
STATE OF MINNESOTA

MN DEPARTMENT OF ADMINISTRATION

Affirmative Action Plan

August 2014 – August 2016

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Saint Paul, MN 55155

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AFFIRMATIVE ACTION PLAN 2014-2016

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I. EXECUTIVE SUMMARY

Minnesota Department of Administration
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Review revealed underutilization of the following protected group(s) in the following job categories:

Table 1. Underutilization Analysis of Protected Groups

| PROTECTED GROUPS | | | |
|--------------------------|-----------|--------------------------|-------------------------------|
| Job Categories | Women | Racial/Ethnic Minorities | Individuals with Disabilities |
| Officials/Administrators | | XX | XX |
| Professionals | | XX | |
| Office/Clerical | | | |
| Technicians | | XX | XX |
| Skilled Craft | XX | XX | XX |
| Service Maintenance | XX | XX | XX |

Once approved, information about how to obtain or view a copy of this plan will be provided to every employee of the agency. Our intention is that every employee is aware of the Department of Administration’s commitments to affirmative action and equal employment opportunity. The plan will also be posted on the agency’s website and maintained in the Admin Human Resources Office.

This Affirmative Action Plan meets the requirements as set forth by Minnesota Management and Budget, and contains affirmative action goals and timetables, as well as reasonable and sufficiently assertive hiring and retention methods for achieving these goals.

Affirmative Action Officer Signature: _____ Date: _____

HR Director/Designee Signature: _____ Date: _____

Commissioner Signature: _____ Date: _____

II. STATEMENT OF COMMITMENT

This statement reaffirms Admin’s commitment to Minnesota’s statewide affirmative action efforts and providing equal employment opportunity to all employees and applicants in accordance with equal opportunity and affirmative action laws.

I affirm my personal and official support of these policies which provide that:

- No individual shall be discriminated against in the terms and conditions of employment, personnel practices, or access to and participation in programs, services, and activities with regard to race, sex, color, creed, religion, age, national origin, sexual orientation, disability, marital status, familial status, status with regard to public assistance, or membership or activity in a local human rights commission.
- This agency is committed to the implementation of the affirmative action policies, programs, and procedures included in this plan to ensure that employment practices are free from discrimination. Employment practices include, but are not limited to the following: hiring, promotion, demotion, transfer, recruitment or recruitment advertising, layoff, disciplinary action, termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. We will provide reasonable accommodation to employees and applicants with disabilities.
- This agency will continue to actively promote a program of affirmative action, wherever minorities, women, and individuals with disabilities are underrepresented in the workforce, and work to retain all qualified, talented employees, including protected group employees.
- This agency will evaluate its efforts, including those of its directors, managers, and supervisors, in promoting equal opportunity and achieving affirmative action objectives contained herein. In addition, this agency will expect all employees to perform their job duties in a manner that promotes equal opportunity for all.

It is the agency’s policy to provide an employment environment free of any form of discriminatory harassment as prohibited by federal, state, and local human rights laws. I strongly encourage suggestions as to how we may improve. We strive to provide equal employment opportunities and the best possible service to all Minnesotans.

Commissioner Signature: _____

Date: _____

III. INDIVIDUALS RESPONSIBLE FOR DIRECTING/IMPLEMENTING THE AFFIRMATIVE ACTION PLAN

Minnesota Department of Administration

A. Commissioner or Agency Head

Matthew Massman, Commissioner, Minnesota Department of Administration

Responsibilities:

The Commissioner is responsible for the establishment of an Affirmative Action Plan that complies with all federal and state laws and regulations.

Duties:

The duties of the Commissioner shall include, but are not limited to the following:

- Appoint the Affirmative Action Officer or designee and include accountability for the administration of the agency's Affirmative Action Plan in his or her position description;
- Take action, if needed, on complaints of discrimination and harassment;
- Ensure the Affirmative Action Plan is effectively communicated to all employees on an annual basis;
- Make decisions and changes in policy, procedures, or accommodations as needed to facilitate effective affirmative action and equal employment opportunity;
- Actively promote equal opportunity employment; and
- Require all agency directors, managers, and supervisors include responsibility statements for supporting affirmative action, equal opportunity, diversity, and/or cultural responsiveness in their position descriptions and annual objectives.

Accountability:

The Affirmative Action Officer is accountable directly to Assistant Commissioner for Finance and Administration and indirectly to the Commissioner of Admin on matters pertaining to equal opportunity and affirmative action.

B. Affirmative Action Officer or Designee

Laura Sengil, Human Resources Director

Responsibilities:

The Affirmative Action Officer or designee is responsible for implementation of the agency's affirmative action and equal opportunity program, and oversight of the agency's compliance with equal opportunity and affirmative action laws.

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Duties:

The duties of the Affirmative Action Officer or designee shall include, but are not limited to the following:

- Prepare and oversee the Affirmative Action Plan, including development and setting of agency-wide goals;
- Monitor the compliance and fulfill all affirmative action reporting requirements;
- Inform the agency's Commissioner of progress in affirmative action and equal opportunity and report potential concerns;
- Review the Affirmative Action Plan at least annually and provide updates as appropriate;
- Provide an agency-wide perspective on issues relating to affirmative action and equal opportunity and assist in the identification and development of effective solutions in problem areas related to affirmative action and equal opportunity;
- Identify opportunities for infusing affirmative action and equal opportunity into the agency's considerations, policies, and practices;
- Participate in and/or develop strategies to recruit individuals in protected groups for employment, promotion, and training opportunities;
- Stay current on changes to equal opportunity and affirmative action laws and interpretation of the laws;
- Provide consultation, technical guidance, and/or training to directors, managers, supervisors, and staff regarding best practices in recruitment, selection, and retention, progress on hiring goals, reasonable accommodations, and other opportunities for improvement; and
- Serve as the agency liaison with Minnesota Management and Budget's Office of Equal Opportunity and Diversity and enforcement agencies.

Accountability:

The Affirmative Action Officer is accountable directly to the Assistant Commissioner of Finance and Administration and indirectly to the Commissioner on matters pertaining to affirmative action and equal opportunity.

C. Americans with Disabilities Act Coordinator or Designee

Kate Rios, Americans with Disabilities Act Coordinator

Responsibilities:

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The Americans with Disabilities Act Coordinator or designee is responsible for the oversight of the agency's compliance with the Americans with Disabilities Act Title I – Employment and Title II – Public Services, in accordance with the Americans with Disabilities Act - as amended, the Minnesota Human Rights Act, and Executive Order 96-09.

Duties:

The duties of the Americans with Disabilities Act Coordinator shall include, but not limited to the following:

- Provide guidance, coordination, and direction to agency management with regard to the Americans with Disabilities Act in the development and implementation of the agency's policy, procedures, practices, and programs to ensure they are accessible and nondiscriminatory;
- Provide consultation, technical guidance, and/or training to directors, managers, supervisors, and staff regarding best practices in recruitment, selection, and retention of individuals with disabilities, provisions of reasonable accommodations for employees and applicants, and other opportunities for improvement; and
- Track and facilitate requests for reasonable accommodations for employees and applicants, as well as members of the public accessing the agency's services, and reports reasonable accommodations annually to Minnesota Management and Budget.

Accountability:

The Americans with Disabilities Act Coordinator reports directly to the Admin Human Resources Director.

D. Human Resources Director or Designee

Laura Sengil, Human Resources Director

Responsibilities:

The Human Resources Director is responsible for ensuring equitable and uniform administration of all personnel policies including taking action to remove barriers to equal employment opportunity with the agency.

Duties:

The duties of the Human Resources Director include, but are not limited to the following:

- Provide leadership to human resources staff and others to ensure personnel decision-making processes adhere to equal opportunity and affirmative action principles;
- Ensure, to the extent possible, development and utilization of selection criteria that is objective, uniform, and job-related;

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- Initiate and report on specific program objectives contained in the Affirmative Action Plan;
- Ensure pre-hire review process is implemented and receives support from directors, managers, and supervisors;
- Include the Affirmative Action Officer in the decision-making process regarding personnel actions involving protected group members, including hiring, promotion, disciplinary actions, reallocation, transfer, termination, and department and division-wide classification studies;
- Include responsibility statements for supporting affirmative action, equal opportunity, diversity, and/or cultural responsiveness in position descriptions and annual objectives;
- Assist in recruitment and retention of individuals in protected groups, and notify directors, managers, and supervisors of existing disparities;
- Make available to the Affirmative Action Officer and Americans with Disabilities Act Coordinator or designee all necessary records and data necessary to perform duties related to equal opportunity and affirmative action.

Accountability:

The Human Resources Director is directly accountable to the Assistant Commissioner for Financial Management and Administration.

E. Directors, Managers, and Supervisors

Responsibilities:

Directors, Managers, and Supervisors are responsible for implementation of equal opportunity and affirmative action within their respective areas of supervision and compliance with the agency's affirmative action programs and policies to ensure fair and equal treatment of all employees and applicants.

Duties:

The duties of directors, managers, and supervisors include, but are not limited to the following:

- Assist the Affirmative Action Officer in identifying and resolving problems and eliminating barriers which inhibit equal employment opportunity;
- Communicate the agency's affirmative action policy to assigned staff;
- Carry out supervisory responsibilities in accordance with the equal employment opportunity and affirmative action policies embodied in this plan;

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- Maintain a consistent standard within the workforce so that employees are evaluated, recognized, developed, and rewarded on a fair and equitable basis;
- Include responsibility statements for supporting affirmative action, equal opportunity, diversity, and/or cultural responsiveness in staff position descriptions and annual objectives;
- To provide a positive and inclusive work environment; and
- To refer complaints of discrimination and harassment to the appropriate parties.

Accountability:

Directors, managers, and supervisors are accountable directly to their designated supervisor and indirectly to the agency's Commissioner.

F. All Employees

Responsibilities:

All employees are responsible for conducting themselves in accordance with the agency's equal opportunity and Affirmative Action Plan and policies.

Duties:

The duties of all employees shall include, but are not limited to the following:

- Exhibit an attitude of respect, courtesy, and cooperation towards fellow employees and the public; and
- Refrain from any actions that would adversely affect the performance of a coworker with respect to their race, sex, color, creed, religion, age, national origin, disability, marital status, familial status, status with regard to public assistance, sexual orientation, or membership or activity in a local human rights commission.

Accountability:

Employees are accountable to their designated supervisor and indirectly to the agency's Commissioner.

IV. COMMUNICATION OF THE AFFIRMATIVE ACTION PLAN

The following information describes the methods that the agency takes to communicate the Affirmative Action Plan to employees and the general public:

A. Internal Methods of Communication

- A memorandum detailing the location of the Affirmative Action Plan and the responsibility to read, understand, support, and implement equal opportunity and affirmative action will be sent from the agency's leadership or alternatively, the Affirmative Action Officer, to all staff on an annual basis.
- The agency's Affirmative Action Plan is available to all employees on the agency's internal website at http://www.mn.gov/admin/images/ADMIN_AA_PLAN_FY_12-14_1.pdf
- or in print copy to anyone who requests it. As requested, the agency will make the plan available in alternative formats.
- Nondiscrimination and equal opportunity statements and posters are prominently displayed and available in areas frequented and accessible to employees.

B. External Methods of Communication

- The agency's Affirmative Action Plan is available on the agency's external website at <http://www.mn.gov/admin/employees/policies/index.jsp>
- or in print copy to anyone who requests it. As requested, the agency will make the plan available in alternative formats.
- The agency's website homepage, letterhead, publications, and all job postings, will include the statement "an equal opportunity employer."

Nondiscrimination and equal opportunity statements and posters are prominently displayed and available in areas frequented by and accessible to members of the public. Examples of posters displayed include: Equal Employment Opportunity is the law, Employee Rights under the Fair Labor Standards Act, and the Americans with Disabilities Act Notice to the Public.

V. POLICY PROHIBITING DISCRIMINATION AND HARASSEMENT

Admin's "Policy and Procedure on Prohibition of Discrimination and Harassment" and "Complaint of Discrimination or Discriminatory Harassment" form are available to the public via the external website at: <http://www.mainserver.state.mn.us/admin/hr/index.html> and for employees via Admin's internal website at: http://www.mainserver.state.mn.us/admin/hr/forms_employees.html - a copy of the form is also available within this Plan's Appendix.

The Department of Administration's policy reflects the following:

It is the policy of the of the State of Minnesota to prohibit harassment of its employees based on race, color, creed, religion, national origin, sex, marital status, familial status, status with regard to public assistance, membership or activity in a local human rights, disability, sexual orientation, or age. This prohibition with respect to harassment includes both overt acts of harassment and those acts that create a negative work environment.

Any employee subjected to such harassment should file a complaint internally with the agency's Affirmative Action Officer or designee. If the employee chooses, a complaint can be filed externally with the Minnesota Department of Human Rights, the Equal Employment Opportunity Commission, or through other legal channels. These agencies have time limits for filing complaints, so individuals should contact the agencies for more information. In extenuating circumstances, the employee should contact the State Affirmative Action Program Coordinator in the Office of Equal Opportunity and Diversity at Minnesota Management and Budget for information regarding the filing of a complaint. Any unintentional or deliberate violation of this policy by an employee will be cause for appropriate disciplinary action.

Each employee is responsible for the application of this policy. This includes initiating and supporting programs and practices designed to develop understanding, acceptance, commitment, and compliance within the framework of this policy. All employees must be informed that harassment is unacceptable behavior. The Affirmative Action Officer or designee will be expected to keep the Admin and its employees apprised of any changes in the law or its interpretation regarding this form of discrimination. The Affirmative Action Officer or designee is also responsible for:

Notifying all employees and applicants of this policy; and

Informing all employees of the complaint procedure and ensuring that all complaints will be investigated promptly and carefully.

Definitions:

Discriminatory harassment is any behavior based on protected class status which is not welcome, which is personally offensive, which, therefore, may effect morale and interfere with the employee's ability to perform. For example, harassment based on national origin has been defined by the U.S. Equal Employment Opportunity Commission as "Ethnic slurs and other verbal or physical conduct relating to an individual's national origin."

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Sexual harassment has also been specifically defined by the Minnesota Human Rights Act, which states in regard to employment, that:

“Sexual harassment” includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact or other verbal or physical conduct or communication of a sexual nature when:

- Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment;
- Submission to or rejection of that conduct or communication by an individual is used as a factor in decision affecting that individual's employment; or
- That conduct or communication has the purpose or effect of substantially interfering with an individual's employment, and in the case of employment, the employer knows or should know of the existence of the harassment and fails to take timely and appropriate action.

It is possible for discriminatory harassment to occur:

- Among peers or coworkers;
- Between managers and subordinates; or
- Between employees and members of the public.

Employees who experience discrimination or harassment should bring the matter to the attention of the (agency name)'s Affirmative Action Officer or designee. In fulfilling our obligation to maintain a positive and productive work environment, the Affirmative Action Officer or designee and all employees are expected to address or report any suspected harassment or retaliation.

Varying degrees of discriminatory harassment violations can occur and require varying levels of progressive discipline. Individuals who instigate harassment are subject to serious disciplinary actions up to and including suspension, demotion, transfer, or termination. Additionally, inappropriate behaviors that do not rise to the level of discriminatory harassment, but are none the less disruptive, should be corrected early and firmly in the interests of maintaining a barrier-free work place. Individuals who participate in inappropriate behaviors at work are also subject to disciplinary actions.

Any employee or applicant who believes that they have experienced discrimination or harassment based on race, color, creed, religion, national origin, sex, marital status, familial status, status with regard to public assistance, membership or activity in a local human rights commission, disability, sexual orientation, or age may file a complaint of discrimination.

Complaints of discrimination or harassment can be filed using the internal complaint procedure included in this Affirmative Action Plan.

VI. COMPLAINT PROCEDURE FOR PROCESSING COMPLAINTS FOR ALLEGED DISCRIMINATION/HARASSMENT

The Department of Administration has established the following discrimination/harassment complaint procedure to be used by employees and applicants. The policy and the “Complaint of Discrimination and/or Harassment” form are available at :

Policy: http://mn.gov/admin/images/ADMIN_AA_PLAN_FY_12-14_1.pdf

Form: http://www.mainserver.state.mn.us/admin/hr/forms_employees.html and in this Plan’s Appendix.

Coercion, reprisal, or intimidation against anyone filing a complaint or serving as a witness under this procedure is prohibited. The policy is available to all employees at:

Responsibility of Employees:

All employees shall respond promptly to any and all requests by the Affirmative Action Officer or designee for information and for access to data and records for the purpose of enabling the Affirmative Action Officer or designee to carry out responsibilities under this complaint procedure.

Who May File:

Any employees or applicants who believes that they have been discriminated against or harassed by reason of race, color, creed, religion, national origin, sex, marital status, familial status, status with regard to public assistance, membership or activity in a local human rights commission, disability, sexual orientation, or age may file a complaint. Employees who are terminated are encouraged to file their internal complaint prior to their actual separation; however, complaints will be taken for a reasonable period of time subsequent to the actual separation date.

Complaint Procedure:

The internal complaint procedure provides a method for resolving complaints involving violations of this agency’s policy prohibiting discrimination and harassment within the agency. Employees and applicants are encouraged to use this internal complaint process. Retaliation against a person who has filed a complaint either internally or through an outside enforcement agency or other legal channels is prohibited. The Affirmative Action Officer or designee may contact the Office of Diversity and Equal Opportunity if more information is needed about filing a complaint.

Filing Procedures:

1. The employee or applicant completes the “Complaint of Discrimination/Harassment Form” provided by the Affirmative Action Officer or designee. Employees are encouraged to file a complaint within a reasonable period of time after the individual becomes aware that a situation may involve discrimination or harassment. The Affirmative Action Officer or designee will, if requested, provide assistance in filling out the form.

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2. The Affirmative Action Officer or designee determines if the complaint falls under the purview of Equal Employment Opportunity law, i.e., the complainant is alleging discrimination or harassment on the basis of race, color, creed, religion, national origin, sex, marital status, familial status, status with regard to public assistance, membership or activity in a local human rights commission, disability, sexual orientation, or age; or if the complaint is of a general personnel concern. The Affirmative Action Officer or designee shall also discuss other options for resolution, such as the workplace mediation.
 - If it is determined that the complaint is not related to discrimination but rather to general personnel concerns, the Affirmative Action Officer designee will inform the complainant, in writing, within ten (10) working days.
 - If the complaint is related to discrimination, the Affirmative Action Officer or designee will, within ten (10) working days, contact all parties named as respondents and outline the basic facts of the complaint. The respondents will be asked to provide a response to the allegations within a specific period of time.
3. The Affirmative Action Officer or designee shall then investigate the complaint. At the conclusion of the investigation, the Affirmative Action Officer or designee shall notify the complainants and respondents that the investigation is completed. The Affirmative Action Officer or designee shall then review the findings of the investigation.
 - If there is sufficient evidence to substantiate the complaint, appropriate action will be taken.
 - If insufficient evidence exists to support the complaint, a letter will be sent to the complainants and the respondents dismissing the complaint.
4. A written answer will be provided to the parties within sixty (60) days after the complaint is filed. The complainants will be notified should extenuating circumstances prevent completion of the investigation within sixty (60) days.
5. Disposition of the complaint will be filed with the Commissioner of the Minnesota Management and Budget within thirty (30) days after the final determination.
6. All documentation associated with a complaint shall be considered investigative data under the Minnesota Government Data Practices Act. The status of the complaint will be shared with the complainants and respondents. After an investigation is completed and all appeals are exhausted, all documentation is subject to the provisions of the Minnesota Government Data Practices Act.
7. All data collected may at some point become evidence in civil or criminal legal proceedings pursuant to state or federal statutes. An investigation may include, but is not limited to, the following types of data:
 - Interviews or written interrogatories with all parties involved in the complaint, i.e., complainants, respondents, and their respective witnesses; officials having pertinent records or files, etc.; and

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- All records pertaining to the case i.e., written, recorded, filmed, or in any other form.
8. The Affirmative Action Officer or designee shall maintain records of all complaints and any pertinent information or data for three (3) years after the case is closed.

VII. REASONABLE ACCOMMODATION POLICY

The Department of Administration's "ADA/Reasonable Accommodation Policy" is available online at: <http://www.mainserver.state.mn.us/admin/hr/index.html>

and

the "Request for Reasonable Accommodation" form is available at: http://www.mainserver.state.mn.us/admin/hr/forms_employees.html and within the Appendix of this Plan.

The State of Minnesota is committed to the fair and equal employment of individuals with disabilities. Reasonable accommodation is the key to this nondiscrimination policy. While many individuals with disabilities can work without accommodation, other qualified employees and applicants face barriers to employment without the accommodation process. It is the policy of the Department of Administration to reasonably accommodate qualified individuals with disabilities unless the accommodation would impose an undue hardship.

In accordance with the Minnesota Human Rights Act and the Americans with Disabilities Act, as amended, accommodations will be provided to qualified individuals with disabilities when such accommodations are directly related to performing the essential functions of a job, competing for a job, or to enjoy equal benefits and privileges of employment. This policy applies to all applicants, employees, and employees seeking promotional opportunities.

Definitions:

Disability: For purposes of determining eligibility for a reasonable accommodation, an individual with a disability is one who has a physical or mental impairment that substantially limits one or more major life activities; or a record of such an impairment; or being regarded as having such an impairment.

Reasonable Accommodation: A reasonable accommodation is a modification 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 an equal employment opportunity.

Examples of accommodations may include acquiring or modifying equipment or devices, modifying training materials, making facilities readily accessible, modifying work schedules, and reassignment to a vacant position.

Reasonable accommodation applies to three (3) aspects of employment:

- To assure equal opportunity in the employment process;

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- To enable a qualified individual with a disability to perform the essential functions of a job; and
- To enable an employee with a disability to enjoy equal benefits and privileges of employment.

Undue hardship: An undue hardship is an action that is unduly costly, extensive, substantial, or disruptive, or that would fundamentally alter the nature or operation of this agency.

Procedure for Current Employees and Employees Seeking Accommodation:

1. This agency will inform all employees that this accommodation policy can be made available in accessible formats.
2. The employee shall inform their supervisor or the ADA Coordinator or designee of the need for an accommodation.
3. The ADA Coordinator or designee may request documentation of the individual's functional limitations to support the request. Any medical documentation must be collected and maintained on separate forms and in separate, locked files. No one will be told or have access to medical information unless the disability might require emergency treatment.
4. When a qualified individual with a disability has requested an accommodation, the employer shall, in consultation with the individual:
 - Discuss the purpose and essential functions of the particular job involved. Completion of a step-by-step job analysis may be necessary;
 - Determine the precise job-related limitation;
 - Identify the potential accommodations and assess the effectiveness each would have in allowing the individual to perform the essential functions of the job; and
 - Select and implement the accommodation that is the most appropriate for both the individual and the employer. While an individual's preference will be given consideration, the agency is free to choose among equally effective accommodations and may choose the one that is less expensive or easier to provide.
5. The ADA Coordinator or designee will work with the employee to obtain technical assistance, as needed.
6. The ADA Coordinator or designee will provide a decision to the employee within a reasonable amount of time.
7. If an accommodation cannot overcome the existing barriers or if the accommodation would cause an undue hardship on the operation of the business, the employee and the ADA Coordinator or designee shall work together to determine whether reassignment may be an appropriate accommodation.

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Procedure for Job Applicants:

1. The job applicant shall inform the ADA Coordinator or designee of the need for an accommodation. The ADA Coordinator or designee will discuss the needed accommodation and possible alternatives with the applicant.
2. The ADA Coordinator or designee will make a decision regarding the request for accommodation and, if approved, take the necessary steps to see that the accommodation is provided.

Policy for Funding Accommodations:

Funding must be approved by this agency for accommodations that do not cause an undue hardship.

Procedure for Determining Undue Hardship:

In determining whether or not providing a reasonable accommodation would impose an undue hardship, the agency will consider at least the following factors:

- Overall size of the program (i.e., number and type of facilities, size of budget);
- Type of the operation including the composition and structure of the work force;
- Nature and cost of the accommodation needed;
- Reasonable ability to finance the accommodation; and
- Documented good-faith efforts to explore less restrictive or less expensive alternatives including consultation with the individual with the disability or with knowledgeable individuals with disabilities or organizations.

The ADA Coordinator or designee will provide a decision to the employee.

Appeals:

Employees or applicants who are dissatisfied with the decisions pertaining to an accommodation request may file an appeal with the Commissioner or agency head, within a reasonable period of time, for a final decision.

If the individual believes the decision is based on discriminatory reasons, then they may file a complaint internally through the agency's complaint procedure as outlined in this plan.

Supported Work:

This agency will review vacant positions and assess the current workload and needs of the office, to determine if job tasks might be performed by a supported employment worker(s). If appropriate, the agency will work with the ADA Coordinator or designee and organizations that provide employment services to individuals with disabilities to recruit and hire individuals for supported employment if such a position is created.

Form: See **Attachment B** "Employee Request for Reasonable Accommodation-Minnesota Management & Budget."

VIII. EVACUATION PROCEDURES FOR INDIVIDUALS WITH DISABILITIES

Administration offices are housed in multiple buildings; each building has a separate Evacuation Plan.

An online copy of the agency's weather and emergency evacuation plans can be found at: <http://mn.gov/admin/employees/policies/index.jsp> **and** a list of the links to each specific building's Evacuation Plan is attached within the Appendix, at the end of this Plan document.

General Evacuation Information:

Knowledge and preparation by both individuals needing assistance and those who don't is key to reducing the impact of emergencies. When developing a plan, safety needs should be determined on a case-by-case basis because it varies with each individual and building.

Everyone has a responsibility to develop their own personal emergency evacuation plan, this includes individuals with disabilities or individuals who will need assistance during evacuation. The Americans with Disabilities Act Coordinator (Laura Sengil 651.201.8005) or designee in each agency will work to develop a plan and consult the appropriate building and safety personnel.

Directors, managers, and supervisors should review the emergency evacuation procedures with staff, including informing all staff that if additional assistance may be needed, and individuals with disabilities should contact the agency contacts listed within the Appendix to this plan.

Evacuation Options:

Individuals with disabilities have four basic, possibly five, evacuation options (Note: Not all of the options will apply to your agency depending on the location, building type, and type of equipment available for evacuations):

- Horizontal evacuation: Using building exits to the outside ground level or going into unaffected wings of multi-building complexes;
- Stairway evacuation: Using steps to reach ground level exits from building;
- Shelter in place: Unless danger is imminent, remain in a room with an exterior window, a telephone, and a solid or fire resistant door. If the individual requiring special evacuation assistance remains in place, they should dial 911 immediately and report their location to emergency services, who will in turn relay that information to on-site responders. The shelter in place approach may be more appropriate for sprinkler protected buildings where an area of refuge is not nearby or available. It may be more appropriate for an individual who is alone when the alarm sounds;
- Area of rescue assistance: Identified areas that can be used as a means of egress for individuals with disabilities. These areas, located on floors above or below the building's exits, can be used by individuals with disabilities until rescue can be facilitated by emergency responders; and/or
- For agencies equipped with an evacuation chair: Evacuation chairs or a light-weight solution to descending stairways can be used and generally require single user operation. If an agency is equipped with an evacuation chair, best practice indicates that all employees are trained and have practiced evacuating using an evacuation chair.

Evacuation Procedures for Individuals with Mobility, Hearing, and Visual Disabilities:

Individuals with disabilities should follow the following procedures:

- Mobility disabilities (individuals who use wheelchairs or other personal mobility devices (“PMDs”)): Individuals using wheelchairs should be accompanied to an area of rescue assistance by an employee or shelter in place when the alarm sounds. The safety and security staff will respond to each of the areas of rescue assistance every time a building evacuation is initiated to identify the individuals in these areas and notify to emergency responders how many individuals need assistance to safely evacuate.
- Mobility disabilities (individuals who do not use wheelchairs): Individuals with mobility disabilities, who are able to walk independently, may be able to negotiate stairs in an emergency with minor assistance. If danger is imminent, the individual should wait until the heavy traffic has cleared before attempting the stairs. If there is no immediate danger (detectable smoke, fire, or unusual odor), the individual with a disability may choose to wait at the area of rescue assistance until emergency responders arrive to assist them.
- Hearing disabilities: The agency’s buildings are equipped with fire alarm horns/strobes that sound the alarm and flash strobe lights. The strobe lights are for individuals with who are deaf and/or hard of hearing. Individuals with hearing disabilities may not notice or hear emergency alarms and will need to be alerted of emergency situations.
- Visual disabilities: The agency’s buildings are equipped with fire alarm horn/strobes that sound the alarm and flash strobe lights. The horn will alert individuals who are blind or have visual disabilities of the need to evacuate. Most individuals with visual disabilities will be familiar with their immediate surroundings and frequently traveled routes. Since the emergency evacuation route is likely different from the common traveled route, individuals with visual disabilities may need assistance in evacuating. The assistant should offer assistance, and if accepted, guide the individual with a visual disability through the evacuation route.

Severe Weather Evacuation Options:

Individuals with disabilities or who are in need of assistance during an evacuation have three evacuation options based on their location in their building:

- Horizontal evacuation: If located on the ground or basement floor, severe weather shelter areas are located throughout each floor;
- Elevator evacuation: If there are no safe areas above the ground floor, the elevator may be used to evacuate to the ground or basement levels; and/or
- Shelter in Place: Seeking shelter in a designated severe weather shelter and remaining there until the all clear is used.

IX. GOALS AND TIMETABLES

Through the utilization analysis, the agency has determined which job categories are underutilized for women, minorities, and individuals with disabilities within the agency and has set the following hiring goals for the next two years (reference Table 2 in the Appendix of this Plan).

Availability:

The agency determined the recruitment area to be metro area for all job categories except Officials/Administrators – that group’s recruitment area was determined to be statewide since recruitment for these positions is typically broader (i.e. statewide, and sometimes nationwide). Admin did not improve in reaching its goals in part to higher availability percentages due to the new census data being released.

Underutilization Analysis worksheets are attached in the Appendix. Numbers less than 10 are indicated with “<10” in accordance with Minnesota Management and Budget’s guidance on data privacy.

Women:

At the agency, the population of women has improved in the following job categories: (1) Officials/Administrators and (2) Office Clerical; and has not improved in the Professionals category: The opportunity to fill multiple vacancies and our use of a new diversity-specific recruitment tool (sponsored by MMB) are the likely factors that lead to the agency’s improvement. A new opportunity is to work toward improvement for 2014-16 in the representation of females within the professionals category.

Minorities:

At the agency, the population of minorities has improved in the Office/Clerical job category; remained the same in the Officials/Administrators and Technician categories; and has not improved in the Professionals, Skilled Craft, and Service Maintenance categories. We anticipate improving in these areas assuming that we have the opportunity to fill multiple vacancies; we will use of a new diversity-specific recruitment tool (sponsored by MMB) and other targeted recruitment strategies to work toward improvements.

Individuals with Disabilities:

Within the Office of the Secretary of State, the population of individuals with disabilities has improved in the following job categories: Professionals, Office Clerical, Skilled Craft, and Service Maintenance, remained the same for Officials/Administrators, and Technicians. In other words, there were no categories where we did not at least maintain our 2012-2014 status. These data are excellent and may be the result of a variety of factors: multiple opportunities to hire new talent, use of a new diversity-focused recruitment tool (available via MMB), a change in the official availability percentage, and – perhaps – better self-identification by new and current employees.

See “Action Items” in the following section for a variety of means to consider in enhancing the representation of individuals with disabilities within the Officials/Administrators and Technicians job categories.

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Table 2. Underutilization Analysis and Hiring Goals for 2014-2016

| Job Categories | UNDERUTILIZATION – # OF INDIVIDUALS | | | HIRING GOALS FOR 2014-2016 | | |
|--------------------------|-------------------------------------|---------------------------------|-------------------------------------|----------------------------|---------------------------------|-------------------------------------|
| | Women | Racial/ Ethnic Minorities | Individuals With Disabilities | Women | Racial/ Ethnic Minorities | Individuals With Disabilities |
| Officials/Administrators | 0 | 2 | 2 | 0 | 2 | 2 |
| Professionals | 0 | 4 | 0 | 0 | 4 | 0 |
| Office/Clerical | 0 | 0 | 0 | 0 | 0 | 0 |
| Technicians | 0 | 1 | 1 | 0 | 1 | 1 |
| Skilled Craft | 4 | 6 | 2 | 4 | 6 | 2 |
| Service Maintenance | 38 | 6 | 4 | 10 | 3 | 2 |

X. AFFIRMATIVE ACTION PROGRAM OBJECTIVES

In pursuing the agency's commitment to affirmative action, the agency will take the following actions during 2014-2016:

Objective #1: Continuous Process Improvement – continue to implement results of recent CI process evaluation and develop and build new/ revised processes.

Action Steps:

1. Review current practice and identify and develop improved, best practice in the Pre-Employment review process.
2. Communicate with managers/supervisors "up front" and throughout the selection process regarding diversity-related matters per the new "Vacancy Filling Checklist" items.
3. Clarify and further delineate affirmation action roles.
4. Review orientation processes to ensure that diversity needs and expectations are met (content, delivery, location, materials, etc.).
5. Assess needs and develop processes to enhance retention efforts as needed (see Item C on the following pages).
6. Require "General Behavior Expectations" in all position descriptions (includes respect for others, valuing diversity, etc.).
7. Develop tools/forms to monitor the interview and selection process to ensure that unbiased hiring decisions are made.
8. Continue to monitor all phases of the recruitment and selection process, and build ongoing conversations with managers and supervisors through the hiring process.
9. Develop means to fully analyze and understand separation data; incorporate findings within retention plan. Create opportunities to dialogue with various groups about retention and means to enhance desired retention.
10. Work with internal staff to review our emergency practices related to individuals with disabilities (e.g. identify contact(s) for each building as needed).

Evaluation: This is a new objective.

Objective #2: Recruitment Planning – identify agency recruitment needs, assess current practices and identify best processes to better meet future recruitment needs, and to plan and document recruitment/outreach activities.

Action Steps:

1. Develop an active, robust recruitment strategy.
2. Fully use the consolidated, statewide resources available for all relevant vacancies (e.g. MMB's enterprise-wide, diversity focused, MMBs diversity email list; DEED "Job Bank", etc.).

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3. Develop standard and targeted recruitment plans for all relevant vacancies (including sources used, costs, evaluation, and future recommendations) and track within the HR Staffing database. Explore development of an annual recruitment plan to meet ongoing/recurring needs.
4. Involve managers/supervisors in recruitment planning for all relevant vacancies.
5. Track recruitment results and evaluate.
6. Develop a list of standard recruitment sources for Admin vacancies.
7. Explore partnering with other agencies and MMB-Recruitment to meet current and future staffing needs – represent the agency and State of Minnesota at events when feasible.
8. Develop basic recruitment materials to market Department of Administration as a desirable employer.

Evaluation: This is a new objective.

Objective #3: Interns, Trainees, Community Outreach, and Internal Outreach– Develop multiple means to attract and develop current and future talent pools.

Action Steps:

1. Encourage and increase participation in Internship and other student employment programs; promote at the agency level and with managers and supervisors.
2. Develop capacity to better use social media for enhanced external recruitment (target to specific groups, educational contacts, etc.).
3. Develop relationships, “talent pipelines”, and trainee-like programs for hard-to-fill positions where possible (e.g. Dunwoody Institute for Electrician, Machinist careers).
4. Develop and implement a SEEDs program for GMW’s (similar to MnDOT’s program).
5. Explore use of the St. Paul Public Schools “Focus Beyond” volunteer program for students with disabilities.
6. Explore partnerships with community and technical colleges to meet specialized needs and as a source of interns.
7. Participate in Internship career fairs, Employer-of-the-Day events at DEED, Metro State University’s Diversity Networking and Job Fair, etc. - as resources permit.
8. Create means to recruit and/or offer development opportunities internally.

Evaluation: This is a new action.

Objective #4: Explore and form a Diversity and Inclusion Committee (if sufficient interest is available).

Action Steps:

1. Assess internal interest, needs, and resources.
2. Solicit employee interest in participating in the planning of Committee meeting, trainings, activities, etc.
3. Continue offering diversity training to provide opportunities for new knowledge, insights, and open discussion (events, video conferences, computer-based learning, etc.).
4. Encourage manager/supervisor attendance at annual Minnesota Human Rights Symposium as relevant.

Evaluation: This is a new action.

XI. METHODS OF AUDITING, EVALUATING, AND REPORTING PROGRAM SUCCESS

A. Pre-Employment Review Procedure/Monitoring the Hiring Process

The agency will evaluate its selection process to determine if its requirements unnecessarily screen out a disproportionate number of women, minorities, or individuals with disabilities. The agency will use the monitoring the hiring process form for every hire to track the number of women, minorities, and individuals with disabilities, in each stage of the selection process. Directors, managers, and supervisors will work closely with human resources and the Affirmative Action Officer in reviewing the requirements for the position, posting the position, and interviewing and selection to ensure that equal opportunity and affirmative action is carried out. Directors, managers, and supervisors will be asked to document their hiring decisions and equal opportunity professionals will review for bias.

Any time the agency cannot justify a hire, the agency takes a missed opportunity. Agency leadership will be asked to authorize the missed opportunity. The agency will report the number of affirmative and nonaffirmative hires as well as missed opportunities to Minnesota Management and Budget on a quarterly basis.

When candidates are offered interviews, employees scheduling interviews will describe the interview format to the candidate and provide an invitation to request a reasonable accommodation for individuals with disabilities to allow the candidate equal opportunity to participate in the interview process. For example, describe if interview questions are offered ahead of time or what technology may be used during the interview process. This allows for an individual with a disability to determine if they may need a reasonable accommodation in advance of the interview.

All personnel involved in the selection process will be trained and accountable for the agency's commitment to equal opportunity and the affirmative action program and its implementation.

B. Pre-Review Procedure for Layoff Decisions

The Affirmative Action Officer, in conjunction with the agency's human resources office, shall be responsible for reviewing all pending layoffs to determine their effect on the agency's affirmative action goals and timetables.

If it is determined that there is an adverse impact on protected groups, the agency will document the reasons why the layoff is occurring, such as positions targeted for layoff, applicable personnel policies or collective bargaining agreement provisions, or other relevant reasons. The agency will determine if other alternatives are available to minimize the impact on protected groups.

C. Other Methods of Program Evaluation

The agency submits the following compliance reports to Minnesota Management and Budget as part of the efforts to evaluate the agency's affirmative action program:

- Quarterly Monitoring the Hiring Process Reports;
- Biannual Affirmative Action Plan;
- Annual Americans with Disabilities Act Report;
- Annual Internal Complaint Report; and
- Disposition of Internal Complaint (within 30 days of final disposition).
-

The agency also evaluates the Affirmative Action Plan in the following ways:

- Monitors progress toward stated goals by job category;
- Analyzes employment activity (hires, promotions, and terminations) by job category to determine if there is adverse impact;
- Analyzes compensation program to determine if there are patterns of discrimination;
- Reviews the accessibility of online systems, websites, and ensures that reasonable accommodations can be easily requested; and
- Discusses progress with agency leadership on a periodic basis and makes recommendations for improvement.

XII. RECRUITMENT PLAN

The objective of this recruitment plan is to ensure the agency's recruitment programs are publicly marketed, attract, and obtain qualified applicants, enhance the image of state employment, and to assist in meeting the affirmative action goals to achieve a diverse workforce.

Recruitment costs incurred during the 2012-2014 plan year total: \$6,200

Below are various recruitment methods or strategies utilized by the agency during the past year and plans for the upcoming plan years 2014-2016.

A. Advertising Sources

Admin used the following array of advertising sources to attract qualified applicants during the 2012-2014 plan period (e.g.. websites, job boards, newspapers, memberships, listservs, staffing agencies, etc.): Monster.com, Dice, Mn Society of Health Pharmacists, various professional pharmacist sites, LinkedIn, Star Tribune (print and online), Council of Nonprofits, MMB's diversity email list, DEED's MnWorks site, etc. We will formally evaluate each sourced used in all future recruitments to assess effectiveness, return on investment, and utility for attracting a diverse pool of applicants.

B. Job and Community Fairs

Admin will plan for future participation in job and community fairs to attract qualified applicants during the 2014-2016 plan period based on research and recommendation on the most relevant sources; we will focus our work specifically on any relevant opportunities to partner with MMB and other agencies as resources permit (e.g. job fairs, community events, conferences, etc.) – e.g. annual Human Rights Conference, DEED Employer of the Day, etc. We will formally evaluate each sourced used in all future recruitments to assess effectiveness, return on investment, and utility for attracting a diverse pool of applicants.

C. College and University Recruitment Events

Admin attended the following college/university recruitment events during the 2012-2014 plan period (college job fairs, mock interviews, employer panels, college/classroom visits, etc.): Minnesota Private College Council’s Job Fair; University of Minnesota’s College of Liberal Arts Job Fair; University of Minnesota’s IT Symposium, Dunwoody Institute’s career/teach representatives, etc. We will formally evaluate each college/university source used in all future recruitments to assess effectiveness, return on investment, and utility for attracting a diverse pool of applicants.

D. Recruitment for Individuals with Disabilities

Review of job postings for physical and sensory requirements and ensure that qualifications in job postings are inclusive and do not pose any unnecessary barriers. The agency will review all job postings for physical and sensory requirements and determine if the qualifications for the position are job-related and consistent with business necessity. Additionally, our agency will edit language pertaining to physical and sensory requirements and change this language to reflect more inclusive language for job qualifications.

1) Self-Identification

At the time of application and once a year, the agency will communicate to our employees that we collect summary data related to the number of individuals who have applied for positions and who are in our workforce. We will inform employees that we collect this summary data to make determinations about where we need to improve in terms of recruitment, selection, or retention of individuals with disabilities.

2) Supported Employment (M.S. 43A.191, Subd. 2(d))

- a. The agency supports the employment of individuals with disabilities and will review vacant positions to determine if job tasks can be performed by a supported employment workers. We will work with community organizations that provide employment services to individuals with disabilities to recruit for these positions.
- b. Implement and ensure that reviews of positions are taking place. We will work with VRS or the MMB State ADA Coordinator to assist us in our efforts.

3) 700-Hour Program

Where possible, our agency will utilize the 700-hour program which allows our agency to hire an individual with a disability and provide them training. At the end of this period, our agency can hire the individual.

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4) Accessibility Matters Campaign

Our agency will distribute marketing material and resources to our staff to remind them to create accessible electronic documents and systems, so that employees with disabilities coming into the workforce can contribute to the workforce and will be able to access similar information and resources as other employees.

5) Reasonable Accommodations

We will prominently display on our career site that we will provide reasonable accommodation to qualified individuals with a disability who apply for our positions where needed. Once hired, we will educate employees, supervisors, and managers on accommodating employees in the workplace.

6) Strategic Partnerships

Our agency will build strategic partnerships with DEED - Vocational Rehabilitation Services ("VRS"), DEED - State Services for the Blind ("SSB"), and other state agency partners to conduct job evaluations and to assist in recruitment or referral of candidates to open positions. Our agency will work to inform VRS or SSB when a position is posted or prior to a posting, if possible, about the positions. Additionally, we will post positions for at least 7 days to ensure equal opportunity to apply for the position.

7) Self-Analysis

Our agency will conduct periodic self-checks to determine if our systems or documents are accessible, language in our job postings is inclusive, and reasonable accommodations have been provided and staff have been trained on how to provide reasonable accommodations.

8) Reporting

Our agency will conduct a quarterly analysis of the number of individuals with disabilities who have applied for positions and the number of individuals with disabilities hired.

E. Relationship Building and Outreach

- Initial efforts were completed with Dunwoody Institute to explore and preliminarily develop the concept for future "trainee-like" opportunities for their specialized trades programs.
- Developed contacts and ongoing relationships to promote and select students for Admin's Fellowship and other internship programs (e.g. with the Humphrey Institute).
- Participated in U of M College of Liberal Arts-Career Panel presentation.

We will formally evaluate each sourced used in all future recruitments to assess effectiveness, return on investment, and utility for attracting a diverse pool of applicants. We will continue to identify and forge new relationships as opportunities become available.

F. Internships

Admin used internship programs during the 2012-2014 plan year, including the following: MMB-sponsored use of the City of St. Paul's "Right Track" program, the Fellowship program, etc. Additionally, we will explore new Internship program options and opportunities – e.g. St. Paul Public Schools "Focus Beyond" intern/volunteer program.

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G. Supported Employment (M.S. 43A.191, Subd. 2(d))

The agency supports the employment of individuals with disabilities and will review vacant positions to determine if job tasks can be performed by a supported employment workers. We will work with community organizations that provide employment services to individuals with disabilities to recruit for these positions.

H. Additional Recruitment Activities

We will continue use of job boards, college/university programs, high school programs (Right Track); and begin to post all vacancies on the agency's main web page and the State of Minnesota's SharePoint site.

However, resource constraints limit our ability to expand recruitment efforts across all job categories (i.e. existing funding and staff resources are limited); efforts should be focused on targeted needs and opportunities for recruiting in partnership with other State agencies.

XIII. RETENTION PLAN

The agency is committed the recruitment of women, minorities, and individuals with disabilities – and also to the retention of these protected groups.

A. Individual(s) Responsible for the Agency's Retention Program/Activities

Human Resources in partnership with managers and supervisors.

B. Separation Analysis by Protected Groups

Dismissal/non-certification, resignation, and layoff data groups were reviewed for patterns and/or extreme values. Separation patterns are generally at similar rates between groups. However, additional historic information will need to be collected and evaluated to fully analyze the data. Additionally, the numbers are generally very small and don't readily yield significant data results nor comparative insight. In depth evaluation of this information will be an Objective/ Action Item for our 2014-2016 retention assessment and program development.

C. Methods of Retention of Protected Groups

Explore feasibility and develop one or more of the following:

- Create employee resource groups.
- Continue to create learning/education opportunities related to diversity and cultural competence.
- Continue to review and ensure accessibility as possible.
- Continue to conduct, analyze, and use the results of engagement surveys to develop, correct, or revise practices.
- Create and implement networking and/or mentoring opportunities.
- Evaluate current orientation process to ensure the agency's practices create a welcoming orientation.

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APPENDIX

COMPLAINT OF DISCRIMINATION/HARASSMENT FORM

Minnesota Department of Administration
 658 Cedar Street
 St. Paul, MN 55155
 651-201-2626

PLEASE READ BEFORE COMPLETION OF FORM

Any complaint of discrimination/harassment is considered confidential data under Minnesota Statute 13.39, Subd. 1 and 2. This information is being collected for the purpose of determining whether discrimination/harassment has occurred. You are not legally required to provide this information, but without it, an investigation cannot be conducted. This information may only be released to the Affirmative Action Officer or designee, the complainant, the respondent and appropriate personnel.

| Complainant (You) | | |
|--------------------------|-----------------------|---------------------------|
| Name | Job Title | |
| Work Address | City, State, Zip Code | Telephone |
| Agency | Division | Manager/Supervisor's Name |

| Respondent (Individual Who Discriminated Against/Harassed You) | | |
|---|-----------------------|---------------------------|
| Name | Job Title | |
| Work Address | City, State, Zip Code | Telephone |
| Agency | Division | Manager/Supervisor's Name |

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| The Complaint | | |
|---|--|--|
| Basis of Complaint (Place an "X" in the box for all that apply): | | |
| <input type="checkbox"/> Race | <input type="checkbox"/> Disability | <input type="checkbox"/> Sexual Orientation |
| <input type="checkbox"/> Sex (Gender) | <input type="checkbox"/> Marital Status | <input type="checkbox"/> Status with Regard to Public Assistance |
| <input type="checkbox"/> Age | <input type="checkbox"/> Familial Status | <input type="checkbox"/> Membership or Activity in a Local Human Rights Commission |
| <input type="checkbox"/> Color | <input type="checkbox"/> National Origin | <input type="checkbox"/> Religion |
| <input type="checkbox"/> Creed | | |

Date most recent act of discrimination or harassment took place:

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

Describe how you believe that you have been discriminated or harassed against (names, dates, places, etc.). Use a separate sheet of paper if needed and attach to this form.

| Information on Witnesses Who Can Support Your Case | | |
|---|--------------|----------------|
| Name | Work Address | Work Telephone |
| 1. | | |
| 2. | | |
| 3. | | |

Additional witnesses may be listed in "Additional Information" or on a separate sheet attached to this form.

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

| Signatures |
|-------------------|
|-------------------|

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| Signatures | |
|---|-------------|
| Complainant Signature | Date |
| Affirmative Action Officer Signature | Date |



**State of Minnesota – Dept of Administration
Employee/Applicant Request for Americans with Disabilities Act (“ADA”)
Reasonable Accommodation Form**

The State of Minnesota is committed to complying with the Americans with Disabilities Act (“ADA”) and the Minnesota Human Rights Act (“MHRA”). To be eligible for an ADA accommodation, you must be 1) qualified to perform the essential functions of your position and 2) have a disability that limits a major life activity or function. The ADA Coordinator/Designee will review each request on an individualized case-by-case basis to determine whether or not an accommodation can be made.

| | |
|---------------------------------|----------------------|
| Employee/Applicant Name: | Job Title: |
| Work Location: | Phone Number: |

Data Privacy Statement: This information may be used by your agency human resources representative, ADA Coordinator or designee, your agency legal counsel, or any other individual who is authorized by your agency to receive medical information for purposes of providing reasonable accommodations under the ADA and MHRA. This information is necessary to determine whether you have a disability as defined by the ADA or MHRA, and to determine whether any reasonable accommodation can be made. The provision of this information is strictly voluntary; however, if you refuse to provide it, your agency may refuse to provide a reasonable accommodation.

A. Questions to clarify accommodation requested.

1. What specific accommodation are you requesting?
2. If you are not sure what accommodation is needed, do you have any suggestions about what options we can explore?
YES NO
a. If yes, please explain.

B. Questions to document the reason for the accommodation request (*please attach additional pages if necessary*).

1. What, if any, job function are you having difficulty performing?

Reasonable Accommodation Request Form, Page 2

2. What, if any, employment benefits are you having difficulty accessing?

3. What limitation, as result of your physical or mental impairment, is interfering with your ability to perform your job or access an employment benefit?

4. If you are requesting a specific accommodation, how will that accommodation be effective in allowing you to perform the functions of your job?

Information Pertaining to Medical Documentation: In the context of assessing an accommodation request, medical documentation may be needed to determine if the employee has a disability covered by the ADA and to assist in identifying an effective accommodation. The ADA Coordinator or designee in each agency is tasked with collecting necessary medical documentation. In the event that medical documentation is needed, the employee will be provided with the appropriate forms to submit to their medical provider. The employee has the responsibility to ensure that the medical provider follows through on requests for medical information.

This authorization does not cover, and the information to be disclosed should not contain, genetic information. "Genetic Information" includes: Information about an individual's genetic tests; information about genetic tests of an individual's family members; information about the manifestation of a disease or disorder in an individual's family members (family medical history); an individual's request for, or receipt of, genetic services, or the participation in clinical research that includes genetic services by the individual or a family member of the individual; and genetic information of a fetus carried by an individual or by a pregnant woman who is a family member of the individual and the genetic information of any embryo legally held by the individual or family member using an assisted reproductive technology.

Employee/Applicant Signature: _____

Date: _____

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UNDERUTILIZATION ANALYSIS – see following Page

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APPENDIX: Agency Profile and Organizational Chart

What does the Minnesota Department of Administration do? Under state law, the Commissioner of Administration is tasked with overseeing and managing the administrative functions of other executive branch state agencies, including their purchasing and contracting, facilities management and more. State law also grants Admin the authority to engage in strategic planning efforts for the state and to investigate and study the management of state agencies, reorganizing them when necessary to ensure effective and efficient operations.

With \$176.5 million in annual operating costs and 475 full-time employees, Admin oversees \$2.1 billion in state purchases, maintains 4.4 million square feet of owned space and leases an additional 3.6 million square feet of space for over 100 state agencies, boards and councils. The agency also insures \$12 billion in property and 13,400 vehicles, and manages over 400 building projects and \$166 million in capital appropriations.

Below is a list of the Agency's teams:

Materials Management oversees \$2.1 billion in goods and services purchases annually. The division offers volume discounts to state agencies and local units of government through 1,600 enterprise contracts and the two largest multi-state cooperative purchasing programs in the nation.

Plant Management maintains and operates 22 state-owned buildings, including the State Capitol, plus 32 parking facilities, 25 monuments, and associated grounds for a total of 4.4 million square feet. The division also coordinates events on the Capitol Complex and is currently assisting in the restoration of the State Capitol and Governor's Residence.

Real Estate and Construction Services manages over 400 construction projects and 800 property leases annually. Overall, the state has a real property footprint that includes 5,585 buildings and gross square feet and acreage equaling about 5.5 percent of the state.

Risk Management insures over \$12 billion of the State's assets and delivers workers' compensation services for nearly 50,000 state employees. The division takes a proactive approach with a focus on safety and loss control efforts that strive to minimize the incidence of injuries, accidents, and other damages and losses.

Fleet Services leases vehicles to state agencies for official state business. The division's lease program manages vehicle acquisition and disposition, fueling, maintenance, auto insurance, and life-cycle management for roughly 1,000 vehicles. There are roughly 7,500 vehicles in the state fleet, with annual expenses estimated at \$89 million.

Surplus Services assists with the redistribution, reuse and disposal of state and federal surplus property. Property is redistributed to eligible donees – which includes state and local governments, nonprofit health and educational organizations, programs for low-income, needy and homeless persons, and other service groups. The division also operates the state auction program which sells surplus property to the public via live and online auctions.

The **State Demographic Center** provides population estimates and projections for the state, along with broader analysis and monitoring of key trends. The office distributes demographic data from the federal government and other sources and is Minnesota's liaison to the United States Census Bureau.

The **Information Policy Analysis Division** provides technical assistance and consultation on Minnesota's data practices act, the Open Meeting law, and other information policy laws. The division

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also works with organizations, individuals, and government entities in drafting, proposing and tracking legislation related to government information policy.

The **Office of Grants Management** works in partnership with more than 30 state agencies and organizations to standardize, streamline and improve state grant-making practices and increase public information about state grant opportunities. The office manages over \$12 million in grants, sets policy for incoming grant funds, and monitors performance of grantees that are awarded grant funding.

The **Office of the State Archaeologist** manages the State's archaeological resources including sites and data on behalf of Minnesota citizens. The office sponsors, conducts and directs research into the prehistoric and historic archaeology of Minnesota and reviews and licenses proposed construction projects and related archaeological field investigations to determine the potential for adverse impacts to archaeological sites.

The **Minnesota Governor's Council on Development Disabilities** works to assure that persons with developmental disabilities receive the necessary support to achieve increased independence, self-determination, productivity, and integration into the community.

The **System of Technology to Achieve Results (STAR) Program** helps Minnesotans with disabilities gain access to assistive technology they need to live, learn, work and play.

Communications and Planning directs the agency's communications and legislative affairs work.

Admin's Financial Management and Human Resources teams provide administrative services internally within the agency, overseeing strategic and operational planning, performance management, financial management, internal controls, budget planning, human resources, and information technology. The divisions also provide the same finance, human resources and other support services to 10 small agencies, boards and councils.

Organization Chart: See APPENDIX for an overview of the Department of Administration's organizational design. NOTE: The AA/ADA functions reside in the Human Resources Office, within the role of the Human Resources Director, reporting directly to the Assistant Commissioner for Finance and Administration.

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A. Underutilization Analysis Worksheets

See this Plan's APPENDIX for Underutilization Analysis summary information.

B. Separation Analysis by Protected Groups Worksheets

See this Plan's APPENDIX for Separation Analysis summary information.



2010 LABOR FORCE AVAILABILITY

2010 MINNEAPOLIS-ST. PAUL METROPOLITAN STATISTICAL AREA (MSA) LABOR FORCE AVAILABILITY

| Job Categories | Women | Racial/Ethnic Minorities | Individuals With Disabilities |
|-------------------------------|-------|--------------------------|-------------------------------|
| Officials/Administrators | 42.9% | 9.5% | 7% |
| Professionals | 53.7% | 12.5% | 7% |
| Protected Services: Sworn | 22.2% | 16.1% | 7% |
| Protected Services: Non-sworn | 59.1% | 11.9% | 7% |
| Office/Clerical | 61.3% | 13.4% | 7% |
| Technicians | 51.0% | 14.0% | 7% |
| Skilled Craft | 6.5% | 12.2% | 7% |
| Service Maintenance | 43.9% | 26.6% | 7% |

2010 MINNESOTA STATEWIDE LABOR FORCE AVAILABILITY

| Job Categories | Women | Racial/Ethnic Minorities | Individuals With Disabilities |
|-------------------------------|-------|--------------------------|-------------------------------|
| Officials/Administrators | 40.2% | 7.6% | 7% |
| Professionals | 55.7% | 10.6% | 7% |
| Protected Services: Sworn | 21.5% | 13.2% | 7% |
| Protected Services: Non-sworn | 60.1% | 10% | 7% |
| Office/Clerical | 63.4% | 10.5% | 7% |
| Technicians | 57.2% | 10.6% | 7% |
| Skilled Craft | 6.3% | 8.8% | 7% |
| Service Maintenance | 44.4% | 19.5% | 7% |

2010 NATIONAL LABOR FORCE AVAILABILITY

| Job Categories | Women | Racial/Ethnic Minorities | Individuals With Disabilities |
|-------------------------------|-------|--------------------------|-------------------------------|
| Officials/Administrators | 40.4% | 21.7% | 7% |
| Professionals | 55.4% | 24.7% | 7% |
| Protected Services: Sworn | 19.4% | 35.4% | 7% |
| Protected Services: Non-sworn | 52.9% | 28.2% | 7% |
| Office/Clerical | 64.1% | 30% | 7% |
| Technicians | 56.2% | 29% | 7% |
| Skilled Craft | 5.5% | 30.7% | 7% |
| Service Maintenance | 42.8% | 43.5% | 7% |

| 2010 MINNEAPOLIS-ST. PAUL METROPOLITAN STATISTICAL AREA (MSA) LABOR FORCE AVAILABILITY | | | |
|---|--------------|---------------------------------|--------------------------------------|
| Job Categories | Women | Racial/Ethnic Minorities | Individuals With Disabilities |
| Officials/Administrators | 42.9% | 9.5% | 7% |
| Professionals | 53.7% | 12.5% | 7% |
| Protected Services: Sworn | 22.2% | 16.1% | 7% |
| Protected Services: Non-sworn | 59.1% | 11.9% | 7% |
| Office/Clerical | 61.3% | 13.4% | 7% |
| Technicians | 51.0% | 14.0% | 7% |
| Skilled Craft | 6.5% | 12.2% | 7% |
| Service Maintenance | 43.9% | 26.6% | 7% |

| 2010 MINNESOTA STATEWIDE LABOR FORCE AVAILABILITY | | | |
|--|--------------|---------------------------------|--------------------------------------|
| Job Categories | Women | Racial/Ethnic Minorities | Individuals With Disabilities |
| Officials/Administrators | 40.2% | 7.6% | 7% |
| Professionals | 55.7% | 10.6% | 7% |
| Protected Services: Sworn | 21.5% | 13.2% | 7% |
| Protected Services: Non-sworn | 60.1% | 10% | 7% |
| Office/Clerical | 63.4% | 10.5% | 7% |
| Technicians | 57.2% | 10.6% | 7% |
| Skilled Craft | 6.3% | 8.8% | 7% |
| Service Maintenance | 44.4% | 19.5% | 7% |

| 2010 NATIONAL LABOR FORCE AVAILABILITY | | | |
|---|--------------|---------------------------------|--------------------------------------|
| Job Categories | Women | Racial/Ethnic Minorities | Individuals With Disabilities |
| Officials/Administrators | 40.4% | 21.7% | 7% |
| Professionals | 55.4% | 24.7% | 7% |
| Protected Services: Sworn | 19.4% | 35.4% | 7% |
| Protected Services: Non-sworn | 52.9% | 28.2% | 7% |
| Office/Clerical | 64.1% | 30% | 7% |
| Technicians | 56.2% | 29% | 7% |
| Skilled Craft | 5.5% | 30.7% | 7% |
| Service Maintenance | 42.8% | 43.5% | 7% |

- a. Source: American Fact Finder, operated by the U.S. Census Bureau.
- b. Labor Statistics for women and minorities compiled from the American Community Survey (2006-2010), released in March of 2013. Statistics for individuals with disabilities and veterans are taken from OFCCP (Office of Federal Contract Compliance Programs) and are based upon data derived from the American Community Surveys (2006-2010). Source: American Fact Finder, operated by the U.S. Census Bureau.

APPENDIX**ORGANIZATION CHART****Minnesota Department of Administration****SEPARATION ANALYSIS 2012-2014**

Worksheet for conducting separation analysis of protected group members as total separations and in each job category.

| TOTAL SEPARATIONS | | | | | | | | |
|--------------------------------|---------------------|----------------|------------------------------|-------------------|-----------------------------------|------------------------|---|------------------------------------|
| Types of Separation | Total Number | Total % | Total Number of Women | % of Women | Total Number of Minorities | % of Minorities | Total Number of Individ w/Disabilities | % of Individ w/Disabilities |
| Dismissal or Non-Certification | 8 | 9.09% | 2 | 25.00% | 4 | 50.00% | 1 | 12.50% |
| Resignations | 28 | 31.82% | 12 | 42.86% | 4 | 14.29% | 0 | 0.00% |
| Enhanced Separation | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Retirement | 49 | 55.68% | 13 | 26.53% | 6 | 12.24% | 6 | 12.24% |
| Deaths | 1 | 1.14% | 1 | 100.00 % | 0 | 0.00% | 0 | 0.00% |
| Lay-off | 2 | 2.27% | 1 | 50.00% | 0 | 0.00% | 0 | 0.00% |
| Termination without Rights | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Total Separations | 88 | 100.00% | 29 | 32.95% | 14 | 15.91% | 7 | 7.95% |

APPENDIX**ORGANIZATION CHART**

| OFFICIALS/ADMINISTRATORS | | | | | | | | |
|---------------------------------|---------------------|----------------|------------------------------|-------------------|-----------------------------------|------------------------|---|------------------------------------|
| Types of Separation | Total Number | Total % | Total Number of Women | % of Women | Total Number of Minorities | % of Minorities | Total Number of Individ w/Disabilities | % of Individ w/Disabilities |
| Dismissal or Non-Certification | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Resignations | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Enhanced Separation | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Retirement | 6 | 100.00% | 0 | 0.00% | 0 | 0.00% | 1 | 16.67% |
| Deaths | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Lay-off | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Termination without Rights | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Total Separations | 6 | 100.00% | 0 | 0.00% | 0 | 0.00% | 1 | 16.67% |

APPENDIX**ORGANIZATION CHART**

| PROFESSIONALS | | | | | | | | |
|--------------------------------|---------------------|----------------|------------------------------|-------------------|-----------------------------------|------------------------|---|------------------------------------|
| Types of Separation | Total Number | Total % | Total Number of Women | % of Women | Total Number of Minorities | % of Minorities | Total Number of Individ w/Disabilities | % of Individ w/Disabilities |
| Dismissal or Non-Certification | 3 | 9.68% | 1 | 33.33% | 1 | 33.33% | 0 | 0.00% |
| Resignations | 14 | 45.16% | 10 | 71.43% | 2 | 14.29% | 0 | 0.00% |
| Enhanced Separation | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Retirement | 12 | 38.71% | 6 | 50.00% | 1 | 8.33% | 1 | 8.33% |
| Deaths | 1 | 3.23% | 1 | 100.00% | 0 | 0.00% | 0 | 0.00% |
| Lay-off | 1 | 3.23% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Termination without Rights | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Total Separations | 31 | 100.00% | 18 | 58.06% | 4 | 12.90% | 1 | 3.23% |

APPENDIX**ORGANIZATION CHART**

| OFFICE/CLERICAL | | | | | | | | |
|--------------------------------|---------------------|----------------|------------------------------|-------------------|-----------------------------------|------------------------|---|----------------------------------|
| Types of Separation | Total Number | Total % | Total Number of Women | % of Women | Total Number of Minorities | % of Minorities | Total Number of Indiv w/Disabilities | % of Indiv w/Disabilities |
| Dismissal or Non-Certification | 3 | 25.00% | 1 | 33.33% | 1 | 33.33% | 1 | 33.33% |
| Resignations | 1 | 8.33% | 1 | 100.00% | 0 | 0.00% | 0 | 0.00% |
| Enhanced Separation | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Retirement | 7 | 58.33% | 5 | 71.43% | 1 | 14.29% | 0 | 0.00% |
| Deaths | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Lay-off | 1 | 8.33% | 1 | 100.00% | 0 | 0.00% | | 0.00% |
| Termination without Rights | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Total Separations | 12 | 100.00% | 8 | 66.67% | 2 | 16.67% | 1 | 8.33% |

APPENDIX**ORGANIZATION CHART**

| TECHNICIANS | | | | | | | | |
|--------------------------------|---------------------|----------------|------------------------------|-------------------|-----------------------------------|------------------------|---|----------------------------------|
| Types of Separation | Total Number | Total % | Total Number of Women | % of Women | Total Number of Minorities | % of Minorities | Total Number of Indiv w/Disabilities | % of Indiv w/Disabilities |
| Dismissal or Non-Certification | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Resignations | 1 | 50.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Enhanced Separation | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Retirement | 1 | 50.00% | 1 | 100.00% | 0 | 0.00% | 1 | 100.00% |
| Deaths | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Lay-off | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Termination without Rights | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Total Separations | 2 | 100.00% | 1 | 50.00% | 0 | 0.00% | 1 | 50.00% |

APPENDIX**ORGANIZATION CHART**

| SKILLED CRAFT | | | | | | | | |
|--------------------------------|--------------|---------|-----------------------|------------|----------------------------|-----------------|--|-----------------------------|
| Types of Separation | Total Number | Total % | Total Number of Women | % of Women | Total Number of Minorities | % of Minorities | Total Number of Individ w/Disabilities | % of Individ w/Disabilities |
| Dismissal or Non-Certification | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Resignations | 6 | 46.15% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Enhanced Separation | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Retirement | 7 | 53.85% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Deaths | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Lay-off | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Termination without Rights | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Total Separations | 13 | 100.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |

APPENDIX**ORGANIZATION CHART**

| SERVICE MAINTENANCE | | | | | | | | |
|--------------------------------|----------------|----------------|-------------------------|-------------------|------------------------------|------------------------|--|----------------------------------|
| Types of Separation | Total # | Total % | Total # of Women | % of Women | Total # of Minorities | % of Minorities | Total # of Indiv w/Disabilities | % of Indiv w/Disabilities |
| Dismissal or Non-Certification | 2 | 8.33% | 0 | 0.00% | 2 | 100.00% | 0 | 0.00% |
| Resignations | 6 | 25.00% | 1 | 16.67% | 2 | 33.33% | 0 | 0.00% |
| Enhanced Separation | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Retirement | 16 | 66.67% | 1 | 6.25% | 4 | 25.00% | 3 | 18.75% |
| Deaths | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Lay-off | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Termination without Rights | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% | 0 | 0.00% |
| Total Separations | 24 | 100.00% | 2 | 8.33% | 8 | 33.33% | 3 | 12.50% |

APPENDIX **ORGANIZATION CHART**
Minnesota Department of Administration

APPENDIX

Emergency Evacuation Plans

- [Administration Building \(PDF\)](#)
- [Centennial Office Building \(PDF\)](#)
- [691 Robert Street/Powerhouse \(PDF\)](#)
- [Olive Street Building \(PDF\)](#)
- [Department of Transportation Central Office \(St. Paul\) \(PDF\)](#)
- [Orville L. Freeman Office Building \(PDF\)](#)
Contact Lonna Beilke or Tim Myers, Department of Health, for appendices or additional information
- [Department of Agriculture/Department of Health Lab \(PDF\)](#)
Contact Tony Becker, Department of Health, for appendices or additional information
- [Elmer L. Andersen Human Services Building \(PDF\)](#)
- [321 Grove Street \(PDF\)](#)

Department of Administration

