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## State of Minnesota

## Department of Health

## July 1, 2022 – June 30, 2024 Affirmative Action Plan

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**Minnesota Department of Health**

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To request an alternative format of this document, please contact the Human Resource Management Office at (651)201-5779 (fax) or via email at [health.hr@state.mn.us](mailto:health.hr@state.mn.us).

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## Statement of Commitment

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Minnesota Administrative Rules, part 3905.0400, subpart 1, item C

This statement reaffirms Minnesota Department of Health (thereafter “the agency”) is committed 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, or subject to harassment, on the basis of race, sex (including pregnancy), color, creed, religion, age, national origin, sexual orientation, gender expression, gender identity, disability, marital status, familial status, status with regard to public assistance, or membership or activity in a local human rights commission.
- The prohibition of discrimination on the basis of sex precludes sexual harassment, gender-based harassment, and harassment based on pregnancy.
- 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 females, racial/ethnic minorities, 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 or Agency Head: Brooke A. G. Date Signed: April 20, 2023

## Executive Summary

Minnesota Administrative Rules, part 3905.0400, subpart 1, item A

This Affirmative Action Plan meets the requirements as set forth in statute, in Administrative Rule, and by Minnesota Management and Budget (MMB). The Plan outlines:

- Affirmative action goals
- Timetables
- Reasonable and assertive hiring and retention methods for achieving these goals

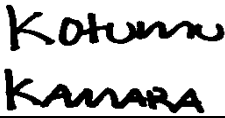
This Affirmative Action review revealed underutilization of the following protected group(s) in the following job categories:

**Table 1 Workforce Underutilization Analysis of Protected Groups**

(x indicates the job categories and protected groups that have underutilization)

Job Categories	Females	Racial/Ethnic Minorities	Individuals with Disabilities
Officials & Administrators	-	-	X
Professionals	-	-	-
Technicians	-	-	X
Paraprofessionals	X	-	-
Office/Clericals	-	-	-

Once complete, information about how to obtain or access a copy of this plan is provided to every employee of the agency. Our intention is to make every employee aware of the Department of Health's commitments to affirmative action and equal employment opportunity. The completed plan is also posted on the agency's website and maintained in the **Human Resources/ Office of Inclusion**.

Affirmative Action Officer or Designee:  Date Signed: 4/18/23

Human Resources Director or Designee:  Date Signed: 4/18/23

Commissioner or Agency Head:  Date Signed: 4/20/23

## Organizational Profile

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Minnesota Department of Health (MDH) mission is to protect, maintain and improve the health of all Minnesotans

### **Vision**

The Department of Health's vision is for health equity in Minnesota, where all communities are thriving, and all people have what they need to be healthy.

### **Our Values**

Our core values are the high standard of honesty and integrity we apply to everything we do. We are honest, trustworthy and transparent in all we do. We strive to do the right thing to achieve the best public health outcomes.

### **Collaboration**

We value the diversity and unique contributions of our employees and partners. We develop positive relationships, foster innovative solutions, and strengthen our capacity to accomplish our mission.

### **Respect**

We uphold a standard of conduct that recognizes and values the contributions of all. We foster a working environment in which listening to and understanding our differences is encouraged and confidences are protected.

### **Science**

We use the best scientific data and methods available to guide our policies and actions to promote healthy living in Minnesota. We rely on the objective facts of evidence-based science to build a strong foundation to address health needs and concerns.

### **Accountability**

We are effective and efficient managers of the public trust and public funds and hold ourselves and others to appropriate high standards. We operate with open communication, transparency, timeliness, and continuous quality improvement.

### **The Department of Health provides the following services:**

- Birth and death certificates
- Around-the-clock monitoring for infection diseases
- Assurance that water and food are safe to drink and eat
- A swift, effective response to disease outbreaks and public health emergencies
- Investigation into novel illnesses
- Planning with hospitals and health care systems to rapidly care for large numbers of injured or ill victims
- An immunization program for preventable diseases
- Data to identify economic trends such as health and medical system

- Quality measurement and public reporting of clinical care
- Statewide health improvements that focus on policy, environmental and system changes in communities
- Assurance that inappropriate care in nursing homes, hospitals and other care facilities is corrected
- Planning to help ensure rural Minnesotans have access to care
- Statewide food programs for women, infants and children
- Information about health behaviors and chronic disease prevention for diseases that are most prevalent, costly and preventable
- Information about effective approaches to improving health and reducing the state's incidence of chronic diseases
- Efforts to eliminate health disparities between Minnesota's different ethnic populations
- Programs that encourage people to make healthy choices
- Advice about reducing environmental and pollution risks to health
- Assurance the dead are disposed of properly

## Individuals Responsible for Directing/Implementing the Affirmative Action Plan

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Minnesota Administrative Rules, part 3905.0400, subpart 1, item B

### A. Commissioner

#### Responsibilities

The Commissioner is responsible for establishing an Affirmative Action Plan, including goals, timetables, and compliance with all federal and state laws and regulations. Quarterly, the Commissioner reports the agency's progress in meeting its affirmative action goals and objectives to the Commissioner of Minnesota Management & Budget (MMB). The Commissioner, through the Commissioner of MMB, will report annually to the Governor and the Legislature the agency's progress in meeting its affirmative action goals and objectives.

#### Duties

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

- 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 discriminatory harassment
- Issue a statement affirming the department's commitment to affirmative action and equal employment opportunity and ensure the statement is shared with all employees
- Make decisions and changes in policies, procedures or physical accommodations as needed to implement effective affirmative action in the agency
- Actively promote equal employment opportunity and incorporate diversity and inclusion principles in annual business plans, strategic plans, and the agency's mission
- Notify all contractors and sub-contractors with the department of their affirmative action responsibilities
- Enforce equal employment opportunity in affirmative and non-affirmative hiring decisions reviewed in the hiring process
- Require that all agency directors, managers, and supervisors include responsibility statements to support affirmative action, equal opportunity, diversity, and/or cultural responsiveness in their position descriptions and annual objectives
- Comply with state-wide and agency anti-discrimination and anti-harassment policies



## Accountability

The Commissioner is accountable directly to the **governor** and indirectly to the **commissioner of MMB** for affirmative action matters.

## Names of individual(s) responsible

**Name:** Brooke Cunningham

**Email:** brooke.cunningham@state.mn.us

**Title:** MN Department of Health Commissioner

**Phone:** 651-502-8015

## B. Affirmative Action Officer or Designee(s)

### Responsibilities

The Affirmative Action Officer or Designee is directly responsible for developing, coordinating, implementing, and monitoring the agency's affirmative action plan.

### Duties

The duties of the Affirmative Action Officer include, but are not limited to:

- Develop and administer the agency's Affirmative Action Plan
- Develop and set agency-wide affirmative action hiring goals
- Monitor agency compliance and fulfill all affirmative action reporting requirements
- Disseminate the affirmative action policy to employees in the agency
- Inform the commissioner of progress on affirmative action and equal opportunity goals and report potential concerns
- Act as the affirmative action liaison between the agency, MMB, and the Governor's Office
- Determine the need for affirmative action training within the agency. Develop training goals and content with internal and external resources
- Review and recommend changes in policies, procedures, programs, and physical accommodations to implement affirmative action and equal opportunity
- Develop innovative programs to attract and retain individuals from protected groups in the agency.
- Support and recruit racial/ethnic minorities, individuals with disabilities, and females for employment, promotion, and training opportunities
- Manage the agency's pre-hire review process
- Review requests for non-affirmative hires in the Monitoring the Hiring process and refer unresolved issues to the Commissioner for final decision

- Ensure supervisors and managers are making good faith efforts to recruit and retain qualified candidates and employees from protected groups
- Oversee the administration of the Americans with Disabilities Act Title I and Title II
- Maintain records of requests for reasonable accommodations
- Oversee the administration of the Agency Diversity Recruitment program
- Comply with state-wide and agency anti-discrimination and anti-harassment policies

### Accountability

The Affirmative Action Officer is accountable to the **Commissioner** of the Minnesota Department of Health for program impacts and for ongoing program activities and direction. The Affirmative Action Officer manages the administration of ADA Title II, participates in diversity and inclusion initiatives, collaborates with the DEI Director on diversity and inclusion initiatives, and other equal opportunity related matters, and monitors the progress of the Affirmative Action Plan.

In addition, the AAO ensures that aggregate data and trends of complaints of illegal discrimination in hiring are provided and shared with the Human Resources Director on a quarterly basis.

### Name of individual(s) responsible

**Name:** Kotumu Kamara

**Email:** Kotumu.Kamara@state.mn.us

**Title:** Affirmative Action Officer

**Phone:** 651.201.4706

## C. Human Resources Director or Designee(s)

### Responsibilities

The Human Resource (HR) Office is responsible for ensuring equitable and uniform administration of all personnel policies.

Staff within HR who work on affirmative action and diversity issues are accountable to the HR Director or Designee. The HR Director is responsible, in conjunction with the agency ADA Coordinator, for ensuring timely responses to all Americans with Disabilities Act (ADA) requests for reasonable accommodations to remove barriers to equal employment opportunity with the agency. The HR Director is responsible for assisting managers and supervisors in human resources management activities.

### Duties

The duties of HR Director include, but are not limited to:

- Maintain effective working relationships with the agency Affirmative Action Officer or designees

- Provide leadership to HR staff and others to ensure personnel decision-making processes adhere to equal opportunity and affirmative action principles
- Provide guidance in the development and use of selection criteria to ensure they are objective, uniform, and job related
- Assist in recruitment and retention of protected groups and notify managers and supervisors of existing disparities
- Ensure an Affirmative Action Pre-hire Review process is implemented and followed by hiring managers and supervisors in collaboration with the Affirmative Action Officer
- Initiate and report on progress made with program objectives contained in the Affirmative Action Plan
- Ensure that the reasonable accommodation process is implemented and followed for all employees and applicants in need of a reasonable accommodation
- Assist supervisors, managers, and the Affirmative Action Officer in the recruitment of protected group members through career and job fairs and other efforts, as well as in selection and retention of protected group members
- Assist supervisors, managers, the Affirmative Action Officer, and HR staff in the creation of supported worker positions. These positions help reduce agency costs by diverting supportive employment duties from higher skilled workers to supported worker positions. This can improve employee morale and retention of individuals with disabilities in integrated employment
- Request assistance from MMB to support diversity recruitment efforts, as well as the retention of protected group members in hard-to-fill or executive level positions
- Include responsibility statements for affirmative action/equal employment opportunity in position descriptions and annual performance objectives
- Comply with state-wide and agency anti-discrimination and anti-harassment policies

## Accountability

HR staff are accountable to the **HR Director or Designee**.

### Name of individual(s) responsible

**Name:** Mel Gresczyk

**Email:** mel.gresczyk@state.mn.us

**Title:** MDH HR Director

**Phone:** 651-350-8631

**Name:** Rachael Marshall

**Email:** Rachael.Marshall@state.mn.us

**Title:** Employee & Labor Relations Manager

**Phone:** 651-201-3805

## D. Americans with Disabilities Act Title I Coordinator

### Responsibilities

The Americans with Disabilities Act (ADA) Title I Coordinator is responsible for ensuring the agency's compliance with the ADA Title I – Employment, in accordance with the ADA - as amended, and the Minnesota Human Rights Act.

### Duties

The duties of the ADA Coordinator include, but are not limited to the following:

- Provide guidance, coordination, and direction to agency management on the ADA. The agency develops and implements policies, procedures, and practices to ensure agency employment practices and programs are accessible and nondiscriminatory
- Provide training, technical guidance, and consultation to agency management and staff on compliance and best practices for hiring and retaining individuals with disabilities, as well as the provision of reasonable accommodations to employees and job applicants
- Track and facilitate requests for reasonable accommodations for job applicants and employees, as well as members of the public accessing agency services and report reasonable accommodations annually to MMB
- Research case law rules and regulation and update Human Resources (HR) Directors on evolving ADA issues. Meet bi-annually with ADA Coordinators and provide updates on ADA
- Ensure compliance with ADA reporting according to state and federal requirements
- Assist the Affirmative Action Officer in designing and delivering specific ADA training for targeted groups
- Submit reasonable accommodation reimbursement under the guidelines of the state-wide accommodation fund
- Receive requests for ADA accommodations and work with appropriate supervisors, unions, etc. to approve or deny the request, or provide alternative accommodations
- Provide reasonable accommodations to qualified individuals (as defined by ADA) with known physical or mental disabilities, to enable them to compete in the selection process, perform essential functions of the job, and/or enjoy equal benefits and privileges. The ADA Coordinator and the Regional Human Resources Director (RHRD) who also serve as the Regional ADA Coordinator, in consultation with the employee and supervisor, and other individuals involved must:
  - Discuss the purpose and essential functions of the job and complete a step-by-step job analysis;
  - Determine the precise job-related limitations;
  - Identify potential accommodations and assess the effectiveness each would have in allowing the employee to perform essential functions of the job; and

- After discussion and review, select and implement the accommodations that are appropriate for both the employee and the employer using the Reasonable Accommodation Agreement
- Comply with state-wide and agency anti-discrimination and anti-harassment policies

### Accountability

The ADA Coordinator is accountable to the **Employee and Labor Relations Manager**.

### Name of individual(s) responsible

**Name:** Mel Gresczyk

**Email:** mel.gresczyk@state.mn.us

**Title:** MDH HR Director

**Phone:** 651-350-8631

**Name:** Rachael Marshall

**Email:** Rachael.marshall@state.mn.us

**Title:** Employee and Labor Relations Manager

**Phone:** 651-201-3805

## E. Americans with Disabilities Act Title II Coordinator

### Responsibilities

The Americans with Disabilities Act (ADA) Title II Coordinator is responsible ensuring the agency's compliance with the ADA Title II – Public Services, in accordance with the ADA as amended, and the Minnesota Human Rights Act.

### Duties

The duties of the ADA Title II Coordinator include, but are not limited to:

- Provide guidance, coordination, and direction to agency management on the ADA. The agency develops and implements policies, procedures, and practices to ensure agency employment practices and programs are accessible and nondiscriminatory
- Provide training, technical guidance, and consultation to the agency's management and staff on compliance and best practices with regards and obligations to members of the public with disabilities, as well as the provision of reasonable modifications for visitors
- Track and facilitate requests for reasonable modifications for members of the public accessing agency services. Report reasonable modifications annually to MMB
- Research case law rules and regulation and update Executive team on evolving ADA issues. Meet bi-annually with state ADA Coordinators and learn updates and share practices on ADA
- Ensure compliance with ADA reporting according to state and federal requirements

- Assist the Affirmative Action Officer in designing and delivering training for Agency employees assisting ADA modifications for the public
- Provide reasonable modifications to members of the public (as defined by ADA) with known physical or mental disabilities to ensure equal access and privileges to programming and services. The ADA Title II Coordinator will consult with the member of the public in need of a modification and:
  - Discuss the purpose and essential functions of the reasonable modification
  - Identify the potential modifications and assess the effectiveness each request
  - After discussion and review, select and implement the modifications that are appropriate for both the member of the public and the agency
  - Document this review and reported in the State ADA Annual Report
- Comply with state-wide and agency anti-discrimination and anti-harassment policies

### Accountability

The ADA Title II Coordinator is accountable to the **Employee and Labor Relations Manager**.

### Name of individual(s) responsible

**Name:** Mel Gresczyk

**Email:** mel.gresczyk@state.mn.us

**Title:** MDH HR Director

**Phone:** 651-350-8631

**Name:** Rachael Marshall

**Email:** Rachael.marshall@state.mn.us

**Title:** Employee and Labor Relations Manager

**Phone:** 651-201-3805

## F. Senior Managers and Facility Executive Team Leaders

### Responsibilities

Agency senior managers and executive team leaders are responsible for implementing all aspects of the agency Affirmative Action Plan and the agency's commitment to affirmative action and equal opportunity.

### Duties

The duties of senior managers and executive team leaders include, but are not limited to:

- Identify problem areas and eliminate barriers that prevent equal employment opportunity within the agency
- Communicate the equal opportunity employment policy and the affirmative action plan to all employees
- Assist the Affirmative Action Officer in periodic audits of hiring and promotion patterns to remove obstacles to attaining affirmative action goals and objectives
- Hold regular discussions with supervisors and employees to ensure the agency's equal employment opportunity policies are being followed
- Inform and evaluate managers and supervisors on their equal employment opportunity efforts and results, in addition to other job performance criteria
- Comply with statewide and agency anti-discrimination and anti-harassment policies

### Accountability

Senior managers and executive team leaders are accountable directly to the appropriate **Assistant Commissioner, the Deputy Commissioner or the Commissioner**.

## G. All Employees

### Responsibilities

All employees are responsible for conducting themselves in accordance with the State of Minnesota's policy of equal employment opportunity. This includes refraining from any actions that would subject any employee to negative treatment on the basis of race, creed, color, sex (including pregnancy), national origin, age, marital status, familial status, disability, sexual orientation, gender expression, gender identity, reliance on public assistance, membership or activity in a local human rights commission, religion, political opinions, or affiliations. Employees who believe they have been subjected to such discrimination or harassment are encouraged to use the agency's complaint procedure.

### Duties

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

- Exhibit an attitude of respect, courtesy, and cooperation toward colleagues and the public
- Refrain from any actions that would adversely affect a colleague on the basis of their race, creed, color, sex (including pregnancy), national origin, age, marital status, familial status, disability, sexual orientation, gender expression, gender identity, reliance on public assistance, membership or activity in a local human rights commission, religion, political opinions, or affiliations
- Comply with state-wide and agency anti-discrimination and anti-harassment policies

## Accountability

Employees are accountable to their **designated supervisor** and indirectly to the **agency's Commissioner**. All employees are responsible for conducting themselves in accordance with the Affirmative Action Plan.

## Communication of the Affirmative Action Plan

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Minnesota Administrative Rules, part 3905.0400, subpart 1, item D and Minnesota Administrative Rules, part 3905.0400, subpart 1, item E

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

### Internal Methods of Communication

- **Internal memorandum.** Agency leadership or the Affirmative Action Officer will send an internal memo to agency employees each year. This message identifies the location of the Affirmative Action Plan and the employee's responsibility to read and understand it. It also indicates the employee's responsibility to support and implement equal opportunity and affirmative action
- **Intranet.** The agency's Affirmative Action Plan is available to all employees on the agency's internal website at <https://fyi.health.state.mn.us/> and in print to anyone who requests it. As requested, the agency will make the plan available in alternative formats
- **Printed copy.** A physical copy of the Agency's Affirmative Action Plan is available to employees at the following address:

**Minnesota Department of Health**  
625 Robert Street North  
St. Paul, MN **55164-0975**

- **Signage.** Non-discrimination and equal opportunity statements and posters are prominently displayed in areas frequently used by employees.

### External Methods of Communication

- **Public website.** The agency's Affirmative Action Plan is available on the agency's public website at <https://www.health.state.mn.us/>
- **Equal opportunity employer language.** The agency's website homepage, letterhead, publications, and all job postings include the statement "Minnesota Department of Health is an equal opportunity employer." The agency will also ensure a representative ratio of diversity is on all marketing materials
- **Signage.** Non-discrimination and equal opportunity statements and posters are prominently displayed in common public areas. 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

- **Physical copy.** A physical copy of the Agency’s Affirmative Action Plan is available to contractors, vendors, and any member of the public who requests it at the following address:

**Minnesota Department of Health**  
625 Robert Street North  
St. Paul, MN **55164-0975**

## Job Category Analysis

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Minnesota Administrative Rules 3905.0600 Subpart 3.A and Minnesota Administrative Rules 3905.0600 Subpart 3.B

The agency conducted a job category analysis to determine the percent of protected group employees in each job category. The job category analysis lists job class titles in each Equal Employment Opportunity (EEO) job category at the agency. A job classification is a group of one or more positions with similar duties and responsibilities. These classifications help clarify positions within the class so the same schedules of pay can be applied with equity to all positions in the class that fall under the same, or substantially the same, employment conditions.

## Determining Availability

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MS 43A.19(b), MS 43A.19(c), Minnesota Administrative Rules 3905.0600 Subpart 1, Minnesota Administrative Rules 3905.0600 Subpart 2, Minnesota Administrative Rules 3905.0600 Subpart 3C, and Minnesota Administrative Rules 3905.0600 Subpart 3D

For purposes of this Affirmative Action Plan, “availability” means an estimated percentage of qualified females, racial/ethnic minority, or individuals with disabilities in the relevant labor market who are available for positions in each job category at a state agency.

The agency used the United States Census Bureau’s EEO Tabulation 2014-2018 American Community Survey (ACS) statistical data for external availability, which is the most current statistical information available at the time of developing this affirmative action plan. The feeder job statistics of employees are used for internal availability (refer to Appendix D. Feeder Jobs for details).

These external and internal factors are weighted according to the agency’s past hiring patterns and/or future recruitment focus to obtain the final availability (Refer to Appendix E. Determining Availability for details).

## Utilization/Comparing Employees to Availability, Goal Establishment, and Timetables

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Minnesota Administrative Rules 3905.0400 Subpart 1 Item G, Minnesota Administrative Rules 3905.0600 Subpart 3, Minnesota Administrative Rules 3905.0600 Subpart 4, and Minnesota Administrative Rules 3905.0600 Subpart 5.

Utilization is an analysis of affirmative action and equal opportunity employment data used to assess the available workforce for a given state.

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

Through the utilization and availability analysis, the agency has determined which job categories are underutilized for females, racial/ethnic minorities, and individuals with disabilities in the agency and has set hiring goals for the next two years. Hiring goals are objective and used for making good faith efforts for all aspects of the affirmative action plan. Effective hiring goals are strategic, actionable, and measurable efforts the agency is committed to pursuing and implementing in 2022-2024.

The goals are not quotas, nor do they require protected group status-based hiring preferences. They are aspirational goals so that the agency makes good faith efforts to remove barriers to equal employment opportunity.

The agency used the whole person rule to establish a hiring goal. This means when the actual representation percentage of females, racial/ethnic minorities, or individuals with disabilities is less than reasonably would be expected given the workforce participation in the labor market area/reasonable recruitment area and that difference is at least one whole person (more than 1), then a goal is established for that job category.

When a hiring goal for a job category is established, a percentage goal equals to the final availability percentage is calculated for females, racial/ethnic minorities, and individuals with disabilities in that job category.

In Appendix F. the Utilization Goals indicates if a job category by protected group is underutilized.

Area(s) in the agency’s workforce that require further monitoring appear in the “Establish Goals?” column as:

- “Yes”: there is underutilization
- “Monitor”: the agency needs to monitor the job it may be underutilized where employee movement occurs
- “No Hire/Prom”: there were no opportunities in the prior Affirmative Action Plan period.
- [Corrective Actions and Action-Oriented Programs](#) will be followed to address the identified area(s) to monitor/focus.

In Table 2. Hiring Goals by Job Category and Protected Group, if a protected group in a job category shows “Monitor,” the agency will proactively make good faith efforts to recruit external qualified protected groups. The agency will also train and retain employees in the job category to help prevent underutilization due to an employee move or attrition.

Refer to Appendix F. Utilization-Goals for details for underutilization and hiring goals.

Table 2. Hiring Goals by Job Category and Protected Group is a summary of hiring goals by job category and protected group. The actions the agency will take to address these hiring goals will be described in Corrective Actions and Action-Oriented Programs section.

**Table 2. Hiring Goals by Job Category and Protected Group**

Job Categories	Females Establish Goals?	Females If Yes, Goals for FY 2022-2024	Minorities Establish Goals?	Minorities If Yes, Goals for FY 2022-2024	Individuals with Disabilities Establish Goals?	Individuals with Disabilities If Yes, Goals for FY 2022-2024
Officials/Administrators	Monitor		Monitor		Yes	9.49%
Professionals	-	-	-	-	-	-
Technicians	-	-	Monitor		Yes	7.96%
Paraprofessionals	Yes	81.20%	-	-	-	-
Office/Clerical	-	-	Monitor		-	-

## Identification of Areas for Further Monitoring

Minnesota Administrative Rules 3905.0400 Subpart. 1 Item H, Minnesota Administrative Rules 3905.0600 Subpart 6, and MS 43A.19 Subdivision. 1(a)(3) for separations

Monitoring personnel activities can serve as a means of measuring the agency’s progress toward achieving the established goals in the absence of discrimination and effectiveness of the agency’s good faith efforts.

## Progress Reports

The progress report examines hiring goals established in the prior Affirmative Action Plan. As a part of the agency's monitoring practices, the agency evaluated if it met the hiring goal(s) established in the prior Affirmative Action Plan (refer to [Appendix A. Progress Report](#)).

[Appendix A. Progress Report](#) includes only job categories that have hiring goal(s) established in the prior Affirmative Action Plan and it evaluates if the agency attained the hiring goal(s).

Where the indication of the "Goal Met?" column is:

- "Yes": the agency met the goal established in the prior Affirmative Action Plan
- "No": the agency did not attain the goal established in the prior Affirmative Action Plan
- "No Hire/Prom": there were no opportunities in the prior Affirmative Action Plan period

## Females

At the Minnesota Department of Health, hiring females has always been a priority. The total employee representation of females has remained consistent between this Affirmative Action Plan and the previous Affirmative Action Plan. The Paraprofessional job category is where females are underutilized the most and these are mainly student Workers. However, the agency will identify and implement strategies to increase representation of females in this job category.

## Racial/Ethnic Minorities

The agency has in the previous Affirmative Action plan and will continue to improved minority representation in all job categories. There is no underutilization of minorities in any job category, however the agency is hoping to employ more diverse workforce and has set goals in this plan to do so.

## Individuals with Disabilities

At the Minnesota Department of Health, promoting equal employment opportunity for individual with disability remains at the forefront of the employment practices. However, the agency remains underutilized in the officials/administrators and the technician job categories between the previous Affirmative Action Plan and this Affirmative Action Plan. The agency will prioritize hiring individual with disability to address the underutilization in the Officials/Administrators and Technician job categories. This priority will be supported by implementing an inclusive selection process, targeting inclusive recruitment strategies; Building partnerships with Vocational Rehabilitation Centers to recruit individuals with disabilities; and leveraging the Connect 700 program in all of our job posting to attract qualified individuals with disabilities etc.

## Separations

[Appendix B. Separation Analysis](#) shows the results by separation type and the protected group during the prior affirmative action plan period to evaluate and identify potential action area(s) for retention strategies for the 2022-2024 plan year.

The separation percentages were derived within the separation type by protected group to identify impact on protected group members. There are two examinations in this worksheet:

1. The total percentage indicates the percentage by separation type. For example, there were 1,000 separations in total. Of those separations, 150 employees separated due to dismissal or non-certification. The dismissal or non-certification percentage is 15.00% (150 divided by 1,000)
2. The “percentage type<sup>1</sup>” indicates percentage by protected group type within a separation type. For example, there were 150 separations by dismissal or non-certification in total. Of those separations, 80 were female employees. The female dismissal or non-certification separation is 53.33% (80 divided by 150). Therefore, the “percentage type<sup>1</sup>” analyzes the percent of protected group compromised in each separation type
3. The “percentage type<sup>2</sup>” indicates percentages by separation type within the protected group. For example, there were 500 female separations in total. Of those separations, 80 female employees separated due to the dismissal or non-certification reason. The female dismissal or non-certification separation is 16.00% (80 divided by 500). Therefore, the “percentage type<sup>2</sup>” analyzes the percent of separation type within the protected group

## Corrective Actions, Action-Oriented Programs, and Timetable

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Minnesota Administrative Rules 3905.0400 Subpart 1 Item H.

The agency’s affirmative action plan is designed to implement the provisions of this affirmative action plan and meet requirements found in [Minnesota Statutes, section 43A.191 Subdivision 2](#). These Action-Oriented Programs are carried out throughout this affirmative action plan period.

### Corrective Actions

This section identifies ways the agency will eliminate barriers, provide corrective actions, and make good faith efforts toward the affirmative action goals for underutilized protected groups (broken down by specific job categories).

The agency developed the below action-oriented programs specific to the job category/protected group(s) identified in the “[Identification of Areas for Further Monitoring](#)” section supported by the “[Utilization/Availability Analysis, Establishment of Statement of Goals, and Timetable](#)” and “[Personnel Activities](#)” sections.

**Table 3. Areas of Further Monitoring and Corrective Actions**

Areas for Further Monitoring	Corrective Actions Specific to the Further Monitoring Areas
<p><b>Officials/Administrators</b></p> <ul style="list-style-type: none"> <li>• Individuals with Disabilities are underutilized</li> <li>• The agency needs to monitor Females and Racial/Ethnic Minorities because underutilization may occur by employee movement</li> <li>• There were no hire or promotions’ goals set for females, Racial/Ethnic Minorities, and individual with disability in this job category during the last plan years</li> <li>• As MDH continues to work on evaluating and monitoring the hiring practices in the Officials and Administrators categories, current data does demonstrate that the most are developed from within the agency</li> </ul>	<p>MDH will identify and implement strategies to increase representation of protected groups in this job category, which may include:</p> <ul style="list-style-type: none"> <li>• Reviewing hiring process and requirements for jobs to identify potential barriers that exist in the hiring process</li> <li>• Working with local vocational schools, DEED, training centers and workforce centers to increase recruitment efforts</li> <li>• Reviewing goals and corrective actions with hiring managers and supervisors</li> <li>• Including an ADA presentation in new employee orientation to ensure all employees understand the reasonable accommodation process</li> <li>• Leveraging the Connect 700 program</li> <li>• Following an Inclusive Hiring Process (outlined in the ‘Recruitment’ section below)</li> </ul>

Areas for Further Monitoring	Corrective Actions Specific to the Further Monitoring Areas
<p><b>Professionals</b></p> <p>There is no underutilization in this job category.</p> <ul style="list-style-type: none"> <li>• There were no hires or promotion goals set for females, racial/ethnic minorities and individuals with disabilities in this job category during the last plan years</li> </ul>	<p>MDH will identify and implement strategies to increase representation of protected groups in this job category, which may include:</p> <ul style="list-style-type: none"> <li>• While the internal knowledge of the operations of the Agency makes internal candidates very strong and competitive, allowing employees to be promoted and/or transferred into positions in other EEO job categories within the agency, it is also important to recruit and hire externally and bring in new talent to the organization</li> <li>• With that being said, the agency will continue to monitor the department data on separations and hires to keep up with its good faith efforts</li> <li>• All openings of classified positions within this job category will follow an Inclusive Hiring Process outlined in the “Recruitment” section below</li> </ul>
<p><b>Technicians</b></p> <ul style="list-style-type: none"> <li>• Individuals with Disabilities are underutilized</li> <li>• The agency needs to monitor Racial/Ethnic Minorities because underutilization may occur by employee movement</li> <li>• There were no hire or promotions’ goals set for females, racial/ethnic minorities and individuals with disabilities in this job category during the last plan years</li> </ul>	<p>MDH will identify and implement strategies to increase representation of protected groups in this job category, which may include:</p> <ul style="list-style-type: none"> <li>• For this job category, there are many internal classifications that are promotable, transferrable or trainable and there is also a large external pool of candidates who can bring their expertise to the Agency and perform, develop and complement the work within the Agency as well</li> <li>• All openings of classified positions within this job category will follow an Inclusive Hiring Process outlined in the “Recruitment” section below</li> <li>• Most positions in the technicians’ job category are difficult to fill given the specialized knowledge and skills needed to compete for these positions, contributing to the low number of hires into this job category each year</li> <li>• To begin, all openings of classified positions within this job category will be advertised with diverse external organizations and the Affirmative Action Officer will review exit interview data within this job category to evaluate potential trends and/or to identify and address concerns</li> </ul>

Areas for Further Monitoring	Corrective Actions Specific to the Further Monitoring Areas
<p><b>Paraprofessionals</b></p> <ul style="list-style-type: none"> <li>• Females are underutilized</li> <li>• There were no hire or promotions’ goals set for females, racial/ethnic minorities, and individual with disability in this job category during the last plan years</li> </ul>	<p>MDH will identify and implement strategies to increase representation of protected groups in this job category, which may include:</p> <ul style="list-style-type: none"> <li>• All openings of classified positions within this job category will follow an Inclusive Hiring Process outlined in the “Recruitment” section below</li> </ul>
<p><b>Office Clerical</b></p> <ul style="list-style-type: none"> <li>• The agency needs to monitor Racial/Ethnic Minorities because underutilization may occur by employee movement</li> <li>• Separation analysis shows that Racial/Ethnic Minority office/clericals separate both voluntarily by retirement and involuntary by termination without rights or resignation</li> <li>• There were no hire or promotions’ goals set for females, racial/ethnic minorities, and individual with disability in this job category during the last plan years</li> </ul>	<p>MDH will identify and implement strategies to increase representation of protected groups in this job category, which may include:</p> <ul style="list-style-type: none"> <li>• All openings of classified positions within this job category will follow an Inclusive Hiring Process outlined in the “Recruitment” section below</li> </ul>

## Action-Oriented Programs

This section provides an overview of the Minnesota Department of Health’s (agency) general efforts and actions to ensure equal employment opportunity. The agency has reviewed barriers to hiring during the previous plan period and identified recruitment strategies, processes, and training to address underutilization for this plan year.

The agency identified the following barriers in addressing underutilization and maintaining areas for monitoring as identified in the corrective action section. These barriers also affect hiring initiative undertaken by the agency, as outlined in the previous section.



## Barriers

- The anticipated number of open positions in the underutilized job categories. To the extent that few to very few positions become open, the department's ability to affect the underutilization is limited
- An employee's willingness to self-identify, specifically within racial/ethnic minorities and individuals with disabilities. If employees are not willing to identify their racial/ethnic/gender/disability status, this will affect the representation of employees in these protected groups and consequently affect the department's ability to address underutilization
- The geographic location of open positions, if the open positions are in an area of the state where there is a smaller workforce to draw on, this may affect the department's ability to attract applicants from protected classes
- Difficult to fill positions. Most positions in the technicians' job category are difficult to fill given the specialized knowledge and skills needed to compete for these positions, contributing to the low number of hires into this job category each year
- In prior years, the department attended in-person hiring events. This face-to-face contact with applicants was successful in recruiting from diverse groups. However, COVID-19 prevented face-to-face recruiting for at least some period of time

The agency takes the following actions to address these barriers to optimize recruitment processes, and training, to correct underutilization and increase the number of qualified females, racial/ethnic minorities, and individuals with disabilities in the applicant pool.

## Recruitment and Processes: Continued Commitments

The agency will continue to place advertisements of job opportunities in appropriate and relevant locations such as, social media, professional networking locations, diversity networks and distribute postings of internships and job opportunities in the following list of resources, as well as adding new sources as they become available.

- **Websites:** The Human Resource Management Division along with other agency program staff will utilize several websites for recruitment:
  - Minnesota Department of Health site (<http://www.health.state.mn.us/>)
  - State of Minnesota (<https://mn.gov/mmb/careers/>)
  - Minnesota Public Health Association (<http://www.mpha.net>)
  - LinkedIn (<https://www.linkedin.com/company/mnhealth>)
  - Indeed (<https://www.indeed.com>)
- **Job fairs and community fairs:** Attending these fairs will assist the agency to obtain qualified protected group applicants, develop partnerships, and expand diversity opportunities. The Human Resource staff of the Minnesota Department of Health has successfully recruited individuals from the following job fairs and community fairs and will continue to attend these fairs during the term of the 2022-2024 Affirmative Action Plan

- The Minnesota Veterans Career Fair
- University of Minnesota School of Public Health Job Fair
- University of Minnesota Job and Internship Fair
- People of Color Career Fair
- **Recruitment for Individuals with Disabilities:** The Human Resource staff of the Minnesota Department of Health takes the following actions to successfully recruit individuals with Disability and will continue to use these strategies during the term of the 2022-2024 Affirmative Action Plan
  - Advertise the Connect 700 program in all of our job posting to attract qualified individuals with disabilities by providing a link to MMB's website as well as other disabilities' communities job fairs
  - Prominently display on our job postings and internet career site that we will provide reasonable accommodations to qualified individuals with disabilities who apply for our positions
  - 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 in a timely manner
- **Relationship Building, Outreach, and additional recruitment activities:** The agency will continue to take the following actions to strengthen employment opportunity:
  - Use the EEO tag line on all job postings and advertisements
  - Use LinkedIn and Indeed job posting features to search for applicants with a focus on options available to assist in diversity networking
  - Consider female, racial/ethnic minorities, and individuals with disability applicants for all positions for which they qualify
  - Continue to leverage the agency's external Health Equity Advisory and Leadership (HEAL) Council
  - Continue to commit to eliminating health disparities for the protected group populations. An example of this commitment is The Center for Health Equity (CHE) created in 2013 to advance health equity within Minnesota Department of Health and across the state which provides leadership on minority and multicultural health issues among programs and communities
  - Use recruiting tools to help reach applicants for vacancies from a broader set of communities than we currently target

### **Recruitment and Processes: New Commitments**

The agency commits to introduce and implement the following new action strategies to enhance recruitment processes:

- Develop relationships with Minnesota colleges, universities, and community organizations, especially those with diverse populations, to identify opportunities to reach more diverse groups. Career options and job openings will be shared with students and staff in these colleges, universities, and community organizations
- Provide ongoing guidance to all staff on the following: ADA, Affirmative Action, and the connect 700 programs
- Build partnerships with Vocational Rehabilitation Centers to recruit individuals with disabilities
- Encourage hiring managers and supervisors to promote opportunities to underutilized candidates and ensure an inclusive interview and selection processes
- Monitor department data on separations and hires and share reports with division leadership
- Revise the current pre-hire review process and begin implementation
- Work with HRM and department hiring authorities to identify current and future staffing needs in job categories, particularly where protected groups are underutilized
- Work with senior staff and HRM to ensure that all MDH employees are aware of the existence of this Plan, its contents, and their responsibilities under the Plan

### Person(s) Responsible:

#### Name of individual(s) responsible

**Name:** Mel Gresczyk

**Email:** mel.gresczyk@state.mn.us

**Title:** MDH HR Director

**Phone:** 651-350-8631

**Name:** Taylor Stiff

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**Title:** MDH Staffing Manager

**Phone:** 651-472-6580

### Retention

The Minnesota Department of Health has had 204 individuals resign during FY2020 and FY2022 which constitutes 43.9% of the total separations. Of these resignations, approximately 75% were females, 22% were ethnic/minorities and 6.8% were individuals with disabilities.

The HRM Division will continue to monitor the turnover within these groups to identify trends in separation and initiate programs to lower the rate of resignation by employees within protected groups for each job category.

The department's retention strategy is a multi-faceted approach, guided by the agency management, division directors, including HR Director, and Affirmative Action Officer.

Our primary focus will be to anticipate future needs for talent, cultivate our employees' knowledge, skills, and abilities in order to prepare them for advancement opportunities, and to continuously enhance all of our efforts so that employees view the Department as a preferred place in which to work.

To improve retention of females, racial/ethnic minorities, individuals with disabilities, and for employees to view the Department of Health as a preferred place to work the agency will advance current strategies and integrate new approaches.

These strategies will consist of:

- Continue to monitor the patterns of separation by divisions and employment trends that affect turnover. Data will be available quarterly and annually
- The agency will apply turnover reduction strategies, following the identification of cause, behaviors and separation trends. These strategies will include surveys, exits interviews, focus groups and additional data gathering methods. Data will be available quarterly and annually
- The department will implement efforts to create and promote employee development opportunities and will encourage employees to seek out career development opportunities
- Offer a New Employee Orientation Session to new employees that provides information about agency resources (including EEO/AA and diversity)

## **New Commitments**

To enhance retention strategies, the agency commits to introduce and implement the following:

- Assess the current onboarding process, identify inclusive practices to be added, and create a standard onboarding that makes all employees feel welcome as well as to add any accommodations staff may need to help support their success at MDH
- Strengthen the exit interview process in the following ways:
  - Managers and supervisors will promote the exit interview process with departing employees and have informal conversations with departing employees;
  - The Affirmative Action Officer will analyze exit survey data to identify potential issues that may need to be addressed with individual managers, supervisors, or departing employees;
- With support from the Affirmative Action Officer and the Workforce Development team within HRM, Divisions will analyze their retention data on a semi-annual basis and make adjustments to their practices when necessary
- To assist in leading the agency diversity, equity and inclusion work, MDH will hire Health Equity Champions for each Division. This position will work closely with the Affirmative Action Officer, and the HR team to develop appropriate strategies to reach targeted goals,
- To ensure that diversity equity and inclusion is in the forefront of all recruitment and retention initiatives and that we as an Agency are transforming our culture into one that is culturally competent and inclusive.

- MDH has recognized the need for a study to evaluate equity in compensation for staff with similar experience and education within all classifications which was approved by MMB.
  - In the coming year, HRM will conduct an agency wide compensation study and make recommendations to MMB about necessary adjustment for both individual employees and for classifications.
  - Classification studies will also be a focused project out of the Workforce Development area of HRM. A project plan will be developed to encompass a study of particular classifications and/or class series used by MDH to determine if new classifications are needed or if the current classifications are designated in the appropriate salary ranges or if range reassignments are needed.

**Persons Responsible:**

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**Title:** MDH HR Director

**Phone:** 651-350-8631

**Name:** Jennifer Winegarner

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**Title:** MDH Workforce Development Manager

**Phone:** 763-273-7972

**Training**

The agency will take the following actions to improve retention of employees with emphasis on members from the protected groups, females, racial/ethnic minorities, individuals with disabilities:

- Provide cross-training programs to develop employee’s skill and competencies
- Provide quality on-boarding orientations
- Offer flexible leadership development Training to meet each individual development goals
- Announce training opportunities to all employees
- Announce all promotion and transfer opportunities openly
- Ensure all new hires receive inclusive workplace e-learning training
- The e-learning training includes, but not limited to, New Employee Orientation, Employee SharePoint, Employee Teams, and Health and Racial Equity 101

**Persons Responsible:**

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## **Methods of Auditing, Evaluating, and Reporting Program Success**

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Minnesota Administrative Rules 3905.0400, subpart 1, item I

### **Pre-Employment/Pre-Offer 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 females, racial/ethnic minorities, or individuals with disabilities. The agency will use the Monitoring the Hiring Process form for every hire to track the number of females, racial/ethnic 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 if needed, in reviewing the requirements for each position, posting the position, as well as in the interview and selection process to ensure that equal opportunity and affirmative action goals are met. Directors, managers, and supervisors must document their hiring decisions and equal opportunity professionals will review for bias.

An agency that does not meet its hiring goals for competitive appointments, and noncompetitive appointments under MS 43A.08, subdivision. 1(9), (11) and (16), and 43A.15, sub. 3, 10, 12, and 13, must justify its non-affirmative action hires. The affirmative action statute was amended in 2019 so agencies can no longer take missed opportunities. The agency will report the number of affirmative and non-affirmative hires to MMB on a quarterly basis.

When candidates are invited to participate in the selection process, employees scheduling the selection process will describe the process to the candidate (e.g., interview process, testing process). All candidates are provided information regarding the procedure to request reasonable accommodations, if necessary, to allow candidates with disabilities equal opportunity to participate in the selection process. For example, describe if interview questions are offered ahead of time or what technology may be used during a test. This allows for an individual with a disability to determine if they need a reasonable accommodation in advance.

All employees involved in the selection process are trained and accountable for the agency's commitment to equal opportunity and the affirmative action plan and its implementation.

### **Pre-Review Procedure for Layoff Decisions**

The Affirmative Action Officer, in conjunction with the agency's human resources office, is 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 a disparate 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 disparate impact on protected groups.

## Other Methods of Program Evaluation

The **Minnesota Department of Health** submits the following compliance reports to Minnesota Management of Budget as part of the efforts to evaluate the agency's affirmative action plan:

- Quarterly Monitoring the Hiring Progress Reports
- Biannual Affirmative Action Plan
- Annual Americans with Disabilities Act Report
- Annual Internal Complaint Report
- Disposition of Internal Complaint (submitted to MMB within 30 days of final disposition)

The **Minnesota Department of Health** 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 disparate impact
- Analyzes compensation program to determine if there are patterns of discrimination
- Reviews the accessibility of online systems and websites, and ensures that reasonable accommodations can be easily requested
- Discusses progress with agency leadership on a periodic basis and makes recommendations for improvement
- Monitor and implement the employment practices in the affirmative action plan including but not limited to recruitment, selection, hiring, promotion, training and retention



## Policies, Procedures, and Notices

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### A. Statewide Harassment and Discrimination Prohibited Policy, HR/LR Policy # 1436 (issued 6/12/2019)

#### OVERVIEW

##### Objective

To create a work environment free from harassment and discrimination based on protected class.

##### Policy Statement

Any form of harassment or discrimination based on protected class is strictly prohibited. Individuals who believe they have been subject to harassment/discrimination based on protected class or retaliation as described in this policy, are encouraged to file a report with an appropriate authority, as set forth in Section II of this policy.

Any form of retaliation directed against an individual who opposes or reports protected class harassment/discrimination, or who participates in any investigation concerning protected class harassment/discrimination, is strictly prohibited and will not be tolerated.

Violations of this policy by State employees will be subject to discipline, up to and including discharge. Violations of this policy by third parties will be subject to appropriate action.

*Sexual harassment is specifically addressed by HR/LR Policy #1329 Sexual Harassment Prohibited.*

##### Scope

This policy applies to all employees of, and third parties who have business interactions with, executive branch agencies and the classified employees in the Office of the Legislative Auditor, Minnesota State Retirement System, Public Employee Retirement Association, and Teachers' Retirement Association.

##### Definitions and Terms

###### Complainant

An individual who reports protected class harassment, discrimination, or retaliation

###### Third party

Individuals who are not State employees, but who have business interactions with State employees, including, but not limited to:

- Applicants for State employment
- Vendors
- Contractors
- Volunteers
- Customers
- Business partners

- Unpaid interns
- Other individuals with whom State employees interact in the course of employees' work for the State, such as advocates, lobbyists, and representatives of individuals or entities with business with any branch of Minnesota state government

### Protected class harassment or harassment based on protected class

Unwelcome conduct or communication that is based on actual or perceived membership in a protected class, including stereotypes of protected classes, that has a negative effect or is likely to have a negative effect on the complainant and/or on the workplace or public service environment

### Protected class

Protected classes under this policy are as follows:

- Race
- Color
- Creed
- Religion
- National origin
- Sex\* (includes pregnancy and pregnancy-related conditions)
- Marital status
- Familial status
- Receipt of public assistance
- Membership or activity in a local human rights commission
- Disability
- Age
- Sexual orientation
- Gender identity
- Gender expression
- For employees, genetic information

\*See HR/LR Policy #1329 Sexual Harassment Prohibited for specific information on harassment based on unwelcome conduct or communication of a sexual nature.

### Age

The prohibition against harassment and discrimination based on age prohibits such conduct based on a person's age if the person is over the age of 18

### Marital status

Whether a person is single, married, remarried, divorced, separated, or a surviving spouse, and includes protection against harassment and discrimination on the basis of the identity, situation, actions, or beliefs of a spouse or former spouse

### Familial status

The condition of one or more minors living with their parent(s) or legal guardian, or the designee of the parent(s) or guardian with the written permission of the parent(s) or guardian. This also protects those who are pregnant or those who are in the process of securing legal custody of a minor from being harassed or discriminated against on that basis

### Disability

A physical, sensory, or mental impairment which materially limits one or more major life activities; a record of such an impairment; or being regarded as having such an impairment

### Genetic information

Includes information about an individual's or their family members' genetic tests, 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 their family member, and the genetic information of a fetus carried by an individual or a pregnant family member, and the genetic information of any embryo legally held by the individual or their family member using an assisted reproductive technology

### Public service environment

A location where public service is being provided

### Membership or activity in a local human rights commission

Participation in an agency of a city, county, or group of counties that has the purpose of dealing with discrimination on the basis of race, color, creed, religion, national origin, sex, age, disability, marital status, status with regard to public assistance, sexual orientation, or familial status, as defined by Minn. Stat. § 363A.03, subdivision 23

### Exclusions

N/A

### Statutory References

M.S. Ch. 43A  
M.S. Ch. 363A

## GENERAL STANDARDS AND EXPECTATIONS

### Prohibition of Protected Class Harassment and Discrimination

Harassment of or discrimination against any employee or third party based on protected class in the workplace or public service environment, or which affects the workplace or public service environment, is strictly prohibited. Harassment of or discrimination against an individual because of their relationship or association with members of a protected class is also strictly prohibited. Protected class harassment and discrimination may take different forms including verbal, nonverbal, or physical conduct or communication. Conduct based on protected class may violate this policy even if it

is not intended to be harassing. Protected class harassment and discrimination under this policy includes, but is not limited to, the following behavior when it is based on actual or perceived membership in a protected class, including stereotypes of protected classes:

- Offensive jokes, slurs, derogatory remarks, epithets, name-calling, ridicule or mockery, insults or put-downs
- Display or use of offensive objects, drawings, pictures, or gestures
- Physical assaults or threats
- Inappropriate touching of body, clothing, or personal property
- Following, stalking, intimidation
- Malicious interference with work performance
- Implicit or explicit preferential treatment or promises of preferential treatment for submitting to the conduct or communication
- Implicit or explicit negative treatment or threats of negative treatment for refusing to submit to the conduct or communication
- Discriminatory conduct based on an individual's actual or perceived protected class that segregates, separates, limits or restricts the individual from employment opportunities, including, but not limited to, hiring, promotion, compensation, disciplinary action, assignment of job duties, benefits or privileges of employment

## **I. Employee and Third Party Responsibilities and Complaint Procedure**

Harassment or discrimination based on protected class will not be tolerated. All employees and third parties are expected to comply with this policy.

Employees and third parties are strongly encouraged to report all incidents of protected class harassment or discrimination, whether the individual is the recipient of the behavior, an observer, or is otherwise aware of the behavior. Individuals are encouraged to report incidents as soon as possible after the incident occurs. Individuals may report to any of the following:

1. Any of the agency's managers or supervisors
2. The agency's affirmative action officer
3. The agency's human resources office
4. Agency management, up to and including the agency head

If the report concerns an agency head, the complainant may contact Minnesota Management and Budget, Enterprise Human Resources, Office of Equal Opportunity, Diversity, and Inclusion.

To ensure the prompt and thorough investigation of a report, the complainant may be asked to provide information in writing, which may include, but is not limited to:

1. The name, department, and position of the person(s) allegedly causing the harassment/discrimination
2. A description of the incident(s), including the date(s), location(s), and the identity of any witnesses
3. The name(s) of other individuals who may have been subject to similar harassment/discrimination
4. What, if any, steps have been taken to stop the harassment/discrimination

5. Any other information the complainant believes to be relevant

Individuals are encouraged to use the agency's internal complaint procedure but may also choose to file a complaint externally with the Equal Employment Opportunity Commission (EEOC), the Minnesota Department of Human Rights (MDHR), or other legal channels.

## **II. Manager/Supervisory Responsibility**

Managers and supervisors must:

1. Model appropriate behavior
2. Treat all reports of protected class harassment/discrimination seriously
3. Appropriately respond to a report or problem when they receive a report of protected class harassment/discrimination, or when they are otherwise aware a problem exists
4. Immediately report all allegations or incidents of protected class harassment/discrimination to human resources or the agency Affirmative Action Officer
5. Comply with their agency's complaint and investigation procedures and/or the agency's Affirmative Action Plan

Managers and supervisors who knowingly participate in, allow, or tolerate harassment, discrimination, or retaliation are in violation of this policy and are subject to discipline, up to and including discharge.

## **III. Human Resources Responsibilities**

Agency human resources must:

1. Model appropriate behavior
2. Distribute the Harassment and Discrimination Prohibited Policy to all employees, through a method whereby receipt can be verified
3. Treat all reports of protected class harassment/discrimination seriously
4. Comply with the agency's complaint and investigation procedures and/or the agency's Affirmative Action Plan

## **IV. Affirmative Action Officer or Designees Responsibilities**

Agency Affirmative Action Officer/designee must:

1. Model appropriate behavior
2. Treat all reports of protected class harassment/discrimination seriously
3. Comply with the agency's complaint and investigation procedures and/or the agency's Affirmative Action Plan
4. Keep the agency apprised of changes and developments in the law and policy

## **Investigation and Discipline**

State agencies will take seriously all reports of protected class harassment, discrimination and retaliation, and will take prompt and appropriate action. When conducting an investigation, managers and supervisors, human resources, and Affirmative Action Officers must follow their agency's investigation procedures.

State agencies will take prompt and appropriate corrective action when there is a violation of this policy.

Employees who are found to have engaged in conduct in violation of this policy will be subject to disciplinary action, up to and including discharge.

Third parties who are found to have engaged in conduct in violation of this policy will be subject to appropriate action. Appropriate action for policy violations by third parties will depend on the facts and circumstances, including the relationship between the third party and the agency. Agencies may contact MMB's Office of Equal Opportunity, Diversity, and Inclusion for assistance in determining appropriate action for third parties. MMB may refer agencies to the appropriate resources, which may include, for example, the Department of Administration with respect to policy violations by vendors or contractors.

Employees who knowingly file a false report of protected class harassment/discrimination or retaliation will be subject to disciplinary action, up to and including discharge.

### **Non-Retaliation**

Retaliation against any person who opposes protected class harassment or discrimination, who reports protected class harassment or discrimination, or who participates in an investigation of such reports, is strictly prohibited. Retaliation also includes conduct or communication designed to prevent a person from opposing or reporting protected class harassment or discrimination or participating in an investigation. Retaliation will not be tolerated. Any employee who is found to have engaged in retaliation in violation of this policy will be subject to discipline, up to and including discharge. Third parties who are found to have engaged in retaliation in violation of this policy will be subject to appropriate action.

## **RESPONSIBILITIES**

### **Agency Responsibility**

Agencies are responsible for the following:

1. Adopting this policy as the agency HR policy
2. Disseminating this policy to agency employees through a method whereby receipt can be verified
3. Posting this policy in a manner that can be accessed by all employees and third parties
4. Including this policy in their Affirmative Action Plan
5. Implementing this policy, which includes:
  - a. Implementing an educational program
  - b. Developing and implementing a procedure for reporting complaints
  - c. Communicating the complaint procedure to employees
  - d. Developing and implementing a procedure under which reports will be addressed promptly
6. Enforcing this policy
7. Reporting annually dispositions of reports of protected class harassment or discrimination using the Affirmative Action Report

## MMB Responsibility

Ensuring that state agencies carry out their responsibilities under this policy, developing training, and updating this policy as necessary.

## FORMS AND SUPPLEMENTS

Documents are available on [the MMB Equal Opportunity, Diversity, and Inclusion website](#), including [Affirmative Action resources](#) for state agencies.

### [Harassment Complaint Form](#)

**Acknowledgement** – The below form may be used to verify receipt by agency employees

I acknowledge that I have received and read the policy, HR/LR Policy #1436, Harassment and Discrimination Prohibited, including the policy’s complaint procedure.

I understand that harassment and discrimination based on protected class, and retaliation, are strictly prohibited. I understand that if I engage in conduct in violation of the policy toward any State employee, or any “third party” as defined by the policy, I will be subject to disciplinary action, up to and including discharge.

I understand that if I believe that I have been subjected to harassing, discriminatory or retaliatory conduct as defined by the policy by any State employee, or by any “third party” as defined by the policy, I am encouraged to report that behavior. I understand that I can make a report to any of my agency’s managers or supervisors, the agency’s affirmative action officer, the agency’s human resources office, or agency management, up to and including the agency head. I understand that if my report concerns an agency head, I may contact Minnesota Management and Budget.

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

Employee Name: \_\_\_\_\_

## REFERENCES

- For issues related to sexual harassment, please refer to HR/LR Policy #1329: Sexual Harassment Prohibited. For issues not related to sexual harassment, or harassment or discrimination based on protected class, please see HR/LR Policy #1432 Respectful Workplace
- MMB Equal Opportunity, Diversity, and Inclusion Office
- Consult your agency’s Affirmative Action Plan, or in the absence of an Agency Affirmative Action Plan, review [Affirmative Action resources](#) for state agencies

## CONTACTS

MMB Enterprise Employee Relations

[Office of Equal Opportunity, Diversity, and Inclusion](#)

Any appropriate authority, as set forth in Section II of this policy.

## **B. Statewide Sexual Harassment Prohibited Policy Statewide HR/LR Policy #1329: Sexual Harassment Prohibited (revised 6/12/2019)**

### **OVERVIEW**

#### **Objective**

To create a work environment free from sexual harassment of any kind.

#### **Policy Statement**

Sexual harassment in any form is strictly prohibited. Individuals who believe they have been subject to sexual harassment as described in this policy are encouraged to file a report with an appropriate authority, as set forth in Section II of this policy.

Any form of retaliation directed against an individual who opposes or reports sexual harassment, or who participates in any investigation concerning sexual harassment, is strictly prohibited and will not be tolerated.

Violations of this policy by State employees will be subject to discipline, up to and including discharge. Violations of this policy by third parties will be subject to appropriate action.

#### **Scope**

This policy applies to all employees of, and third parties who have business interactions with, executive branch agencies and the classified employees in the Office of the Legislative Auditor, Minnesota State Retirement System, Public Employee Retirement Association, and Teachers' Retirement Association.

#### **Definitions and Key Terms**

##### **Complainant**

An individual who complains about sexual harassment or retaliation

##### **Public service environment**

A location that is not the workplace where public service is being provided

##### **Sexual harassment**

Unwelcome sexual advances, unwelcome requests for sexual favors, or other unwelcome verbal, written, or physical conduct or communication of a sexual nature

##### **Third party**

Individuals who are not State employees but who have business interactions with State employees, including, but not limited to:

- Applicants for State employment
- Vendors
- Contractors



- Volunteers
- Customers
- Business Partners
- Unpaid Interns
- Other individuals with whom State employees interact in the course of employees' work for the State, such as advocates, lobbyists, and representatives of individuals or entities with business with any branch of Minnesota state government

## Exclusions

N/A

## Statutory References

42 U.S.C. § 2000e, et al.  
M.S. Ch. 363A  
M.S. Ch. 43A

## General Standards and Expectations

### I. Prohibition of Sexual Harassment

Sexual harassment of any employee or third party in the workplace or public service environment, or which affects the workplace or public service environment, is strictly prohibited.

Sexual harassment under this policy is any conduct or communication of a sexual nature which is unwelcome. The victim, as well as the harasser, can be of any gender. The victim does not have to be of the opposite sex as the harasser. Sexual harassment includes, but is not limited to:

1. Unwelcome sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, degrading sexual remarks, threats;
2. Unwelcome sexually suggestive objects or pictures, graphic commentaries, suggestive or insulting sounds, leering, whistling, obscene gestures;
3. Unwelcome physical contact, such as rape, sexual assault, molestation, or attempts to commit these assaults; unwelcome touching, pinching, or brushing of or by the body;
4. Preferential treatment or promises of preferential treatment for submitting to sexual conduct, including soliciting or attempting to solicit an individual to submit to sexual activity for compensation or reward;
5. Negative treatment or threats of negative treatment for refusing to submit to sexual conduct;
6. Subjecting, or threatening to subject, an individual to unwelcome sexual attention or conduct

### II. Employee and Third-Party Responsibilities and Complaint Procedure

Sexual harassment will not be tolerated. All employees and third parties are expected to comply with this policy.

Employees and third parties are encouraged to report all incidents of sexual harassment. Individuals are encouraged to report incidents of sexual harassment as soon as possible after the incident occurs. Individuals may make a complaint of sexual harassment to any of the following:

1. Any agency's managers or supervisors
2. The agency's affirmative action officer
3. An agency's human resource office
4. Agency management, up to and including the agency head

If the report concerns an agency head, the complainant may contact Minnesota Management and Budget's Office of Equal Opportunity, Diversity, and Inclusion.

To ensure the prompt and thorough investigation of a report of sexual harassment, the complainant may be asked to provide information in writing, which may include, but is not limited to:

1. The name, department, and position of the person(s) allegedly causing the harassment
2. A description of the incident(s), including the date(s), location(s), and identity of any witnesses
3. The name(s) of other individuals who may have been subject to similar harassment
4. What, if any, steps have been taken to stop the harassment
5. Any other information the complainant believes to be relevant

**Individuals are encouraged to use the agency's internal complaint procedure but may also choose to file a complaint or charge externally with the Equal Employment Opportunity Commission (EEOC) and/or the Minnesota Department of Human Rights (MDHR), or other legal channels.**

### III. Manager/Supervisor Responsibility

Managers and Supervisors must:

1. Model appropriate behavior
2. Treat all reports of sexual harassment seriously
3. Appropriately respond to a report or problem when they receive a report of sexual harassment, or when they are otherwise aware a problem exists
4. Immediately report all allegations or incidents of sexual harassment to human resources or the agency Affirmative Action Officer
5. Comply with their agency's complaint and investigation procedures and/or the agency's Affirmative Action Plan

Managers and supervisors who knowingly participate in, allow, or tolerate sexual harassment or retaliation are in violation of this policy and are subject to discipline, up to and including discharge.

### IV. Human Resources Responsibilities

Agency human resources must:

1. Model appropriate behavior
2. Distribute the sexual harassment policy to all employees, through a method whereby receipt can be verified
3. Treat all complaints of sexual harassment seriously
4. Comply with the agency's complaint and investigation procedures and/or their Affirmative Action Plan

### V. Affirmative Action Officer or Designee Responsibilities

Agency Affirmative Action Officer/designee must:

1. Model appropriate behavior
2. Treat all complaints of sexual harassment seriously
3. Comply with the agency's complaint and investigation procedures
4. Keep the agency apprised of changes and developments in the law and policy

## **VI. Investigation and Discipline**

State agencies will take seriously all reports of sexual harassment and retaliation, and will take prompt and appropriate action. When conducting an investigation, managers and supervisors, human resources, and Affirmative Action Officers must follow their agency's investigation procedures.

State agencies will take prompt and appropriate corrective action when there is a violation of this policy.

Employees who are found to have engaged in conduct in violation of this policy will be subject to disciplinary action, up to and including discharge.

Third parties who are found to have engaged in conduct in violation of this policy will be subject to appropriate action. Appropriate action for policy violations by third parties will depend on the facts and circumstances, including the relationship between the third party and the agency. Agencies may contact MMB's Office of Equal Opportunity, Diversity, and Inclusion for assistance in determining appropriate action for third parties. MMB may refer agencies to the appropriate resources, which may include, for example, the Department of Administration with respect to policy violations by vendors or contractors.

Employees who knowingly file a false report of sexual harassment or retaliation will be subject to disciplinary action, up to and including discharge.

## **VII. Non-Retaliation**

Retaliation against any person who opposes sexual harassment, who reports sexual harassment, or who participates in an investigation of such reports, is strictly prohibited. Retaliation also includes conduct or communication designed to prevent a person from opposing or reporting sexual harassment or participating in an investigation. Retaliation will not be tolerated. Any employee who is found to have engaged in retaliation in violation of this policy will be subject to discipline, up to and including discharge. Third parties who are found to have engaged in retaliation in violation of this policy will be subject to appropriate action.

## **RESPONSIBILITIES**

### **Agency Responsibility**

1. Adopting this policy
2. Disseminating this policy to agency employees through a method whereby receipt can be verified
3. Posting this policy in a manner that can be accessed by all employees and third parties
4. Including this policy in their Affirmative Action Plan
5. Implementing this policy, which includes:
  - a. Implementing an educational program
  - b. Developing and implementing a procedure for reporting complaints

- c. Communicating the complaint procedure to employees
- d. Developing and implementing a procedure under which reports will be addressed promptly
6. Enforcing this policy
7. Reporting annually dispositions of reports of sexual harassment using the Affirmative Action Report

### **MMB Responsibility**

Ensuring that state agencies carry out their responsibilities under this policy, developing training, and updating this policy as necessary.

### **FORMS AND SUPPLEMENTS**

For a sample investigation procedure, please review the documents available on the [MMB Equal Opportunity, Diversity, and Inclusion website](#), including:

- Agency AAP Planning Guide
- For agencies with more than 25 employees
- For agencies with 25 or fewer employees

#### [Harassment Complaint Form](#)

Acknowledgment Form (below) – This form may be used to verify receipt by agency employees.

### **Acknowledgement**

I acknowledge that I have received and read the policy, HR/LR Policy #1329, Sexual Harassment Prohibited, including the policy’s complaint procedure.

I understand that sexual harassment and retaliation are strictly prohibited. I understand that if I engage in conduct in violation of the policy toward any State employee, or any “third party” as defined by the policy, I will be subject to disciplinary action, up to and including discharge.

I understand that if I believe that I have been subjected to sexually harassing or retaliatory conduct as defined by the policy by any State employee, or by any “third party” as defined by the policy, I am encouraged to report that behavior. I understand that I can make a report to any of my agency’s managers or supervisors, the agency’s affirmative action officer, the agency’s human resources office, or agency management, up to and including the agency head. I understand that if my report concerns an agency head, I may contact Minnesota Management and Budget.

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

Employee Name: \_\_\_\_\_

## **C. Complaint Procedure for Processing Complaints Under the Harassment and Discrimination Prohibited Policy or the Sexual Harassment Prohibited Policy:**

The agency has established the following complaint procedure to be used by all individuals alleging harassment, discrimination, or retaliation in violation of the Harassment and Discrimination Prohibited Policy or the Sexual Harassment Prohibited Policy. Coercion, retaliation, or intimidation against anyone filing a complaint or serving as a witness under this procedure is prohibited.

### **Who May File:**

Any individual who believes that they have been subject to harassment, discrimination, or retaliation in violation of the Harassment and Discrimination Prohibited Policy or the Sexual Harassment Prohibited Policy is encouraged to use this internal complaint procedure.

If the individual chooses, a complaint can be filed externally with the Minnesota Department of Human Rights (MDHR), the U.S. Equal Employment Opportunity Commission (EEOC), or through other legal channels. The MDHR, EEOC and other legal channels have time limits for filing complaints; individuals may contact the MDHR, EEOC, or a private attorney for more information.

Retaliation against any person who has filed a complaint either internally through this complaint procedure or through an outside enforcement agency or other legal channels is prohibited.

Individuals who knowingly file a false complaint will be subject to disciplinary or corrective action.

The following are the procedures for filing a complaint:

1. The individual may, but is not required to, complete the “Harassment and Discrimination Prohibited/Sexual Harassment Prohibited Policies Complaint Form” provided by the Affirmative Action Officer or designee. Individuals are encouraged to file a complaint within a reasonable period of time after the individual becomes aware that a situation may involve conduct in violation of the Harassment and Discrimination Prohibited Policy or the Sexual Harassment Prohibited Policy. The Affirmative Action Officer or designee will, if requested, provide assistance in filling out the form
2. The Affirmative Action Officer or designee determines if the complainant is alleging conduct in violation of the Harassment and Discrimination Prohibited Policy or the Sexual Harassment Prohibited Policy; or if the complaint instead is of a general personnel concern or a general concern of respect in the workplace
  - a. If it is determined that the complaint is not related to conduct that would violate the Harassment and Discrimination Prohibited Policy or the Sexual Harassment Prohibited Policy, but rather involves general personnel concerns or general concerns of respect in the workplace, the Affirmative Action Officer or designee will inform the complainant, in writing, within ten (10) business days
  - b. If it is determined that the complaint is related to conduct that would violate the Harassment and Discrimination Prohibited Policy or the Sexual Harassment Prohibited Policy, the Affirmative Action Officer or designee will determine whether corrective

action may be taken without an investigation. If it is determined that an investigation is necessary, the Affirmative Action Officer or designee shall investigate the complaint

3. The Affirmative Action Officer or designee shall create a written investigation report of every investigation conducted. If the investigation shows sufficient evidence to substantiate the complaint, appropriate corrective action will be taken
4. Within (60) days after the complaint is filed, the Affirmative Action Officer or designee shall provide a written answer to the complainant, unless reasonable cause for delay exists. The complainant will be notified if the written answer is not expected to be issued within the sixty (60) day period. The written answer to the complainant must comply with the data privacy restrictions of the Minnesota Government Data Practices Act
5. Disposition of the complaint will be filed with the Commissioner of Minnesota Management and Budget within thirty (30) days after the final determination
6. The status of the complaint may be shared with the complainant(s) and respondent(s). All data related to the complaint are subject to the provisions of the Minnesota Government Data Practices Act
7. The Affirmative Action Officer or designee shall maintain records of all complaints, investigation reports, and any other data or information the Affirmative Action Officer or designee deems pertinent for seven (7) years after the complaint is closed
8. In extenuating circumstances, the employee or applicant may contact the State Affirmative Action Officer in the Office of Equal Opportunity at Minnesota Management and Budget for information regarding the filing of a complaint (for example, if the complaint is against the agency head or the agency Affirmative Action Officer)

## **D. Minnesota Department of Health Harassment and Discrimination Prohibited/Sexual Harassment Prohibited Policies Complaint Form**

The Harassment and Discrimination Prohibited/Sexual Harassment Prohibited Policies Complaint Form can be provided by the Affirmative Action Officer. It can also be found at:

[Harassment and Discrimination Prohibited/Sexual Harassment Prohibited Policies Complaint Form Template \(https://mn.gov/mmb-stat/hr-toolbox/003-equal-opportunity-diversity-and-inclusion/reports/sexual-harassment-prohibited-policies-complaint-form-template.pdf\)](https://mn.gov/mmb-stat/hr-toolbox/003-equal-opportunity-diversity-and-inclusion/reports/sexual-harassment-prohibited-policies-complaint-form-template.pdf)

[AGENCY] \_\_\_\_\_

**Harassment and Discrimination Prohibited/  
Sexual Harassment Prohibited Policies  
Complaint Form**

Agency Name \_\_\_\_\_  
Street Address \_\_\_\_\_  
City, State Zip Code \_\_\_\_\_  
Telephone Number \_\_\_\_\_

**Complainant (You)**

Complainant's Name \_\_\_\_\_ Job Title \_\_\_\_\_  
Agency \_\_\_\_\_ Telephone \_\_\_\_\_  
Work Address \_\_\_\_\_ Division \_\_\_\_\_  
City, State Zip Code \_\_\_\_\_ Manager \_\_\_\_\_

**Respondent (Person Against whom you are filing the complaint)**

Name \_\_\_\_\_ Respondent's Job Title \_\_\_\_\_  
Agency \_\_\_\_\_ Respondent's Telephone \_\_\_\_\_  
Work Address \_\_\_\_\_ Division \_\_\_\_\_  
City, State Zip Code \_\_\_\_\_ Manager \_\_\_\_\_

**The Complaint**

**Basis of Complaint**

Place an "X" in the box for all that apply:

<input type="checkbox"/> Race	<input type="checkbox"/> Marital Status	<input type="checkbox"/> Gender Expression
<input type="checkbox"/> Sex	<input type="checkbox"/> Gender Identity	<input type="checkbox"/> Religion
<input type="checkbox"/> Familial Status	<input type="checkbox"/> National Origin	<input type="checkbox"/> Genetic Information
<input type="checkbox"/> Age	<input type="checkbox"/> Creed	<input type="checkbox"/> Retaliation
<input type="checkbox"/> Color	<input type="checkbox"/> Sexual Orientation	<input type="checkbox"/> Membership or Activity in a Local Human Rights Commission
<input type="checkbox"/> Sexual Harassment	<input type="checkbox"/> Reliance on Public Assistance	
<input type="checkbox"/> Disability		

Describe, in as much detail as possible, the conduct that you believe violates the Harassment and Discrimination Prohibited Policy or the Sexual Harassment Prohibited Policy. List dates, locations, names and titles of people involved. Explain why you believe the conduct was based on the item(s) checked in the "Basis of Complaint" section above. Use additional paper if needed and attach to this form. Attach any documents you believe may be relevant.

Date most recent act of discrimination/ harassment in violation of policy took place: \_\_\_\_\_

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

**Information on Witnesses Who You Believe Can Support Your Complaint**

Witness Name	Witness Work Address	Witness Work Telephone

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

This complaint is being filed based on my honest belief that I have been subjected to conduct in violation of the Harassment and Discrimination Prohibited Policy or the Sexual Harassment Prohibited Policy. I hereby certify that the information I have provided in this complaint is true, correct, and complete to the best of my knowledge.

Complainant Signature \_\_\_\_\_ Date signed \_\_\_\_\_

Complaint Received by: \_\_\_\_\_ Date signed \_\_\_\_\_  
(Affirmative Action Officer Signature)

**NON-RETALIATION:** Retaliation against any person who reports conduct under the Harassment and Discrimination Prohibited Policy or the Sexual Harassment Prohibited Policy is strictly prohibited and will not be tolerated. If you believe that you have been subjected to retaliation, you are encouraged to report such behavior.

This material is available in alternative formats for individuals with disabilities by contacting \_\_\_\_\_

Additional Information

## **D. Statewide ADA Reasonable Accommodation Policy Statewide HR/LR Policy #1433: ADA Reasonable Accommodation Policy**

### **OVERVIEW**

#### **Objective**

The goals of this policy are:

- To ensure compliance with all applicable state and federal laws;
- To establish a written and readily accessible procedure regarding reasonable accommodation, including providing notice of this policy on all job announcements;
- To provide guidance and resources about reasonable accommodations;
- To provide a respectful interactive process to explore reasonable accommodations; and
- To provide a timely and thorough review process for requests for reasonable accommodation

#### **Policy Statement**

State agencies must comply with all state and federal laws that prohibit discrimination against qualified individuals with disabilities in all employment practices. All state agencies must provide reasonable accommodations to qualified applicants and employees with disabilities unless to do so would cause an undue hardship or pose a direct threat. Agencies must provide reasonable accommodation when:

- A qualified applicant with a disability needs an accommodation to have an equal opportunity to compete for a job;
- A qualified employee with a disability needs an accommodation to perform the essential functions of the employee's job; and
- A qualified employee with a disability needs an accommodation to enjoy equal access to benefits and privileges of employment (e.g., trainings, office sponsored events)

#### **Scope**

This policy applies to all employees of the Executive Branch and classified employees in the Office of Legislative Auditor, Minnesota State Retirement System, Public Employee Retirement System, and Teachers' Retirement System.

#### **Definitions**

##### **Applicant**

A person who expresses interest in employment and satisfies the minimum requirements for application established by the job posting and job description.

##### **Americans with Disabilities Act (ADA) Coordinator**

Each agency is required to appoint an ADA coordinator or designee, depending on agency size, to direct and coordinate agency compliance with Title I of the ADA.



### Direct Threat

A significant risk of substantial harm to the health or safety of the individual or others that cannot be eliminated or reduced by reasonable accommodation.

The determination that an individual poses a direct threat shall be based on an individualized assessment of the individual's present ability to safely perform the essential functions of the job.

### Essential Functions

Duties so fundamental that the individual cannot do the job without being able to perform them. A function can be essential if:

- The job exists specifically to perform the function(s); or
- There are a limited number of other employees who could perform the function(s); or
- The function(s) is/are specialized and the individual is hired based on the employee's expertise

### Interactive Process

A discussion between the employer and the individual with a disability to determine an effective reasonable accommodation for the individual with a disability. To be interactive, both sides must communicate and exchange information.

### Individual with a Disability

An individual who:

- Has a physical, sensory, or mental impairment that substantially limits one or more major life activities; or
- Has a record or history of such impairment; or
- Is regarded as having such impairment

### Qualified Individual with a Disability

An individual who:

- Satisfies the requisite skill, experience, education, and other job-related requirements of the job that the individual holds or desires; and
- Can perform the essential functions of the position with or without reasonable accommodation

### Major Life Activities

May include, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working.

Major life activities also include the operation of a major bodily function, including but not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions.

## Medical Documentation

Information from the requestor's treating provider which is sufficient to enable the employer to determine whether an individual has a disability and whether and what type of reasonable accommodation is needed when the disability or the need for accommodation is not obvious. Medical documentation can be requested using the standardized [Letter Requesting Documentation for Determining ADA Eligibility from a Medical Provider](#).

## Reasonable Accommodation

An adjustment or alteration that enables a qualified individual with a disability to apply for a job, perform job duties, or enjoy the benefits and privileges of employment. Reasonable accommodations may include:

- Modifications or adjustments to a job application process to permit a qualified individual with a disability to be considered for a job; or
- Modifications or adjustments to enable a qualified individual with a disability to perform the essential functions of the job; or
- Modifications or adjustments that enable qualified employees with disabilities to enjoy equal benefits and privileges of employment

Modifications or adjustments may include, but are not limited to:

- Providing materials in alternative formats like large print or Braille;
- Providing assistive technology, including information technology and communication equipment's, or specially designed furniture;
- Modifying work schedules or supervisory methods;
- Granting breaks or providing leave;
- Altering how or when job duties are performed;
- Removing and/or substituting a marginal function;
- Moving to a different office space;
- Providing telework;
- Making changes in workplace policies;
- Providing a reader or other staff assistant to enable employees to perform their job functions, where a reasonable accommodation cannot be provided by current staff;
- Removing an architectural barrier, including reconfiguring work spaces;
- Providing accessible parking;
- Providing a sign language interpreter; or
- Providing a reassignment to a vacant position

## Reassignment

Reassignment to a vacant position for which an employee is qualified is a "last resort" form of a reasonable accommodation. This type of accommodation must be provided to an employee, who, because of a disability, can no longer perform the essential functions of the position, with or without reasonable accommodation, unless the employer can show that it will be an undue hardship.

## Support Person

Any person an individual with a disability identifies to help during the reasonable accommodation process in terms of filling out paperwork, attending meetings during the interactive process to take notes or ask clarifying questions, or to provide emotional support.

## Undue Hardship

A specific reasonable accommodation would require significant difficulty or expense. Undue hardship is always determined on a case-by-case basis considering factors that include the nature and cost of the accommodation requested and the impact of the accommodation on the operations of the agency. A state agency is not required to provide accommodations that would impose an undue hardship on the operation of the agency.

## Exclusions

N/A

## Statutory References

- [Rehabilitation Act of 1973, Title 29 USC 701](#)
- [Americans with Disabilities Act \(1990\)](#)
- [29 C.F.R. 1630, Regulations to Implement the Equal Employment Provisions of the Americans with Disabilities Act](#)

## GENERAL STANDARDS AND EXPECTATIONS

### Individuals who may request a reasonable accommodation include:

- Any qualified applicant with a disability who needs assistance with the job application procedure or the interview or selection process; or
- Any qualified agency employee with a disability who needs a reasonable accommodation to perform the essential functions of the position; or
- A third party, such as a family member, friend, health professional or other representative, on behalf of a qualified applicant or employee with a disability, when the applicant or employee is unable to make the request for reasonable accommodation. When possible, the agency must contact the applicant or employee to confirm that the accommodation is wanted. The applicant or employee has the discretion to accept or reject the proposed accommodation

The agency must abide by the [Minnesota Government Data Practices Act, Chapter 13](#), in obtaining or sharing information related to accommodation requests.

### How to request a reasonable accommodation

An agency applicant or employee may make a reasonable accommodation request to any or all of the following:

- Immediate supervisor or manager in the employee's chain of command;

- Agency Affirmative Action Officer/Designee;
- Agency ADA Coordinator;
- Agency Human Resources Office;
- Any agency official with whom the applicant has contact during the application, interview and/or selection process

### **Timing of the request**

An applicant or employee may request a reasonable accommodation at any time, even if the individual has not previously disclosed the existence of a disability or the need for an accommodation. A request is any communication in which an individual asks or states that he or she needs the agency to provide or change something because of a medical condition.

The reasonable accommodation process begins as soon as possible after the request for accommodation is made.

### **Form of the request**

The applicant or employee is responsible for requesting a reasonable accommodation or providing sufficient notice to the agency that an accommodation is needed.

An initial request for accommodation may be made in any manner (e.g., writing, electronically, in person or orally).

The individual requesting an accommodation does not have to use any special words and does not have to mention the ADA or use the phrase "reasonable accommodation" or "disability."

Oral requests must be documented in writing to ensure efficient processing of requests.

The agency request forms can be found at: "[Employee/Applicant Request for Reasonable Accommodation Form](#)".

When a supervisor or manager observes or receives information indicating that an employee is experiencing difficulty performing the job due to a medical condition or disability, further inquiry may be required. Supervisors or managers should consult with the agency ADA Coordinator for advice on how to proceed.

When an employee needs the same reasonable accommodation on a repeated basis (e.g., the assistance of a sign language interpreter), a written request for accommodation is required the first time only. However, the employee requesting an accommodation must give appropriate advance notice each subsequent time the accommodation is needed. If the accommodation is needed on a regular basis (e.g., a weekly staff meeting), the agency must make appropriate arrangements without requiring a request in advance of each occasion.

### **The interactive process entails**

Communication is a priority and encouraged throughout the entire reasonable accommodation process. The interactive process is a collaborative process between the employee and/or applicant and the agency to explore and identify specific reasonable accommodation(s). (For information on the Interactive Process see the U.S. Department of Labor, Job Accommodation Network at

<http://askjan.org/topics/interactive.htm>). This process is required when:

- The need for a reasonable accommodation is not obvious;
- The specific limitation, problem or barrier is unclear;
- An effective reasonable accommodation is not obvious;
- The parties are considering different forms of reasonable accommodation;
- The medical condition changes or fluctuates; or,
- There are questions about the reasonableness of the requested accommodation

The interactive process should begin as soon as possible after a request for reasonable accommodation is made or the need for accommodation becomes known.

The process should ensure a full exchange of relevant information and communication between the individual and the agency. An individual may request that the agency ADA Coordinator, a union representative, or support person be present.

The agency ADA Coordinator shall be consulted when:

- Issues, conflicts or questions arise in the interactive process; and
- Prior to denying a request for accommodation

### **Agency responsibilities for processing the request**

As the first step in processing a request for reasonable accommodation, the person who receives the request (recipient) must promptly forward the request to the appropriate decision maker. At the same time, the recipient will notify the requestor who the decision maker is. Following are the decision makers in the agency:

#### **Commissioner**

The commissioner of the agency or agency head has the ultimate responsibility to ensure compliance with the ADA and this policy and appoint an ADA Coordinator.

#### **ADA Coordinator**

The agency ADA Coordinator is the agency's decision maker for reasonable accommodation requests for all types of requests outside of the supervisors' and managers' authority. The agency ADA Coordinator will work with the supervisor and manager, and where necessary, with agency Human Resources, to implement the approved reasonable accommodation.

#### **Supervisors and Managers**

Agencies have the authority to designate the level of management approval needed for reasonable accommodation requests for low-cost purchases. For example:

Requests for standard office equipment that is needed as a reasonable accommodation and adaptive items costing less than \$100. And

Requests for a change in a condition of employment such as modified duties, or a change in schedule, or the location and size of an employee's workspace, or for items costing more than \$100, the requests should be directed to the MDH ADA Coordinator.

### **Analysis for processing requests**

Before approving or denying a request for accommodation, the agency decision maker with assistance from the agency ADA Coordinator will:

1. Determine if the requestor is a qualified individual with a disability;
2. Determine if the accommodation is needed to:
  - a. Enable a qualified applicant with a disability to be considered for the position the individual desires;
  - b. Enable a qualified employee with a disability to perform the essential functions of the position; or
  - c. Enable a qualified employee with a disability to enjoy equal benefits or privileges of employment as similarly situated employees without disabilities;
3. Determine whether the requested accommodation is reasonable;
4. Determine whether there is a reasonable accommodation that will be effective for the requestor and the agency; and
5. Determine whether the reasonable accommodation will impose an undue hardship on the agency's operations

An employee's accommodation preference is always seriously considered, but the agency is not obligated to provide the requestor's accommodation of choice, so long as it offers an effective accommodation, or determines that accommodation would cause an undue hardship.

### **Obtaining medical documentation in connection with a request for reasonable accommodation**

In some cases, the disability and need for accommodation will be reasonably evident or already known, for example, where an employee is blind. In these cases, the agency will not seek further medical documentation. If a requestor's disability and/or need for reasonable accommodation are not obvious or already known, the agency ADA Coordinator may require medical information showing that the requestor has a covered disability that requires accommodation. The agency ADA Coordinator may request medical information in certain other circumstances. For example, when:

- The information submitted by the requestor is insufficient to document the disability or the need for the accommodation;
- A question exists as to whether an individual is able to perform the essential functions of the position, with or without reasonable accommodation; or
- A question exists as to whether the employee will pose a direct threat to himself/herself or others

Where medical documentation is necessary, the agency ADA Coordinator must make the request and use the [Letter Requesting Documentation for Determining ADA Eligibility from a Medical Provider](#). The agency ADA Coordinator must also obtain the requestor's completed and signed [Authorization for](#)

[Release of Medical Information](#) before sending the Letter to, or otherwise communicating with, the medical provider. The employee may choose not to sign the Authorization. However, if the employee chooses not to sign the Authorization, it is the employee's responsibility to ensure that the agency receives the requested medical information.

Only medical documentation specifically related to the employee's request for accommodation and ability to perform the essential functions of the position will be requested. When medical documentation or information is appropriately requested, an employee must provide it in a timely manner, or the agency may deny the reasonable accommodation request. Agencies must not request medical records; medical records are not appropriate documentation and cannot be accepted.

**Supervisors and managers *must not* request medical information or documentation from an applicant or employee seeking an accommodation.** Such a request will be made by the agency ADA Coordinator, if appropriate.

## Confidentiality Requirements

### Medical Information

Medical information obtained in connection with the reasonable accommodation process must be kept confidential. All medical information obtained in connection with such requests must be collected and maintained on separate forms and in separate physical or electronic files from non-medical personnel files and records. Electronic copies of medical information obtained in connection with the reasonable accommodation process must be stored so that access is limited to only the agency ADA Coordinator. Physical copies of such medical information must be stored in a locked cabinet or office when not in use or unattended. Generally, medical documentation obtained in connection with the reasonable accommodation process should only be reviewed by the agency ADA Coordinator.

The agency ADA Coordinator may disclose medical information obtained in connection with the reasonable accommodation process to the following:

- Supervisors, managers or agency HR staff who have a need to know may be told about the necessary work restrictions and about the accommodations necessary to perform the employee's duties. However, information about the employee's medical condition should only be disclosed if strictly necessary, such as for safety reasons;
- First aid and safety personnel may be informed, when appropriate, if the employee may require emergency treatment or assistance in an emergency evacuation;
- To consult with the State ADA Coordinator or Employment Law Counsel at MMB, or the Attorney General's Office about accommodation requests, denial of accommodation requests or purchasing of specific assistive technology or other resources; or
- Government officials assigned to investigate agency compliance with the ADA

Whenever medical information is appropriately disclosed as described above, the recipients of the information must comply with all confidentiality requirements.

## **Accommodation Information**

The fact that an individual is receiving an accommodation because of a disability is confidential and may only be shared with those individuals who have a need to know for purposes of implementing the accommodation, such as the requestor's supervisor and the agency ADA Coordinator.

## **General Information**

General summary information regarding an employee's or applicant's status as an individual with a disability may be collected by agency equal opportunity officials to maintain records and evaluate and report on the agency's performance in hiring, retention, and processing reasonable accommodation requests.

## **Approval of requests for reasonable accommodation**

As soon as the decision maker determines that a reasonable accommodation will be provided, the agency ADA Coordinator will process the request and provide the reasonable accommodation in as short of a timeframe as possible. The time necessary to process a request will depend on the nature of the accommodation requested and whether it is necessary to obtain supporting information. If an approved accommodation cannot be provided within a reasonable time, the decision maker will inform the requestor of the status of the request before the end of 30 days. Where feasible, if there is a delay in providing the request, temporary measures will be taken to provide assistance.

Once approved, the reasonable accommodation should be documented for record keeping purposes and the records maintained by the agency ADA Coordinator.

## **Funding for reasonable accommodations**

The agency must specify how the agency will pay for reasonable accommodations.

## **Procedures for reassignment as a reasonable accommodation**

Reassignment to a vacant position is an accommodation that must be considered if there are no effective reasonable accommodations that would enable the employee to perform the essential functions of his/her current job, or if all other reasonable accommodations would impose an undue hardship.

The agency ADA Coordinator will work with agency Human Resources staff and the requestor to identify appropriate vacant positions within the agency for which the employee may be qualified and can perform the essential functions of the vacant position, with or without reasonable accommodation. Vacant positions which are equivalent to the employee's current job in terms of pay, status, and other relevant factors will be considered first. If there are none, the agency will consider vacant lower level positions for which the individual is qualified. The EEOC recommends that the agency consider positions that are currently vacant or will be coming open within at least the next 60 days.



## Denial of requests for reasonable accommodation

The agency ADA Coordinator must be contacted for assistance and guidance prior to denying any request for reasonable accommodation. The agency may deny a request for reasonable accommodation where:

- The individual is not a qualified individual with a disability;
- The reasonable accommodation results in undue hardship or the individual poses a direct threat to the individual or others. Undue hardship and direct threat are determined on a case-by-case basis with guidance from the agency ADA Coordinator; or
- Where no reasonable accommodation, including reassignment to a vacant position, will enable the employee to perform all the essential functions of the job

The explanation for denial must be provided to the requestor in writing. The explanation should be written in plain language and clearly state the specific reasons for denial. Where the decision maker has denied a specific requested accommodation, but has offered a different accommodation in its place, the decision letter should explain both the reasons for denying the accommodation requested and the reasons that the accommodation being offered will be effective.

## Consideration of undue hardship

An interactive process must occur prior to the agency making a determination of undue hardship. Determination of undue hardship is made on a case-by-case basis and only after consultation with the agency's ADA Coordinator. In determining whether granting a reasonable accommodation will cause an undue hardship, the agency considers factors such as the nature and cost of the accommodation in relationship to the size and resources of the agency and the impact the accommodation will have on the operations of the agency.

Agencies may deny reasonable accommodations based upon an undue hardship. Prior to denying reasonable accommodation requests due to lack of financial resources, the agency will consult with the State ADA Coordinator at MMB.

## Determining direct threat

The determination that an individual poses a "direct threat," (i.e., a significant risk of substantial harm to the health or safety of the individual or others) which cannot be eliminated or reduced by a reasonable accommodation, must be based on an individualized assessment of the individual's present ability to safely perform the essential functions of the job with or without reasonable accommodation. A determination that an individual poses a direct threat cannot be based on fears, misconceptions, or stereotypes about the individual's disability. Instead, the agency must make a reasonable medical judgment, relying on the most current medical knowledge and the best available objective evidence.

In determining whether an individual poses a direct threat, the factors to be considered include:

- Duration of the risk;
- Nature and severity of the potential harm;
- Likelihood that the potential harm will occur; and
- Imminence of the potential harm

## Appeals process in the event of denial

In addition to providing the requestor with the reasons for denial of a request for reasonable accommodation, agencies must designate a process for review when an applicant or employee chooses to appeal the denial of a reasonable accommodation request. This process:

- Must include review by an agency official;
- May include review by the State ADA Coordinator; and/or
- Must inform the requestor of the statutory right to file a charge with the Equal Employment Opportunity Commission or the Minnesota Department of Human Rights

## Information tracking and records retention

Agencies must track reasonable accommodations requested and report once a year by September 1st to MMB the number and types of accommodations requested, approved, denied and other relevant information.

Agencies must retain reasonable accommodation documentation according to the agency's document retention schedule, but in all cases for at least one year from the date the record is made or the personnel action involved is taken, whichever occurs later. 29 C.F.R. § 1602.14.

## RESPONSIBILITIES

### Agency Responsibility

- Adoption and implementation of this policy and development of reasonable accommodation procedures consistent with the guidance in this document.

### MMB Responsibility

- Provide advice and assistance to state agencies and maintain this policy.

## FORMS AND INSTRUCTIONS

Please review the following forms:

- [Employee/Applicant Request for ADA Reasonable Accommodation](#)
- [Authorization of Release of Medical Information for ADA Reasonable Accommodations](#)
- [Letter Requesting Documentation for Determining ADA Eligibility from a Medical Provider](#)

## REFERENCES

- [U.S. Equal Employment Opportunity Commission](#), *Enforcement Guidance*
- Pre-employment Disability-Related Questions and Medical Examinations at 5, 6-8, 20, 21-22, 8 FEP Manual (BNA) 405:7191, 7192-94, 7201 (1995)
- Workers' Compensation and the ADA at 15-20, 8 FEP Manual (BNA) 405:7391, 7398-7401 (1996)

- The Americans with Disabilities Act and Psychiatric Disabilities at 19-28, 8 FEP Manual (BNA) 405:7461, 7470-76 (1997)
- Reasonable Accommodation and Undue Hardship under the Americans with Disabilities Act (October 17, 2002), (clarifies the rights and responsibilities of employers and individuals with disabilities regarding reasonable accommodation and undue hardship)
- Disability-Related Inquiries and Medical Examinations of Employees (explains when it is permissible for employers to make disability-related inquiries or require medical examinations of employees)
- Fact Sheet on the Family and Medical Leave Act, the Americans with Disabilities Act, and Title VII of the Civil Rights Act of 1964 at 6-9, 8 FEP Manual (BNA) 4055:7371

The [Genetic Information Nondiscrimination Act \(GINA\) of 2008](#) and [M.S. 181.974](#) prohibit employers from using genetic information when making decisions regarding employment.

[Minnesota Human Rights Act \(MHRA\)](#) prohibits employers from treating people differently in employment because of their race, color, creed, religion, national origin, sex, marital status, familial status, disability, public assistance, age, sexual orientation, or local human rights commission activity. The MHRA requires an employer to provide reasonable accommodation to qualified individuals with disabilities who are employees or applicants for employment, except when such accommodation would cause undue hardship or where the individual poses a direct threat to the health or safety of the individual or others. The MHRA prohibits requesting or requiring information about an individual's disability prior to a conditional offer of employment.

The [Family and Medical Leave Act](#) is a federal law requiring covered employers to provide eligible employees twelve weeks of job-protected, unpaid leave for qualified medical and family reasons.

[Executive Order 19-15, Providing for Increased Participation of Individuals with Disabilities in State Employment](#), directs agencies to make efforts to hire more individuals with disabilities and report on progress.

## **CONTACTS**

Equal Opportunity Office at Minnesota Management and Budget

## E. Minnesota Department of Health Employee/Applicant Request for Americans with Disabilities Act (“ADA”) Reasonable Accommodation Form

The Employee/Applicant Request for Americans with Disabilities Act (“ADA”) Reasonable Accommodation Form shown below can be found at <https://mn.gov/mmb-stat/equal-opportunity/ada/accommodation-request-form.docx>.

<p style="text-align: center;"><b>[Agency Name]</b></p> <p style="text-align: center;"><b>Employee/Applicant Request for Americans with Disabilities Act (“ADA”) Reasonable Accommodation Form</b></p> <p>[AGENCY NAME] 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 the position and 2) have a disability that substantially or materially 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.</p> <p>Employee/Applicant Name: _____</p> <p>Job Title: _____</p> <p>Work Location: _____</p> <p>Phone Number: _____</p> <p><b>Data Privacy Statement:</b> This information may be used by the agency human resources representative, ADA Coordinator or designee, or any other individual who is authorized by the 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, the agency may not have sufficient information to provide a reasonable accommodation.</p> <p style="text-align: center;"><b>DO NOT PROVIDE ANY INFORMATION THAT IS NOT RELATED TO YOUR REQUEST FOR REASONABLE ACCOMMODATION. DO NOT PROVIDE COPIES OF MEDICAL RECORDS.</b></p> <p>A. Questions to clarify accommodation requested.</p> <p>1. What specific accommodation are you requesting?</p> <p>_____</p> <p>2. If you are not sure what accommodation is needed, do you have any suggestions about what options we can explore?</p> <p>a. Answer yes or no: _____</p> <p>b. If yes, please explain: _____</p> <p>B. Questions to document the reason for the accommodation request <i>(please attach additional pages if necessary)</i>.</p> <p>1. If you are an employee, what, if any, job function are you having difficulty performing; or if you are an applicant, what portion of the application process are you having difficulty participating in?</p> <p>_____</p> <p style="text-align: right;">Page 1 of 2 Rev. 4/2019</p>	<p>2. What, if any, employment benefits are you having difficulty accessing?</p> <p>_____</p> <p>3. What limitation, as result of your physical or mental impairment, is interfering with your ability to perform the functions of your job, access an employment benefit, or participate in the application process?</p> <p>_____</p> <p>4. If you are requesting a specific accommodation, how will that accommodation be effective in allowing you to perform the functions of your job, access an employment benefit, or participate in the application process?</p> <p>_____</p> <p><b>Information Pertaining to Medical Documentation:</b> In the context of assessing an accommodation request, medical documentation may be needed to determine if the employee/applicant 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/applicant will be provided with the appropriate forms to submit to their medical provider. The employee/applicant has the responsibility to ensure that the requested information is returned to the ADA Coordinator or designee in a timely manner.</p> <div style="border: 1px solid black; padding: 5px;"><p>This form 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.</p></div> <p>Employee/Applicant Signature: _____</p> <p>Date: _____</p> <p style="text-align: right;">Page 2 of 2 Rev. 4/2019</p>
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## F. Notice Under the Americans with Disabilities Act

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 (“ADA”), the Minnesota Department of Health (MDH) will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities.

**Employment:** The Department of Health does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under title I of the ADA.

**Effective Communication:** The Department of Health will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in the Department of Health programs, services, and activities, including qualified sign language interpreters, documents in Braille, and other ways of making information and communications accessible to people who have speech, hearing, or vision impairments.

**Modifications to Policies and Procedures:** The Department of Health will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services, and activities. For example, individuals with service animals are welcomed in offices, even where pets are generally prohibited.

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of the Department of Health, should contact the ADA title II coordinator.

The ADA does not require the Department of Health to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden.

Complaints that a program, service, or activity of the department of Health is not accessible to persons with disabilities should be directed to the Department’s ADA Title II Coordinator.

The Department of Health will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy, such as retrieving items from locations that are open to the public but are not accessible to persons who use wheelchairs.

## **G. The Minnesota Department of Health Grievance Procedure Under Title II of the Americans with Disabilities Act**

This Grievance Procedure is established to meet the requirements of Title II of the Americans with Disabilities Act of 1990 (“ADA”). It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by the Minnesota Department of Health (MDH). The Statewide ADA Reasonable Accommodation policy governs employment-related complaints of disability discrimination.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint, will be made available for persons with disabilities upon request.

The complaint should be submitted by the grievant and/or his/her designee as soon as possible but no later than 60 calendar days after the alleged violation to:

Rachael Marshall

MDH Employee & Labor Relations Manager

Rachael.Marshall@state.mn.us

625 Robert Street North

St. Paul, MN 55164-0975

Within 15 calendar days after receipt of the complaint, Rachael Marshall or her designee will meet or communicate with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting or communication, Rachael Marshall or her designee will respond in writing, and where appropriate, in a format accessible to the complainant. The response will explain the position of the Department of Health and offer options for substantive resolution of the complaint.

If the response by Rachael Marshall or her designee does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision within 15 calendar days after receipt of the response to the Department of Health Commissioner or Deputy Commissioner.

Within 15 calendar days after receipt of the appeal, the Department of Health Commissioner or Deputy Commissioner will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the Department of Health Commissioner or Deputy Commissioner will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

All written complaints received by Rachael Marshall or her designee, appeals to the Department of Health Commissioner or Deputy Commissioner and responses from these two offices will be retained by the Department of Health for at least three years.

## **H. Americans with Disabilities Act (“ADA”) Title II (non-employee) Reasonable Accommodation/Modification in Public Services, Programs or Activities Request Form**

A fillable form can be found at <https://mn.gov/mmb-stat/equal-opportunity/ada/ada-accommodation-request-form-title-ii.pdf>

## **I. Evacuation Procedure for Individuals with Disabilities or Otherwise in Need of Assistance**

A copy of the agency’s weather and emergency evacuation plans can be found on the MDH Intranet. Knowledge and preparation by both individuals needing assistance and those who don’t are 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 and individuals who will need assistance during evacuation. The Americans with Disabilities Act Coordinator 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 contact(s) below to request the type of assistance they may need.

**Name:** Jolene Ziegler

**Title:** Safety Administrator

**Email:** Jolene.ziegler@state.mn.us.

**Phone:** (651)201-5771

## Evacuation Options:

Individuals with disabilities have four basics, possibly five, evacuation options; mentioned below:

*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
- **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, or 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 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; and/or
- **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

### Other Relevant Information

#### Staff and evacuation assistants:

- Employees with temporary or permanent mobility impairments, or those who would be unable to evacuate the building in a timely manner due to a personal health condition will:
  - Notify their supervisor and the building emergency coordinator(s) that they require assistance
  - Select two or more evacuation assistants to provide aid during an emergency
- Mobility impaired employees and their evacuation assistants will form a plan to meet in a specific area of the workplace for all emergencies and will communicate this information to their supervisor and building emergency coordinator(s)
  - Identify a primary and secondary meeting area
  - Near an exit route is a good area to meet
- Staff working irregular hours, holidays or weekends will notify the security guard on duty they require evacuation assistance by notifying Capital Security dispatch at 651-296- 6741 upon entering and exiting the building

**Building emergency coordinator(s) and supervisors will:**

- Coordinate with staff and their evacuation assistants in the development of an appropriate evacuation plan and relocation site
- Annually review and verify staff requiring assistance or upon a new request being added
- Ensure information regarding the location of all staff requiring assistance be kept near or within the building fire panel for easy access and use by emergency response officials
- Keep duplicate copies of all staff requiring assistance at the security desk and with the building emergency coordinators

**During an evacuation:**

- Meet at the primary or secondary pre-determined evacuation area
- Once at the pre-determined location, the evacuation assistant(s) will assist the mobility impaired employee in evacuating the building, if possible
- If they are unable to evacuate, the evacuation assistant will remain with the mobility impaired employee until help arrives (if safe to do so)
- The evacuation assistant will then instruct a fellow employee (another evacuation assistant or alternate) to leave and report to the building emergency coordinator or fire department personnel, the location of the mobility impaired employee and evacuation assistant
- These individuals will remain at this location until their rescue is assisted by fire department personnel
- If, due to building conditions, they are unable to remain at this location, they will:
  - Relocate to an area behind doors (an office or conference room)
  - Relocate horizontally and further away from the area of imminent danger
  - Immediately call 911 to advise them of their relocation or use any available means to contact emergency response officials (e.g., cell phone, sign in a window, etc.)
- If the mobility impaired employee is in another area of the building, or one or both of the evacuation assistants is not available to help, the mobility impaired employee will ask for assistance from other individuals evacuating the building

## Appendices

### Appendix A: Progress Report

#### Females

(Note: Promo = Promotion)

Job Category	Prior AAP Total Employee #	Prior AAP Total Females #	Prior AAP Total Females %	Prior AAP Availability Females %	Total Hires & Promo #	Total Hired #	Male Hired #	Females Hired #	Un-known Hired #	Females Hired %	Total Promo #	Male Promo #	Females Promo #	Un-known Promo #	Females Promo %	Actual Females Hiring %	Females Had Goals in Prior AAP?	Female goal Met?
Officials/ Administrators	87	57	65.52%	57.91%	29	10	<10	<10	<10	**.**%*	19	<10	16	<10	84.21%	82.76%	-	-
Professionals	1218	916	75.21%	63.89%	366	241	47	194	<10	80.50%	125	39	86	<10	68.80%	76.50%	-	-
Technicians	23	18	78.26%	57.20%	<10	<10	<10	<10	<10	**.**%*	<10	<10	<10	<10	**.**%*	76.92%	-	-
Office Clerical	248	196	79.03%	71.04%	32	21	<10	18	<10	85.71%	11	<10	10	<10	90.91%	87.50%	-	-
<b>Total</b>	1576	1187	75.32%		443	282	55	227	<10	80.50%	161	43	118	<10	73.29%			

## Racial/Ethnic Minorities

(Note: Promo = Promotion; Mino = Racial/Ethnic Minorities)

Job Category	Prior AAP Total Employee #	Prior AAP Total Mino #	Prior AAP Total Mino %	Prior AAP Availability Mino %	Total Hires & Promo #	Total Hired #	Non-Mino Hired #	Mino Hired #	Un-known Hired #	Mino Hired %	Total Promo #	Non-Mino Promo #	Mino Promo #	Un-known Promo #	Mino Promo %	Actual Mino Hiring %	Mino Had Goals in Prior AAP?	Mino Goal Met?
Officials/ Administrators	87	10	11.49%	10.33%	29	10	<10	<10	<10	**.**%	19	15	<10	<10	**.**%	**.**%	-	-
Professionals	1218	152	12.48%	11.40%	366	241	187	40	14	16.60%	125	97	18	10	14.40%	15.85%	-	-
Technicians	23	<10	**.**%	10.60%	<10	<10	<10	<10	<10	**.**%	<10	<10	<10	<10	**.**%	**.**%	-	-
Office Clerical	248	56	22.58%	16.63%	32	21	14	<10	<10	**.**%	11	<10	<10	<10	**.**%	**.**%	-	-
<b>Total</b>	1576	220	13.96%		443	282	214	49	19	17.38%	161	123	25	13	15.53%			

## Individuals with Disabilities

(Note: Promo = Promotion; IwD = Individuals with Disabilities)

Job Category	Prior AAP Total Employee #	Prior AAP Total IwD #	Prior AAP Total IwD %	Prior AAP Availability IwD %	Total Hires & Promo #	Total Hired #	IwD Hired #	Non-IwD Hired #	Un-known Hired #	IwD Hired %	Total Promo #	Non-IwD Promo #	IwD Promo #	Un-known Promo #	IwD Promo %	Actual IwD Hiring %	IwD Had Goals in Prior AAP?	IwD Goal Met?
Officials/ Administrators	87	<10	**.**%*	7.00%	29	10	10	<10	<10	**.**%*	19	15	<10	<10	**.**%*	**.**%*	Yes	Yes
Professionals	1218	87	7.14%	7.00%	366	241	206	27	<10	11.20%	125	104	<10	15	**.**%*	9.02%	-	-
Technicians	23	<10	**.**%*	7.00%	<10	<10	<10	<10	<10	**.**%*	<10	<10	<10	<10	**.**%*	**.**%*	Yes	No
Office Clerical	248	29	11.69%	7.00%	32	21	14	<10	<10	**.**%*	11	10	<10	<10	**.**%*	**.**%*	-	-
<b>Total</b>	1576	120	7.61%		443	282	239	31	12	10.99%	161	134	10	17	6.21%			

## Appendix B: Separation Analysis

### Total Separations

(Note: Sep = Separation; Minority = Racial/Ethnic Minority; lwd = Individuals with Disabilities)

Separation Type	Total % by Sep Type	Sep Type <sup>1</sup> Female % within Sep Type	Sep Type <sup>2</sup> Sep Type % within Total Female Sep	Sep Type <sup>1</sup> Minority % within Sep Type	Sep Type <sup>2</sup> Sep Type % within Total Minority Sep	Sep Type <sup>1</sup> lwd % within Sep Type	Sep Type <sup>2</sup> Sep Type % within Total lwd Sep
Dismissal or Non-Certification	**.**%	**.**%	**.**%	**.**%	**.**%	**.**%	**.**%
Resignation	43.97%	75.49%	44.38%	22.55%	48.94%	6.86%	31.11%
Enhanced Separation	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Retirement	25.65%	73.11%	25.07%	9.24%	11.70%	12.61%	33.33%
Death	**.**%	**.**%	**.**%	**.**%	**.**%	0.00%	0.00%
Lay-off	**.**%	**.**%	**.**%	0.00%	0.00%	**.**%	**.**%
Termination without Rights	28.23%	75.57%	28.53%	25.95%	36.17%	10.69%	31.11%
<b>Total Separations</b>	<b>100.00%</b>	<b>74.78%</b>	<b>100.00%</b>	<b>20.26%</b>	<b>100.00%</b>	<b>9.70%</b>	<b>100.00%</b>

### Officials/Administrators

(Note: Sep = Separation; Minority = Racial/Ethnic Minority; lwd = Individuals with Disabilities)

Separation Type	Total % by Sep Type	Sep Type <sup>1</sup> Female % within Sep Type	Sep Type <sup>2</sup> Sep Type % within Total Female Sep	Sep Type <sup>1</sup> Minority % within Sep Type	Sep Type <sup>2</sup> Sep Type % within Total Minority Sep	Sep Type <sup>1</sup> lwd % within Sep Type	Sep Type <sup>2</sup> Sep Type % within Total lwd Sep
Dismissal or Non-Certification	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Resignation	**.**%	**.**%	**.**%	**.**%	**.**%	**.**%	**.**%
Enhanced Separation	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Retirement	**.**%	**.**%	**.**%	0.00%	0.00%	**.**%	**.**%
Death	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Lay-off	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Termination without Rights	**.**%	**.**%	**.**%	**.**%	**.**%	**.**%	**.**%
<b>Total Separations</b>	<b>100.00%</b>	<b>68.18%</b>	<b>100.00%</b>	<b>**.**%</b>	<b>100.00%</b>	<b>**.**%</b>	<b>100.00%</b>

## Professionals

(Note: Sep = Separation; Minority = Racial/Ethnic Minority; lwd = Individuals with Disabilities)

Separation Type	Total % by Sep Type	Sep Type <sup>1</sup> Female % within Sep Type	Sep Type <sup>2</sup> Sep Type % within Total Female Sep	Sep Type <sup>1</sup> Minority % within Sep Type	Sep Type <sup>2</sup> Sep Type % within Total Minority Sep	Sep Type <sup>1</sup> lwd % within Sep Type	Sep Type <sup>2</sup> Sep Type % within Total lwd Sep
Dismissal or Non-Certification	*.***%	**.***%	**.***%	**.***%	**.***%	0.00%	0.00%
Resignation	53.45%	79.35%	56.68%	19.35%	63.83%	6.45%	41.67%
Enhanced Separation	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Retirement	32.76%	70.53%	30.88%	**.***%	**.***%	10.53%	41.67%
Death	*.***%	**.***%	**.***%	**.***%	**.***%	0.00%	0.00%
Lay-off	*.***%	**.***%	**.***%	0.00%	0.00%	**.***%	**.***%
Termination without Rights	11.03%	68.75%	10.14%	**.***%	**.***%	**.***%	**.***%
<b>Total Separations</b>	<b>100.00%</b>	<b>74.83%</b>	<b>100.00%</b>	<b>16.21%</b>	<b>100.00%</b>	<b>8.28%</b>	<b>100.00%</b>

## Technicians

(Note: Sep = Separation; Minority = Racial/Ethnic Minority; lwd = Individuals with Disabilities)

Separation Type	Total % by Sep Type	Sep Type <sup>1</sup> Female % within Sep Type	Sep Type <sup>2</sup> Sep Type % within Total Female Sep	Sep Type <sup>1</sup> Minority % within Sep Type	Sep Type <sup>2</sup> Sep Type % within Total Minority Sep	Sep Type <sup>1</sup> lwd % within Sep Type	Sep Type <sup>2</sup> Sep Type % within Total lwd Sep
Dismissal or Non-Certification	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Resignation	**.***%	**.***%	**.***%	**.***%	**.***%	0.00%	0.00%
Enhanced Separation	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Retirement	**.***%	**.***%	**.***%	0.00%	0.00%	0.00%	0.00%
Death	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Lay-off	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Termination without Rights	**.***%	**.***%	**.***%	0.00%	0.00%	0.00%	0.00%
<b>Total Separations</b>	<b>100.00%</b>	<b>**.***%</b>	<b>100.00%</b>	<b>**.***%</b>	<b>100.00%</b>	<b>0.00%</b>	<b>0.00%</b>

## Paraprofessionals

(Note: Sep = Separation; Minority = Racial/Ethnic Minority; IwD = Individuals with Disabilities)

Separation Type	Total % by Sep Type	Sep Type <sup>1</sup> Female % within Sep Type	Sep Type <sup>2</sup> Sep Type % within Total Female Sep	Sep Type <sup>1</sup> Minority % within Sep Type	Sep Type <sup>2</sup> Sep Type % within Total Minority Sep	Sep Type <sup>1</sup> IwD % within Sep Type	Sep Type <sup>2</sup> Sep Type % within Total IwD Sep
Dismissal or Non-Certification	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Resignation	26.32%	70.00%	23.86%	**.**%*	**.**%*	**.**%*	**.**%*
Enhanced Separation	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Retirement	**.**%*	**.**%*	**.**%*	0.00%	0.00%	**.**%*	**.**%*
Death	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Lay-off	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Termination without Rights	72.81%	79.52%	75.00%	27.71%	71.88%	**.**%*	**.**%*
<b>Total Separations</b>	<b>100.00%</b>	<b>77.19%</b>	<b>100.00%</b>	<b>28.07%</b>	<b>100.00%</b>	<b>9.65%</b>	<b>100.00%</b>

## Office Clerical

(Note: Sep = Separation; Minority = Racial/Ethnic Minority; IwD = Individuals with Disabilities)

Separation Type	Total % by Sep Type	Sep Type <sup>1</sup> Female % within Sep Type	Sep Type <sup>2</sup> Sep Type % within Total Female Sep	Sep Type <sup>1</sup> Minority % within Sep Type	Sep Type <sup>2</sup> Sep Type % within Total Minority Sep	Sep Type <sup>1</sup> IwD % within Sep Type	Sep Type <sup>2</sup> Sep Type % within Total IwD Sep
Dismissal or Non-Certification	**.**%*	**.**%*	**.**%*	**.**%*	**.**%*	**.**%*	**.**%*
Resignation	**.**%*	**.**%*	**.**%*	**.**%*	**.**%*	0.00%	0.00%
Enhanced Separation	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Retirement	38.71%	91.67%	47.83%	**.**%*	**.**%*	**.**%*	**.**%*
Death	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Lay-off	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Termination without Rights	**.**%*	**.**%*	**.**%*	**.**%*	**.**%*	0.00%	0.00%
<b>Total Separations</b>	<b>100.00%</b>	<b>74.19%</b>	<b>100.00%</b>	<b>32.26%</b>	<b>100.00%</b>	<b>**.**%*</b>	<b>100.00%</b>



## Appendix C: Job Category Analysis

### Officials/Administrators

(Note: Minority = Racial/Ethnic Minority; IwD = Individuals with Disabilities)

Job Code	Job Title
001424	Human Resources Director 4
001724	Labor Relations Manager
002147	Human Resources Director 2
002695	Agency Chief Financial Officer
003639t	State Prog Admin Manager
003679	State Prog Admin Manager Sr
003719	State Prog Admin Manager Prin
008879	Exec Aide
002691	Financial Mgt Director
001582	Engineer Administrative Mgt
002056	Epidemiologist Program Manager
003380	Health Program Manager Senior
001827	Health Asst Div Director
001474	Health Program Manager
003471	Health Care P&D Syst Div Dir
000568	Environmental Hlth Div Dir
008227	Deputy Commr Health
008360	Asst Commr Health
002643	Health Community Svcs Div Dir
002648	Disease Prev & Cont Div Dir
003841	Environmental Health Asst Div Dr
008110	Commissioner-Health
002997	Public Health Lab Div Dir
002709	Public Health Lab Manager
002042	Agency Internal Audit Manager

## Professionals

(Note: Minority = Racial/Ethnic Minority; IwD = Individuals with Disabilities)

Job Code	Job Title
000006	Management Analyst 1
000140	Buyer 1
000141	Buyer 2
000498	Human Resources Specialist 1
000510	Planner Principal State
000512	Planner Senior Community
000577	Information Officer 3
000633	Accounting Officer Senior
000634	Management Analyst 4
000647	Information Officer 2
000652	Human Resources Consultant 1
000812	Planning Dir State
000837	Planner Senior State
000892	Research Analysis Spec
000893	Management Analyst 3
000979	Accounting Officer Inter
000994	Engineer Senior
000995	Engineer Administrative
000997	Engineer Princ
001304	Grants Specialist Sr
001500	Accounting Supervisor Princ
001528	Management Analyst 2
002185	Admin Planning Dir St
002241	Grants Specialist Coord
002287	Planner Principal Comm Spec
002687	Safety Administrator
003005	Planning Program Supervisor
003017	Human Resources Specialist 3
003171	Agency Policy Specialist
003605	State Prog Admin Intermediate
003606	State Prog Admin Sr

<b>Job Code</b>	<b>Job Title</b>
003607	State Prog Admin Prin
003608	State Prog Admin Coordinator
003609	State Prog Admin Director
003689	State Prog Admin Supervisor Sr
003690	State Prog Admin Supervisor
003730	Management Analyst Staff Spec
003533	Medical Specialist 4
000500	Human Resources Director 1
002390	Accounting Officer Principal
001880	Registered Nurse Senior
001423	Human Resources Specialist 2
002264	Management Analyst Supervisor 1
000004	Accounting Officer
000996	Training & Development Spec 3
000499	Human Resources Supervisor 4
002115	Management Analyst Supervisor 2
000659	Research Analysis Spec Sr
001449	Affirmative Action Off 3
000609	Research Scientist 3
003532	Medical Specialist 3
002393	Nurse Specialist
002114	Management Analyst Supervisor 3
000959	Hydrologist 3
002483	Labor Relations Consultant 2
000919	Engineer 2 Graduate
000958	Hydrologist 2
000636	Auditor Senior
000955	Hydrologist 1
001438	Industrial Hygienist 3
001303	Grants Specialist
000285	Engineer 1 Graduate
002376	Planner Intermediate
000607	Research Scientist 1

<b>Job Code</b>	<b>Job Title</b>
000608	Research Scientist 2
008754	Proj Supervisor
002174	Hydrologist Supervisor
001931	Epidemiologist Principal
001377	Health Program Rep Inter
000833	Health Program Rep Senior
001309	Public Health Sanitarian 3
000832	Health Program Rep
001504	Public Health Sanitarian 2
002131	Public Health Sanitarian Supervisor
001478	Bacteriologist 2
003125	
002504	Environmental Analyst 3
001613	Nursing Evaluator
002329	Research Scientist Supervisor 2
002211	Epidemiologist Supervisor
000834	Health Program Rep Principal
002949	Epidemiologist Supervisor Sr
003383	Environmental Health Supervisor
002503	Environmental Analyst 2
001609	Health Facility Eval Supervisor 3
001608	Health Facility Eval Supervisor 1
002676	Health Educator 3
003020	Environmental Res Scientist
002502	Environmental Analyst 1
002668	Industrial Hygienist 2
003539	Well Standard Representative
003426	Epidemiologist Senior
003510	Radiation Specialist 3
000310	Geneticist
000480	Nutrition Program Consultant
002128	Health Program Supervisor
001697	Hydrologist 4

<b>Job Code</b>	<b>Job Title</b>
000155	Bacteriologist Supervisor 2
002355	Bacteriology Laboratory Spec
002697	Health Care Program Invest
001047	Public Health Nursing Adv Sr
002505	Environmental Analyst Supervisor 1
002506	Environmental Analyst Supervisor 2
000471	Mortician Investigator
001930	Epidemiologist Intermediate
003815	Epidemiologist
000111	Bacteriologist 1
001775	Radiation Specialist 2
000259	Educ Specialist 2
000338	Health Educator 2
000576	Public Health Sanitarian 1
002364	Enterprise Strategy Analyst
003350	Health Laboratory Surveyor
003216	Environmental Specialist 4
003018	Well Inspector
001822	Industrial Hygienist 1
003531	Medical Specialist 2
000337	Health Educator 1
000570	Public Health Nursing Adv
003580	Public Health Social Wkr Spec
008757	Project Specialist

## Technicians

(Note: Minority = Racial/Ethnic Minority; lwd = Individuals with Disabilities)

<b>Job Code</b>	<b>Job Title</b>
000774	Accounting Technician
002606	Engineering Specialist Senior
003709	State Prog Admin Tech Spec
000411	Medical Laboratory Tech 1

Job Code	Job Title
001475	Medical Records Tech 2
000875	Medical Records Tech 1
000409	Laboratory Services Supervisor
000031	Architectural Drafting Tech 2
000154	Chemist Aide

## Paraprofessionals

(Note: Minority = Racial/Ethnic Minority; lwd = Individuals with Disabilities)

Job Code	Job Title
000308	Library Technician
003611	Paralegal
000881	Human Resources Technician 1
008598	Student Worker Para Prof
008599	Student Worker Para Prof Sr

## Office Clerical

(Note: Minority = Racial/Ethnic Minority; lwd = Individuals with Disabilities)

Job Code	Job Title
000293	Exec 2
000632	Account Clerk Senior
002118	Office Services Supervisor 2
003626	Office Specialist
003627	Office & Admin Specialist
003628	Office & Admin Specialist Int
003629	Office & Admin Specialist Sr
003630	Office & Admin Specialist Prin
003633	Central Svcs Admin Spec Senior
003635	Customer Svcs Specialist
003636	Customer Svcs Specialist Int
003637	Customer Svcs Specialist Sr
003631	Central Svcs Admin Spec
003634	Central Svcs Admin Spec Prin

Job Code	Job Title
008596	Student Worker Clerical
000427	Legal Secretary
000001	Account Clerk

## Appendix D: Feeder Jobs

### Officials/Administrators

(Note: Minority = Racial/Ethnic Minority; lwd = Individuals with Disabilities)

Job Code	EEO Category	Job Title	Weighted Female %	Weighted Minority %	Weighted lwd %
001424	Officials and Administrators	Human Resources Director 4	0.99%	0.00%	0.00%
001724	Officials and Administrators	Labor Relations Manager	0.99%	0.00%	0.99%
003639	Officials and Administrators	State Prog Admin Manager	1.98%	0.00%	0.00%
003679	Officials and Administrators	State Prog Admin Manager Sr	4.95%	1.98%	0.00%
003719	Officials and Administrators	State Prog Admin Manager Prin	9.90%	1.98%	0.99%
002691	Officials and Administrators	Financial Mgt Director	0.99%	0.00%	0.00%
001827	Officials and Administrators	Health Asst Div Director	7.92%	0.00%	0.99%
001474	Officials and Administrators	Health Program Manager	6.93%	0.00%	0.00%
008227	Officials and Administrators	Deputy Commr Health	0.99%	0.00%	0.00%
008360	Officials and Administrators	Asst Commr Health	2.97%	0.99%	0.99%
003841	Officials and Administrators	Environmental Health Asst Div Dr	0.99%	0.99%	0.99%
002709	Officials and Administrators	Public Health Lab Manager	0.99%	0.00%	0.00%
000499	Professionals	Human Resources Supervisor 4	0.00%	0.00%	0.00%

Job Code	EEO Category	Job Title	Weighted Female %	Weighted Minority %	Weighted lwd %
001449	Professionals	Affirmative Action Off 3	0.99%	0.99%	0.99%
000140	Professionals	Buyer 1	1.98%	0.00%	0.00%
000499	Professionals	Human Resources Supervisor 4	0.00%	0.00%	0.00%
003690	Professionals	State Prog Admin Supervisor	0.99%	0.00%	0.00%
003689	Professionals	State Prog Admin Supervisor Sr	0.99%	0.99%	0.00%
001449	Professionals	Affirmative Action Off 3	0.99%	0.99%	0.99%
002264	Professionals	Management Analyst Supervisor 1	1.98%	0.00%	0.00%
000812	Professionals	Planning Dir State	8.91%	2.97%	2.97%
008754	Professionals	Project Supervisor	2.97%	0.99%	0.00%
003609	Professionals	State Prog Admin Director	4.95%	1.98%	0.00%
003690	Professionals	State Prog Admin Supervisor	0.99%	0.00%	0.00%
002147	Officials and Administrators	Human Resources Director 2	2.97%	0.00%	0.99%
<b>Total</b>			69.31%	14.85%	10.89%

## Professionals

(Note: Minority = Racial/Ethnic Minority; lwd = Individuals with Disabilities)

Job Code	EEO Category	Job Title	Weighted Female %	Weighted Minority %	Weighted lwd %
002147	Officials and Administrators	Human Resources Director 2	0.99%	0.00%	0.33%
001724	Officials and Administrators	Labor Relations Manager	0.33%	0.00%	0.33%
003639	Officials and Administrators	State Prog Admin Manager	0.66%	0.00%	0.00%
003679	Officials and Administrators	State Prog Admin Manager Sr	1.64%	0.66%	0.00%
003719	Officials and Administrators	State Prog Admin Manager Prin	3.29%	0.66%	0.33%
001423	Professionals	Human Resources Specialist 2	0.66%	0.00%	0.33%
000498	Professionals	Human Resources Specialist 1	1.64%	0.00%	0.99%



Job Code	EEO Category	Job Title	Weighted Female %	Weighted Minority %	Weighted lwd %
003608	Professionals	State Prog Admin Coordinator	4.61%	1.32%	1.64%
003634	Administrative Support	Central Svcs Admin Spec Prin	0.00%	0.00%	0.00%
003633	Administrative Support	Central Svcs Admin Spec Senior	0.66%	0.00%	0.00%
003631	Administrative Support	Central Svcs Admin Spec	0.99%	0.33%	0.00%
000001	Administrative Support	Account Clerk	0.66%	0.33%	0.66%
000632	Administrative Support	Account Clerk Senior	0.99%	0.00%	0.33%
000774	Technicians	Accounting Technician	0.66%	0.00%	0.00%
003635	Administrative Support	Customer Svcs Specialist	1.64%	0.33%	0.33%
003636	Administrative Support	Customer Svcs Specialist Int	1.32%	0.33%	0.33%
003637	Administrative Support	Customer Svcs Specialist Sr	3.62%	0.99%	0.33%
000293	Administrative Support	Exec 2	0.33%	0.00%	0.00%
002118	Administrative Support	Office Services Supervisor 2	0.99%	0.33%	0.33%
003635	Administrative Support	Customer Svcs Specialist	1.64%	0.33%	0.33%
003636	Administrative Support	Customer Svcs Specialist Int	1.32%	0.33%	0.33%
003637	Administrative Support	Customer Svcs Specialist Sr	3.62%	0.99%	0.33%
000308	Paraprofessionals	Library Technician	0.00%	0.00%	0.00%
003626	Administrative Support	Office Specialist	0.33%	0.00%	0.33%
001613	Professionals	Nursing Evaluator	39.14%	2.63%	3.95%
002393	Professionals	Nurse Specialist	3.29%	0.00%	0.00%
000570	Professionals	Public Health Nursing Adv	0.66%	0.00%	0.00%
001047	Professionals	Public Health Nursing Adv Sr	6.25%	0.66%	0.33%
<b>Total</b>			<b>81.91%</b>	<b>10.20%</b>	<b>11.84%</b>

## Technicians

(Note: Minority = Racial/Ethnic Minority; lwd = Individuals with Disabilities)

Job Code	EEO Category	Job Title	Weighted Female %	Weighted Minority %	Weighted lwd %
000001	Administrative Support	Account Clerk	0.88%	0.44%	0.88%
000632	Administrative Support	Account Clerk Senior	1.33%	0.00%	0.44%
000774	Technicians	Accounting Technician	0.88%	0.00%	0.00%
003631	Administrative Support	Central Svcs Admin Spec	1.33%	0.44%	0.00%

Job Code	EEO Category	Job Title	Weighted Female %	Weighted Minority %	Weighted lwd %
003634	Administrative Support	Central Svcs Admin Spec Prin	0.00%	0.00%	0.00%
003633	Administrative Support	Central Svcs Admin Spec Senior	0.88%	0.00%	0.00%
003635	Administrative Support	Customer Svcs Specialist	2.21%	0.44%	0.44%
003636	Administrative Support	Customer Svcs Specialist Int	1.77%	0.44%	0.44%
003637	Administrative Support	Customer Svcs Specialist Sr	4.87%	1.33%	0.44%
000881	Paraprofessionals	Human Resources Technician 1	0.88%	0.00%	0.00%
003627	Administrative Support	Office & Admin Specialist	3.10%	0.44%	2.21%
003628	Administrative Support	Office & Admin Specialist Int	9.73%	3.10%	3.10%
003630	Administrative Support	Office & Admin Specialist Prin	2.65%	0.00%	0.00%
003629	Administrative Support	Office & Admin Specialist Sr	12.39%	3.10%	2.21%
003626	Administrative Support	Office Specialist	0.44%	0.00%	0.44%
003709	Technicians	State Prog Admin Tech Spec	7.96%	2.65%	0.00%
008598	Paraprofessionals	Student Worker Para Prof	1.33%	1.33%	0.44%
008599	Paraprofessionals	Student Worker Para Prof Sr	23.89%	10.62%	4.87%
000293	Administrative Support	Exec 2	0.44%	0.00%	0.00%
000427	Administrative Support	Legal Secretary	0.44%	0.00%	0.00%
008596	Administrative Support	Student Worker Clerical	0.88%	0.00%	0.00%
<b>Total</b>			78.32%	24.34%	15.93%

### Paraprofessionals

(Note: Minority = Racial/Ethnic Minority; lwd = Individuals with Disabilities)

Job Code	EEO Category	Job Title	Weighted Female %	Weighted Minority %	Weighted lwd %
003631	Administrative Support	Central Svcs Admin Spec	1.29%	0.43%	0.00%
003634	Administrative Support	Central Svcs Admin Spec Prin	0.00%	0.00%	0.00%
003633	Administrative Support	Central Svcs Admin Spec Senior	0.86%	0.00%	0.00%
003635	Administrative Support	Customer Svcs Specialist	2.16%	0.43%	0.43%
003636	Administrative Support	Customer Svcs Specialist Int	1.72%	0.43%	0.43%
003637	Administrative Support	Customer Svcs Specialist Sr	4.74%	1.29%	0.43%
000881	Paraprofessionals	Human Resources Technician 1	0.86%	0.00%	0.00%
000308	Paraprofessionals	Library Technician	0.00%	0.00%	0.00%

Job Code	EEO Category	Job Title	Weighted Female %	Weighted Minority %	Weighted lwd %
003627	Administrative Support	Office & Admin Specialist	3.02%	0.43%	2.16%
003628	Administrative Support	Office & Admin Specialist Int	9.48%	3.02%	3.02%
003630	Administrative Support	Office & Admin Specialist Prin	2.59%	0.00%	0.00%
003629	Administrative Support	Office & Admin Specialist Sr	12.07%	3.02%	2.16%
002118	Administrative Support	Office Services Supervisor 2	1.29%	0.43%	0.43%
003626	Administrative Support	Office Specialist	0.43%	0.00%	0.43%
008596	Administrative Support	Student Worker Clerical	0.86%	0.00%	0.00%
008598	Paraprofessionals	Student Worker Para Prof	1.29%	1.29%	0.43%
008599	Paraprofessionals	Student Worker Para Prof Sr	23.28%	10.34%	4.74%
000774	Technicians	Accounting Technician	0.86%	0.00%	0.00%
000004	Professionals	Accounting Officer	1.72%	0.00%	0.00%
000979	Professionals	Accounting Officer Inter	2.16%	0.00%	0.43%
002390	Professionals	Accounting Officer Principal	0.43%	0.00%	0.00%
000633	Professionals	Accounting Officer Senior	2.16%	0.86%	0.00%
000774	Technicians	Accounting Technician	0.86%	0.00%	0.00%
000498	Professionals	Human Resources Specialist 1	2.16%	0.00%	1.29%
001423	Professionals	Human Resources Specialist 2	0.86%	0.00%	0.43%
003017	Professionals	Human Resources Specialist 3	0.43%	0.00%	0.00%
000881	Paraprofessionals	Human Resources Technician 1	0.86%	0.00%	0.00%
<b>Total</b>			78.45%	21.98%	16.81%

## Office Clerical

(Note: Minority = Racial/Ethnic minority; lwd = Individuals with Disabilities)

Job Code	EEO Category	Job Title	Weighted Female %	Weighted Minority %	Weighted lwd %
000001	Administrative Support	Account Clerk	0.62%	0.31%	0.62%
000632	Administrative Support	Account Clerk Senior	0.93%	0.00%	0.31%
000774	Technicians	Accounting Technician	0.62%	0.00%	0.00%
003631	Administrative Support	Central Svcs Admin Spec	0.93%	0.31%	0.00%
003634	Administrative Support	Central Svcs Admin Spec Prin	0.00%	0.00%	0.00%
003633	Administrative Support	Central Svcs Admin Spec Senior	0.62%	0.00%	0.00%

Job Code	EEO Category	Job Title	Weighted Female %	Weighted Minority %	Weighted lwd %
003635	Administrative Support	Customer Svcs Specialist	1.55%	0.31%	0.31%
003636	Administrative Support	Customer Svcs Specialist Int	1.24%	0.31%	0.31%
003637	Administrative Support	Customer Svcs Specialist Sr	3.42%	0.93%	0.31%
000881	Paraprofessionals	Human Resources Technician 1	0.62%	0.00%	0.00%
003627	Administrative Support	Office & Admin Specialist	2.17%	0.31%	1.55%
003628	Administrative Support	Office & Admin Specialist Int	6.83%	2.17%	2.17%
003630	Administrative Support	Office & Admin Specialist Prin	1.86%	0.00%	0.00%
003629	Administrative Support	Office & Admin Specialist Sr	8.70%	2.17%	1.55%
003626	Administrative Support	Office Specialist	0.31%	0.00%	0.31%
003709	Technicians	State Prog Admin Tech Spec	5.59%	1.86%	0.00%
008598	Paraprofessionals	Student Worker Para Prof	0.93%	0.93%	0.31%
008599	Paraprofessionals	Student Worker Para Prof Sr	16.77%	7.45%	3.42%
003627	Administrative Support	Office & Admin Specialist	2.17%	0.31%	1.55%
003628	Administrative Support	Office & Admin Specialist Int	6.83%	2.17%	2.17%
003630	Administrative Support	Office & Admin Specialist Prin	1.86%	0.00%	0.00%
003629	Administrative Support	Office & Admin Specialist Sr	8.70%	2.17%	1.55%
001423	Professionals	Human Resources Specialist 2	0.62%	0.00%	0.31%
003017	Professionals	Human Resources Specialist 3	0.31%	0.00%	0.00%
001303	Professionals	Grants Specialist	0.93%	0.00%	0.62%
001304	Professionals	Grants Specialist Sr	3.73%	0.62%	0.93%
000498	Professionals	Human Resources Specialist 1	1.55%	0.00%	0.93%
000881	Paraprofessionals	Human Resources Technician 1	0.62%	0.00%	0.00%
008757	Professionals	Project Specialist	0.31%	0.00%	0.00%
008754	Professionals	Project Supervisor	0.93%	0.31%	0.00%
<b>Total</b>			82.30%	22.67%	19.25%

## Appendix E: Determining Availability

### Officials/Administrators

(Note: Minority = Racial/Ethnic Minority; IwD = Individuals with Disabilities)

Factor	Weight Ratio	Raw Statistics Female	Raw Statistics Minority	Raw Statistics IwD	Weighted Statistics Female	Weighted Statistics Minority	Weighted Statistics IwD	Source of Statistics	Reasons for External and Internal Weight Ratio
<b>1: External</b> - Percentage of females, racial/ethnic minorities, or individuals with disabilities with requisite skills in the reasonable recruitment area.	20.00%	60.22%	6.18%	3.86%	12.04%	1.24%	0.77%	State MN	While MDH is working on building their data to evaluate and monitor the hiring practices over time, in the Officials and Administrators category current data does demonstrate that the most are developed from within the organization. While that is not true for all positions, the knowledge and expertise of internal process and organizational strategies is often critical to the ability to perform in these positions and demonstrate success. In some capacities that may be learned, but the internal knowledge and growth within the agency is demonstrated through the current incumbents.
<b>2: Internal</b> - Percentage of females, racial/ethnic minorities, or individuals with disabilities among those promotable, transferable, and trainable with your agency.	80.00%	69.31%	14.85%	10.89%	55.45%	11.88%	8.71%	Employee workforce for the job classifications that constitute feeders to this job category.	
The value of weight must equal to 100.00% →	100.00%	<b>Final Avail %</b>			<b>67.49%</b>	<b>13.12%</b>	<b>9.49%</b>		

**Professionals**

(Note: Minority = Racial/Ethnic Minority; IwD = Individuals with Disabilities)

Factor	Weight Ratio	Raw Statistics Female	Raw Statistics Minority	Raw Statistics IwD	Weighted Statistics Female	Weighted Statistics Minority	Weighted Statistics IwD	Source of Statistics	Reasons for External and Internal Weight Ratio
<b>1: External</b> - Percentage of females, racial/ethnic minorities, or individuals with disabilities with requisite skills in the reasonable recruitment area.	40.00%	54.83%	14.07%	2.82%	21.93%	5.63%	1.13%	State MN	The majority of the Department's positions fall into the Professionals category and are largely specialized and/or scientific type positions. Staff often come to the Agency with specialty skills and then are qualified to promote within the organization to expand their knowledge/ skills and continue to support the work of MDH. Again, the internal knowledge of the Agency's operations makes internal candidates strong and competitive. That being said, with our fairly high current turnover rate, it is also incredibly valuable to recruit and hire externally and bring in new talent to the organization. New graduates often join the department in their field of study and come to develop professionally.
<b>2: Internal</b> - Percentage of females, racial/ethnic minorities, or individuals with disabilities among those promotable, transferable, and trainable with your agency.	60.00%	81.91%	10.20%	11.84%	49.14%	6.12%	7.11%	Employee workforce for the job classifications that constitute feeders to this job category.	
The value of weight must equal to 100.00% →	100.00%	<b>Final Avail %</b>			<b>71.08%</b>	<b>11.75%</b>	<b>8.23%</b>		

## Technicians

(Note: Minority = Racial/Ethnic Minority; IwD = Individuals with Disabilities)

Factor	Weight Ratio	Raw Statistics Female	Raw Statistics Minority	Raw Statistics IwD	Weighted Statistics Female	Weighted Statistics Minority	Weighted Statistics IwD	Source of Statistics	Reasons for External and Internal Weight Ratio
<b>1: External</b> - Percentage of females, racial/ethnic minorities, or individuals with disabilities with requisite skills in the reasonable recruitment area.	50.00%	60.15%	12.87%	5.27%	30.07%	6.44%	0.00%	State MN	For technicians, there are many internal classifications that are promotable, transferrable or trainable and we are working to develop career pathing for internal candidates to move into these positions. That said, there is also a large external pool of candidates who can bring their expertise to the Agency and perform and develop and complement the work within the Agency as well. The option for telework has also made the scope of external recruitment options greater.
<b>2: Internal</b> - Percentage of females, racial/ethnic minorities, or individuals with disabilities among those promotable, transferable, and trainable with your agency.	50.00%	78.32%	24.34%	15.93%	39.16%	12.17%	7.96%	Employee workforce for the job groups that constitute feeders to this job group.	
The value of weight must equal to 100.00% →	100.00%	<b>Final Avail %</b>			<b>69.23%</b>	<b>18.60%</b>	<b>7.96%</b>		

## Paraprofessionals

(Note: Minority = Racial/Ethnic Minority; IwD = Individuals with Disabilities)

Factor	Weight Ratio	Raw Statistics Female	Raw Statistics Minority	Raw Statistics IwD	Weighted Statistics Female	Weighted Statistics Minority	Weighted Statistics IwD	Source of Statistics	Reasons for External and Internal Weight Ratio
<b>1: External</b> - Percentage of females, racial/ethnic minorities, or individuals with disabilities with requisite skills in the reasonable recruitment area.	50.00%	83.95%	15.10%	5.28%	41.97%	7.55%	2.64%	State MN	The paraprofessional category, based on our current staffing, demonstrates we are hiring equally from internal and external resources. The skills for these positions are very transferrable internally, which allows staff the option to exercise their rights under the collective bargaining unit and move within to new roles. Additionally, we have a high turnover and vacancy rate which makes the demand to hire externally necessary as well. While there is a difficult market, these positions attract many available candidates and provide growth opportunities once in the State system.
<b>2: Internal</b> - Percentage of females, racial/ethnic minorities, or individuals with disabilities among those promotable, transferable, and trainable with your agency.	50.00%	78.45%	21.98%	16.81%	39.22%	10.99%	8.41%	Employee workforce for the job classifications that constitute feeders to this job category.	



The value of weight must equal to 100.00% →	100.00%	<b>Final Avail %</b>	<b>81.20%</b>	<b>18.54%</b>	<b>11.05%</b>
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## Office Clerical

(Note: Minority = Racial/Ethnic Minority; IwD = Individuals with Disabilities)

Factor	Weight Ratio	Raw Statistics Female	Raw Statistics Minority	Raw Statistics IwD	Weighted Statistics Female	Weighted Statistics Minority	Weighted Statistics IwD	Source of Statistics	Reasons for External and Internal Weight Ratio
<b>1: External</b> - Percentage of females, racial/ethnic minorities, or individuals with disabilities with requisite skills in the reasonable recruitment area.	70.00%	67.11%	18.25%	4.97%	46.98%	12.77%	3.48%	State MN	That Administrative Support category is heavily weighted to the external market and this is primarily because these are generally more entry level positions and so those internal candidates have minimal opportunity to promote within, unless in a class series, without moving into a different category such as professional. This makes most of the vacancies available to the external market.
<b>2: Internal</b> - Percentage of females, racial/ethnic minorities, or individuals with disabilities among those promotable, transferable, and trainable with your agency.	30.00%	82.30%	22.67%	19.25%	24.69%	6.80%	5.78%	Employee workforce for the job classifications that constitute feeders to this job category.	
The value of weight must equal to 100.00% →	100.00%	<b>Final Avail %</b>			<b>71.67%</b>	<b>19.58%</b>	<b>9.26%</b>		

## Appendix F: Utilization-Goal Analysis

### Females

Job Categories	Total Number of Employee in Job Category	Total Number of Female Employee in the Job Category	% Of Female Employee in the Job Category	Female Availability %	Female Establish Goals?	If Yes, Goals for FY 2022-2024
Officials/Administrators	109	74	67.89%	67.49%	Monitor	
Professionals	1381	1030	74.58%	71.08%		
Technicians	36	29	80.56%	69.23%		
Paraprofessionals	88	60	68.18%	81.20%	Yes	81.20%
Office Clerical	122	101	82.79%	71.67%		
<b>Total</b>	<b>1736</b>	<b>1294</b>	<b>74.54%</b>			

### Racial/Ethnic Minorities

Job Categories	Total Number of Employee in Job Category	Total Number of Minority Employee in the Job Category	% Of Minority Employee in the Job Category	Minority Availability %	Minority Establish Goals?	If Yes, Goals for FY 2022-2024
Officials/Administrators	109	13	11.93%	13.12%	Monitor	
Professionals	1381	195	14.12%	11.75%		
Technicians	36	<10	**.**%*	18.60%	Monitor	
Paraprofessionals	88	27	30.68%	18.54%		
Office Clerical	122	23	18.85%	19.58%	Monitor	
<b>Total</b>	<b>1736</b>	<b>264</b>	<b>15.21%</b>			

### Individuals with Disabilities

(Note: IwD = Individuals with Disabilities)

Job Categories	Total Number of Employee in Job Category	Total Number of IwD Employee in the Job Category	% Of IwD Employee in the Job Category	IwD Availability %	IwD Establish Goals?	If Yes, Goals for FY 2022-2024
Officials/Administrators	109	<10	**.**%*	9.49%	Yes	9.49%
Professionals	1381	145	10.50%	8.23%		
Technicians	36	0		7.96%	Yes	7.96%
Paraprofessionals	88	12	13.64%	11.05%		
Office Clerical	122	25	20.49%	9.26%		
<b>Total</b>	<b>1736</b>	<b>190</b>	<b>10.94%</b>			

## Definitions of Terms Used in This Affirmative Action Plan

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**Applicant:** "Applicant" means a person who has satisfied the minimum requirements for application established by the commissioner of management and budget ([M.S. 43A.02, subdivision 4](#)).

**Availability:** an estimated percentage of qualified females, racial/minorities, or individuals with disabilities in the relevant labor market who are available for positions in a given job category at a state agency. The final availability is determined by considering two factors: the statistics from the outside labor market and the internal state agency workforce for the Affirmative Action Plan year.

**Connect 700 (C700) program:** an alternative, non-competitive selection process for individuals whose disabilities prevent them from demonstrating their skills in a standard competitive selection process. If selected, this program allows eligible individuals to demonstrate their skills in an on-the-job trial work experience of up to 700 hours. See [Minnesota Statutes, section 43A.15, subdivision 14](#).

**Feeder job:** staffed positions within the agency that can be promoted and/or transferred into other EEO job categories.

**Hiring goal:** a numerical objective designed to correct an identified deficiency in the utilization of protected group members. For example, the professional job category has identified underutilization and the availability is 30%, the goal (or hiring goal) for females in the job category is for 30% of the new hires/rehires and promotions for that Affirmative Action Plan year would be females. Goals/hiring goals should never be implemented as quotas, nor should they be used as criteria in decision-making regarding qualifications.

**Job category:** a group of jobs that are linked by a common purpose and skill set (or sometimes certificates/educational degrees) and are grounded on the job categories identified by the U.S. Equal Employment Opportunity Commission (EEOC).

**Labor market area/Reasonable recruitment area:** a geographic area in which an agency is seeking a worker in a particular goal unit and where there is an available supply of workers employed or seeking jobs in that goal unit.

**Promotion:** the appointment of an employee to a position in a class assigned to a salary range which is two or more steps higher at the maximum than the employee's current job class or which requires an increase of two or more steps to pay the employee at the minimum of the new range.

**Protected groups:** females, persons with disabilities, and members of the following minorities: Black, Hispanic, Asian or Pacific Islander, and American Indian or Alaskan Native ([M.S. 43A.02, subdivision 33](#)).

**Snapshot:** one particular point in time. A snapshot of a workforce is taken at one particular point in time as the basis for Affirmative Action Plan analyses because the workforce numbers are always fluctuating.

**Supported work program:** The state legislature established the program in 1987 to expand employment opportunities for people with significant disabilities. but has been expanded to include individuals who experience other significant disabilities, including, but not limited to, head injury, mental illness, and deaf blindness. Under the program, a supported worker must require ongoing support and may share a single position with up to two other supported work employees.

**Underutilization:** the representation of females' minorities, racial/ethnic minorities, or individuals with disabilities in a specific job category is less than reasonably would be expected given from workforce participation in the labor market area.