
State of Minnesota

Minnesota Board of Animal Health

Affirmative Action Plan

2012 – 2014

625 Robert Street North
St. Paul, MN 55155

This document can be made available upon request in alternative formats
by contacting Beth Thompson at 651-201-6844.

Minnesota Board of Animal Health
2012 – 2014 Affirmative Action Plan

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I. EXECUTIVE SUMMARY

Minnesota Board of Animal Health Affirmative Action Plan 2012-2014

Review revealed underutilization of the following protected group(s) in the following goal units:

GOAL UNITS	PROTECTED GROUPS		
	Women	Minorities Persons of Color	Persons With Disabilities
Officials, managers, supervisors	■	■	■
Professionals (field veterinarians)	■	■	■
Technicians (field)	■	■	■
Office/Clerical	■	■	■

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

This affirmative action plan meets the applicable laws and rules governing affirmative action, and contains the goals and timetables as well as reasonable and sufficiently assertive methods for achieving them. This affirmative action plan contains an internal procedure for processing complaints of alleged discrimination from employees, and each employee has been apprised of this procedure.

_____ *signed original on file* _____
 Affirmative Action Officer (phone number) (date)

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

_____ *signed original on file* _____
 (Signature of Agency Head/Human Resources Director) (date)

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

_____ *signed original on file* _____
 (Executive Director) (date)

II. STATEMENT OF COMMITMENT

The Board of Animal Health is committed to Minnesota's statewide affirmative action efforts and equal employment opportunity policies. I affirm my personal and official support of these policies which provide that:

- Discrimination against applicants or employees on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, membership or activity in a local human rights commission, disability, sexual orientation, or age will not be tolerated;
- This agency is committed to the implementation of the affirmative action policies, programs, and procedures included in this plan;
- This agency will continue to actively promote a program of affirmative action, wherever minorities, women, and persons with disabilities are underrepresented in the workforce;
- This agency is committed to the retention all qualified, talented employees, including protected group employees.

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 the citizens of Minnesota.

_____ *signed original on file*
Executive Director

_____ *7/25/2012*
Date

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

A. Executive Director

1. Responsibilities: The Executive Director is responsible for the establishment of the Board's Affirmative Action Plan, in compliance with all existing state and federal laws, rules and regulations.
2. Duties:
 - a. To designate the agency's Affirmative Action Officer.
 - b. To promote a program of affirmative action through a thorough understanding of the Board's affirmative action plan.
 - c. To take action on complaints of discrimination if necessary.
3. Accountability: To the Board of Animal Health, the citizen board appointed by the Governor.

B. Affirmative Action Officer (AAO), Americans with Disabilities Act Coordinator (ADAC), Human Resources Director

1. Responsibilities: The Human Resources Director acts as the Board's AAO and ADAC. This person supports the State's affirmative action efforts and equal employment opportunity policies, and is directly responsible for the administration, implementation and maintenance of the Board's plan.
2. Duties:
 - a. Implement and monitor the Board's policy through education of existing and new employees,
 - b. Update employees on any changes in the law or its interpretation,
 - c. Inform all employees of the complaint procedure,
 - d. Recommend policy, procedure or program changes to the Executive Director,
 - e. Investigate complaints of discrimination,
 - f. Fulfill affirmative action reporting requirements,
 - g. Act as the liaison between the Board and Minnesota Management and Budget, State Affirmative Action Program,
 - h. Prepare reports as necessary, and
 - i. Support and participate in the recruitment and selection of protected class persons in categories in which a disparity exists, and maintain contact with protected class resources.
3. Accountability: To the Executive Director.

C. Managers and Supervisors

1. Responsibilities: Managers and Supervisors within the Board are responsible for the implementation of the Board's plan.
2. Duties:
 - a. Understand and implement the affirmative action policy and respond promptly to any requests made by the Affirmative Action Officer,
 - b. Conduct employment interviews in a manner to protect the privacy of the prospective employee,
 - c. Conduct an annual review of each employee without discrimination,
 - d. Encourage each employee to inform the supervisor of discriminatory practices,
 - e. Attempt to resolve complaints of discrimination among employees fairly and promptly, and
 - f. Refer an employee to the Affirmative Action Office if needed.
3. Accountability: To the Executive Director.

D. All Employees

1. Responsibilities: All employees of the Board will support the State's affirmative action efforts and equal employment opportunity policies.
2. Duties: Understand and implement the affirmative action policy and respond promptly to any requests made by the Affirmative Action Officer.
3. Accountability: To the Managers.

IV. COMMUNICATION OF THE AFFIRMATIVE ACTION PLAN

A. Internal Methods of Communication

1. The agency's plan will be made available for employee and public review,
2. New employees will be provided with a copy of the plan,
3. The approved biennial update of the plan will be communicated to all employees, and
4. Any changes during the biennium will be communicated to all employees.

B. External Methods of Communication

1. Persons and organizations contracting with the Board will be informed of the plan and will be advised that the Board will do business only with those who comply,

2. When recruiting from sources other than the DOER, persons and organization will be informed of the plan and that the Board is “An Equal Opportunity Employer,” and
3. The Board’s letterhead will bear the state “An Equal Opportunity Employer.”

V. PROHIBITION OF HARASSMENT/DISCRIMINATION POLICY

It is the policy of the Board of Animal Health to prohibit harassment of its employees based on race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, membership or activity in a local human rights, disability, sexual orientation, or age. This prohibition with respect to harassment includes both overt acts of harassment and those acts that create a negative work environment. Any employee subjected to such harassment should file a complaint internally with the agency’s Affirmative Action Officer designee. If the employee chooses, s/he may file a complaint externally with the Minnesota Department of Human Rights, the Equal Employment Opportunity Commission, or through other legal channels. These agencies have time limits for filing complaints, so individuals should contact the agencies for more information. In extenuating circumstances, the employee should contact the State Affirmative Action Program Coordinator at Minnesota Management & Budget for information regarding the filing of a complaint. Any unintentional or deliberate violation of this policy by an employee will be cause for appropriate disciplinary action.

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

1. Notifying all employees, and orienting each new employee who is hired, of this policy; and employees and applicants
2. Informing all employees of the complaint procedure and ensuring that all complaints will be investigated promptly and carefully.

Definitions

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

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

“Sexual harassment” includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact or other verbal or physical conduct or communication of a sexual nature when: (1) submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment; (2) submission to or rejection of that conduct or communication by an individual is used as a factor in decision affecting that individual's employment; or (3) that conduct or communication has the purpose or effect of substantially interfering with an individual's employment, and in the case of employment, the employer knows or should know of the existence of the harassment and fails to take timely and appropriate action.

It is possible for discriminatory harassment to occur: 1) among peers or coworkers, 2) between managers and subordinates, or 3) between employees and members of the public. Employees who experience discriminatory harassment should bring the matter to the attention of the Board of Animal Health's Affirmative Action Officer designee. In fulfilling our obligation to maintain a positive and productive work environment, the Affirmative Action Officer designee and all employees are expected to address or report any suspected harassment or retaliation.

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

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

Complaints of discrimination or harassment can be filed using the internal discrimination complaint procedure included in this affirmative action plan.

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

The Board of Animal Health has established the following discrimination complaint procedure to be used by all employees and applicants. Coercion, reprisal, or intimidation against anyone filing a complaint or serving as a witness under this procedure is prohibited.

Responsibility of Employees

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

Who May File

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

The Complaint Procedure

The internal complaint procedure provides a method for resolving complaints involving violations of the Board of Animal Health 's nondiscrimination policy within the agency. Employees, applicants, and eligibles are encouraged to use this internal complaint process. Retaliation against a person who has filed a complaint either internally or through an outside enforcement agency or other legal channels is prohibited. The Affirmative Action Officer designee may contact the Office of Diversity and Equal Opportunity if s/he wants information about filing a complaint.

Filing Procedures

1. The employee or applicant completes the “Complaint of Discrimination Form” provided by the Affirmative Action Officer designee. Employees are encouraged to file a complaint within a reasonable period of time after the individual becomes aware that a situation(s) may involve discriminatory harassment. The Affirmative Action Officer designee will, if requested, provide assistance in filling out the form.
2. The Affirmative Action Officer designee determines if the complaint falls under the purview of Equal Employment Opportunity law, i.e., the complainant is alleging discrimination or harassment on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, membership or activity in a local human rights commission, disability, sexual orientation, or age; or if the complaint is of a general personnel concern. The Affirmative Action Officer designee shall also discuss other options for resolution, such as the workplace mediation.
 - A. If it is determined that the complaint is not related to discrimination but rather to general personnel concerns, the Affirmative Action Officer designee will inform the complainant, in writing, within ten (10) working days.
 - B. If the complaint is related to discrimination, the Affirmative Action Officer designee will, within ten (10) working days, contact all parties named as respondents and outline the

basic facts of the complaint. The respondents will be asked to provide a response to the allegations within a specific period of time.

3. The Affirmative Action Officer designee shall then investigate the complaint. At the conclusion of the investigation, the Affirmative Action Officer designee shall notify the complainants and respondents that s/he has completed the investigation. The Affirmative Action Officer designee shall then review the findings of the investigation.
 - A. If there is sufficient evidence to substantiate the complaint, appropriate action will be taken.
 - B. If insufficient evidence exists to support the complaint, a letter will be sent to the complainants and the respondents dismissing the complaint.
4. A written answer will be provided to the parties within sixty (60) days after the complaints are filed. The complainants will be notified should extenuating circumstances prevent completion of the investigation within sixty (60) days.
5. Dispensation of the complaint will be filed with the Commissioner of the Minnesota Management & Budget after the final determination.
6. All documentation associated with a complaint shall be considered investigative data under the Minnesota Government Data Practices Act. The status of the complaint will be shared with the complainants and respondents. After an investigation is completed and all appeals are exhausted, all documentation is subject to the provisions of the Minnesota Government Data Practices Act.
7. All data collected may at some point become evidence in civil or criminal legal proceedings pursuant to state or federal statutes. An investigation may include, but is not limited to, the following types of data:
 - A. Interviews or written interrogatories with all parties involved in the complaint, e.g., complainants, respondents, and their respective witnesses; officials having pertinent records or files, etc.
 - B. All records pertaining to the case i.e., written, recorded, filmed, or in any other form.
8. The Affirmative Action Officer designee shall maintain records of all complaints and any pertinent information or data for three (3) years after the case is closed.

VII. REASONABLE ACCOMMODATION POLICY

POLICY

The Board of Animal Health is committed to the fair and equal employment of people with disabilities. Reasonable accommodation is the key to this non-discrimination policy. While many individuals with disabilities can work without accommodation, other qualified employees and applicants face barriers to employment without the accommodation process. It is the policy of this agency to reasonably accommodate qualified individuals with disabilities unless the accommodation would impose an undue hardship. In accordance with the Minnesota Human Rights Act and the Americans with Disabilities Act, accommodations will be provided to qualified individuals with disabilities when such accommodations are directly related to performing the essential functions of a job, competing for a job, or to enjoy equal benefits and privileges of employment. This policy applies to all applicants, employees, and employees seeking promotional opportunities.

Definitions

Disability:

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

Reasonable Accommodation:

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

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

Reasonable accommodation applies to three aspects of employment:

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

Procedure - Current Employees and Employees Seeking Accommodation

1. This agency will inform all employees that this accommodation policy can be made available in accessible formats.
2. The employee shall inform their supervisor or the ADA Coordinator designee of the need for an accommodation.

3. The ADA Coordinator designee may request documentation of the individual's functional limitations to support the request. Any medical documentation must be collected and maintained on separate forms and in separate, locked files. No one will be told or have access to medical information unless the disability might require emergency treatment.
4. When a qualified individual with a disability has requested an accommodation, the employer shall, in consultation with the individual:
 - 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.
 - 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 Board of Animal Health is free to choose among equally effective accommodations and may choose the one that is less expensive or easier to provide.
5. The ADA Coordinator designee will work with the employee to obtain technical assistance, as needed.
6. The ADA Coordinator will provide a decision to the employee within a reasonable amount of time.
7. If an accommodation cannot overcome the existing barriers or if the accommodation would cause an undue hardship on the operation of the business, the employee and the ADA Coordinator designee shall work together to determine whether reassignment may be an appropriate accommodation.

Procedure-Job Applicants

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

Policy for Funding Accommodations

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

Definition of Undue Hardship

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

Procedure for Determining Undue Hardship

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

1. overall size of the program (i.e., number and type of facilities, size of budget);
2. type of the operation including the composition and structure of the work force;
3. nature and cost of the accommodation needed;
4. reasonable ability to finance the accommodation; and
5. documented good-faith efforts to explore less restrictive or less expensive alternatives including consultation with the disabled person or with knowledgeable disabled persons or organizations.

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

Appeals

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

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

Supported Work

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

VIII. EVACUATION PROCEDURES FOR PERSONS WITH DISABILITIES

Weather emergencies: If a weather emergency is declared through DOER, information is posted on the website <https://www.bereadymn.com/agency-info>. Employees with hearing impairments will receive special notification.

Individuals with mobility disabilities should move into the nearest stairwell behind a fire door and wait for assistance to be evacuated. An assistant generally waits in the stairwell and will not attempt to evacuate the individual unless it is a life-threatening situation.

Emergency evacuation procedures for the Freeman Building is attached.

IX. GOALS AND TIMETABLES

The Board will not discriminate against protected groups, and will encourage qualified members of protected groups to apply for open positions. We do not anticipate hiring employees for our field force in 2012-2014. The office staff is female dominated, no goals will be set. Our recruitment effort will be to encourage qualified minority and disabled persons to apply for positions as they become available.

X. AFFIRMATIVE ACTION PROGRAM OBJECTIVES

The Board will continue to hire affirmatively, and will include affirmative action consideration in the hiring process. This is an ongoing objective, with the Executive Director and AAO working together on hiring practices. The AAO will be involved in the hiring process to monitor the progress made toward this goal.

The Board will also work to educate the managers and supervisors currently employed. This goal includes developing and distributing materials with an overview of the AAP and specific information about the Plan. Again, the evaluation of this goal is ongoing, with the objective being a knowledgeable supervisory staff.

Objectives:

1. To conduct all aspects of the Board's personnel matters without discrimination with regard to race, creed, color, sex, religion, national origin, age, marital status, disability, veterans status, reliance on public assistance, membership or activity in a local commission or sexual orientation.
2. To comply with the statewide affirmative action program and all state and federal laws, rules and regulations.
3. To attempt to meet the interim goals as outlined in this plan.
4. To make all Board employees and applicants aware of the Board's commitment to affirmative action and non-discrimination.
5. To make all Board employees, and applicants aware of their responsibilities under the Board affirmative action plan, and to make the groups aware of the consequences of discriminatory acts, as defined.

XI. METHODS OF AUDITING, EVALUATING AND REPORTING PROGRAM SUCCESS

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

The AAO will maintain a record of appointments made in under-represented job categories. If a vacancy is to be filled in a job category which is under represented, the following procedure will take place:

1. AAO recruits affirmatively from under represented protected groups.
2. AAO consults with supervisor regarding disparity and goals.
3. If protected group candidate is not selected, the supervisor will hold the job offer until the supervisor's justification for non-selection is reviewed.
4. The justification is documented by AAO.

B. Pre-Review Procedure for Layoff Decisions

The Board rarely has layoffs of permanent employees. The Board will consider the effect of any potential layoff decision on the Board affirmative action goals. All layoffs are approved by the Executive Director.

C. Other Methods of Program Evaluation

Evaluation of the Board's affirmative action plan will be ongoing, in all areas. Successes will be reported in the biennial report.

XII. RECRUITMENT PLAN

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

Listed below are various recruitment methods or strategies utilized by this agency during the past year.

Due to the Board's size and budget, we do not utilize methods or strategies listed. The Board will post job openings as required, and list in the State's website. Supported Employment (M.S. 43A.191, Subd. 2(d))

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

XIII. RETENTION PLAN

A. Person Responsible for Agency's Retention Program/Activities

Beth S. Thompson, JD, DVM
Senior Veterinarian
AAO
651-201-6844

B. Separation and Retention Analysis by Protected Groups

As noted above, the Board has a stable work force with few layoffs or hirings. Additionally, there are few projected retirements in the next biennium. The retention analysis will review the Board separation and layoff patterns for the previous two years. The analysis will include all employees.

C. Methods of Retention of Protected Groups

Retention methods include training of staff and organizational development programs. Such programs build an understanding and appreciation in the workplace.

ATTACHMENT A

**Minnesota Board of Animal Health
625 Robert Street North**

St. Paul, MN 55155
651-296-2942

A. Complaint Of Harassment/Discrimination

Please Read Before Completion of Form

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

Complainant (You)		
Name	Job Title	
Work Address	City, State, Zip Code	Telephone ()
Agency	Division	Manager
Respondent (Person Who Harassed/Discriminated Against You)		
Name	Job Title	
Work Address	City, State, Zip Code	Telephone ()
Agency	Division	Manager

The Complaint	
Basis of Complaint ("X" all that apply): <input type="checkbox"/> Race <input type="checkbox"/> Color <input type="checkbox"/> Disability <input type="checkbox"/> Sexual Orientation <input type="checkbox"/> Sex <input type="checkbox"/> Creed <input type="checkbox"/> Marital Status <input type="checkbox"/> Status with Regard to Public Assistance <input type="checkbox"/> Age <input type="checkbox"/> Religion <input type="checkbox"/> National Origin <input type="checkbox"/> Membership or Activity in a Local Human Rights Commission	
Date most recent act of harassment/discrimination took place:	If you filed this complaint with another agency, give the name of that agency:
Describe how you believe that you have been harassed/discriminated against (names, dates, places, etc.). Use a separate sheet of paper if needed and attach to this form.	

--

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

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

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

Affirmative Action Officer Signature	Date
--------------------------------------	------

ATTACHMENT B

B. Employee Request for Reasonable Accommodation Form

Please Print or Type

Employee Name:	Classification/Division	Date of Request:
<i>Attach additional sheets for questions below if necessary.</i>		
1. Please describe the nature of your medical condition for which you are requesting an accommodation. Describe how it limits any major life activities.		
2. How does it affect your ability to perform your job?		
3. Type of accommodation requested:		
<input type="checkbox"/> Making facilities readily accessible	<input type="checkbox"/> Modification of equipment or devices	
<input type="checkbox"/> Job restructuring	<input type="checkbox"/> Qualified reader or interpreter	
<input type="checkbox"/> Part-time or modified work schedule	<input type="checkbox"/> Acquisition of equipment or devices	
<input type="checkbox"/> Other (specify): _____		
4. Describe in detail the accommodation you are requesting:		
5. Has your medical provider recommended the accommodation? <input type="checkbox"/> Yes <input type="checkbox"/> No		
6. How will the requested accommodation be effective in allowing performance of the essential job function(s)?		
Signature of Employee:	Date:	
<p>This information will be used by human resource management or any other person, including the agency's legal counsel, who is authorized by my employer to handle medical information for ADA/MHRA purposes and, any information concerning my physical or mental condition, that are necessary to determine whether I have a disability as defined by the Americans with Disabilities Act and/or the Minnesota Human Rights Act, and to determine whether any reasonable accommodations can be made. The provision of this information is voluntary, however if you refuse to provide it, your employer may refuse to provide reasonable accommodation.</p>		