
State of Minnesota

Office of the State Auditor

Affirmative Action Plan

2012 - 2014

525 Park Street, #500
St. Paul, MN 55103

This document can be made available in alternative formats upon request. Call 651-296-2551 (voice) or 1-800-627-3529 (TDD number) for assistance, or visit Office of the State Auditor website:

www.auditor.state.mn.us.

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STATEMENT OF COMMITMENT

The Office of the State Auditor (OSA) 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.
- The OSA is committed to the implementation of the affirmative action policies, programs, and procedures included in this plan;
- The OSA will continue to actively promote a program of affirmative action, wherever minorities, women, and persons with disabilities are underrepresented in the workforce;
- The OSA is committed to the retention of all qualified, talented employees, including protected group employees.

It is the OSA'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.

The Office of the State Auditor's Affirmative Action Plan is posted on the OSA website and on OSANet. In addition, the Plan will be presented to all new employees during orientation. Deputy State Auditor/General Counsel Celeste Grant has been designated to serve as the OSA's Affirmative Action Officer. Her telephone number is 651-297-3673. Assistant Legal Counsel David Kenney will act as the OSA's ADA Officer. His telephone number is 651-297-3671. They are responsible for monitoring the day-to-day activities of the programs.

We will continue to promote and apply the principles of affirmative action and equal opportunity to make the OSA a better place to work for all.

Rebecca Otto,
Minnesota State Auditor

/s/ Rebecca Otto
State Auditor

7/26/2012
Date

AFFIRMATIVE ACTION DUTIES WITHIN THE OSA

Everyone has a role in and is responsible for promoting a respectful and positive work environment. This responsibility is shared by all OSA staff.

A. A manager or supervisor is in a unique position to assist the Affirmative Action Officer in identifying and resolving problems that may implicate affirmative action. A manager or supervisor is usually the first to learn an employee is experiencing problems. He or she is also well positioned to identify and eliminate barriers which inhibit equal employment opportunity, including providing reasonable accommodations for applicants and employees. A manager or supervisor will communicate the OSA's Affirmative Action Plan to all assigned employees. Managers and supervisors have the larger responsibility of ensuring compliance with the OSA's Affirmative Action Plan and ensuring equal opportunity for all employees. They are accountable solely to the State Auditor on these issues.

B. The Affirmative Action Officer is responsible for administering the OSA's Affirmative Action Plan. The Affirmative Action Officer will 1) write and update the OSA's Affirmative Action Plan; 2) monitor the Affirmative Action Plan; 3) provide status reports, as required; 4) oversee the implementation of the pre-employment review process; 5) oversee the completion of the Protected Group Report; 6) investigate alleged charges of discrimination and report a summary of findings to the State Auditor; and 7) disseminate information to managers, supervisors, employees, and applicants. Deputy State Auditor/General Counsel Celeste Grant has been designated to serve as the OSA's Affirmative Action Officer. Her telephone number is 651-297-3673. The Affirmative Action Officer is accountable solely to the State Auditor on these issues.

C. Requests for information or assistance in determining reasonable accommodation under the Americans with Disabilities Act (ADA) for employees and employees/job applicants with disabilities will be directed to the OSA's ADA Officer. That person also assists in locating resources or interpreting reasonable accommodation requirements. David Kenney is appointed ADA Officer. His telephone number is 651-297-3671. The ADA Officer is accountable solely to the State Auditor on these issues.

D. The State Auditor directs the OSA's Affirmative Action Plan in compliance with existing federal and state laws, rules and regulations. Her duties include 1) appointing or designating an Affirmative Action Officer; 2) making decisions and changes in policy, procedures, and accommodations for persons as may be needed to facilitate equal opportunity and affirmative action progress; 3) taking action on complaints of alleged discrimination; and 4) reporting to MMB the OSA's progress in affirmative action. The State Auditor is accountable to the voters of the State of Minnesota.

E. Employees are responsible for conducting themselves in accordance with the policies outlined in the OSA's Affirmative Action Plan. Employees are expected to communicate in a respectful, non-discriminatory manner regardless of one another's race, color, creed, sex, national origin, age, marital status, sexual orientation, disability, religion, status with regard to public assistance, or membership or activity in a local commission. Employees will attend training as assigned. The employees are accountable to their supervisors and managers.

COMMUNICATION OF THE AFFIRMATIVE ACTION PLAN

The Affirmative Action Plan is and will continue to be communicated internally to employees and other interested persons in the following ways:

- The Affirmative Action Officer ensures that equal employment opportunity and affirmative action orientation is provided to all new employees.
- The Affirmative Action Plan is presented to all new employees at orientation.
- The Affirmative Action Plan is posted on the OSANet (Intranet), which is available to all employees of the OSA.
- The Affirmative Action Officer provides an opportunity for employees to review the Plan and any policy or procedure changes.

The Affirmative Action Plan is and will be communicated externally to employees and other interested persons in the following ways:

- The phrase, “An Equal Opportunity Employer,” is included on OSA letterhead and on all advertisements for employment.
- The OSA informs persons and organizations doing business with it of the non-discrimination policy.
- The Affirmative Action Plan is posted on the OSA’s website, which is accessible to the public.

HARASSMENT/DISCRIMINATION POLICY

I. PROHIBITION OF HARASSMENT/DISCRIMINATION POLICY

Statement of Policy

It is the policy of the OSA to maintain a work environment free from discriminatory harassment based on race, sex, age, color, creed, religion, national origin, marital status, membership or activity in a local commission, status with regard to public assistance, disability, or sexual orientation. This prohibition with respect to discriminatory harassment includes both overt acts of harassment and other actions that create a negative or hostile work environment. In addition, coercion, reprisal or intimidation of anyone filing a complaint or serving as a witness under this policy is prohibited. Any violation of this policy, unintentional or deliberate, by an employee will be cause for appropriate disciplinary action.

Any employee subjected to such harassment should file a complaint internally with the OSA's Affirmative Action Officer. 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. There are time limits for filing complaints with each of these agencies, 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.

All employees must be informed that harassment is unacceptable behavior. Each employee is responsible for the application of this policy. Applying this policy includes initiating and supporting programs and practices designed to develop understanding, acceptance, commitment, and compliance within the framework of this policy.

The Affirmative Action Officer will be expected to keep the OSA and its employees apprised of any changes in the law or its interpretation regarding this form of discrimination. The Affirmative Action Officer is also responsible for:

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

Definitions

Discriminatory harassment is behavior based on protected class status that is unwelcome, personally offensive, insulting or demeaning, and that may affect morale and interfere with the employee's ability to perform.

Harassment may take a variety of forms including, but not limited to:

- Repeated disparaging, belittling, demeaning, insulting remarks.
- Repeatedly making the employee, or a characteristic unique to the employee, the subject of jokes.

- Repeated ridicule of an employee.
- Sabotage of an employee's character, reputation, work efforts or property.
- Display of posters, signs, pictures, cartoons, symbols, written statements or other materials that belittle or demean a category of individuals based on protected class status. This includes electronic receipt, storage, display or transmission of material that is or may be reasonably regarded as violent, harassing, discriminatory, obscene sexually explicit or pornographic, including any depiction, photograph, audio recording or written word.

Discriminatory harassment may occur among peers or co-workers, between managers and subordinates, or between employees and members of the public.

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 been specifically defined by the Minnesota Human Rights Act, which states in regard to employment: “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 such conduct or communication is made either explicitly or implicitly, a term or condition of an individual’s employment or creating an intimidating, hostile or offensive environment; (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 OSA's Affirmative Action Officer. In fulfilling our obligation to maintain a positive and productive work environment, the Affirmative Action Officer 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.

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

The OSA 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 for information and for access to data and records for the purpose of enabling the Affirmative Action Officer to carry out responsibilities under this complaint procedure.

Who May File

Any employee or applicant 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 within the office involving violations of the OSA's nondiscrimination policy within the agency. Employees and applicants are encouraged to use this internal complaint process. Retaliation against a person who has filed a complaint either internally or through an outside enforcement agency or other legal channels is prohibited. The Affirmative Action Officer may contact the State Affirmative Action Officer 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. Employees are encouraged to file a complaint within a reasonable period of time after the individual becomes aware that a situation may involve discriminatory harassment. The Affirmative Action Officer will, if requested, provide assistance in filling out the form.
2. The Affirmative Action Officer 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 shall also discuss other options for resolution, such as 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 will inform the complainant, in writing, within ten (10) working days.
 - B. If the complaint is related to discrimination, the Affirmative Action Officer 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 shall then investigate the complaint. At the conclusion of the investigation, the Affirmative Action Officer shall notify the complainants and respondents that s/he has completed the investigation. The Affirmative Action Officer 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 once the determination has become final.
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 remains 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 records any other form.
8. The Affirmative Action Officer shall maintain records of all complaints and any pertinent information or data for three (3) years after the case is closed.

IMPORTANT DEADLINE

To preserve the ability to use a formal procedure, a formal complaint must be filed within **14 working days** of the incident. The form attached to this Plan, “Complaint of Harassment/Discrimination,” may be used.

The employee may file a formal complaint in addition to following the informal procedure or the employee may file a formal complaint if the informal procedure does not resolve the issue.

GOALS AND TIMETABLE

Based on anticipated hiring opportunities, the OSA has set a goal of a minimum of one new hire from the underutilized group by June 30, 2014.

AFFIRMATIVE ACTION PROGRAM OBJECTIVES

The following objectives are designed to meet affirmative action goals.

Objective 1: Ensure that ADA Officer and Affirmative Action Officer are knowledgeable about current state and federal laws, OSA policies, and recent changes in the law.

Specific Action Step: Send ADA Officer and Affirmative Action Officer to appropriate training sessions.

Responsibility: ADA Officer and Affirmative Action Officer

Target Date for Completion: Ongoing

Evaluation Procedure: Record of ADA Officer and Affirmative Action Officer completion of training.

Objective 2: Provide specialized training for specific employees related to cultural or diversity issues which may be hampering promotability.

Specific Action Step: Recommend training on employee evaluations and provide employees with specialized training options.

Responsibility: Employee's supervisor, Affirmative Action Officer

Target Date for Completion: Ongoing

Evaluation Procedure: Ongoing monitoring of improvement and potential for promotability.

Objective 3: Ensure that all managers and supervisors are knowledgeable about the OSA's ADA, affirmative action and sexual harassment policy and potential employer liability.

Specific Action Step: Provide mandatory training for managers and supervisors. Assist supervisors with special training needs related to diversity issues.

Responsibility: ADA Officer, Affirmative Action Officer

Target Date for Completion: Ongoing

Evaluation Procedure: Summary of the training evaluation and ongoing employee feedback.

Objective 4: Ensure that all employees are aware of the OSA Affirmative Action policy and commitment by State Auditor.

Specific Action Step: Reissue OSA Affirmative Action policy with new statement of commitment from State Auditor. Post the policy on the OSANet. Post the policy on the State Auditor website. Provide mandatory training at all-staff meetings.

Responsibility: Affirmative Action Officer and training committee.

Target Date for Completion: September 2012 for reissuance of policy, and posting; ongoing for training.

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

Objective 5: Make the OSA work culture conducive to diverse employees.

Specific Action Step: Develop and implement activities that will promote awareness, acceptance and appreciation for diversity and affirmative action.

Responsibility: Affirmative Action Officer, managers and supervisors.

Target Date for Completion: Ongoing

Evaluation Procedure: Evaluate semiannually the impact of program.

METHODS OF AUDITING, EVALUATING AND REPORTING PROGRAM SUCCESS

The Affirmative Action Officer will evaluate program success and monitor effectiveness by collecting and reviewing the following information:

- All hiring decisions (preemployment);
- All layoff decisions to determine the effect on affirmative action goals;
- Any disciplinary actions taken during the previous six months;
- Any formal discrimination complaints filed in the previous six months; and
- A list of all training provided to employees.

WEATHER EMERGENCIES AND EVACUATIONS

In the event of a weather-related emergency, the Minnesota Management & Budget (MMB) commissioner is responsible for making the determination as to the official closing of state offices.

If a weather emergency is called, employees will be notified during work hours and non-work hours by way of the OSA's email system and telephone.

In addition, during non-work hours, an announcement detailing the date, time and geographic location of the closure will be given by MMB to WCCO (830) radio, KSTP, KMSP, WCCO and KARE-11 for broadcast. The announcement will also be forwarded to the Associated Press (AP) to be placed on the news wire for radio stations in Greater Minnesota. If changes in the emergency declaration are warranted, they will be broadcast as the day or night progresses. Employees who are deaf or hard of hearing can watch close captioned weather broadcasts on WCCO or KARE-11 television stations.

Employees can obtain basic information about Minnesota Management & Budget related weather emergencies and state office closures 24- hours per day at www.BeReadyMn.com.

In addition, employees are welcome to sign up voluntarily from their personal computer and/or cell phone device to receive information by "tweet."

If an employee requires special notification, he/she is encouraged to consult with his/her supervisor in advance to arrange a procedure that is most appropriate for her/him. If an employee requires notification by TTY, his/he supervisor will make contact via the Minnesota Relay Service (MRS) at 7-1-1 (Metro) or 1-800-627-3529 (Greater Minnesota).

Emergency Action Plans and Evacuation of Work Areas

At any time, it may be necessary for employees to evacuate work areas and/or to seek shelter. Causes for evacuation or shelter could be fire, explosion, severe storm, tornado, and chemical release or spill or bomb threat. This Plan is established to ensure that staff are prepared for emergencies and that evacuation/shelter procedures are developed. A listing of emergency contact names and telephone numbers will be maintained and made available to appropriate staff as a part of the office emergency Plan (COOP). An emergency contact list will be maintained by the OSA COOP Coordinator.

Responsibilities

The COOP Administrator and Human Resources are responsible for the development of emergency action plans for the central office and out-state facilities.

Supervisors and managers are responsible for development of emergency action plans for each regional office facility. Supervisors are responsible for accounting for each staff person in their unit immediately following emergency evacuation or shelter procedures and will report missing persons to the COOP Coordinator or Human Resources.

Employees and Visitors with Disabilities

Employees with disabilities should contact their supervisor or Human Resources regarding special needs they may have regarding emergency evacuation plans. Supervisors are then responsible for providing COOP Administrator or Human Resources with a list of those in their work unit who have identified the need for assistance during evacuation or shelter emergencies. Supervisors will work with the COOP Administrator or Human Resources to develop plans to address the needs of such individuals.

Each Supervisor is responsible for insuring that a volunteer attendant has been assigned to assist visitors with disabilities in his/her unit. Visitors with mobility impairments or sensory impairments will be assisted in evacuating by the supervisor of the area or assigned attendant. Everyone who needs assistance evacuating should meet at the designated area.

REASONABLE ACCOMMODATION POLICY

Policy

The OSA 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 OSA 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, reasonable 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 are needed to enjoy equal benefits and privileges of employment as long as such accommodation does not cause undue hardship to the OSA. 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; or 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. The OSA will inform all employees that this accommodation policy can be made available in accessible formats.
2. The employee will inform his or her supervisor or the ADA Coordinator of the need for an accommodation.
3. The ADA Coordinator 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 OSA will, 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 OSA. While an individual's preference will be given consideration, the OSA 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 will work 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 OSA and the ADA Coordinator will work together to determine whether reassignment may be an appropriate accommodation.

Procedure-Job Applicants

1. The job applicant will inform the ADA Coordinator of the need for an accommodation. The ADA Coordinator will discuss the needed accommodation and possible alternatives with the applicant.
2. The ADA Coordinator 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 OSA 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 OSA.

Procedure for Determining Undue Hardship

1. The employee will meet with the ADA Coordinator to discuss the requested accommodation.
2. The ADA Coordinator 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 OSA.
3. The ADA Coordinator will provide a decision to the employee.

Appeals

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

If the individual believes the decision is based on discriminatory reasons, then he or she may file a complaint internally through the office's complaint procedure as outlined in this Plan.

RECRUITMENT PLAN

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

Listed below are various recruitment methods or strategies that have been used by the OSA during the past year.

The OSA used the Department of Management & Budget's careers opportunities website to post classified job vacancies and Landit.org. The OSA attended three job and internship fairs. Internship and student-worker positions opportunities are posted at www.Landit.org, and at <http://www1.stcloudstate.edu/joblistings/Internpost>.

The OSA attended the Minnesota's Private Colleges Job & Internship Fair, Minnesota State Universities Job and Internship Fair and the Accounting & Auditing Student Conference each year and will continue to participate in these fairs.

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

Supported Work

The OSA will review vacant positions and assess the current workload and needs of the office to determine if job tasks might be performed by supported employment workers. If appropriate, a list of supported worker candidates will be requested from Minnesota Management & Budget (MMB). The OSA will work with community organizations that provide employment services to people with disabilities to recruit for these positions to hire individuals for supported employment, if such positions are created.

RETENTION PLAN

Retention activities are the shared responsibility of MMB and the Office of the State Auditor.

Objective 1: Guide new employees toward promotional opportunities.

Specific Action Step: Identify and advise current employees of mobility and career advancement opportunities.

Responsibility: Affirmative Action Officer, managers and supervisors.

Target Date for Completion: Ongoing

Evaluation Procedure: Evaluate semiannually the impact of program on retention.

SEPARATION AND LAYOFF PATTERNS

There were 18 separations from the OSA. Of these separations, 66.67% (12) were resignations, 11.11% (2) were retirements, 5.6% (1) was a non-certification and the balance were other 16.67% (3) separations. There were no layoffs in fiscal years 2011 and 2012.

Office of the State Auditor
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COMPLAINT OF HARASSMENT/DISCRIMINATION FORM

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, the complainant, the respondent, and appropriate personnel.

Complainant (You)		
Name	Job Title	
Work Address	City, State, Zip Code	Telephone ()
Office	Division	Manager

Respondent (Person Who Harassed/Discriminated Against You)		
Name	Job Title	
Work Address	City, State, Zip Code	Telephone ()
Office	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 office or agency, give the name of that office or agency:

COMPLAINT OF HARASSMENT/DISCRIMINATION FORM (continued)

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
--------------------------------------	------

Employee Request for Reasonable Accommodation Form

Please Print or Type

Name:	Class title	Date of Request:								
<p><i>Attach additional sheets for questions below if necessary.</i></p> <p>1. Please describe the nature of the impairment for which you are requesting an accommodation. Describe how it limits any major life activities.</p>										
<p>2. How does it affect your ability to perform your job?</p>										
<p>3. Type of accommodation requested (X all that apply):</p> <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> Making facilities readily accessible</td> <td><input type="checkbox"/> Modification of equipment or devices</td> </tr> <tr> <td><input type="checkbox"/> Job restructuring</td> <td><input type="checkbox"/> Qualified reader or interpreter</td> </tr> <tr> <td><input type="checkbox"/> Part-time or modified work schedule</td> <td><input type="checkbox"/> Acquisition of equipment or devices</td> </tr> <tr> <td colspan="2"><input type="checkbox"/> Other (specify): _____</td> </tr> </table>			<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): _____	
<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): _____										
<p>4. Describe in detail the accommodation you are requesting:</p>										
<p>5. Has your medical provider recommended the accommodation? ___ Yes ___ No</p>										
<p>6. How will the requested accommodation be effective in allowing performance of the essential job function(s)?</p>										
Signature of Employee:		Date:								

This information will be used by human resource management or any other person, including the OSA'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 is 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. Providing this information is voluntary. If I refuse to provide it, however, I understand my employer may refuse to provide reasonable accommodation.