
State of Minnesota

Anoka Technical College

Anoka-Ramsey Community College

Affirmative Action Plan

August 2014 – August 2016



Anoka Technical College
1355 West Highway 10
Anoka, MN 55303



Anoka-Ramsey Community
College – Cambridge
300 Spirit River Drive South
Cambridge, MN 55008

Anoka-Ramsey Community
College – Coon Rapids
11200 Mississippi Blvd NW
Coon Rapids, MN 55433

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by contacting 763-433-1100 or through their preferred relay service.

Anoka Technical College and Anoka-Ramsey Community College

2014 – 2016 Affirmative Action Plan

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I. EXECUTIVE SUMMARY

Anoka Technical College and Anoka Ramsey Community College

Affirmative Action Plan 2014-2016

Review revealed underutilization of the following protected group(s) in the following EEO-4 job categories:

Table 1. Underutilization Analysis of Protected Groups

Anoka Technical College

EEO-4 Job Categories	PROTECTED GROUPS		
	Women	Racial/Ethnic Minorities	Persons With Disabilities
Officials/Administrators			
Professionals		XX	
Technicians		XX	
Faculty		XX	XX
Office/Clerical		XX	
Skilled Craft			
Service Maintenance	XX	XX	

Anoka Ramsey Community College

EEO-4 Job Categories	PROTECTED GROUPS		
	Women	Racial/Ethnic Minorities	Persons With Disabilities
Officials/Administrators		XX	XX
Professionals			XX
Technicians			XX
Faculty		XX	XX
Office/Clerical		XX	XX
Skilled Craft	XX		
Service Maintenance	XX		

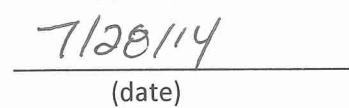
Once approved, information about how to obtain or view a copy of this plan will be provided to every employee of the agency. Our intention is that every employee is aware of the Anoka Technical College and Anoka Ramsey Community College's commitments to affirmative action and equal employment opportunity.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

This affirmative action plan meets the requirements as set forth by Minnesota Management & Budget, and contains affirmative action goals and timetables, as well as reasonable and sufficiently assertive hiring and retention methods for achieving these goals.

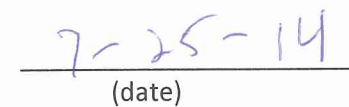

Affirmative Action Officer


(date)


Human Resources Director


(date)


President


(date)

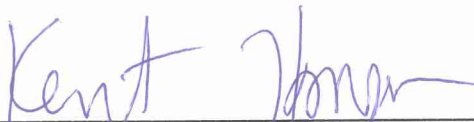
II. STATEMENT OF COMMITMENT

This statement reaffirms Anoka Technical College (ATC) and Anoka-Ramsey Community College (ARCC) are committed to Minnesota's statewide affirmative action efforts and providing equal employment opportunity to all employees and applicants for employment in accordance with equal opportunity and affirmative action laws.

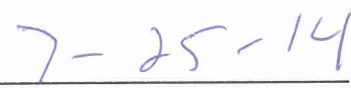
I affirm my personal and official support of these policies which provide that:

- Discrimination against applicants or employees on the basis of race, color, creed, religion, national origin, sex, sexual orientation, disability, age, marital status, membership or activity in a local human rights commission, or status with regard to public assistance will not be tolerated.
- This college is committed to the implementation of the affirmative action policies, programs, and procedures included in this plan to ensure that employment practices are free from discrimination. Employment practices include but are not limited to, the following: hiring, promotion, demotion, transfer, recruitment or recruitment advertising, layoff, disciplinary action, termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. We will provide reasonable accommodation to applicants and employees with disabilities.
- This college will continue to actively promote a program of affirmative action, wherever minorities, women, and persons with disabilities are underrepresented in the workforce; and work to retain all qualified, talented employees, including protected group employees.
- This college will evaluate its efforts, including those of its managers and supervisors in promoting equal opportunity and achieving affirmative action objectives contained herein. In addition, the college will expect all employees to perform their job duties in a manner that promotes equal opportunity for all.

It is the college's policy to provide an employment environment free of any form of discriminatory harassment as prohibited by federal, state, and local human rights laws. I strongly encourage suggestions as to how we may improve. We strive to provide equal employment opportunities and the best possible service to all Minnesotans.



President



(date)

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

A. President: Dr. Kent Hanson

Responsibilities:

The President is responsible for the establishment of an affirmative action plan that complies with all federal and state laws and regulations.

Duties:

The duties of the President shall include, but are not limited to the following:

- Appoint the affirmative action officer and include accountability for the administration of the college affirmative action plan in his position description.
- To take action, if needed, on complaints of discrimination and harassment.
- To ensure the affirmative action plan is effectively communicated to all employees on an annual basis.
- Make decisions and changes in policy, procedures, or accommodations as needed to facilitate effective affirmative action and equal employment opportunity.
- To actively promote equal opportunity employment.
- Require all college directors, managers and supervisors include responsibility statements for supporting affirmative action, equal opportunity, diversity and/or cultural responsiveness in their position descriptions and annual objectives;

Accountability:

The President is accountable directly to the Chancellor and to the Minnesota Management and Budget Commissioner on matters pertaining to equal opportunity and affirmative action.

B. Affirmative Action Officer: Venoreen Browne-Boatswain, Director of Diversity and Multiculturalism

Responsibilities:

The Affirmative Action Officer ("AAO") is responsible for implementation of the college affirmative action and equal opportunity program, and oversight of the college compliance with equal opportunity and affirmative action laws.

Duties:

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

- Preparation and oversight of agency affirmative action and equal opportunity plan, including development and setting of college goals;
- Monitor the compliance and fulfill all affirmative action reporting requirements;
- Inform the college President of progress in affirmative action and equal opportunity and report potential concerns;

- Review the Affirmative Action Plan at least annually, and provide updates as appropriate;
- Provide a college perspective on issues relating to affirmative action and equal opportunity and assist in the identification and development of effective solutions in problem areas related to affirmative action and equal opportunity;
- Identify opportunities for infusing affirmative action and equal opportunity into the colleges considerations, policies and practices;
- Participate in and/or develop strategies to recruit individuals in protected class persons for employment, promotion and training opportunities;
- Stay current on changes to equal opportunity and affirmative action laws and interpretation of the laws.
- Provide consultation and/or training to hiring directors, managers and supervisors regarding recruitment, selection, and retention best practices and resources, progress on hiring goals, providing reasonable accommodations, and other opportunities for improvement; and
- Serve as the college liaison with Minnesota Management and Budget's Office of Equal Opportunity and Diversity and enforcement agencies .

Accountability:

The Affirmative Action Officer is accountable directly to The Chief Human Resource Officer and the President of the college for the overall implementation and administration of the college's affirmative action and equal opportunity programs.

C. Americans with Disabilities Act Coordinator:

Anoka Technical College		
Faculty/staff	Jay Nelson	Interim Chief Human Resource Officer
Student	Julie Packer	Coordinator of Disability Service
Anoka-Ramsey Community College		
Faculty/Staff	Jay Nelson	Interim Chief Human Resource Officer
Student	Linnea Janas	Disability Services Coordinator

Responsibilities:

The Americans with Disabilities Act ("ADA") Coordinator is responsible for the oversight of the college compliance with the Americans with Disabilities Act ("ADA") Title I – Employment and Title II – Public Services, in accordance with the American with Disability Act - as amended, the Minnesota Human Rights Act, and Executive Order 96-09.

Duties:

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

- Provide guidance, coordination, and direction to college management with regard to the ADA in the development and implementation of college policy, procedures, and practices and programs to ensure they are accessible and nondiscriminatory.
- Provide training, technical guidance, and/or training to directors, managers, supervisors, and staff regarding best practices in recruitment, selection and retention of individuals with disabilities, provisions of reasonable accommodations for employees and job applicants and other opportunities for improvement; and
- Track and facilitate requests for reasonable accommodations for employees and job applicants, as well as members of the public accessing the college services, and reports reasonable accommodations annually to Minnesota Management and Budget.

Accountability:

The ADA Coordinator reports directly to the college President Dr. Kent Hanson.

D. Human Resources Director

Jay Nelson, Interim Chief Human Resource Officer

Responsibilities:

The Human Resources ("HR") Officer is responsible for ensuring equitable and uniform administration of all personnel policies including taking action to remove barriers to equal employment opportunity with the college.

Duties:

The duties of the Chief Human Resource Officer include, but are not limited, to the following:

- Provide leadership to HR staff and others ensure personnel decision-making processes adhere to equal opportunity and affirmative action principles;
- Ensure, to the extent possible, development and utilization of selection criteria that is objective, uniform, and job-related;
- Initiate and report on specific program objectives contained in the affirmative action plan;
- Ensure pre-hire review process is implemented and receives support from hiring managers and supervisors;
- Include the AAO in the decision-making process regarding personnel actions involving protected group members, including hiring, promotion, disciplinary actions, reallocation, transfer and termination, and department and division-wide classification studies;
- Include responsibility statements for affirmative action/equal employment opportunity in position descriptions and annual performance objectives;
- Assist in recruitment and retention of protected class persons, and notify managers and supervisors of existing disparities;

- Make available to the AAO and ADA Coordinator all necessary records and data necessary to perform duties related to equal opportunity and affirmative action.

Accountability:

The HR Director is directly accountable to the college President Dr. Kent Hanson.

E. Directors, Managers and Supervisors

Responsibilities:

Directors, Managers, and Supervisors are responsible for implementation of equal opportunity and affirmative action within their respective areas of supervision and compliance with the college affirmative action programs and policies to ensure fair and equal treatment of all applicants and employees.

Duties:

The duties of directors, managers, and supervisors shall include, but not be limited to, the following:

- To assist the AAO in identifying and resolving problems and eliminating barriers which inhibit equal employment opportunity;
- To communicate the college affirmative action policy to assigned staff;
- To carry out supervisory responsibilities in accordance with the equal employment opportunity and affirmative action policies embodied in this plan;
- To maintain a consistent standard within the workforce so that employees are evaluated, recognized, developed and rewarded on a fair and equitable basis;
- To include responsibility statements for supporting affirmative action, equal opportunity, diversity, or cultural responsiveness in staff position descriptions and annual objectives;
- To provide a positive and inclusive work environment; and
- To refer complaints of discrimination and harassment to the appropriate parties.

Accountability:

Directors, managers, and supervisors are accountable directly to their designated supervisor and indirectly to the college President.

F. All Employees

Responsibilities:

All employees are responsible for conducting themselves in accordance with the college equal opportunity and affirmative action plan and policies.

Duties:

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

- Exhibit an attitude of respect, courtesy and cooperation towards fellow employees and the public.

- Refrain from any actions that would adversely affect the performance of a coworker with respect to their race, color, creed, religion, age, national origin, sex, marital status, public assistance, disability, sexual orientation, or membership in a local human rights commission.

Accountability:

Employees are accountable to their designated supervisor and indirectly to the college President.

IV. COMMUNICATION OF THE AFFIRMATIVE ACTION PLAN

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

A. Internal Methods of Communication

- A memorandum detailing the location of the affirmative action plan and the responsibility to read, understand, support and implement equal opportunity and affirmative action will be sent from college leadership or alternatively, the AAO, to all staff on an annual basis.

The college Affirmative Action Plan is available to all employees on the college internal website at Anoka Technical College:

<http://www.anokatech.edu/~media/Files/New%20Web%20Site%20Files/Faculty%20and%20Staff/Human%20Resources/AffirmativeActionPlan.ashx>

Anoka-Ramsey Community College:

<http://www.anokaramsey.edu/en/about/Employment/Affirmative.aspx>

- or in print copy to anyone who requests it. As requested, the college will make the plan available in alternative formats.
- Nondiscrimination and equal opportunity statements and posters are prominently displayed and available in areas frequented and accessible to employees.

B. External Methods of Communication

• The college Affirmative Action Plan is available on the college external website at Anoka Technical College:

<http://www.anokatech.edu/~media/Files/New%20Web%20Site%20Files/Faculty%20and%20Staff/Human%20Resources/AffirmativeActionPlan.ashx>

Anoka-Ramsey Community College:

<http://www.anokaramsey.edu/en/about/Employment/Affirmative.aspx>

- or in print copy to anyone who requests it. As requested, the college will make the plan available in alternative formats.
- The college website homepage, letterhead, publications, and all job postings, will include the statement “an equal opportunity employer. “

Nondiscrimination and equal opportunity statements and posters are prominently displayed and available in areas frequented by and accessible to members of the public.

Examples of posters displayed include: Equal Employment Opportunity is the law, Employee Rights under the Fair Labor Standards Act, and the Americans with Disabilities Act Notice to the Public.

V. STATEWIDE POLICY PROHIBITING DISCRIMINATION AND HARASSMENT

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

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

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

Definitions

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

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

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

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

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

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

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

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

The Anoka Technical College and Anoka Ramsey Community College has established the following discrimination complaint procedure to be used by all employees and applicants. Coercion, reprisal, or intimidation against anyone filing a complaint or serving as a witness under this procedure is prohibited.

Responsibility of Employees

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

Who May File

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

The Complaint Procedure

The internal complaint procedure provides a method for resolving complaints involving violations of this agency'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 designee may contact the Office of Diversity and Equal Opportunity if s/he wants information about filing a complaint.

Filing Procedures

1. The employee or applicant completes the "Complaint of Discrimination Form" provided by the Affirmative Action Officer designee. Employees are encouraged to file a complaint within a reasonable period of time after the individual becomes aware that a situation may involve discriminatory harassment. The Affirmative Action Officer designee will, if requested, provide assistance in filling out the form.
2. The Affirmative Action Officer designee determines if the complaint falls under the purview of Equal Employment Opportunity law, i.e., the complainant is alleging discrimination or harassment on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, membership or activity in a local human rights commission, disability, sexual orientation, or age; or if the complaint is of a general

personnel concern. The Affirmative Action Officer designee shall also discuss other options for resolution, such as the workplace mediation.

- A. If it is determined that the complaint is not related to discrimination but rather to general personnel concerns, the Affirmative Action Officer designee will inform the complainant, in writing, within ten (10) working days.
 - B. If the complaint is related to discrimination, the Affirmative Action Officer designee will, within ten (10) working days, contact all parties named as respondents and outline the basic facts of the complaint. The respondents will be asked to provide a response to the allegations within a specific period of time.
3. The Affirmative Action Officer designee shall then investigate the complaint. At the conclusion of the investigation, the Affirmative Action Officer designee shall notify the complainants and respondents that s/he has completed the investigation. The Affirmative Action Officer designee shall then review the findings of the investigation.
 - A. If there is sufficient evidence to substantiate the complaint, appropriate action will be taken.
 - B. If insufficient evidence exists to support the complaint, a letter will be sent to the complainants and the respondents dismissing the complaint.
4. A written answer will be provided to the parties within sixty (60) days after the complaints are filed. The complainants will be notified should extenuating circumstances prevent completion of the investigation within sixty (60) days.
5. Disposition of the complaint will be filed with the Commissioner of the Minnesota Management & Budget within 30 days after the final determination.
6. All documentation associated with a complaint shall be considered investigative data under the Minnesota Government Data Practices Act. The status of the complaint will be shared with the complainants and respondents. After an investigation is completed and all appeals are exhausted, all documentation is subject to the provisions of the Minnesota Government Data Practices Act.
7. All data collected may at some point become evidence in civil or criminal legal proceedings pursuant to state or federal statutes. An investigation may include, but is not limited to, the following types of data:
 - A. Interviews or written interrogatories with all parties involved in the complaint, e.g., complainants, respondents, and their respective witnesses; officials having pertinent records or files, etc.
 - B. All records pertaining to the case i.e., written, recorded, filmed, or in any other form.

8. The Affirmative Action Officer designee shall maintain records of all complaints and any pertinent information or data for three (3) years after the case is closed.

VII. REASONABLE ACCOMMODATION POLICY

POLICY

The State of Minnesota is committed to the fair and equal employment of people with disabilities. Reasonable accommodation is the key to this non-discrimination policy. While many individuals with disabilities can work without accommodation, other qualified employees and applicants face barriers to employment without the accommodation process. It is the policy of this college 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, as amended, accommodations will be provided to qualified individuals with disabilities when such accommodations are directly related to performing the essential functions of a job, competing for a job, or to enjoy equal benefits and privileges of employment. This policy applies to all applicants, employees, and employees seeking promotional opportunities.

Definitions

Disability:

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

Reasonable Accommodation:

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

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

Reasonable accommodation applies to three aspects of employment:

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

Procedure - Current Employees and Employees Seeking Accommodation

1. This agency will inform all employees that this accommodation policy can be made available in accessible formats.
2. The employee shall inform their supervisor or the ADA Coordinator designee of the need for an accommodation.
3. The ADA Coordinator designee may request documentation of the individual's functional limitations to support the request. Any medical documentation must be collected and maintained on separate forms and in separate, locked files. No one will be told or have access to medical information unless the disability might require emergency treatment.
4. When a qualified individual with a disability has requested an accommodation, the employer shall, in consultation with the individual:
 - a. Discuss the purpose and essential functions of the particular job involved. Completion of a step-by-step job analysis may be necessary.
 - b. Determine the precise job-related limitation.
 - c. Identify the potential accommodations and assess the effectiveness each would have in allowing the individual to perform the essential functions of the job.
 - d. Select and implement the accommodation that is the most appropriate for both the individual and the employer. While an individual's preference will be given consideration, the agency 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 or designee will work with the employee to obtain technical assistance, as needed.
6. The ADA Coordinator will provide a decision to the employee within a reasonable amount of time.
7. If an accommodation cannot overcome the existing barriers or if the accommodation would cause an undue hardship on the operation of the business, the employee and the ADA Coordinator designee shall work together to determine whether reassignment may be an appropriate accommodation.

Procedure-Job Applicants

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

2. The ADA Coordinator designee will make a decision regarding the request for accommodation and, if approved, take the necessary steps to see that the accommodation is provided.

Policy for Funding Accommodations

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

Definition of Undue Hardship

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

Procedure for Determining Undue Hardship

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

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

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

Appeals

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

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

Supported Work

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

VIII. EVACUATION PROCEDURES FOR PERSONS WITH DISABILITIES

The purpose of including a section for the evacuation of persons with disabilities is to ensure evacuation and safety procedures are inclusive of individuals with disabilities. This section also informs both employees and supervisors of their responsibilities in ensuring the safety of the employees in their workforce, as well as any members of the public that may be present.

Completing the Evacuation Procedures for Persons with Disabilities:

This section is not meant to contain the college's entire evacuation procedure in the event of a disaster or weather emergency. This section is meant to describe in detail a plan for evacuating persons who may need assistance in the event of an emergency.

Knowledge and preparation by both persons needing assistance and those who do not need assistance is key to reducing the impact of emergencies. When developing a plan, safety needs should be determined on a case-by-case basis because it varies with each individual and building.

All persons have a responsibility to develop their own personal emergency evacuation plans, this especially includes persons with disabilities or persons who will need assistance during evacuation. There are different types of evacuation options and determining the appropriate option will be dependent upon the Director of Public Safety, and the ADA Coordinator.

ATC:

College procedures require all persons, including those with disabilities, to evacuate a facility anytime the fire alarm system is activated.

Safety and Security Wardens will assist with the evacuation of physically disabled employees, students or visitors. Whenever possible the warden will use a "buddy" system to pair up the person with special needs with another person to assist with getting the individual to the nearest exit.

ARCC:

College procedures require all persons, including those with disabilities, to evacuate a facility anytime the fire alarm system is activated.

Information is provided to new employees and is posted in all college buildings. It details emergency evacuation procedures, including the specific procedures for evacuation of employees who may have mobility impairments. During a building evacuation, personnel assigned to emergencies will assist anyone with special needs to the nearest exit.

Note: Elevators cannot be used because they have been shown to be unsafe to use in an emergency.

Edward Wilberg, Director of Public Safety at 763-433-1685,

Edward.Wilberg@anokaramsey.edu

A copy of the college weather and emergency evacuation plans can be found at:

Anoka Technical College: S:\Safety&Security\Emergency Response Plan ATC

Anoka-Ramsey Community College: N:\ARCC Public\Safety and Security\Emergency Response Plan (ERP)

IX. GOALS AND TIMETABLES

Through the utilization analysis, the agency has determined which job groups are underutilized for women, minorities and persons with disabilities within the agency and has set the following hiring goals for the next two years.

Anoka Technical College

JOB CATEGORY AVAILABILITY/UTALIZATION/UNDERUTILIZATION ANAYSIS & ANNUAL GOALS

Worksheet for comparing incumbency to availability and setting goals to correct underutilization.

WOMEN									
Job Categories	Total Employees in Job Group	Total Number of Women in Group	% of Women in the Group	Availability %	Availability Number	AAP 2014-2016 Number Underutilized	AAP 2012-2014 Underutilized	Improved, Not Improved, Same	Numerical Difference in the Two Plans
Officials/ Administrators	6	5	83.33%	40.20%	2	-3	0	Same	0
Professionals	19	11	57.89%	55.70%	11	0	0	Same	0
Faculty	61	40	65.57%	46.20%	28	-12		n/a	n/a
Office/Clerical	18	18	100.00%	63.40%	11	-7	0	Same	0
Technicians	7	5	71.43%	57.20%	4	-1	0	Same	0
Skilled Craft	2	0	0.00%	6.30%	0	0	0	Same	0
Service Maintenance	5	1	20.00%	44.40%	2	1	4	Improved	3
Totals	118	80	67.80%						

MINORITIES									
Job Categories	Total Employees in Job Group	Total Number of Minorities in Group	% of Minorities in the Group	Availability %	Availability Number	AAP 2014-2016 Number Underutilized	AAP 2012-2014 Underutilized	Improved, Not Improved, Same	Numerical Difference in the Two Plans
Officials/ Administrators	6	1	16.67%	7.60%	0	-1	1	Improved	2
Professionals	19	1	5.26%	12.50%	2	1	5	n/a	n/a
Faculty	61	2	3.28%	24.90%	15	13		n/a	n/a
Office/Clerical	18	1	5.56%	10.50%	2	1	0	Not Improved	-1
Technicians	7	0	0.00%	10.60%	1	1	1	Same	0
Skilled Craft	2	0	0.00%	8.80%	0	0	0	Same	0
Service Maintenance	5	0	0.00%	19.50%	1	1	2	Improved	1
Totals	118	5	4.24%						

Anoka Technical College

JOB CATEGORY AVAILABILITY/UTALIZATION/UNDERUTALIZATION ANAYSIS & ANNUAL GOALS

(continued)

INDIVIDUALS WITH DISABILITIES									
Job Categories	Total Employees in Job Group	Total Number of Indiv./ with Disabilities in Group	% of Indiv. w/ Disabilities in the Group	Availability %	Availability Number	AAP 2014-2016 Number Underutilized	AAP 2012-2014 Underutilized	Improved, Not Improved, Same	Numerical Difference in the Two Plans
Officials/ Administrators	6	0	0.00%	7.00%	0	0	1	Improved	1
Professionals	19	1	5.26%	7.00%	1	0	11	n/a	n/a
Faculty	61	0	0.00%	7.00%	4	4		n/a	n/a
Technicians	7	0	0.00%	7.00%	0	0	0	Same	0
Office/Clerical	18	1	5.56%	7.00%	1	0	3	Improved	3
Skilled Craft	2	0	0.00%	7.00%	0	0	0	Same	0
Service Maintenance	5	0	0.00%	7.00%	0	0	2	Improved	2
Totals	118	2	1.69%						

VETERANS									
Job Categories	Total Employees in Job Group	Total Number of Veterans in Group	% of Veterans in the Group	Availability %	Availability Number	AAP 2014-2016 Number Underutilized	AAP 2012-2014 Underutilized	Improved, Not Improved, Same	Numerical Difference in the Two Plans
Officials/ Administrators	6	0	0.00%	8.00%	0	0	n/a	n/a	n/a
Professionals	19	1	5.26%	8.00%	2	1	n/a	n/a	n/a
Faculty	61	0	0.00%	8.00%	5	4	n/a	n/a	n/a
Technicians	7	0	0.00%	8.00%	1	1	n/a	n/a	n/a
Office/Clerical	18	1	5.56%	8.00%	1	1	n/a	n/a	n/a
Skilled Craft	2	0	0.00%	8.00%	0	0	n/a	n/a	n/a
Service Maintenance	5	0	0.00%	8.00%	0	0	n/a	n/a	n/a
Totals	118	2	1.69%						

Notes: Faculty were under professionals in 2012-2014 plan, Supervisors were under professionals in 2012-2014 plan and are now under Officials/Administrators.

Source: American Fact Finder, operated by the U.S. Census Bureau. Labor Statistics for women and minorities compiled from the American Community Survey (2006-2010), released in March of 2013. Statistics for individuals with disabilities and veterans are taken from OFCCP (Office of Federal Contract Compliance Programs) and are based upon data derived from the American Community Surveys (2006-2010).

Anoka-Ramsey Community College

JOB CATEGORY AVAILABILITY/UTALIZATION/UNDERUTALIZATION ANAYSIS & ANNUAL GOALS

Worksheet for comparing incumbency to availability and setting goals to correct underutilization.

WOMEN									
Job Categories	Total Employees in Job Group	Total Number of Women in Group	% of Women in the Group	Availability %	Availability Number	AAP 2014-2016 Number Underutilized	AAP 2012-2014 Underutilized	Improved, Not Improved, Same	Numerical Difference in the Two Plans
Officials/ Administrators	40	20	50.00%	40.20%	16	-4	0	Same	0
Professionals	70	48	68.57%	55.70%	39	-9	n/a	n/a	n/a
Faculty	145	85	58.62%	46.20%	67	-18	n/a	n/a	n/a
Technicians	59	52	88.14%	63.40%	37	-15	0	Same	0
Office/Clerical	23	9	39.13%	57.20%	13	4	0	Not Improved	-4
Skilled Craft	5	0	0.00%	6.30%	0	0	0	Same	0
Service Maintenance	22	4	18.18%	44.40%	10	6	7	Improved	1
Totals	364	218	59.89%						

MINORITIES									
Job Categories	Total Employees in Job Group	Total Number of Minorities in Group	% of Minorities in the Group	Availability %	Availability Number	AAP 2014-2016 Number Underutilized	AAP 2012-2014 Underutilized	Improved, Not Improved, Same	Numerical Difference in the Two Plans
Officials/ Administrators	40	2	5.00%	7.60%	3	1	0	Improved	1
Professionals	70	8	11.43%	10.60%	7	-1	n/a	n/a	n/a
Faculty	145	10	6.90%	24.90%	36	26	n/a	n/a	n/a
Technicians	59	3	5.08%	10.50%	6	3	3	Same	0
Office/Clerical	23	2	8.70%	10.60%	2	0	0	Same	0
Skilled Craft	5	0	0.00%	8.80%	0	0	0	Same	0
Service Maintenance	22	5	22.73%	19.50%	4	-1	1	Improved	2
Totals	364	30	8.24%						

Anoka-Ramsey Community College

JOB CATEGORY AVAILABILITY/UTALIZATION/UNDERUTALIZATION ANAYSIS & ANNUAL GOALS

(continued)

INDIVIDUALS WITH DISABILITIES									
Job Categories	Total Employees in Job Group	Total Number of Indiv./ with Disabilities in Group	% of Indiv. w/ Disabilities in the Group	Availability %	Availability Number	AAP 2014-2016 Number Underutilized	AAP 2012-2014 Underutilized	Improved, Not Improved, Same	Numerical Difference in the Two Plans
Officials/ Administrators	40	1	2.50%	7.00%	3	2	2	Same	0
Professionals	70	0	0.00%	7.00%	5	5	n/a	n/a	n/a
Faculty	145	0	0.00%	7.00%	10	10	n/a	n/a	n/a
Technicians	23	1	4.35%	7.00%	2	1	1	Same	0
Office/Clerical	59	1	1.69%	7.00%	4	3	10	Improved	7
Skilled Craft	5	0	0.00%	7.00%	0	0	0	Same	0
Service Maintenance	22	0	0.00%	7.00%	2	2	3	Improved	1
Totals	364	3	0.82%						

VETERANS									
Job Categories	Total Employees in Job Group	Total Number of Veterans in Group	% of Veterans in the Group	Availability %	Availability Number	AAP 2014-2016 Number Underutilized	AAP 2012-2014 Underutilized	Improved, Not Improved, Same	Numerical Difference in the Two Plans
Officials/ Administrators	40	0	0.00%	8.00%	3	3	n/a	n/a	n/a
Professionals	70	3	4.29%	8.00%	6	3	n/a	n/a	n/a
Faculty	145	4	2.76%	8.00%	12	8	n/a	n/a	n/a
Technicians	23	0	0.00%	8.00%	2	2	n/a	n/a	n/a
Office/Clerical	59	1	1.69%	8.00%	5	4	n/a	n/a	n/a
Skilled Craft	5	1	20.00%	8.00%	0	-1	n/a	n/a	n/a
Service Maintenance	22	6	27.27%	8.00%	2	-4	n/a	n/a	n/a
Totals	364	15	4.12%						

Notes: Faculty were under professionals in 2012-2014 plan, Supervisors were under professionals in 2012-2014 plan and are now under Officials/Administrators.

Source: American Fact Finder, operated by the U.S. Census Bureau. Labor Statistics for women and minorities compiled from the American Community Survey (2006-2010), released in March of 2013. Statistics for individuals with disabilities and veterans are taken from OFCCP (Office of Federal Contract Compliance Programs) and are based upon data derived from the American Community Surveys (2006-2010).

Table 1A

Anoka Technical College

Job Group	Underutilization - # of Persons			Hiring Goals for 2014-16		
	Women	Minorities	Persons with Disability	Women	Minorities	Persons with Disability
Officials and Administrators						
Professionals		1			1	
Faculty		13	4		3	1
Office/Clerical		1			1	
Technicians		1			1	
Skilled Craft						
Service Maintenance	1	1		1	1	

Anoka Technical College Underutilization Analysis**Availability**

The college determined the recruitment area to be the statewide for all job categories. In conducting its underutilization analysis, the college used the one

The one factor analysis. The college determined it was best to use this type of analysis because It did not factor in current employee data.

Underutilization Analysis worksheets are attached in the appendix. Numbers less than 10 are indicated with "<10" in accordance with MMB's guidance on data privacy.

Women

At the college, the population of women has improved in the following job categories: Service Maintenance. At Anoka Technical College, we will be facing major budget constraints and will not be doing much hiring in the next two years. With limited hiring anticipated, it will be especially important to not have missed opportunities.

Minorities

At the college, the population of minorities has improved in the following job categories: officials/administrators and service maintenance and not improved in the following job categories: Office/clerical, faculty, professionals, technicians, skilled craft and service maintenance. The areas of improvement are tied to the way we had previously reported. In the previous, MMA supervisors were reported as part of the faculty and professionals. With limited hiring anticipated, it will be especially important to not have missed opportunities.

People with Disabilities

At the college, the population of persons with disabilities has improved in the following job categories: Officials/Administrators, Office/Clerical, and Service Maintenance. Improvement is based on less positions in these areas.

Table 1b

Anoka-Ramsey Community College

Job Group	Underutilization - # of Persons			Hiring Goals for 2014-16		
	Women	Minorities	Persons with Disability	Women	Minorities	Persons with Disability
Officials and Administrators		1	2		1	1
Professionals			5			2
Faculty		26	10		5	2
Office/Clerical		3	1		2	1
Technicians	4		3	2		1
Skilled Craft						
Service Maintenance	6		2	2		1

Anoka-Ramsey Community College underutilization analysis

Availability

The college used determined the recruitment area to be the statewide availability for all job categories. In conducting its underutilization analysis, the agency used the one factor analysis. The college determined it was best to use this type of analysis because it did not factor in current employee data.

Underutilization Analysis worksheets are attached in the appendix. Numbers less than 10 are indicated with "<10" in accordance with MMB's guidance on data privacy.

Women

At the college, the population of women has improved in the following job categories: Service Maintenance and not improved in the following job categories: Technicians.

Minorities

At the college, the population of minorities has improved in the following job categories: service maintenance and not improved in the following job categories: Faculty and Officials/Administrators. The data from the last plan had MMA supervisors and faculty listed in the professionals group.

People with Disabilities

At the college, the population of persons with disabilities has improved in the following job categories: Office/Clerical and Service Maintenance and not improved in the following job categories: Officials/Administrators, Professionals, Faculty, and Technicians.

X. AFFIRMATIVE ACTION PROGRAM OBJECTIVES

In pursuing the college commitment to affirmative action, the college will take the following actions during 2014-2016.

Objective #1: Hiring Process

Anoka Technical College and Anoka-Ramsey Community College will continue to hire affirmatively and will include affirmative action consideration in the hiring process for all hires where a disparity exists.

Action Steps:

- Assess the current hiring process at both colleges.
- Create aligned search committee best practices that maximize affirmative action goals.
- Provide and track Affirmative Action training for search committee members.
- Evaluate the way we track and maintain files with documentation on affirmative and justified hires as well as missed opportunities.
- Work with the system office to find a best practice model for hiring affirmatively.

Responsible Parties:

- ARCC/ATC Chief Human Resource Officer
- ARCC/ATC Affirmative Action Officer
- Human Resource Staff

Target Date:

- FY15 to research best practice model for hiring
- Ongoing basis

Evaluation:

- Analyze applicant pools and review quarterly reporting to assess compliance and/or missed opportunities.

Objective #2: Retention

Anoka Technical College and Anoka-Ramsey Community College will retain a diverse workforce by fostering a positive work environment and creating, maintaining and sustaining employee development opportunities.

Action Steps:

- Provide and track Affirmative Action training in search committees.
- Provide diversity awareness and access to information through on-campus diversity programs.

- Recognize cultural holidays (e.g. Black History Month, Women’s History Month, Disabilities Awareness Month, etc.) by displaying posters, organizing events, posting information on college websites.
- Provide consistent and periodic EO/AA/ADA laws and practices training for all staff.
- Encourage all administrators and mid-level managers to act as “champions” for diversity in their work area.

Responsible Parties:

- ARCC/ATC President
- ARCC/ATC Administrators
- ARCC/ATC Chief Human Resource Officer
- ARCC/ATC Affirmative Action Officer
- ARCC/ATC Diversity Committees
- ARCC/ATC Marketing Department

Target Date:

- Ongoing basis

Evaluation:

- Analysis of student and staff surveys.
- Analysis of student and staff participation at events.
- Analysis of staff mandatory training compliance.

Objective #3: Aligned Exit Process

Anoka Technical College and Anoka-Ramsey Community College will create an aligned exit process to better understand and document turnover rates among protected groups.

Action Steps:

- Use a Continuous Improvement model to map the current process at both colleges.
- Evaluate the current processes(s) to eliminate steps that do not add value and to create efficiencies.
- Research national standards and best practices in exit interviews to create an aligned exit interview form that asks measurable questions.

Responsible Parties:

- ARCC/ATC Chief Human Resource Officer
- ARCC/ATC Affirmative Action Officer

Target Date:

- Mapping and evaluation completed 2014-2015
- Aligned process and form in use 2015-2016

Evaluation:

- Track and monitor responses to identify patterns and/or improvement opportunities.

Objective #4: Disability Awareness Training

Provide opportunities for supervisors and staff to enhance awareness, knowledge and skills for effectively working with or serving people with disabilities.

Action Items:

- Prepare an aligned *Disability Awareness Campaign* with learning opportunities for staff and faculty and access to local, state and federal resources.
- Connect with local disability awareness groups to seek opportunities to share resources and/or educational opportunities.

Responsible Parties:

- ARCC/ATC Chief Human Resource Officer
- ARCC/ATC Diversity Officer

Target Date:

- Planning completed 2014-2015
- Campaign completed 2015-2016

Evaluation:

- Analysis of student and staff surveys.
- Analysis of student and staff participation at events.

Objective #5: President's Cabinet Cultural Competency Evaluation

Survey the President's cabinet on cultural competency

Action Items:

- Research competency evaluation methods
- Survey the cultural competence
- Evaluate results of survey and access training needs

Responsible Parties:

- ARCC/ATC Chief Human Resource Officer
- ARCC/ATC Affirmative Action Officer

Target Date:

- Research methods – FY15
- Survey implemented – FY15
- Evaluate and access training needs - FY16

Objective # 6: Recordkeeping Update Affirmative Action Records

Action Items:

- Resurvey college employees
- Update individual Affirmative Action records in State Colleges and Universities Payroll and Personnel System (SCUPPS).

Responsible Parties:

- ARCC/ATC Chief Human Resource Officer
- ARCC/ATC Affirmative Action Officer

Target Date:

- Surveys completed 2016
- Updated employee records completed 2016

XI. METHODS OF AUDITING, EVALUATING AND REPORTING PROGRAM SUCCESS

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

The college will evaluate its selection process to determine if our requirements unnecessarily screen out a disproportionate number of women, minorities, or people with disabilities. The college will evaluate the current form and modify or create a new form that will be used for every hire to track the number of women, minorities, and individuals with disabilities in each stage of the selection process. Hiring managers and supervisors will work closely with human resources and the affirmative action officer in reviewing the requirements for the position, posting the position, and interviewing and selection to ensure that equal opportunity and affirmative action is carried out. Directors, managers and supervisors will be asked to document their hiring decisions and equal opportunity professionals will review for bias.

Any time the college cannot justify a hire, the college takes a missed opportunity. Agency leadership will be asked to authorize the missed opportunity. The college will report the number of affirmative and non-affirmative hires as well as missed opportunities to Minnesota Management & Budget on a quarterly basis.

When candidates are offered interviews, personnel scheduling interviews will describe the interview format to the candidate and provide an invitation to request a reasonable accommodation notice to candidates with disabilities to allow the candidate equal opportunity to participate in the interview process. For example, if interview questions are offered ahead of time or what technology may be used during the interview process.

All personnel involved in the selection process will be trained and accountable for the college commitment to equal opportunity and the affirmative action program and its implementation.

B. Pre-Review Procedure for Layoff Decisions

The Affirmative Action Officer, in conjunction with the college human resources office, shall be responsible for reviewing all pending layoffs to determine their effect on college affirmative action goals and timetables.

If it is determined that there is an adverse impact on affirmative action groups, the college will document the reasons why the lay off is occurring, such as positions targeted for layoff, applicable personnel policies or collective bargaining agreement provisions, or other relevant reasons. The college will determine if other alternatives are available to minimize the impact on protected groups.

C. Other Methods of Program Evaluation

Our college submits the following compliance reports to Minnesota Management & Budget as part of our efforts to evaluate our affirmative action program.

- Quarterly Monitoring the Hiring Process Reports
- Biannual Affirmative Action Plan
- Annual ADA Report
- Annual Internal Complaint Report
- Disposition of Internal Complaint (within 30 days of final disposition)

Our college also evaluates our affirmative action plan in the following ways quarterly by:

- Monitors progress toward stated goals by job category;
- Analyzes employment activity – hires, promotions, and terminations by job group to determine if there is adverse impact;
- Analyzes compensation program to determine if there are patterns of discrimination;
- Reviews the accessibility of online systems, websites, and ensures that reasonable accommodations can be easily requested;
- Discussion of progress with agency leadership on a periodic basis and recommendations for improvement.

XII. RECRUITMENT PLAN

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

Recruitment costs incurred during the 2012-2014 plan year includes: advertisements, Resume, and NEOGOV software

Cost Incurred: Anoka Technical College \$4,500 and Anoka-Ramsey Community College \$37,000

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

A. Advertising Sources

Websites	Newspapers	Magazines
ARCC	Community College Time	Diverse
HigherEdJobs.com	The Circle	Hispanic Outlook
MNSCU	Chronicle of Higher Education	
MN Job Bank	Cambridge Star	
University of St. Thomas	Rochester Post Bulletin	
University of Minnesota	Isanti County Star	
University of St. Catherine	National Diversity Minneapolis Star Tribune	
TodaysClassifieds.com	Diverse Issues in Higher Education	
Job-Ad-Venture.com	The Employment News	

Latinohigheredjob.com	Job Dig St. Cloud Times	
Minority Nurse.com	Princeton Union Eagle	
ABFE.org	Anoka County Shopper	
NursingFacultyJobs.com	Asian American Press	
NewsJobs.com	Cambridge Star	
AcademicDiversitySearch.com		
WorkplaceDiversity.com		
MMB website		
Career Builder.com		
St. Cloud Job Post HERC		

B. Job and Community Fairs

During the past year the college did not participate in any job fairs or community fairs.

C. College and University Recruitment Events

The colleges did provide some assistance on mock interviews for some of the colleges' students.

D. Recruitment for Persons with Disabilities

HERC is used as an advertising source, through HERC postings were sent to a variety of sources.

E. Relationship Building and Outreach

The college use it's employees as a voice in spreading the word to a variety of community organizations such as the Rotary and Chamber of Commerce. The colleges are all working on strengthening relationships with local school districts such as Princeton, Cambridge-Isanti and Anoka-Hennepin.

F. Internships

The colleges did not engage in internships.

G. Supported Employment (M.S. 43A.191, Subd. 2(d))

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

XIII. RETENTION PLAN

Our agency is committed to not just the recruitment of women, minorities, and persons with disabilities, but also to the retention of these affirmative action groups.

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

Jay Nelson, Interim Chief Human Resource Officer. jnelson@anokatech.edu or by phone at 763-576-4054.

B. Separation and Retention Analysis by Protected Groups

SEPARATION ANALYSIS

Worksheet for conducting separation analysis of protected group members as total separation and in each job category.

Anoka Technical College

TOTAL SEPARATIONS										
Types of Separation	Total Number	Total %	Total Number of Women	% of Women	Total Number of Minorities	% of Minorities	Total Number of Indiv w/Disabilities	% of Indiv w/Disabilities	Total Number of Veterans	% of Veterans
Dismissal or Non-Certification	2	6.06%	2	100.00%	0	0.00%	0	0.00%	0	0.00%
Resignations	20	60.61%	12	60.00%	2	10.00%	0	0.00%	0	0.00%
Enhanced Separation	1	3.03%	0	0.00%	0	0.00%	0	0.00%	1	100.00%
Retirement	4	12.12%	1	25.00%	0	0.00%	0	0.00%	1	25.00%
Deaths	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Lay-off	1	3.03%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Termination without Rights	5	15.15%	3	60.00%	0	0.00%	0	0.00%	0	0.00%
Total Separation	33	100.00%	18	54.55%	2	6.06%	0	0.00%	2	6.06%

OFFICIALS/ADMINISTRATORS										
Types of Separation	Total Number	Total %	Total Number of Women	% of Women	Total Number of Minorities	% of Minorities	Total Number of Indiv w/Disabilities	% of Indiv w/Disabilities	Total Number of Veterans	% of Veterans
Dismissal or Non-Certification	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Resignations	3	37.50%	2	66.67%	0	0.00%	0	0.00%	0	0.00%
Enhanced Separation	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Retirement	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Deaths	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Lay-off	1	12.50%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Termination without Rights	4	50.00%	2	50.00%	0	0.00%	0	0.00%	0	0.00%
Total Separation	8	100.00%	4	50.00%	0	0.00%	0	0.00%	0	0.00%

SEPARATION ANALYSIS (continued)
Anoka Technical College

PROFESSIONALS										
Types of Separation	Total Number	Total %	Total Number of Women	% of Women	Total Number of Minorities	% of Minorities	Total Number of Indiv w/Disabilities	% of Indiv w/Disabilities	Total Number of Veterans	% of Veterans
Dismissal or Non-Certification	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Resignations	4	80.00%	2	50.00%	0	0.00%	0	0.00%	0	0.00%
Enhanced Separation	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Retirement	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Deaths	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Lay-off	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Termination without Rights	1	20.00%	1	100.00%	0	0.00%	0	0.00%	0	0.00%
Total Separation	5	100.00%	3		0	0.00%	0	0.00%	0	0.00%

FACULTY										
Types of Separation	Total Number	Total %	Total Number of Women	% of Women	Total Number of Minorities	% of Minorities	Total Number of Indiv w/Disabilities	% of Indiv w/Disabilities	Total Number of Veterans	% of Veterans
Dismissal or Non-Certification	2	20.00%	2	100.00%	0	0.00%	0	0.00%	0	0.00%
Resignations	4	40.00%	4	100.00%	1	25.00%	0	0.00%	0	0.00%
Enhanced Separation	1	10.00%	0	0.00%	0	0.00%	0	0.00%	1	100.00%
Retirement	3	30.00%	1	33.33%	0	0.00%	0	0.00%	1	33.33%
Deaths	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Lay-off	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Termination without Rights	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Total Separation	10	100.00%	7	70.00%	1	10.00%	0	0.00%	2	20.00%

SEPARATION ANALYSIS (continued)
Anoka Technical College

OFFICE/CLERICAL										
Types of Separation	Total Number	Total %	Total Number of Women	% of Women	Total Number of Minorities	% of Minorities	Total Number of Indiv w/Disabilities	% of Indiv w/Disabilities	Total Number of Veterans	% of Veterans
Dismissal or Non-Certification	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Resignations	4	100.00%	3	75.00%	0	0.00%	0	0.00%	0	0.00%
Enhanced Separation	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Retirement	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Deaths	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Lay-off	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Termination without Rights	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Total Separation	4	100.00%	3	75.00%	0	0.00%	0	0.005	0	0.00%

TECHNICIANS										
Types of Separation	Total Number	Total %	Total Number of Women	% of Women	Total Number of Minorities	% of Minorities	Total Number of Indiv w/Disabilities	% of Indiv w/Disabilities	Total Number of Veterans	% of Veterans
Dismissal or Non-Certification	0	0.00%	0	0.00%	0	0.00	0	0.00%	0	0.00%
Resignations	2	100.00%	1	50.00%	1	50.00%	0	0.00%	0	0.00%
Enhanced Separation	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Retirement	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Deaths	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Lay-off	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Termination without Rights	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Total Separation	2	100.00%	1	50.00%	1	50.00%	0	0.00%	0	0.00%

SEPARATION ANALYSIS (continued)
Anoka Technical College

SKILLED CRAFT										
Types of Separation	Total Number	Total %	Total Number of Women	% of Women	Total Number of Minorities	% of Minorities	Total Number of Indiv w/Disabilities	% of Indiv w/Disabilities	Total Number of Veterans	% of Veterans
Dismissal or Non-Certification	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Resignations	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Enhanced Separation	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Retirement	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Deaths	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Lay-off	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Termination without Rights	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Total Separation	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%

SERVICE MAINTENANCE										
Types of Separation	Total Number	Total %	Total Number of Women	% of Women	Total Number of Minorities	% of Minorities	Total Number of Indiv w/Disabilities	% of Indiv w/Disabilities	Total Number of Veterans	% of Veterans
Dismissal or Non-Certification	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Resignations	3	75.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Enhanced Separation	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Retirement	1	25.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Deaths	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Lay-off	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Termination without Rights	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Total Separation	4	100.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%

SEPARATION ANALYSIS
Anoka-Ramsey Community College

TOTAL SEPARATIONS										
Types of Separation	Total Number	Total %	Total Number of Women	% of Women	Total Number of Minorities	% of Minorities	Total Number of Indiv w/Disabilities	% of Indiv w/Disabilities	Total Number of Veterans	% of Veterans
Dismissal or Non-Certification	4	5.13%	2	50.00%	0	0.00%	0	0.00%	1	25.00%
Resignations	48	61.54%	38	79.17%	9	18.75%	0	0.00%	0	0.00%
Enhanced Separation	4	5.13%	2	50.00%	1	25.00%	0	0.00%	0	0.00%
Retirement	3	3.85%	2	66.67%	0	0.00%	0	0.00%	0	0.00%
Deaths	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Lay-off	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Termination without Rights	19	24.36%	12	63.16%	1	5.26%	0	0.00%	0	0.00%
Total Separation	78	100%	56	71.79%	11	14.10%	0	0.00%	1	1.28%

OFFICIALS/ADMINISTRATORS										
Types of Separation	Total Number	Total %	Total Number of Women	% of Women	Total Number of Minorities	% of Minorities	Total Number of Indiv w/Disabilities	% of Indiv w/Disabilities	Total Number of Veterans	% of Veterans
Dismissal or Non-Certification	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Resignations	3	50.00%	2	66.67%	0	0.00%	0	0.00%	0	0.00%
Enhanced Separation	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Retirement	1	16.67%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Deaths	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Lay-off	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Termination without Rights	2	33.33%	1	50.00%	0	0.00%	0	0.00%	0	0.00%
Total Separation	6	100.00%	3	50.00%	0	0.00%	0	0.00%	0	0.00%

SEPARATION ANALYSIS (continued)
Anoka-Ramsey Community College

PROFESSIONALS										
Types of Separation	Total Number	Total %	Total Number of Women	% of Women	Total Number of Minorities	% of Minorities	Total Number of Indiv w/Disabilities	% of Indiv w/Disabilities	Total Number of Veterans	% of Veterans
Dismissal or Non-Certification	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Resignations	13	72.22%	9	69.23%	4	30.77%	0	0.00%	0	0.00%
Enhanced Separation	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Retirement	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Deaths	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Lay-off	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Termination without Rights	5	27.78%	5	100.00%	1	20.00%	0	0.00%	0	0.00%
Total Separation	18	100.00%	14	77.78%	2	27.78%	0	0.00%	0	0.00%

OFFICIALS/ADMINISTRATORS										
Types of Separation	Total Number	Total %	Total Number of Women	% of Women	Total Number of Minorities	% of Minorities	Total Number of Indiv w/Disabilities	% of Indiv w/Disabilities	Total Number of Veterans	% of Veterans
Dismissal or Non-Certification	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Resignations	3	50.00%	2	66.67%	0	0.00%	0	0.00%	0	0.00%
Enhanced Separation	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Retirement	1	16.67%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Deaths	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Lay-off	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Termination without Rights	2	33.33%	1	50.00%	0	0.00%	0	0.00%	0	0.00%
Total Separation	6	100.00%	3	50.00%	0	0.00%	0	0.00%	0	0.00%

SEPARATION ANALYSIS (continued)
Anoka-Ramsey Community College

PROFESSIONALS										
Types of Separation	Total Number	Total %	Total Number of Women	% of Women	Total Number of Minorities	% of Minorities	Total Number of Indiv w/Disabilities	% of Indiv w/Disabilities	Total Number of Veterans	% of Veterans
Dismissal or Non-Certification	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Resignations	13	72.22%	9	69.23%	4	30.77%	0	0.00%	0	0.00%
Enhanced Separation	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Retirement	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Deaths	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Lay-off	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Termination without Rights	5	27.78%	5	100.00%	1	20.00%	0	0.00%	0	0.00%
Total Separation	18	100.00%	14	77.78%	5	27.78%	0	0.00%	0	0.00%

FACULTY										
Types of Separation	Total Number	Total %	Total Number of Women	% of Women	Total Number of Minorities	% of Minorities	Total Number of Indiv w/Disabilities	% of Indiv w/Disabilities	Total Number of Veterans	% of Veterans
Dismissal or Non-Certification	1	6.25%	1	100.00%	0	0.00%	0	0.00%	0	0.00%
Resignations	10	62.50%	8	80.00%	1	10.00%	0	0.00%	0	0.00%
Enhanced Separation	4	25.00%	2	50.00%	1	25.00%	0	0.00%	0	0.00%
Retirement	1	6.25%	1	100.00%	0	0.00%	0	0.00%	0	0.00%
Deaths	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Lay-off	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Termination without Rights	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Total Separation	16	100.00%	12	75.00%	2	12.50%	0	0.00%	0	0.00%

SEPARATION ANALYSIS (continued)
Anoka-Ramsey Community College

OFFICE/CLERICAL										
Types of Separation	Total Number	Total %	Total Number of Women	% of Women	Total Number of Minorities	% of Minorities	Total Number of Indiv w/Disabilities	% of Indiv w/Disabilities	Total Number of Veterans	% of Veterans
Dismissal or Non-Certification	1	5.56%	1	100.00%	0	0.00%	0	0.00%	0	0.00%
Resignations	13	72.22%	13	100.00%	1	7.69%	0	0.00%	0	0.00%
Enhanced Separation	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Retirement	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Deaths	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Lay-off	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Termination without Rights	4	22.22%	3	75.00%	0	0.00%	0	0.00%	0	0.00%
Total Separation	18	100.00%	17	94.44%	1	5.56%	0	0.00%	0	0.00%

TECHNICIANS										
Types of Separation	Total Number	Total %	Total Number of Women	% of Women	Total Number of Minorities	% of Minorities	Total Number of Indiv w/Disabilities	% of Indiv w/Disabilities	Total Number of Veterans	% of Veterans
Dismissal or Non-Certification	2	13.33%	0	0.00%	0	0.00%	0	0.00%	1	50.00%
Resignations	8	53.33%	5	62.50%	3	37.50%	0	0.00%	0	0.00%
Enhanced Separation	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Retirement	1	6.67%	1	100.00%	0	0.00%	0	0.00%	0	0.00%
Deaths	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Lay-off	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Termination without Rights	4	26.67%	3	75.00%	0	0.00%	0	0.00%	0	0.00%
Total Separation	15	100.00%	9	60.00%	3	20.00%	0	0.00%	1	6.67%

SEPARATION ANALYSIS (continued)
Anoka-Ramsey Community College

SKILLED CRAFT										
Types of Separation	Total Number	Total %	Total Number of Women	% of Women	Total Number of Minorities	% of Minorities	Total Number of Indiv w/Disabilities	% of Indiv w/Disabilities	Total Number of Veterans	% of Veterans
Dismissal or Non-Certification	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Resignations	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Enhanced Separation	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Retirement	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Deaths	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Lay-off	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Termination without Rights	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Total Separation	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%

SERVICE MAINTENANCE										
Types of Separation	Total Number	Total %	Total Number of Women	% of Women	Total Number of Minorities	% of Minorities	Total Number of Indiv w/Disabilities	% of Indiv w/Disabilities	Total Number of Veterans	% of Veterans
Dismissal or Non-Certification	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Resignations	1	20.00%	1	100.00%	0	0.00%	0	0.00%	0	0.00%
Enhanced Separation	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Retirement	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Deaths	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Lay-off	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Termination without Rights	4	80.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Total Separation	5	100.00%	1	20.00%	0	0.00%	0	0.00%	0	0.00%

C. Methods of Retention of Protected Groups

- Utilizing diversity committee to form an Affirmative Action committee to assist with education and input of policies and practices.
- Improve exit interview tool to determine why employees leave the college.
- Develop a new employee mentoring program for all job categories
- Provide supervisors with cultural competency training

APPENDIX

A. Complaint Of Harassment/Discrimination

(AGENCY NAME)

(Agency Address)

(City), MN (Zip Code)

(Telephone Number)

Please Read Before Completion of Form

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

Complainant (You)

Name	Job Title	
Work Address	City, State, Zip Code	Telephone ()
Agency	Division	Manager

Respondent (Person Who Harassed/Discriminated Against You)

Name	Job Title	
Work Address	City, State, Zip Code	Telephone ()
Agency	Division	Manager

The Complaint

Basis of Complaint ("X" all that apply):

- | | | | |
|-------------------------------|-----------------------------------|--|--|
| <input type="checkbox"/> Race | <input type="checkbox"/> Color | <input type="checkbox"/> Disability | <input type="checkbox"/> Sexual Orientation |
| <input type="checkbox"/> Sex | <input type="checkbox"/> Creed | <input type="checkbox"/> Marital Status | <input type="checkbox"/> Status with Regard to Public Assistance |
| <input type="checkbox"/> Age | <input type="checkbox"/> Religion | <input type="checkbox"/> National Origin | <input type="checkbox"/> Membership or Activity in a Local Human |

Rights Commission	
Date most recent act of harassment/discrimination took place:	If you filed this complaint with another agency, give the name of that agency:
Describe how you believe that you have been harassed/discriminated against (names, dates, places, etc.). Use a separate sheet of paper if needed and attach to this form.	

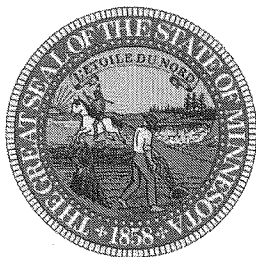
Information on Witnesses Who Can Support Your Case		
Name	Work Address	Work Telephone
1.		()
2.		()
3.		()

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

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

Affirmative Action Officer Signature	Date
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B. Employee Request for Reasonable Accommodation Form



State of Minnesota – Anoka Technical College and Anoka Ramsey Community College Employee/Applicant Request for ADA Reasonable Accommodation Form

The State of Minnesota is committed to complying with the Americans with Disabilities Act ("ADA") and the Minnesota Human Rights Act ("MHRA"). To be eligible for an ADA accommodation, you must be 1) qualified to perform the essential functions of your position and 2) have a disability that limits a major life activity or function. The ADA Coordinator/Designee will review each request on an individualized case-by-case basis to determine whether or not an accommodation can be made.

Employee Name: _____ Job Title: _____

Work Location: _____

Data Privacy Statement: This information may be used by your agency Human Resources representative, ADA coordinator/designee, your agency legal counsel or any other person who is authorized by your agency to receive medical information for purposes of providing reasonable accommodations under the ADA and MHRA. This information is necessary to determine whether you have a disability as defined by the ADA or MHRA, and to determine whether any reasonable accommodation can be made. The provision of this information is strictly voluntary; however, if you refuse to provide it, your agency may refuse to provide reasonable accommodation.

Questions to clarify accommodation requested.

1. What specific accommodation are you requesting?
2. If you are not sure what accommodation is needed, do you have any suggestions about what options we can explore.
 - a. If yes, please explain.

Questions to document the reason for the accommodation request. *(Please attach additional pages as necessary).*

1. What, if any job function are you having difficulty performing?

2. What, if any employment benefit are you having difficulty accessing?

**State of Minnesota – Anoka Technical College and Anoka Ramsey Community College
Reasonable Accommodation Request Form, Page 2**

3. What limitation as result of your physical or mental impairment is interfering with your ability to perform your job or access an employment benefit?

4. If you are requesting a specific accommodation, how will that accommodation be effective in allowing you to perform the functions of your job?

Information Pertaining to Medical Documentation

In the context of assessing an accommodation request, medical documentation may be needed to determine if the employee has a disability covered by the ADA and to assist in identifying an effective accommodation.

The ADA Coordinator/Designee in each college is tasked with collecting necessary medical documentation. In the event that medical documentation is needed, the employee will be provided with the appropriate forms to submit to their medical provider. The employee has the responsibility to ensure that the medical provider follows through on requests for medical information.

Genetic Information Nondiscrimination Act of 2008 Disclosure: This authorization does not cover, and the information to be disclosed should not contain, genetic information. **“Genetic Information”** includes: Information about an individual’s genetic tests; information about genetic tests of an individual’s family members; information about the manifestation of a disease or disorder in an individual’s family members (family medical history); an individual’s request for, or receipt of, genetic services, or the participation in clinical research that includes genetic services by the individual or a family member of the individual; and genetic information of a fetus carried by an individual or by a pregnant woman who is a family member of the individual and the genetic information of any embryo legally held by the individual or family member using an assisted reproductive technology.

Employee Signature: _____ Date: _____