:

Employee

Supervisor

Division Head

ADA Coordinator's file

Office of Diversity

For Office Use Only:

☐ ADA Qualifying

☐ non ADA

Date: _____

revised 8/98

Recruitment Plan

Whereas previously each Department of Corrections facility did its own recruiting, we have now centralized the recruitment function. The department has a Recruitment and Retention Committee that is responsible for developing recommendations. The committee serves an oversight capacity for implementation of the recommendations. The committee's vision and goals are:

I. Vision Statement

To identify and implement broad recruitment and retention recommendations that will result in a quality workforce reflecting the diversity of the Minnesota work-force population.

II. Recommendations for Implementation:

1. Name a recruitment coordinator who would be responsible to:
 - a. Receive all job fair notices and vacancy announcements.
 - b. Decide in which job fairs the Department of Corrections will participate.
 - c. Maintain the list of Department of Corrections recruiters and schedule them as needed.
 - d. Maintain and distribute recruitment materials to recruiters prior to each job fair, etc.
2. Develop and conduct recruitment training for the Department of Corrections recruiters.
3. Establish a partnership between the Department of Corrections and protected group organizations, including the disability community.
4. Design recruitment brochure.
5. Improve the Department of Corrections' current recruitment video.
6. Presentations should be made to students in classrooms and at career days. Summer jobs should be created so that students can gain an understanding of corrections and employment opportunities.
7. Events sponsored by American Indians, African Americans, Asian and Hispanic organizations should be attended by recruiters, e.g. celebrations such as Juneteenth, Rondo Days, and Pow Wows.
8. Give the Corrections Officer and Agent tests in communities of color.
9. More employees of color that are interested in recruiting should be trained and sent into communities of color, classrooms, etc.
10. Churches in communities of color should be notified when the Department of Corrections is hiring correctional staff.

Correctional Officer Duty Assignment Policy

Department of Corrections Policy #2-201.7

- A. Introduction** - The Minnesota Department of Corrections is an equal opportunity employer. The following is stated in the department's Affirmative Action Plan: "It is the policy of the Minnesota Department of Corrections to recognize the essential rights of all employees to be recruited, hired, trained and promoted without regard to race, color, religion, gender, or national origin."

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

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

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

Consolidation of tasks or sharing or rotating of assignments shall be used to limit to the greatest possible the number of single gender correctional officer positions to carry out this policy e.g.:

- 1.) No position shall be limited based upon the need to do strip searches, body cavity searches and collect urine samples except where that is a routine function; e.g. security squad, shakedown room, visitor's room.
- 2.) Where corrections officers have posts in a cell hall which contains inmates of the opposite gender, rotation or sharing of duties with respect to shower checks shall be used to limit, to the greatest extent possible, the number of single gender corrections officer positions.
- 3.) In those institutions having hospital facilities, if an inmate objects to the presence of a correctional officer of the opposite sex during examination and treatment because the treatment or examination requires exposure of genital or anal areas or the discussion of such areas of the body, then the correctional counselors shall be rotated with counselors of the opposite sex.

APPENDIX A

Equal Employment Opportunity Affirmative Action Glossary

Affirmative Action: Emphasizes the positive, action steps needed to bring about change rather than a passive attitude of simple nondiscrimination.

Affirmative Action can be defined as management policies and practices used to eliminate barriers to employment opportunity that are not based on specific job requirements.

Affirmative Action Plan: A coherent set of policies and procedures designed to find any barriers contributing to imbalance in an agency's workforce and to foster the correction of any imbalances which exist.

Discrimination: Unfair treatment, intentional or unintentional, based on an individual or groups protected class characteristics.

Disparity: The employment of fewer persons with disabilities, ethnic/racial minorities, and women in the agency's workforce than would reasonably be expected based on their availability in the labor market.

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 age, race, creed or religion, color, disability, sex, national origin, marital status, status with regard to public assistance, political affiliation, sexual orientation or other non-merit factors.

Goal: A numerical objective for the utilization of protected group members.

Disabled Individual: A person who has a physical or mental impairment that substantially limits one or more major life activity, a person who has a record of such impairment, or a person who is regarded as having such an impairment.

Harassment/Discrimination: Any repeated behavior, or combination of behaviors, by one or more employees toward another employee or group of employees based on race, national origin, religion, sex, age, color, creed, marital status, disability, or sexual orientation, 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.

Managing Diversity: To respect individual differences and value the contribution each individual can make.

Protected Class/Protected Group: Those individuals identified as disabled, ethnic/racial minorities, and women, as defined by M.S. 43A.02, Subd. 33. See Appendix B

APPENDIX B

Protected Group Categories for Employment Purposes

These are three protected group categories. They include women, four ethnic/racial minority groups and persons with disabilities.

Ethnic/Racial Categories

1. **Black/African Americans, not of Hispanic Origin:** Persons having origins in any of the Black racial groups of Africa.
2. **Hispanic:** Persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
3. **American Indian or Alaskan Native:** persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.
4. **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. this area includes, for example, China, India, Korea, Japan, the Philippine Islands, Sri Lanka, and Samoa.

Persons of mixed ethnic/racial background would choose the group with which they most closely identify.

Disabled Category

A person who has a physical or mental impairment that substantially limits one or more major life activities, a person who has a record of such impairment, or a person who is regarded as having such an impairment.