State of Minnesota

Perpich Center For Arts Education

AFFIRMATIVE ACTION PLAN

2010 - 2012

Perpich Center for Arts Education
6125 Olson Memorial Highway
Golden Valley, MN 55422

In accordance with the Americans with Disabilities Act, an alternative form of communication is available upon request. TDD: 1-800-627-3529

An Equal Opportunity Employer and Provider

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Statement of Commitment

The Perpich Center for Arts Education 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 employees, applicants, or eligibles 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;

- The Perpich Center for Arts Education is committed to the implementation of the affirmative action policies, programs, and procedures included in this plan;

- The Perpich Center for Arts Education will continue to actively promote a program of affirmative action, wherever minorities, women, and persons with disabilities are underrepresented in the workforce;

- The Perpich Center for Arts Education is committed to the retention all qualified, talented employees, including protected group employees.

Leah Armstrong will act as the Perpich Center for Arts Education's Affirmative Action designee and ADA Coordinator designee. The designee will be responsible for completing the biennial Affirmative Action Plan as well as directing and implementing the agency's Affirmative Action Program. The designee will also be responsible for ensuring that the agency's affirmative action plan is communicated to internal and external persons through job postings, internal and external websites, and recruitment efforts. The designee will report directly to Sue Mackert, Executive Director of the Perpich Center for Arts Education.

The Affirmative Action Plan will be accessible to Perpich Center for Arts Education employees and to external interested parties at http://www.pcae.k12.mn.us/. Anyone interested in reviewing the Perpich Center for Arts Education's affirmative action plan or who has concerns about affirmative action or equal opportunity issues may request a copy of the plan from Leah Armstrong at 763/591-4712 or leah.armstrong@pcae.k12.mn.us.

It is the policy of the Perpich Center for Arts Education 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 the Perpich Center for Arts Education. We strive to provide equal employment opportunities and the best possible service to the citizens of Minnesota.

July 28, 2010
Date

Susan H Mackert
Executive Director

Affirmative Action Designee Duties & Communication of Affirmative Action Plan

Leah Armstrong will act as the Perpich Center for Arts Education's Affirmative Action designee. The designee will be responsible for completing the biennial Affirmative Action Plan as well as directing and implementing the agency's Affirmative Action Program. The designee will also be responsible for ensuring that the agency's affirmative action plan is communicated to internal and external persons through job postings, internal and external websites, and recruitment efforts. The designee will report directly to Sue Mackert, Executive Director for the Perpich Center for Arts Education.

The Affirmative Action Plan will be accessible to Perpich Center for Arts Education employees and to external interested parties at http://www.pcae.k12.mn.us/. Anyone interested in reviewing the Perpich Center for Arts Education's affirmative action plan or who has concerns about affirmative action or equal opportunity, may request a copy of the plan from Leah Armstrong at 763/591-4712 or leah.armstrong@pcae.k12.mn.us. A copy of the plan is also available for viewing in the Human Resource Office located at 6125 Olson Memorial Highway, Golden Valley, MN 55422, 2nd Floor.

Harassment/Discrimination Policy

It is the policy of the Perpich Center for Arts Education 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 commission, 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 Perpich Center for Arts Education'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 Office of Diversity and Equal Opportunity at the 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 Perpich Center for Arts Education 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

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 Perpich Center for Arts Education'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.

Procedure

Any employee, applicant, or eligible of the Perpich Center for Arts Education 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 our Perpich Center for Arts Education's affirmative action plan.

Internal Harassment/Discrimination Complaint Procedure

The Perpich Center for Arts Education has established the following discrimination complaint procedure to be used by all employees, applicants, or eligibles. 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 employee, applicant, or eligible of the Perpich Center for Arts Education 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 Perpich Center for Arts Education'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, applicant, or eligible 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 situations) 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 Pilot Project.

   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 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 than 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 within thirty (30) days of 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.

Perpich Center for Arts Education
6125 Olson Memorial Highway
Golden Valley, MN 55422
763/591-4700

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): ☐ Race ☐ Color ☐ Disability ☐ Sexual Orientation ☐ Sex ☐ Creed ☐ Marital Status ☐ Status with Regard to Public Assistance ☐ Age ☐ Religion ☐ National Origin ☐ 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

Utilization Analysis for the Perpich Center for Arts Education

PROTECTED GROUP: WOMEN

A	B	C	D	E	F	G
EEO JOB GROUP	Total Number in Group	Total Number of WOMEN in Group	% WOMEN in the Group	Availability % (Census Table) MN Statewide	Availability Number	AAP 2010-2012 Number Underutilized
Officials and Administrators	5	3	60.0%	37.8%	2	0
Professionals	44	26	59.1%	53.8%	24	0
Technicians	2	1	50.0%	63.1%	1	0
Protective Services: sworn	0	0	0.0%	21.3%	0	0
Protective Services: non-sworn	2	1	50.0%	64.4%	1	0
Paraprofessionals *(included in Office/Clerical and/or Technicians group)*					0	0
Office/Clerical	10	9	90.0%	67.7%	7	0
Skilled Craft	3	1	33.3%	7.8%	0	0
Service Maintenance	15	9	60.0%	43.6%	7	0

PROTECTED GROUP: MINORITIES

A	B	C	D	E	F	G
EEO JOB GROUP	Total Number in Group	Total Number of MINORITIES in Group	% MINORITIES in the Group	Availability % (Census Table) MN Statewide	Availability Number	AAP 2010-2012 Number Underutilized
Officials and Administrators	5	0	0.0%	5.1%	0	0
Professionals	44	4	9.1%	8.0%	4	0
Technicians	2	0	0.0%	6.8%	0	0
Protective Services: sworn	0	0	0.0%	11.9%	0	0
Protective Services: non-sworn	2	1	50.0%	6.3%	0	0
Paraprofessionals *(included in Office/Clerical and/or Technicians group)*					0	0
Office/Clerical	10	1	10.0%	8.2%	1	0
Skilled Craft	3	0	0.0%	7.1%	0	0
Service Maintenance	15	3	20.0%	14.3%	2	0

Utilization Analysis for the Perpich Center for Arts Education

PROTECTED GROUP: PERSONS with a DISABILITY

A	B	C	D	E	F	G
EEO JOB GROUP	Total Number in Group	Total Number of DISABILITY in Group	% DISABILITY in the Group	Availability % (Census Table) MN Statewide	Availability Number	AAP 2010-2012 Number Underutilized
Officials and Administrators	5	0	0.0%	11.31%	1	1
Professionals	44	3	6.8%	10.88%	5	2
Technicians	2	0	0.0%	11.52%	0	0
Protective Services	2	0	0.0%	11.60%	0	0
Paraprofessionals				10.86%		
Office/Clerical	10	1	10.0%	11.56%	1	0
Skilled Craft	3	2	66.7%	11.55%	0	0
Service Maintenance	15	3	20.0%	11.37%	2	0

Goals and Timetables for the Perpich Center for Arts Education

	Women			Minorities			People with a Disability		
EEO JOB GROUP	Number Under-utilized	Goal	Timetable	Number Under-utilized	Goal	Timetable	Number Under-utilized	Goal	Timetable
Officials and Administrators	0	0	2010-12 AAP	0	1	2010-12 AAP	1	1	2010-12 AAP
Professionals	0	0	2010-12 AAP	0	1	2010-12 AAP	2	1	2010-12 AAP
Technicians	0	0	2010-12 AAP	0	0	2010-12 AAP	0	0	2010-12 AAP
Protective Services	0	0	2010-12 AAP	0	0	2010-12 AAP	0	0	2010-12 AAP
Paraprofessionals									
Office/Clerical	0	0	2010-12 AAP	0	1	2010-12 AAP	0	0	2010-12 AAP
Skilled Craft	0	0	2010-12 AAP	0	0	2010-12 AAP	0	0	2010-12 AAP
Service Maintenance	0	0	2010-12 AAP	0	0	2010-12 AAP	0	0	2010-12 AAP

Analysis:

Job Group	Protected Group	Number Underutilized	Goal	Agency Considerations	Timetable	Methods
Officials and Administrators	Women	0	0	Potential retirements	2010-12 AAP	See AAP, Recruitment Section

According to the utilization analysis, our agency's workforce is **not underutilized** in the Officials and Administrators job group for women. Based on our analysis of the conditions in the agency, we expect this job group to change due to potential retirements. We will strive to continue to meet or exceed our current numbers.

Job Group	Protected Group	Number Underutilized	Goal	Agency Considerations	Timetable	Methods
Officials and Administrators	Minorities	0	1	Potential retirements	2010-12 AAP	See AAP, Recruitment Section

According to the utilization analysis, our agency's workforce is **not underutilized** in the Officials and Administrators job group for minorities. Based on our analysis of the conditions in the agency, we expect this job group to change due to potential retirements. We will strive to continue to meet or exceed our current numbers by one (1) in the next couple of years.

Job Group	Protected Group	Number Underutilized	Goal	Agency Considerations	Timetable	Methods
Officials and Administrators	People with a Disability	1	1	Potential retirements	2010-12 AAP	See AAP, Recruitment Section

According to the utilization analysis, our agency's workforce is **underutilized** in the Officials and Administrators job group by one person with a disability. Based on our analysis of the conditions in the agency, we expect this job group to change in the next couple of years due to potential retirements. As openings occur, we will make a good faith effort to recruit and hire one person with a disability in the Officials and Administrators job group in the next two years.

Job Group	Protected Group	Number Underutilized	Goal	Agency Considerations	Timetable	Methods
Professionals	Women	0	0	Potential retirements	2010-12 AAP	See AAP, Recruitment Section

According to the utilization analysis, our agency's workforce is **not underutilized** in the Professionals job group for women. Based on our analysis of the conditions in the agency, we expect this job group to change due to potential retirements. We will strive to continue to meet or exceed our current numbers.

Job Group	Protected Group	Number Underutilized	Goal	Agency Considerations	Timetable	Methods
Professionals	Minorities	0	1	Potential retirements	2010-12 AAP	See AAP, Recruitment Section

According to the utilization analysis, our agency's workforce is **not underutilized** in the Professionals job group for minorities. Based on our analysis of the conditions in the agency, we expect this job group to change due to potential retirements. We will strive to continue to meet or exceed our current numbers by one (1) in the next couple of years.

Job Group	Protected Group	Number Underutilized	Goal	Agency Considerations	Timetable	Methods
Professionals	People with a Disability	2	1	Potential Retirements	2010-12 AAP	See AAP, Recruitment Section

According to the utilization analysis, our agency's workforce is **underutilized** in the Professionals job group for two people with a disability. Based on our analysis of the conditions in the agency, we expect this job group to change in the next two years due to potential retirements. We do not anticipate being able to meet the actual number of underutilized people with a disability; however, we will make a good faith effort to recruit and hire one person with a disability in the Professionals job group in the next two years. We will use the recruitment plan cited in our AAP.

Job Group	Protected Group	Number Underutilized	Goal	Agency Considerations	Timetable	Methods
Technicians	Women	0	0	Changing workforce	2010-12 AAP	See AAP, Recruitment Section

According to the utilization analysis, our agency's workforce is **not underutilized** in the Technicians job group for women. Based on our analysis of the conditions in the agency, we do expect a change in workforce for this job group. When that happens, we will make a good faith effort to continue to meet or exceed our current numbers.

Job Group	Protected Group	Number Underutilized	Goal	Agency Considerations	Timetable	Methods
Technicians	Minorities	0	0	Changing workforce	2010-12 AAP	See AAP, Recruitment Section

According to the utilization analysis, our agency's workforce is **not underutilized** in the Technicians job group for minorities. Based on our analysis of the conditions in the agency, we do expect a change in workforce for this job group. When that happens, we will make a good faith effort to continue to meet or exceed our current numbers.

Job Group	Protected Group	Number Underutilized	Goal	Agency Considerations	Timetable	Methods
Technicians	People with a Disability	0	0	Changing workforce	2010-12 AAP	See AAP, Recruitment Section

According to the utilization analysis, our agency's workforce is **not underutilized** in the Technicians job group for people with a disability. Based on our analysis of the conditions in the agency, we do expect a change in workforce for this job group. When that happens, we will make a good faith effort to continue to meet or exceed our current numbers.

Job Group	Protected Group	Number Underutilized	Goal	Agency Considerations	Timetable	Methods
Protective Services	Women	0	0	Potential Retirements	2010-12 AAP	See AAP, Recruitment Section

According to the utilization analysis, our agency's workforce is **not underutilized** in the Office/Clerical job group for women. Based on our analysis of the conditions in the agency, we do expect a change in workforce for this job group due to potential retirements. When that happens, we will make a good faith effort to continue to meet or exceed our current numbers.

Job Group	Protected Group	Number Underutilized	Goal	Agency Considerations	Timetable	Methods
Protective Services	Minorities	0	0	Potential Retirements	2010-12 AAP	See AAP, Recruitment Section

According to the utilization analysis, our agency's workforce is **not underutilized** in the Office/Clerical job group for women. Based on our analysis of the conditions in the agency, we do expect a change in workforce for this job group due to potential retirements. When that happens, we will make a good faith effort to continue to meet or exceed our current numbers.

Job Group	Protected Group	Number Underutilized	Goal	Agency Considerations	Timetable	Methods
Protective Services	People with a Disability	0	0	Potential Retirements	2010-12 AAP	See AAP, Recruitment Section

According to the utilization analysis, our agency's workforce is **not underutilized** in the Office/Clerical job group for women. Based on our analysis of the conditions in the agency, we do expect a change in workforce for this job group due to potential retirements. When that happens, we will make a good faith effort to continue to meet or exceed our current numbers.

Job Group	Protected Group	Number Underutilized	Goal	Agency Considerations	Timetable	Methods
Office/Clerical	Women	0	0	Potential Retirements	2010-12 AAP	See AAP, Recruitment Section

According to the utilization analysis, our agency's workforce is **not underutilized** in the Office/Clerical job group for women. Based on our analysis of the conditions in the agency, we do expect a change in workforce for this job group due to potential retirements. When that happens, we will make a good faith effort to continue to meet or exceed our current numbers.

Job Group	Protected Group	Number Underutilized	Goal	Agency Considerations	Timetable	Methods
Office/Clerical	Minorities	0	1	Potential Retirements	2010-12 AAP	See AAP, Recruitment Section

According to the utilization analysis, our agency's workforce is **not underutilized** in the Office/Clerical job group for Minorities. Based on our analysis of the conditions in the agency, we do expect a change in workforce for this job group due to potential retirements. When that happens, we will make a good faith effort to continue to meet or exceed our current numbers by one (1) in the next couple of years.

Job Group	Protected Group	Number Underutilized	Goal	Agency Considerations	Timetable	Methods
Office/Clerical	People with a Disability	0	0	Potential Retirements	2010-12 AAP	See AAP, Recruitment Section

According to the utilization analysis, our agency's workforce is **not underutilized** in the Office/Clerical job group for people with a disability. Based on our analysis of the conditions in the agency, we do expect a change in workforce for this job group due to potential retirements. When that happens, we will make a good faith effort to continue to meet or exceed our current numbers.

Job Group	Protected Group	Number Underutilized	Goal	Agency Considerations	Timetable	Methods
Skilled Craft	Women	0	0	Potential Retirements	2010-12 AAP	See AAP, Recruitment Section

According to the utilization analysis, our agency's workforce is **not underutilized** in the Office/Clerical job group for women. Based on our analysis of the conditions in the agency, we do expect a change in workforce for this job group due to potential retirements. When that happens, we will make a good faith effort to continue to meet or exceed our current numbers.

Job Group	Protected Group	Number Underutilized	Goal	Agency Considerations	Timetable	Methods
Skilled Craft	Minorities	0	0	Potential Retirements	2010-12 AAP	See AAP, Recruitment Section

According to the utilization analysis, our agency's workforce is **not underutilized** in the Office/Clerical job group for women. Based on our analysis of the conditions in the agency, we do expect a change in workforce for this job group due to potential retirements. When that happens, we will make a good faith effort to continue to meet or exceed our current numbers.

Job Group	Protected Group	Number Underutilized	Goal	Agency Considerations	Timetable	Methods
Skilled Craft	People with a Disability	0	0	Potential Retirements	2010-12 AAP	See AAP, Recruitment Section

According to the utilization analysis, our agency's workforce is **not underutilized** in the Office/Clerical job group for women. Based on our analysis of the conditions in the agency, we do expect a change in workforce for this job group due to potential retirements. When that happens, we will make a good faith effort to continue to meet or exceed our current numbers.

Job Group	Protected Group	Number Underutilized	Goal	Agency Considerations	Timetable	Methods
Service Maintenance	Women	0	0	Possible decline in job group	2010-12 AAP	See AAP, Recruitment Section

According to the utilization analysis, our agency's workforce is **not underutilized** in the Service Maintenance job group for people with a disability. Based on our analysis of the conditions in the agency, we expect that this job group will decline in the next two years. We will strive to continue to meet our goals.

Job Group	Protected Group	Number Underutilized	Goal	Agency Considerations	Timetable	Methods
Service Maintenance	Minorities	0	0	Possible decline in job group	2010-12 AAP	See AAP, Recruitment Section

According to the utilization analysis, our agency's workforce is **not underutilized** in the Service Maintenance job group for people with a disability. Based on our analysis of the conditions in the agency, we expect that this job group will decline in the next two years. We will strive to continue to meet our goals.

Job Group	Protected Group	Number Underutilized	Goal	Agency Considerations	Timetable	Methods
Service Maintenance	People with a Disability	0	0	Possible decline in job group	2010-12 AAP	See AAP, Recruitment Section
According to the utilization analysis, our agency's workforce is **not underutilized** in the Service Maintenance job group for people with a disability. Based on our analysis of the conditions in the agency, we expect that this job group will decline in the next two years. We will strive to continue to meet our goals.						

Program and Program Objectives

Objective: Ensure that Americans with Disabilities Act Officer (ADAO) and Affirmative Action Officer (AAO) are knowledgeable about changes in the law and current state and federal laws and office polices.

Responsibility: Affirmative Action Officer and Human Resources Office

Complete Date: Ongoing

Action Steps: Send ADAO and AAO completion of training.

Evaluation: Record of ADAO and AAO completion of training.

Objective: Ensure that all employees are aware of the center's Affirmative Action Policy and commitment.

Responsibility: Affirmative Action Officer

Complete Date: Ongoing

Action Steps: Reissue Office Affirmative Action Policy with new statement of commitment from the Center. Post the policy on the official bulletin board located in the west and east wings, central section and in the Professional Development and Research Building. Provide all new employees as well as current employees with copy.

Evaluation: Employee feedback and active use of policy by employees.

Objective: Better understand and document the reasons behind turnover among protected group members and non-protected group members.

Responsibility: Affirmative Action Officer and Human Resource Office

Complete Date: Ongoing

Action Steps:

1. Develop a plan to offer exit interviews to all protected group members and non-protected group employees leaving the Center.

2. Test the plan by interviewing protected group employees who are interested in participating in the development of the interview.

Objective: Our mission is to allow a diverse group of protected members to be made aware that we are an equal opportunity agency in regards to employment as well as to sponsor events and cultural events. In effect, the Center will benefit through our own cultural educational enlightenment.

Responsibility: Affirmative Action Officer, Executive Director

Complete Date: Ongoing

Action Steps: Initiate open house events to solicit members of multicultural protected group councils. These protected groups will include such councils, but not limited to the following: Council of Black Minnesotans, Chicano-Latino People Affairs, Asian Pacific Minnesotans, Council on Disability, Council of Indian Affairs.

Evaluation: Response and feedback attained from attendees of our above sponsored multicultural events.

Methods of Auditing, Evaluating, Reporting Program Success

Pre-employment Review

The Office of the Governor's rules governing statewide affirmative action programs requires that methods of auditing, evaluating and reporting program success be established for all agencies. This includes the establishment of the Pre-Employment Review of all hiring decisions in occupational categories where affirmative action goals have been established. The following procedures will be implemented in the Perpich Center for Arts Education.
When a vacancy occurs in a occupational category which has unmet affirmative action goals, the following procedures shall be followed:

1. The affirmative action officer will notify the supervisor that the affirmative action goals are not being met for one or more protected groups within the occupation category. The affirmative action officer shall advise the manager of his or her affirmative action responsibilities as follows:

    a. The hiring authority will include appropriate qualified protected group members in the selection process whenever a disparity occurs within an occupational category.

    b. The affirmative action officer will inform the hiring authority of any persons on an eligible list who meet the criteria satisfying the disparity.

    c. The hiring authority will not exclude qualified candidates to the above process. All qualified candidates will be considered. Protected group members will be added to this group as appropriate for disparate occupational categories. The process is inclusive rather than exclusive prior to making a job offer, if no protected group member is selected, the supervisor will provide the rationale for not choosing to hire a protected group individual. This rationale shall be given to the affirmative action officer and or the deputy director.

2. The affirmative action officer, together with the deputy director, shall review the rationale for not selecting a protected group member, and approve or deny the justification. The affirmative action officer shall notify the supervisor of this decision.

3. If the justification for not choosing to hire is denied, the affirmative action officer shall put that determination in writing and indicate any appropriate remedial action required.

Layoffs:

The affirmative action officer will perform a pre-review of all layoff decisions to determine their impact on on the Perpich Center for Arts Education's affirmative action goals and timetables. The review will look into the impact of bumping, claiming and permanent layoffs in the hopes of mitigating any negative effects on the agency's Affirmative Action Plan.

Further methods of Auditing, Evaluating and Reporting

The affirmative action officer will review the following to assess the program's effectiveness.

1. Any disciplinary actions taken during the past quarter including the name, job classification, bargaining unit, racial/ethnic group, sex, disability and Vietnam veteran status.

2. All formal discrimination complaints filed in the past quarter.

3. A list of all training provided to employees. These records are analyzed for upward mobility impact. This should include job assignment, job progression, and Vietnam veteran status.

The following statistical reports are analyzed to provide evaluation of program performance.

1. Quarterly employee rosters, cross-tabulations and the reports provided by the Equal Opportunity Division.

Weather Emergencies and Evacuation

Action to take at work (during business hours):

Notice of weather-related threats; e.g. tornadoes, severe storms or blizzards, will usually be initiated by the National Weather Service (NWS). Both the NWS and local radio broadcasts are monitored by Capitol Complex Security and the Building Emergency Coordinators. The "News" for state employees regarding winter weather emergencies is posted on bulletin boards located in the west and east wings, central section, and in the Professional Development and Research Building at the Perpich Center for Arts Education. In the event the building becomes endangered by a storm, the Building Emergency Coordinator will issue relocation orders via the building PA system.

When the relocation order is given, the Building Emergency Coordinator will:

- Direct employees and any visitors to move away from windows and move to the assigned safe areas. If no safe area has been assigned, move to the center of the building.
- Remind individuals assigned as Evacuation Assistants and mobility impaired employees to meet in their pre-determined area and relocate to their pre-assigned safe area.

Once relocated, the Building Emergency Coordinator will:

- Conduct a head count, **if requested,** and resolve the where-abouts of all employees assigned to your division and report the status of your division to the Building Emergency Coordinator.
- Keep employees informed on the status of the emergency.
- Announce the "All Clear", when authorized by the Building Emergency Coordinator.

Action to take at home (during Non-business hours):

In the case of severe weather emergencies, all employees are asked to monitor local radio and television stations. The closure of state offices will be announced by Minnesota Management and Budget on the radio prior to shift start times. In addition, the information will also be posted on the Minnesota Management and Budget home page under the "Featured Links" section. Closure after the start of the shift will be announced by the Building Emergency Coordinator or Perpich Security. Supervisors should ensure that their hearing impaired employees are made aware of the closure of state offices (e.g., ensure that employees have made arrangements with their supervisors, relatives or friends to be contacted through the use of the Minnesota Relay Service or some other means).

Procedures for Mobility Impaired Employees

Employees with temporary or permanent mobility impairments, or those who feel they would be unable to evacuate the building in a timely manner due to a personal health condition, may choose to select two Evacuation Assistants to provide aid during an emergency.

Mobility impaired employees and their Evacuation Assistants should form a plan to meet in a specific area of the workplace for all emergencies to eliminate lost time spent looking for each other before actually evacuating the area. Near, but not inside the central stairwells would be a good area to meet.

Once at the predetermined location the Evacuation Assistant(s) will assit the mobility impaired employee in evacuating the building.

If safe to do so, the Evacuation Assistant will remain with the mobility impaired employee if they are unable to evacuate.

The Evacuation Assistant will then instruct a fellow employee (Floor Warden, Division Monitor, or another Evacuation Assistant) to leave and report to the Building Emergency Coordinator or Building Security Guard the location of the mobility impaired employee and remaining Evacuation Assistant.

These individuals will remain at this location until their rescue is assisted by Golden Valley Fire Department personnel. If, due to building conditions, they are unable to remain at this location, they will relocate to an area behid doors (an office or meeting room), and will call 9-911 to advise them of their relocation.

If the mobility impaired employee is in another area of the building, or one or both of the Evacuation Assistants is not available to help, the mobility impaired employee will ask for assistance from other individuals evacuating the building.

How to Request Reasonable Accommodations

Leah Armstrong, Human Resources Representative, will handle all requests for reasonable accommodations. She will be responsible for responding to requests for reasonable accommodations and for maintaining the ADA policy. The ADA Coordinator will report directly to the Executive Director. Leah Armstrong can be reached at 763/591-4712 or Leah.Armstrong@pcae.k12.mn.us.

Reasonable Accommodation Policy

Policy

The Perpich Center for Arts Education 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 applicants and employees face barriers to employment without the accommodation process. It is the policy of the Perpich Center for Arts Education 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 materially or substantially limits one or more major life activities.

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 Promotion

1. The Perpich Center for Arts Education 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 Perpich Center for Arts Education 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 the Perpich Center for Arts Education for accommodations that do not cause an undue hardship (M.S. 43A.191(c)).

Definition

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 the Perpich Center for Arts Education.

Procedure for Determining Undue Hardship

1. The employee will meet with the ADA Coordinator designee to discuss the requested accommodation.

2. The ADA Coordinator designee will review undue hardships by considering:

   a. The nature and cost of the accommodation in relation to the size, the financial resources, and the nature and structure of the operation; and

   b. The impact of the accommodation on the nature or operation of the Perpich Center for Arts Education.

3. 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.

Recruitment Plan and Reporting

Description and Scope

Recruitment activities are the shared responsibility of the Department of Employee Relations, Office of Diversity and Equal Opportunity and the Perpich Center for Arts Education.

Objectives

The objective of the recruitment plan is to ensure that recruitment programs are publicly conducted to attract sufficient numbers of qualified applicants, enhance the image and esteem of state employment, and emphasize the recruitment of protected group members.

Responsibilities

Appointing authority/ADAO/AAO designee will develop and implement a recruitment plan as established in Minnesota Statue 43A.191, Subdivision 3.

Recruitment Activities

Previous Year Sources Used:

State of Minnesota Career Opportunities Bulletin
State of Minnesota World Wide Web - Internet Job Listing
State of Minnesota Telephone/TTY Job Information Line
Minnesota Job Service - Department of Economic Security
St. Paul Pioneer Press
Minneapolis Star Tribune
Graystone Advertising

Cost Incurred: $15,600 approximately

Results: We had no missed opportunities in hiring within the Perpich Center for Arts Education during the year.

Other Methods Used: College/University websites and career centers, outreach to community organizations.

Job Fairs Attended and/or Projected

None attended in the previous year. However, efforts will be made by Human Resources to pursue this avenue in the upcoming year to expand our search for candidates of diversity and recruitment of persons with disabilities and protected group.

Strategies

In such a unique environment as the Perpich Center for Arts Education, turnover is sporadic and imminent. We are mandated to explore and expand our recruitment of candidates. Our recruitment for individuals with disabilities will include but not be limited to Access Press (a publication catered to people with disabilities), Vocational Rehabilitation and State Services for the Blind (a division of the Department of Economic Security), and the State Council on Disability.

Supported Work

Policy Statement

It is the policy of the Perpich Center for Arts Education to seek opportunities to hire supported work employees through an assessment of the vacant positions and determination of positions appropriate for supported employment workers.

Plan

1. The human resources office staff member and the hiring supervisor will determine whether the job tasks are appropriate for a supported employment worker as defined in the position description.

2. The human resources office staff member will work with the hiring supervisor and the state disability coordinator during the hiring process to ensure that eligible supported employment worker candidates are considered for the position.

3. The human resources office staff member will work directly with the supported employment worker's supervisor and the identified vocational rehabilitation or education job coach who will be working with the supported employment worker to place the worker in the job.

4. The supported employment worker's supervisor and the human resources office staff member along with the vocational rehabilitation or education job coach will monitor the progress of the worker. The supervisor and the human resources office staff member will decide how long the on-the-job test will be up to 700 hours maximum. In addition, the supervisor and the human resources office staff member will determine whether consideration will be given for the supported employment worker to be certified for hire.

Retention Plan

Leah Armstrong, Human Resources, will be responsible for PCAE's retention program and activities. Leah Armstrong can be reached at 763/591-4712 or Leah.Armstrong@pcae.k12.mn.us

Perpich Center for Arts Educations' Separation Summary

The Perpich Center for Arts Education had a total of 14 separations. Of these, 4 (28.6%) were layoffs; 5 (35.7%) were resignations; 5 (35.7%) were termed without rights. The PCAE had a very low turn-over rate for protected group members.

Human Resources will continue to coach supervisors on how to work with new employees to ensure that they are successful in their positions and pass their probationary period. Recommendations to supervisors include, but are not limited to:

- Additional training
- Weekly progress meetings
- Additional performance evaluations
- Individual development plans
- Mentoring
- Employee Assistance Program (EAP) recommendation (if appropriate)
- Extension of probationary period

The PCAE will also work to retain employees who have passed their probationary period in an attempt to decrease the dismissal rate. Recommendations to supervisors may include, but are not limited to:

- Additional training
- Coaching
- Weekly progress meetings
- Altered work schedule (where appropriate)
- EAP recommendation (where appropriate)
- Individual development plans
- Additional performance evaluations
- reassignment

The Perpich Center for Arts Education will strive to create an environment that promotes the retention of a diverse workforce. The PCAE is committed to Minnesota's affirmative action efforts and equal employment opportunity.