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# OFFICE OF THE ATTORNEY GENERAL

## AFFIRMATIVE ACTION PLAN 2000 - 2002

— Minn. Stat. 43A.191 Subd. 2 —

*Mike Hatch*  
*Attorney General*

## INTRODUCTION

### **PURPOSE**

The following Affirmative Action Plan is a compilation of affirmative action and diversity policies and procedures. It defines policies and outlines steps the Office intends to take to ensure that 1) equal opportunity exists in all employment practices and 2) the Office acts affirmatively in occupational categories where minorities, women, and people with disabilities are under-represented.

### **POLICY**

The Office of the Attorney General guarantees that all persons will have the opportunity to work and advance based on their own abilities and potential without regard to race, creed, color, religion, sex, sexual orientation, national origin, marital status, disability, status with regard to public assistance, membership or activity in a local commission, or age.

The Minnesota Attorney General's Office is an equal opportunity employer and is committed to affirmative action in the recruitment, retention, and advancement of all individuals. Our Affirmative Action Plan identifies goals that will promote the recruitment of protected group members who are under-represented in our workforce. The Plan addresses retention and promotion of all individuals based on equal opportunity. This Plan's annual review transmittal form specifies those goals. To achieve equal employment opportunity, all personnel transactions covering both employees and potential employees will be based upon job-related considerations.

Through affirmative action, the positive effort to apply the principle of equal opportunity and to comply with state and federal law, the Office will 1) place emphasis on the recruitment, retention and upward mobility of minorities, women, and people with disabilities where those groups are under-represented in the workforce, and 2) encourage the self-improvement, enrichment and professional growth of all employees.

## II

### COMMUNICATION AND DISSEMINATION

The Office of the Attorney General will ensure that all employees are advised of and understand its policy of nondiscrimination and its interest in actively and affirmatively providing equal employment opportunity by prominently displaying a copy of the Affirmative Action Plan on employee bulletin boards, and reviewing the Plan with all new employees during their orientation to the Office. A copy of the Plan may be obtained by contacting the AGO's Affirmative Action Officer at 296-6196 or 282-2525 (TTY).

The letterhead and stationery used by the Office bears the statement that the agency is an equal opportunity employer.

### III

#### **DELEGATION OF AUTHORITY AND RESPONSIBILITY**

The Attorney General, who is responsible for ensuring equal opportunity and affirmative action in his Office, has designated Rebecca Spartz as his Affirmative Action Officer. The Chief Deputy Attorney General will nominate staff members for the Attorney General to appoint to the Affirmative Action/Diversity Committee. In order to support, implement and enforce the policies stated above, the Attorney General, the Affirmative Action Officer, the Affirmative Action/Diversity Committee, and all supervisors and managers will be responsible and accountable to the Attorney General for dissemination and implementation of the policy. The Attorney General has ensured and will continue to ensure that adequate funds and staff time are available to guarantee implementation of his affirmative action commitment.

## AFFIRMATIVE ACTION OFFICER

### Objective

To ensure that the concepts of the Affirmative Action Plan are integrated into the conduct of the Office's operations on a continuing basis.

### Responsibilities

- A. To assist the Attorney General in administering the Office's Affirmative Action Plan.
- B. To direct the overall implementation of the Affirmative Action Plan.

### Task Steps:

1. To participate in the Affirmative Action/Diversity Committee's quarterly meetings (see Affirmative Action/Diversity Committee).
2. To make recommendation for implementing and improving the Office's Affirmative Action/Diversity Policy and programs.
3. To review statistical information generated by DOER's databases.
4. To investigate complaints, and recommend suggestions to resolve them.
5. To oversee training as outlined in the Affirmative Action Plan's "Action" section.
6. To prepare reports as required by the Office's Affirmative Action Plan.

### Responsibility

- C. To provide hiring, retention, and workforce data. Review annually.

## Task Steps

1. To review Affirmative Action progress annually.
2. To provide annual analysis to the Chief Deputy Attorney General including the following data:
  - a. a break down of current workforce by race, sex, disability, division, location, job category and job classification;
  - b. an analysis of applicant flow and goal attainment;
  - c. a summary of reasons for separation as evidenced through exit interviews.
3. The Affirmative Action Officer reports to the Attorney General.

## AFFIRMATIVE ACTION/DIVERSITY COMMITTEE

### Objective

To develop policies, procedures, and training to further the goals of the Affirmative Action Plan.

### Organization

1. Appointments, Terms and Conditions - The Attorney General shall appoint an Affirmative Action/Diversity Committee which will consist of no fewer than five (5) and not more than fifteen (15) members. Terms of the members shall be one year.
2. Membership - Members shall be selected from all categories of employees and shall include representatives of protected classes.
3. Meetings and Procedures - Meetings shall be called quarterly at a regularly scheduled time. The Committee's chairperson may call special meetings.

### Responsibility

To recommend to the Attorney General policies, procedures, and training opportunities which will enhance the goals of the Affirmative Action and Diversity policies.

### Task Steps: On going

1. To meet quarterly.
2. To discuss relevant issues and recommend actions to the Office's Executive Committee.
3. To participate on designated subcommittees.
4. To review any discrimination/harassment complaints referred to the committee as provided in the Diversity Policy.

### Accountability:

The committee reports to the Chief Deputy Attorney General and to the Attorney General.

## IV

### **INTERNAL PROCEDURES PROCESSING DISCRIMINATION HARASSMENT COMPLAINTS DIVERSITY POLICY**

The AGO's Diversity Policy gives an overview of the commitment of the Office to diversity and its commitment to addressing any situation which makes the workplace a difficult one in which any individual must function. This section of the Plan addresses procedures for dealing with issues involving discrimination or harassment.

The Office of the Attorney General values the richness that diversity brings to the workplace and to our central mission of public service. By appreciating and encouraging the diverse talents, strengths, backgrounds and ideas of each staff member, the Attorney General's Office promotes its goal of delivering the highest quality legal service to the public and to state government.

In order to serve the people well, it is our goal to recruit, retain, support and encourage staff with diverse talents, strengths, backgrounds and ideas. To do this, the Office will seek to maintain a working atmosphere in which the value of diversity is recognized, persons of all backgrounds feel welcome, and all persons are treated with equal dignity and respect regardless of their background, job assignment or function.

In pursuit of these goals, our Office will provide training and education to our staff to enhance knowledge, understanding and appreciation of the diversity of our staff and of the people we serve. The Office will provide fair, prompt procedures for addressing complaints of discrimination arising in the performance of job duties either by our staff, or by persons outside our Office, including clients, attorneys, judges or other members of the public, which is directed at our staff. The Office will strive to create a work environment in which concerns about discriminatory treatment can be freely raised without fear of retaliation.

#### **POLICY AGAINST DISCRIMINATION/HARASSMENT**

In support of these principles, and in accordance with all applicable federal, state and local laws, the Governor's Executive Orders, and the Rules of Professional Conduct, the Office of the Attorney General will not discriminate against individuals in the access to and delivery of services or in employment on the basis of race, color, creed, religion, national origin, age, sex, sexual orientation, marital status, disability, membership or activity in a local civil rights enforcement agency, or status with regard to public assistance.

Such discrimination is prohibited in all aspects of employment, including, but not limited to recruitment, hiring, training, work assignment, compensation, benefits (as determined by the Minnesota Department of Employee Relations), promotion, tenure and any other terms and conditions of employment.

The Office shall address and take action appropriate under the facts and in accordance with this policy's enforcement mechanism, in response to all complaints of discrimination or harassment based on the above characteristics, which involve one of our staff members in the performance of his or her job duties.

## COMPLAINT PROCEDURE FOR INTERNAL COMPLAINTS

The Attorney General's Office is committed to a Diversity Policy granting all staff members, as well as applicants and eligibles, a right to a workplace free of discrimination or harassment.<sup>1</sup> The purpose of these procedures is to implement the Office Diversity Policy as it relates to employment matters. They are not intended to be applicable to complaints of general harassment covered by other Office policies.

When a staff member has a concern about alleged discriminatory or harassing conduct of the nature described in the Policy Against Discrimination in the Diversity Policy of the Office of the Attorney General from other persons within the Office, the staff member is encouraged to take immediate and appropriate action to address the situation including the filing of a complaint under these procedures. Reporting discrimination or harassment can be difficult. These procedures seek to make reporting as easy as possible. Therefore, any staff member who believes that he/she or another staff person has been discriminated against or harassed in employment matters within the scope of the Policy may choose to report the matter in a variety of ways. Reporting is strongly encouraged and essential in order to take appropriate corrective action and achieve the goals of the Policy. Reprisals against anyone reporting discrimination or harassment or serving as a witness, assisting, or participating in any way in an investigation, proceeding, or hearing are prohibited.

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<sup>1</sup> Discrimination, as it affects the terms or conditions of employment, is the failure of one employee to treat other employees equally where no reasonable distinction can be found for the difference in treatment; harassment, is the display of behavior by one employee toward another employee which has the purpose or effect of unreasonably interfering with an individual's work environment. Under the Office's Diversity Policy, no employee may be discriminated against or harassed because of the employee's race, color, creed, religion, national origin, sex, sexual orientation, marital status, disability, membership or activity in a local civil rights enforcement agency, or status with regard to public assistance.

Sexual harassment is a form of discrimination. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, sexually-motivated physical contact or communication of a sexual nature when:

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

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

That conduct or communication has the purpose or effect of substantially interfering with an individual's employment or creating an intimidating, hostile or offensive employment environment.

## **1. Reporting Discrimination or Harassment**

If a staff member, applicant or eligible, feels he/she is being subjected to discrimination or harassment and desires to report the matter, the staff member may report a complaint and discuss the matter with any of the following:

- \* Any Diversity Liaison at the staff member's location or any other location,
- \* Any manager (office manager, division manager, deputy attorney general, etc.) at the staff member's location or any other location, or
- \* The Office's Affirmative Action Officer. (As of the time these procedures are issued, the Affirmative Action Officer is Rebecca Spartz.)

Persons receiving the complaint must report the matter in writing to the Affirmative Action Officer and the Section Deputy of the person who is the subject of the complaint.

The staff member may report a complaint orally or in writing and may use the complaint form that is attached to these procedures. If a complaint is made orally, persons receiving the complaint shall give the staff member the Tennessen Warning that is contained on the complaint form prior to making a request for information. If the person receiving the complaint is a manager and the complaint implicates the manager or presents a conflict, then that manager's supervisor shall process the complaint consistent with the requirements of Rule 5.1 of the Minnesota Rules of Professional Conduct. Persons receiving the complaint shall take any appropriate action within the scope of their authority; however, no disciplinary action shall be taken before completion of a full investigation.

- \* A Diversity Liaison has the authority to receive and discuss the complaint with the complainant.
- \* A Manager or Section Deputy has the authority to receive and discuss the complaint and render disciplinary or remedial action after investigation by the Affirmative Action Officer and consultation with the Attorney General
- \* The Affirmative Action Officer has the authority to receive and discuss the complaint, conduct a preliminary inquiry, and, after approval of the Chief Deputy, may take remedial measures including, but not limited to, an investigatory suspension or temporary reassignment pending the outcome of the preliminary inquiry or investigation.

## **2. Inquiry/Investigation**

### **a. Preliminary Inquiry**

The Affirmative Action Officer, in consultation with the manager of the subject of the complaint, shall, if possible, initiate a preliminary inquiry within three (3) business days of receipt of the written complaint. If the preliminary inquiry establishes that a reasonable basis for the complainant's concern exists, the Affirmative Action Officer shall take appropriate intervening action to deal with the situation until such time as the complaint is investigated fully,

there is a finding, and corrective action, if required, is implemented. If the Affirmative Action Officer determines that the complaint is meritless, it shall be so noted on the complaint and no further action shall be required. A complaint shall be deemed meritless either because it cannot be substantiated or it falls outside the scope of this Policy.

**b. Full Investigation**

If a full investigation is required, the Affirmative Action Officer shall initiate it, if possible, within ten (10) business days of receipt of the complaint. The investigation shall include an interview with the subject of the complaint. At the time of the interview, the Affirmative Action Officer shall give a summary of the complaint to the subject of the complaint. The complaint summary shall include the substance of the allegations contained in the complaint. If the matter is resolved informally prior to the completion of a full investigation, the Affirmative Action Officer need not issue a written report. However, if the Affirmative Action Officer determines that the complaint is meritless, the Affirmative Action Officer shall prepare a written report indicating that the complaint is meritless.

If the subject of the complaint is a member of a bargaining unit, the Affirmative Action Officer shall notify the member's exclusive representative when a complaint has been filed and the subsequent procedure shall be open to the exclusive representative's participation if requested by the member.

Upon completion of the full investigation, the Affirmative Action Officer shall prepare a written report to the Attorney General. A copy shall be sent to the Manager and Section Deputy of the subject of the complaint. If the investigation will take more than ten (10) days, the Affirmative Action Officer will inform the complaining staff member and the subject of the complaint of when the officer expects to complete the investigation. The report shall include recommendations for designated actions to be taken to remedy the complaint. In making the recommendations, the Affirmative Action Officer shall consult with the manager of the subject of the complaint.

Within ten (10) business days of receiving the report, if possible, the Attorney General shall take final action to remedy the complaint. If disciplinary or remedial action is taken pursuant to this procedure, it may consist of, but need not be limited to, training, an oral or written reprimand, suspension, or termination. The subject of the complaint shall be provided a written summary of the report and notice of the proposed action.

The Affirmative Action Officer shall notify the complainant when final action has been taken, subject to the terms of the Data Practices Act. A final written answer will be provided within 60 days after the complaint is filed. A disposition of the complaint will be filed with the Commissioner of the Department of Employee Relations within 30 days of this determination.

If at any time during the inquiry or investigation, the Affirmative Action Officer establishes that a complainant made a false report in bad faith, the Office reserves the right to take employment or disciplinary action against the complainant.

### **3. Records Retention**

The Attorney General's Office shall maintain the privacy of all records consistent with the requirements of the Data Practices Act. All complaints (and related material) determined to be meritless shall be destroyed after two years, unless it is established that they need to be retained for any anticipated or ongoing legal proceedings. All other complaints (and related material) shall be retained in accordance with applicable office record retention policies.

Where it has been established that a complaint is false and was made in bad faith, the Office may retain documentation in the complainant's personnel record.

### **4. Alternatives**

A complainant may also choose to file a complaint within the scope of Minn. Stat. Ch. 363 with the Minnesota Department of Human Rights. A complaint must be filed within one year of the occurrence of the alleged discrimination. Minn. Stat. § 363.06, subd. 3. A complainant may also choose to file a charge within the scope of 42 U.S.C. §§ 2000e-2 and 2000e-3 (unlawful employment practices) with the Equal Employment Opportunity Commission. A charge must be filed within 300 days after the alleged unlawful employment practice occurred if proceedings have not been instituted with a state or local agency. 42 U.S.C. § 2000e-5(e). This timeframe conforms to the Minnesota Department of Human Rights Work Share Agreement. There may be other legal remedies available to a complainant which are not listed here.

## COMPLAINT OF DISCRIMINATION/HARASSMENT

The information on this form is collected so that the Attorney General's Office may review your complaint under the Office Diversity Policy and to administer that Policy and monitor compliance with it. You are not legally required to provide this information, but the Attorney General's Office may not be able to review your complaint if you do not provide sufficient information. The information collected is private personnel data on you. It will, however, be disclosed, as needed, within the agency to the Affirmative Action Officer, appropriate managers or deputies, and the Attorney General. During any investigation the data remains personnel data on you, but it may also be disclosed subject to the limitations imposed by Minn. Stat. § 13.43, subd. 8, to any individual who may have information on the matter, the employee against whom or on whose behalf the complaint is made or to the Minnesota Department of Human Rights or the Equal Employment Opportunity Commission.

NAME/TITLE:

PHONE:

Who is (are) the subject(s) of your complaint?

NAME(S)

TYPE OF DISCRIMINATION:

Race \_\_\_ Sex \_\_\_ Color \_\_\_ Creed \_\_\_ Religion \_\_\_ Age

National Origin \_\_\_ Sexual Orientation \_\_\_ Marital Status \_\_\_ Status with Regard to Public Assistance \_\_\_

Disability \_\_\_ Membership or activity in a local commission

Other (Specify)

When did the incident occur? Date: \_\_\_\_\_ Time: \_\_\_\_\_

Place:

Describe the incident in detail. If you are reporting an incident on behalf of another, please include that person's name and division in the Office (attach additional sheet(s) if needed):

Were there any witnesses to the incident?

NAME(s)

\*\*\*\*\*

I certify that the information I provided is true and correct to the best of my ability.

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

Received by:

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

## **COMPLAINT PROCEDURE FOR COMPLAINTS BY STAFF MEMBERS AGAINST NON-STAFF MEMBERS**

This procedure applies to situations in which a staff member has a concern about alleged behavior by persons outside the Office which, if it occurred in an employment context, would be discriminatory or harassing, as described in the Policy Against Discrimination in the Diversity Policy of the Office of the Attorney General. "Persons outside the Office" includes members of the public, clients, legislators, opposing counsel and judges. The staff member is encouraged to take immediate and appropriate action to address the situation. If, however, the staff member believes that the matter requires the attention and response of the Attorney General's Office, then the staff member may handle the matter as outlined in this procedure.

1. A staff member who has a concern about discriminatory or harassing conduct by a person outside the Office may report the concern to his or her manager or to a deputy or a member of the Affirmative Action/Diversity Committee.
2. The party receiving the complaint shall immediately report it to the Chief Deputy. If the Chief Deputy, in consultation with the staff member and his/her manager, believes that the conduct merits no further action, the matter shall be dropped. If, however, the matter merits further attention, the Chief Deputy may within ten (10) business days, if practicable, either determine the appropriate response to the concern or may refer the matter to the Affirmative Action/Diversity Committee for a recommendation as to how the matter should be handled.
3. The Chair of the Affirmative Action/Diversity Committee shall schedule a meeting with members of the Committee within ten (10) business days after receiving a request from the Chief Deputy. At the meeting, the staff member, if requested, shall present the concern to the Affirmative Action/Diversity Committee. The staff member and the Committee shall discuss possible appropriate responses to the concern and may submit a recommendation to the Attorney General and Chief Deputy Attorney General no later than ten (10) business days after the meeting or may make recommendations to the staff member regarding how to handle the matter. Appropriate responses may include, but shall not be limited to, sending a letter outlining the nature of the complaint to the party's employer, reporting the party to the appropriate board of professional conduct, or reporting the matter to the party's Affirmative Action Officer.

If action cannot be taken within ten (10) business days, the Chair shall inform the staff person of the amount of time necessary.

4. In consultation with the Attorney General, the Chief Deputy Attorney General shall consider the recommendation of the Affirmative Action/Diversity Committee and shall make a decision within ten (10) business days after receiving the recommendation of the Committee. If additional time is necessary, the Chief Deputy shall inform the concerned staff member. In making the decision, the Attorney General and the Chief Deputy may consult with the Chair of the Committee, the affected staff member, or anyone else whose input is necessary to make the decision.

5. In all cases the Chief Deputy Attorney General shall inform the affected staff member of the action the Office took in response to the concern. If a matter is one which has been referred to the Affirmative Action/Diversity Committee, the Chief Deputy Attorney General shall also inform the Affirmative Action/Diversity Committee of the action the Office took in response to the concern.
6. If at any time during the inquiry, the Chief Deputy establishes that the staff member made a false report in bad faith, the Office reserves the right to take appropriate employment or disciplinary action against the staff member.
7. The Attorney General's Office shall maintain the privacy of all records consistent with the requirements of the Data Practices Act. All complaints (and related materials) determined to be meritless shall be destroyed after two years, unless it is established that they need to be retained for any anticipated or ongoing legal proceedings. All other complaints (and related materials) shall be retained in accordance with applicable Office record retention policies.

Where it has been established that a complaint is false and was made in bad faith, the Office may retain documentation in the staff member's personnel record.

## **COMPLAINT PROCEDURE FOR COMPLAINTS AGAINST STAFF MEMBERS FROM NON-STAFF MEMBERS**

This procedure applies to situations in which persons outside the Office have concerns about alleged behavior by a staff member which, if it occurred in an employment context, would be discriminatory or harassing, as described in the Policy Against Discrimination in the Diversity Policy of the Office of the Attorney General. "Persons outside the Office" include members of the public (including applicants), clients, legislators, opposing counsel and judges. Complaints shall be handled as outlined in this procedure.

### **1. Processing the Complaint**

**a.** Any staff member who receives a complaint alleging that another staff member has discriminated against or harassed a person outside the Office shall refer the matter to the manager of the staff member about whom the complaint was made and shall provide the manager with the name of the person making the complaint, that person's address and telephone number, and the identity of the staff member who is the subject of the complaint. No complaint shall be processed under this procedure where the complaining party refuses to divulge his/her identity and how he/she might be contacted to verify the nature of the complaint. If the complaint implicates the manager or presents a conflict of interest, then that manager shall refer the matter to his or her supervisor to process the complaint pursuant to the procedures outlined in this Complaint Procedure. All complaints shall be processed in a manner consistent with the requirements of Rule 5.1 of the Minnesota Rules of Professional Conduct.

**b.** The manager shall contact the complaining party and request that the complaining party make a written statement outlining the basis for the complaint. If the complaining party is unwilling to submit a written complaint, the manager shall make a written account of the complaint based on his/her conversation with the complainant. If the manager makes a written account of the complaint, a copy of the written account shall be sent to the complaining party with instructions that the complaining party should verify the accuracy of the account and return a signed copy of the account to the manager. Failure of a complainant to verify the accuracy of the written complaint within a reasonable time period may be a factor considered by the manager in making a recommendation as to whether to proceed with the complaint pursuant to paragraph 1.d of these procedures.

**c.** The manager shall advise the staff member against whom the complaint was made of the substance of the allegations contained in the complaint and shall discuss the complaint with the staff member. The manager may also have further discussions with the complaining party regarding the complaint. The staff member shall be given an opportunity to respond to the complaint.

If the person who is the subject of the complaint is a member of a bargaining unit, the Affirmative Action Officer or manager shall notify the member's exclusive representative that a complaint has been filed and the subsequent procedure shall be open to the exclusive representative's participation if requested by the member.

**d.** After meeting or conferring with the complaining party and the staff member about whom the complaint was made, the manager, within fifteen (15) business days after receiving the Complaint, shall make a written report which shall include the identity of the staff member against whom the complaint has been made, the identity of the party bringing the complaint, the nature of the complaint, and the manager's recommendation as to how the

complaint should be handled. A manager shall recommend either that no further action needs to be taken or a recommendation that the matter be subject to a preliminary inquiry. If the manager has consulted with the Affirmative Action Officer, a full investigation may be recommended rather than a preliminary inquiry. However, a manager shall not recommend that the matter shall be subject to further investigation until he/she has discussed the complaint with the individual staff member. The manager's report shall contain the staff member's response to the complaint. A copy of the report shall be provided to the individual staff member, the Affirmative Action Officer and the Section Deputy.

The staff member shall have ten (10) business days after receipt of the report in which to provide a written response to the report before any investigation is commenced.

## **2. Inquiry/Investigation**

### **a. Preliminary Inquiry**

The Affirmative Action Officer, in consultation with the manager of the subject of the complaint, shall conduct a preliminary inquiry within twelve (12) business days of receipt of the written report. If this preliminary inquiry establishes that a reasonable basis for the complaint exists, the complaint shall be subject to a full investigation. If the Affirmative Action Officer determines that the complaint is meritless, it shall be so noted on the complaint and the report. A complaint shall be deemed meritless either because it cannot be substantiated or it falls outside the scope of this policy.

### **b. Full Investigation**

Within ten (10) business days after a determination to conduct a full investigation, if possible, the Affirmative Action Officer shall conduct a full investigation that shall include an interview with the subject of the complaint. If the investigation will take more than ten (10) business days, the Affirmative Action Officer will inform the subject of the complaint when the Officer expects to complete the investigation. Upon completion of the full investigation the Affirmative Action Officer shall prepare and submit a report to the Attorney General together with any other related materials. A copy shall be sent to the Manager and Section Deputy. The report shall include recommendations for designated actions to be taken to remedy the complaint. In making the recommendations, the Affirmative Action Officer shall consult with the appropriate manager.

Within ten (10) business days of receiving the report, if possible, the Attorney General shall take final action to remedy the complaint. If disciplinary or remedial action is warranted, it may consist of, but need not be limited to, training, an oral or written reprimand, suspension, or termination. The subject of the complaint shall be provided a written summary of the report and notice of the proposed action.

The Affirmative Action Officer shall notify the complainant when final action has been taken, subject to the terms of the Data Practices Act.

### **3. Record Retention**

The Attorney General's Office shall maintain the privacy of all records consistent with the requirements of the Data Practices Act. All complaints (and related materials) determined to be meritless shall be destroyed after two years, unless it is established that they need to be retained for any anticipated or ongoing legal proceedings. All other complaints shall be retained in accordance with applicable Office record retention policies.

**PROGRAM OBJECTIVES****2000 - 2002****PURPOSE**

In order to implement the AGO Affirmative Action Policy, it is necessary to conduct a thorough self-analysis, establish measurable goals, and strive to attain them and evaluate the degree to which they are accomplished.

**I. Maintenance of the AGO Affirmative Action Plan.**

- A. The Plan is reviewed annually by the AGO Affirmative Action Committee and suggested changes are made. The chair of the Committee and the Affirmative Action Officer will ensure that the changes are made by June 30th of each year.

Annually, the Chief Deputy Attorney General and the Affirmative Action Officer shall review the Affirmative Action Plan and re-evaluate/identify priorities. They will report these recommendations to the Attorney General. New or continuing action objectives shall be established for the remainder of the year. This review will take place in the spring of each year.

New guidelines issued by the EEOC and/or DOER will be incorporated into the Plan. The Affirmative Action Officer will take responsibility for this task.

**B. Affirmative Action Hiring/Monitoring**

The AGO will hire affirmatively. All proposed hires in groups that are disparate will be reviewed prior to recruiting taking place and prior to an offer being made.

The Human Resources Generalist will maintain files regarding hires in the classified service.

The AGO Recruiting Committee will actively seek candidates who meet protected group status. This Committee is responsible for recruiting and hiring protected group members.

The Affirmative Action Officer will work with DOER's Office of Diversity and Equal Opportunity to develop a comprehensive workforce utilization analysis in order to update affirmative action goals.

**C. Education of Managers and Staff**

The Affirmative Action Committee will develop training for managers and all staff about diversity. Outside presenters are used for these presentations.

**D. Notification of Staff**

The Affirmative Action Plan is posted on bulletin boards at all locations and on the AGO web site.

During orientation all new employees are given the diversity policy of the Office and the discrimination/harassment complaint procedures are discussed with them.

E. Compliance with the ADA

The AGO provides information about the ADA to all new employees.

All managers and supervisors are advised about their responsibilities under the ADA.

The ADA Coordinator has responsibility for providing new and continuing ongoing reasonable accommodations.

F. Recruitment and Hiring

The Human Resources Generalist completes the MHP forms for all classified hires.

Pre-employment reviews are done for all vacancies in classes with disparities before offers are made.

II. Improvement of the Affirmative Action Plan

A. The Director of Administration (also the Affirmative Action Officer) sets aside amounts each fiscal year to cover recruiting, advertising of positions, training, conferences, and memberships staff members hold in professional organizations for minorities.

The Director reviews the budget each fiscal year.

B. The AGO will offer presentations about diversity and cultural awareness and will encourage discussion and celebration by individual divisions.

Outside speakers will be invited to make presentations.

C. The AGO will offer presentations about disability issues.

Outside speakers will be invited to make presentations.

D. The AGO will focus on maximizing employment opportunities for protected group members.

The Affirmative Action Officer will review hires to see if any disparate patterns exist.

The Recruiting Committee will continue to develop relationships with educational institutions, participate in minority job fairs, and advertise in publications aimed at the minority community.

7. All employees will have an annual review that includes identifying classes to develop skills and abilities.

8. Appropriate staff will continue to work with various protected group communities to actively recruit members of those communities for positions in the AGO.
9. The AGO will review vacant positions to determine if a supported work employee would fit the needs of the position.
10. Continue the current exit form survey process.
11. Continue the current mentoring program.

## **B. GOALS AND TIMETABLES**

### **PURPOSE**

State law requires that numerical goals be established for each occupational category where one or more protected groups is under represented. The law also requires that reasonable timetables be established for achievement of these goals. This section establishes reasonable and attainable numerical standards. They are an essential frame of reference for evaluating progress.

### **DEVELOPMENT OF GOALS**

The following criteria are used in developing goals: Percentage of members of each protected class in the recruiting area population who have the necessary skills; availability of protected class members in the recruiting area population; extent of unemployment of members of protected classes in the recruiting area population; the existence of training programs in needed skill areas offered by employing agencies, and the expected number of positions to be filled.

The Attorney General's Office is composed of three principal occupational groups. These are the "Office" (clerical) group, the "other" group that is composed of attorneys and other professionals, and the "managers" group.

The following chart shows the protected goal groups for which the AGO has disparities:

### **GOAL GROUPS**

<b>Group</b>	<b>Minority</b>	<b>Disabled</b>	<b>Female</b>
Office			
Other (Unclassified) Attorney/Legal Assistant			
Managers (Unclassified)			

Whenever possible, efforts will be made to include members of all protected groups, among the persons interviewed for all vacancies.

## RECRUITMENT PLAN - 2000 - 2002

The Attorney General's Office will focus on the following methods to enhance efforts to recruit protected group members:

### **ATTORNEY RECRUITMENT**

The Attorney General's Attorney Recruitment Committee coordinates an annual program that conducts on-site interviews at a variety of law schools locally and nationwide, including on-campus recruiting at law schools with significant protected group enrollment. The Committee networks with protected group student associations at the various campuses to encourage protected group candidates to participate in the AGO recruitment process.

As a demonstration of its commitment to affirmative recruitment and hiring, the AGO has signed the Policy Statement on Hiring, Retention, and Promotion of Historically Underrepresented Groups in the Legal Profession developed by the Hennepin County Bar Association.

Hiring criteria include a broad range of factors, not limited to academic standing. The Attorney Recruitment Guide states:

In evaluating applicants, we seek to identify the unique strengths of each candidate and to achieve diversity in our hiring decisions. Numerous factors are considered including the individual's particular interest in our Office and a demonstrated interest in public service generally; academic achievement; participation in law review, moot court competitions or other law-related activities; written, oral and analytical skills; other life or work experiences; and the personal qualities demonstrated by the applicant.

The AGO will work with the various law schools at which we recruit and with the State ADA Coordinator to identify attorneys with disabilities who are interested in applying for positions within our Office.

The Committee participates in minority job fairs in Cook County, Illinois, in Minneapolis, Minnesota and minority student receptions sponsored by various Bar Associations.

### **LEGAL ASSISTANT RECRUITMENT**

The Attorney General's Office will access Department of Employee Relations' referral resources, including the publication, Reflections of the Community, as well as DOER's resume bank to field candidates for legal assistant positions. Letters encouraging referrals and applications are sent to recruitment sources and community-based organizations that work with or represent protected groups. Announcements of vacant positions have been distributed to: Access Press, American Indian OIC, Asian Pages, Insight News, and the Minneapolis Spokesman since October of 1996. It is difficult to assess the impact these efforts have had on recruitment. State classified lists have been used to identify candidates with protected group status when there have been openings in the legal assistant category in the Office. The AGO budgets \$5,000 for advertising expenses each fiscal year.

The AGO will continue to work with the State ADA coordinator and with representatives from DOER's Diversity and Equal Opportunity Office to recruit and hire protected group applicants for legal assistant positions in our Office.

### **OFFICE (SUPPORT STAFF) RECRUITMENT**

The Attorney General's Office obtains lists of candidates for these positions from the Department of Employee Relations.

In addition, since FY97, the AGO has placed notifications and/or advertisements in the community-based publications that are directed toward protected group members soliciting legal secretary applications. Announcements of vacant positions have been distributed to: Access press, American Indian OIC, Asian Pages, Insight News, and Minneapolis Spokesman. This class is the largest one within the "Office" group for which the AGO hires each year. Our goal is to increase the number of protected group applicants who appear on classified lists. No candidates have identified that these publications were the source of their interest in the AGO. The AGO sets aside \$1,500 a fiscal year for advertising in these publications.

### **LAW CLERK OPPORTUNITIES**

The summer law clerk program is used as an opportunity to attract protected group members, introduce them to the Office, and facilitate their candidacy for attorney positions. An AGO staff member recruits candidates from Hamline Law School, William Mitchell Law School, the University of Minnesota Law School, law schools in Iowa and Illinois. The Office is registered with NAALP, which provides listings of openings for summer law school opportunities.

### **SUMMER JOB PROGRAM**

The Office participates in the Minnesota State Bar Association's Summer Internship Program for inner-city high school students. Recruitment of candidates is done by the MSBA by contacting and working with students in the Minneapolis and St. Paul school districts. This program offers full-time employment focusing on administrative support duties, but emphasizing exposure to the practice of law. Each student is assigned an attorney mentor who meets with the student regularly; discusses the types of law which the Office practices; exposes the student to a variety of legal work; and answers questions.

MSBA interns attend workshops and seminars during the summer and tour law schools; the courts; and legal enforcement agencies.

### **STUDENT WORKER PROGRAM**

The Office participates in a variety of student worker programs for high school students, most often directly through the St. Paul School system.

### **COMMUNITY - BASED NOTIFICATION**

The AGO advertises job opportunities in protected group applications, and provides notice of these opportunities to community-based organizations.

## PERSONS RESPONSIBLE FOR RECRUITMENT PLANS

Under the general direction of the Chief Deputy Attorney General and the Affirmative Action Officer the following staff will have responsibility for specific job groups.

**Attorneys.** Recruitment responsibilities are assigned to the co-chairs of the Attorney Recruitment Committee.

**Legal Assistants.** Recruitment responsibilities are assigned to the Director of Human Resources.

**Clerical Staff.** Recruitment responsibilities are assigned to the Human Resource Generalist.

All of the above persons are aware of the AGO's commitment to hiring affirmatively and are required to adopt proactive methods to identify and recruit diverse candidates.

## RECRUITMENT OF PERSONS WITH DISABILITIES

The AGO has been successful in recruiting attorneys and legal assistants with disabilities.

All recruitment materials are available in alternate format and testing locations are handicapped accessible.

Informal contact with a variety of professors at a number of law schools is used as a method of having faculty recommend the AGO to persons with disabilities.

The AGO will work with designated staff at the Department of Employee Relations to recruit and hire persons with disabilities.

**PRE-HIRING REVIEW**

As part of the hiring process, the Chief Deputy Attorney General will review all attorney recommendations for hire, the Affirmative Action Officer will review all legal assistant recommendations for hire, and all recommendations for hire to the classified service. In addition to the Office's regular practice of seeking protected group members as applicants in its recruiting processes, Office representatives will work to eliminate barriers for protected group members in the hiring process.

**PRE-REVIEW PROCEDURE FOR ALL LAY-OFFS**

The Affirmative Action Officer will review all positions or staff being considered for lay-off before they are implemented.

## PROGRAM OBJECTIVES AND METHODS

### PURPOSE

This section will describe affirmative action efforts the Office will undertake during 2000-2002.

### ACTION

The Office has selected the following objectives and actions for 2000-2002:

#### 1) **AUDIT AND EVALUATION:**

**TASK:** Evaluate retention trends in all occupational categories.

**ACTION:** Review all exit interviews. Prepare annual statistical retention report.

**ASSIGNMENT:** Affirmative Action Officer. All managers are required to assist with retention of protected group employees.

**COMPLETION DATE:** Annually.

**EVALUATION:** Review of exit interview data, by protected groups and occupational category on a annual basis.

#### 2) **DIVERSITY TRAINING:**

**TASK:** Work through the Office's Affirmative Action/Diversity Committee to provide training to all staff on developing and encouraging a workplace open to and nurturing diversity in individuals.

**ACTION:** The Affirmative Action/Diversity Committee will provide recommendations for training.

**ASSIGNMENT:** Affirmative Action/Diversity Committee.

**COMPLETION DATE:** Semi-annual or annual training courses are presented.

**3) SEXUAL HARASSMENT TRAINING**

**TASK:** Provide sexual harassment awareness training to all staff.  
Provide elective refresher training to all staff members.

**ACTION:** Set training schedule.

**ASSIGNMENT:** Human Resource Generalist.

**COMPLETION DATE:** Quarterly.

**EVALUATION:** New employees are trained within three months of joining the Office.

**4) ADA TRAINING**

**TASK:** Disseminate the Office's ADA Manual, and accommodation policy during the AGO orientation process. In conjunction with the Office's ADA Committee, provide training office wide from time to time on relevant issues.

**ACTION:** Provide orientation for all new staff.

**ASSIGNMENT:** Personnel Director.

**COMPLETION DATE:** All new employees receive orientation.

**EVALUATION:** New staff receive information shortly after joining the Office.

**5) DISABILITY AWARENESS TRAINING**

**TASK:** Provide information about disability awareness to new staff.

**ACTION:** Discussion with new employees during the AGO orientation process.

**ASSIGNMENT:** Personnel Director.

**COMPLETION DATE:** New staff receive information shortly after joining the Office.

**EVALUATION:** All new staff receive information.

**6) DISCRIMINATION AWARENESS TRAINING**

**TASK:** Provide information about discrimination and the Office policy prohibiting it to all new staff.

**ACTION:** Provide information during the AGO orientation process.

**ASSIGNMENT:** Human Resource Generalist.

**COMPLETION DATE:** Shortly after new staff join the Office.

**EVALUATION:** All new staff receive information.

**7) EMPLOYEE DEVELOPMENT/TRAINING PROGRAMS**

**TASK:** Provide appropriate training opportunities for all staff.

**ACTION:** Identify development needs for individual staff, including those which would lead to promotional opportunities.

**ASSIGNMENT:** Management/supervisors in cooperation with employees.

**COMPLETION DATE:** On-going--reviewed annually during evaluation process.

**EVALUATION:** All staff receive information about training opportunities, promotional opportunities, and encouragement to seek opportunities.

**8) REVIEW OF PROMOTION PATTERNS**

**TASK:** Analyze promotion patters to identify disparities between protected group members and non protected group members.

**ACTION:** Review criteria for promotion. Clarify, eliminate barriers. Identify changes needed to the decision making process.

**ASSIGNMENT:** Executive Committee, Affirmative Action Officer.

**COMPLETION DATE:** Annual review.

**9) EXIT INTERVIEW PROCESS**

- TASK:** Conduct exit interview of all staff leaving the Office.
- ACTION:** Distribute an exit interview questionnaire to all staff leaving the Office. Conduct face-to-face interviews with staff selected randomly.
- ASSIGNMENT:** Affirmative Action Officer.
- COMPLETION DATE:** As staff leave the Office.
- EVALUATION:** Questionnaires are distributed to all staff. Face-to-face interviews are conducted.

**10) MENTORING ASSIGNMENTS**

- TASK:** Provide mentoring opportunity for all new staff.
- ACTION:** Assign a mentor to all new staff within two weeks of their hire date.
- ASSIGNMENT:** Division managers, supervisors.
- COMPLETION DATE:** Two weeks after a new staff member joins the Office.
- EVALUATION:** New staff wishing to receive a mentor do so.

## VI

### SUPPORTED WORK

During 2000-2002, the Office of the Attorney General will attempt to identify a position that will be filled through the Supported Work Program. Sandy Caron has been designated as the individual responsible for identifying and developing the position and implementing its placement within the Office. She will contact the State ADA/Disability Coordinator for assistance in recruitment of individuals for the supported employment positions.

## VII

### PROVISION OF REASONABLE ACCOMMODATIONS

#### A. Policy

It is the policy of the Attorney General's Office to encourage the employment and promotion of persons with disabilities. To assist in this effort the Attorney General has appointed Sandy Caron as the Office's Americans with Disabilities Act Coordinator. She is responsible for ensuring that the Office complies with the ADA.

To facilitate this policy, the Office will provide accommodations to qualified employees with disabilities or job applicants with disabilities when such accommodations are directly related to performing a job or competing for a job on an equal basis. When an examination process is required as part of the application process, all potential candidates will be notified about their rights concerning reasonable accommodations, including the Qualified Disabled Examination. Accommodations will be provided for unless the accommodation would impose an undue hardship.

#### B. Definitions

1. Persons with disabilities

A person with a disability is anyone who:

Has a physical or mental impairment that substantially or materially limits one or more of life's major activities.

#### C. Reasonable Accommodation

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

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

Reasonable accommodation applies to three aspects of employment:

1. To assure equal opportunity in the employment process;
2. To enable a qualified individual with a disability to perform the essential functions of a job; and
3. To enable an employee with a disability to enjoy equal benefits and privileges of employment.

**Procedure-Existing Staff (Employees and Employees Seeking Promotion):**

1. The Attorney General's Office will inform all employees of this accommodation policy in accessible formats.
2. The employee shall inform his/her supervisor of the need for an accommodation.
3. The Attorney General's Office may request documentation of the individual's functional limitations to support the request.
4. When a qualified individual with a disability has requested an accommodation, the Attorney General's Office shall, in consultation with the individual:
  - a. Discuss the purpose and essential functions of the particular job involved. Completion of a step-by-step job analysis may be necessary;
  - b. Determine the precise job-related limitation;
  - c. Identify the potential accommodations and assess the effectiveness each would have in allowing the individual to perform the essential functions of the job; and
  - d. Select and implement the accommodation that is the most appropriate for both the individual and the employer. While an individual's preference will be given consideration, the Attorney General's Office is free to choose among equally effective accommodations and may choose the one that is less expensive or easier to provide.
5. The Attorney General's Office ADA Coordinator should work with the supervisor and employee to obtain technical assistance as needed.
6. If the supervisor is unable to make a definitive decision, for whatever reason, about providing the accommodation, the supervisor will forward a written request for accommodation along with his/her recommendation to the ADA Coordinator within five (5) working days following the employee's request.
7. If the ADA Coordinator is unable to make a definitive decision for whatever reason, about providing the accommodation, the ADA Coordinator will forward a written request for accommodation, along with his/her recommendations, to the Attorney General, or his designee, within ten (10) working days following the employee's request.
8. The Attorney General, or his designee, will provide a decision in writing to the ADA Coordinator and employee within ten (10) working days.
9. If an accommodation cannot overcome the existing barriers or if the accommodation would cause an undue hardship on the operation of the business, the employee and the ADA Coordinator shall work together to determine whether reassignment may be an appropriate accommodation.

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

The Attorney General's Office will look at transfer opportunities, mobility opportunities, appointment opportunities, noncompetitive and competitive opportunities. (M.S. Ch. 43A).

The Attorney General's Office is not required to create a new job or to bump another employee from a job in order to provide a reassignment as a reasonable accommodation.

10. If a request for accommodation is not approved, the Attorney General's Office shall inform the employee of the reason(s) for non-approval, in writing, within three (3) working days of the decision.

#### **Procedure-Job Applicants**

1. The Attorney General's Office shall notify all applicants of this accommodation policy using accessible formats.
2. When a request for accommodation is received from an applicant, the supervisor/Human Resource Generalist will discuss the needed accommodation and discuss possible alternatives with the applicant.
3. The supervisor/Human Resource Generalist will make a decision regarding the request for accommodation and, if approved, take the necessary steps to see that the accommodation is provided.
4. If the supervisor/Human Resource Generalist is unable to make a definitive decision, for whatever reason, about providing the accommodation, the supervisor/Human Resource Generalist will forward a written request for accommodation, along with his/her recommendations to the ADA Coordinator within three (3) days following the applicant's request.
5. If approved, the ADA Coordinator shall take the necessary steps to see that the accommodation is provided. If the accommodation is not approved, the ADA Coordinator will inform the applicant of the reason for non-approval, in writing, within three (3) working days of the decision. Upon the request of the employee for whom an accommodation has been made, the accommodation may be reviewed at six-month intervals.

## VII. ADA Public Grievance Procedures

The Attorney General's Office has adopted grievance procedures that provide for the prompt and equitable resolution of complaints alleging any action that is prohibited by Title II of the Americans With Disabilities Act (ADA). This grievance procedure is to be used by persons with disabilities who are eligible for the services, benefits, programs, or activities of this Office.

Title II states in part, that *“no otherwise qualified disabled person shall, solely by reason of such disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination”* in programs or activities sponsored by a public entity.

### Complaints should be sent to:

**Sandy Caron**  
**Attorney General's Office**  
**525 Park Street, Suite 200, St. Paul, Minnesota 55103**  
**651-297-5968 (Voice)**  
**651-282-2525 (TTY)**

Step 1. A complaint should be filed in writing. It should contain the name and address of the complainant, a brief description of the violation and the accommodation sought. The complaint shall be filed **within 90 working days** after the complainant becomes aware of the alleged violation. **Within ten (10) working days** of the receipt of the written complaint the Office's ADA Coordinator will acknowledge in writing receipt of the complaint. The ADA Coordinator shall review the complaint for completeness and validity, shall make all parties to the complaint aware of the violation, obtain additional information related to the complaint if necessary, and shall attempt to resolve the complaint.

Step 2. If the ADA Coordinator is not able to resolve the complaint in Step 1, the Coordinator shall schedule a meeting with representative(s) of the Office and the complainant **within 15 working days**. The Coordinator will respond in writing to the complaint detailing any actions taken or proposed by the Office **within 15 working days** of the meeting.

Step 3. If the complainant is not satisfied with the Office's proposal to resolve the complaint, the complaint shall be referred to the ADA Advisory Committee, at the Department of Employee Relations. The ADA Advisory Committee will review the complaint and respond to the complainant in writing **within 30 days** of its recommendation for action.

## VIII. AMERICANS WITH DISABILITIES ACT NOTICE TO THE PUBLIC

The following notice is posted in the reception area of all AGO locations.

It is the policy of the Office of the Attorney General ("Office") to comply with the provisions of the Americans with Disabilities Act, 42 U.S.C.A. Section 12101, et seq. ("ADA"). The ADA prohibits discrimination against qualified individuals with disabilities on the basis of their disability. The ADA provides, in part, that qualified individuals with disabilities shall not be excluded from participating in or be denied the benefits of any program, service or activity offered by this Office.

The ADA requires that all programs, services and activities, when viewed in their entirety, are readily accessible to and usable by qualified individuals with disabilities. This Office must communicate effectively with individuals with speech, visual, and hearing impairments and provide auxiliary communication aids to qualified individuals with disabilities participating in or benefiting from this Office's programs, services or activities to afford equal opportunity.

Should you wish to review the ADA or its interpretive regulations, ask questions about your rights and remedies under the ADA, request a reasonable modification to this Office's policies, practices or procedures, or file a written grievance with this Office alleging noncompliance with the ADA, please contact the Office's Designated Coordinator for the ADA listed below.

Name: Sandy Caron

Address: Office of the Attorney General  
Suite 200  
525 Park Street  
St. Paul, Minnesota 55103

Telephone Numbers: Voice: (651)297-5968  
TTY: (651)282-2525

## EMPLOYEE REQUEST FOR REASONABLE ACCOMMODATION

The information on this form is collected so the Attorney General's Office may review your request under our Provision of Accommodation Policy. You are not legally required to provide this information, but the Attorney General's Office may not be able to provide an accommodation if you do not provide sufficient information. The information collected is private personnel data on you. It will be disclosed, as needed, within the Attorney General's Office to the Affirmative Action Officer, appropriate managers or deputies, and the Attorney General.

Please print or type.

Employee Name	Classification	Date of Request
Division	*Statement of Limitations (Attach medical statement if requested by ADA Coordinator)	
<ul style="list-style-type: none"> <li>• Attach additional sheets for questions below if necessary</li> </ul>		
1. Type of accommodation requested to perform essential function:		
2. What specific essential functions of the job are currently affected?		
3. How will the requested accommodation be effective in allowing performance of the essential function(s)?		
4. Have any non-essential job functions been eliminated? Please describe.		
Signature of Employee	Date	
Signature of Supervisor	Date	
Signature of AAO/ADA Coordinator	Date	

## REASONABLE ACCOMMODATION AGREEMENT

This form is to be completed by the Office's Affirmative Action Officer after the reasonable accommodation decision has been made. The signatures on the bottom of this form indicates an agreement between the employee and the Office to the specific accommodation.

Name of Employee	Name of Division Manager
<p>The request for reasonable accommodation to the needs of the above named employee with a disability was:</p> <p style="text-align: center;"> <input type="checkbox"/> ACCEPTED                      <input type="checkbox"/> DENIED         </p> <p>Justification for the decision (indicate specific factors considered)</p>	
<p>If reasonable accommodation was approved, was the employee's suggestion accepted?</p> <p style="text-align: center;"> <input type="checkbox"/> YES                      <input type="checkbox"/> NO                      <input type="checkbox"/> PARTIALLY         </p> <p>REASON:</p> <p>DESCRIBE specific accommodations to be made.</p>	
COST ESTIMATE:	
I have read the employee request for reasonable accommodation. I understand that all tangible accommodations purchased by the Office will become property of the State of Minnesota.	
Signature of Employee	Date
Signature of Chief Deputy	Date
Signature of Affirmative Action Officer	Date

## WEATHER EMERGENCIES/EVACUATION PLANS

Weather emergency information is posted at each AGO location. (Employees are advised to listen to appropriate radio stations or view appropriate television stations for information about potential closings of state offices if a weather emergency (snowstorm, flood, etc.) occurs while they are at home.) Information about statewide weather emergencies is received from the Department of Employee Relations by Human Resources staff, and communicated to designated staff at all AGO locations. Designated staff members personally notify employees at the locations by walking through the AGO space and verbally notifying employees of the situation. All AGO locations work closely with the management companies of those buildings so that AGO staff are aware of and follow building evacuation procedures.

All Attorney General Office locations have prepared and posted Evacuation Plans. All employees receive copies of these plans, and are reminded periodically to review them. Updates are issued quarterly.

The plans provide for aiding staff who require assistance during an evacuation of the premises. Each staff person who has a disability that requires assistance has been assigned two assistants who are responsible for helping that individual during a weather emergency (tornado) or evacuation (fire, bomb threat). These assistants are backed-up by staff assigned to monitor sections of each floor where AGO staff are located.

All receptionists have been notified of the need to be aware of visitors who might require assistance during an evacuation and staff have been advised of the possibility of this need in the location evacuation plans.

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