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**State of Minnesota**

**Southwest Minnesota State University**

**July 1, 2020 – June 30, 2022 Affirmative Action Plan**

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## Statement of Commitment

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Minnesota Administrative Rules, part 3905.0400, subpart 1, item C

This statement reaffirms Southwest Minnesota State University (thereafter “the university”) is committed to Minnesota’s statewide affirmative action efforts and providing equal employment opportunity to all employees and applicants in accordance with equal opportunity and affirmative action laws.

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

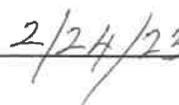
- No individual shall be discriminated against in the terms and conditions of employment, personnel practices, or access to and participation in programs, services, and activities, or subject to harassment, on the basis of race, sex (including pregnancy), color, creed, religion, age, national origin, sexual orientation, gender expression, gender identity, disability, marital status, familial status, status with regard to public assistance, or membership or activity in a local human rights commission.
- The prohibition of discrimination on the basis of sex precludes sexual harassment, gender-based harassment, and harassment based on pregnancy.
- Southwest Minnesota State 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 employees and applicants with disabilities.
- Southwest Minnesota State will continue to actively promote a program of affirmative action, wherever females, racial/ethnic minorities, and individuals with disabilities are underrepresented in the workforce, and work to retain all qualified, talented employees, including protected group and veteran employees.
- Southwest Minnesota State will evaluate its efforts, including those of its directors, managers, and supervisors, in promoting equal opportunity and achieving affirmative action objectives contained herein. In addition, this agency will expect all employees to perform their job duties in a manner that promotes equal opportunity for all.

It is the university’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.

SMSU President:



Date Signed:



# Executive Summary

Minnesota Administrative Rules, part 3905.0400, subpart 1, item A

This Affirmative Action Plan meets the requirements as set forth in statute, in Administrative Rule, and by Minnesota Management and Budget (MMB). The plan outlines:

- Affirmative action goals
- Timetables
- Reasonable and assertive hiring and retention methods for achieving these goals

This Affirmative Action review revealed underutilization of the following protected group(s) in the following job categories:

**Table 1 Workforce Underutilization Analysis of Protected Groups and Veterans**

(x indicates the job categories and protected groups and veterans that have underutilization.)

Job Categories	Female	Racial/Ethnic Minorities	Individuals with Disabilities	Veterans
Officials & Administrators		X		
Professionals		X		X
Faculty: Adjunct			X	X
Faculty: Fixed Term	X	X	X	X
Faculty: Tenure-Track				X
Faculty: Tenured		X		X
Paraprofessionals/Technicians				
Office/Clericals			X	X
Skilled Craft	X			
Service Maintenance				X

Once complete, information about how to obtain or access a copy of this Plan is provided to every employee of the university. Our intention is to make every employee aware of Southwest Minnesota State University’s commitments to affirmative action and equal employment opportunity. The completed Plan is also posted on the university’s website and maintained in the Human Resources Office.

CHRO/Affirmative Action Officer: Laura O'Rourke Date Signed: 02/14/2023

SMSU President: Keunora Payne Date Signed: 02/14/2023

## Organizational Profile

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Southwest Minnesota State University is located in Marshall, Minnesota, a community of 13,680 residents named one of America's best small towns. The University was established by the Minnesota Legislature in 1963. SMSU opened its doors in 1967. A charter class of 509 graduated in 1971. It is the youngest of the seven, four-year institutions within the Minnesota State system, and just celebrated its 50<sup>th</sup> anniversary during the 2017-18 academic year. To date, SMSU has 21,865 alumni.

SMSU was built with accessibility in mind, and continues to be a leader in that area. The 216-acre campus features academic buildings that are connected via tunnels, and the campus community is committed to the success of students with disabilities. SMSU has one of nine college wheelchair basketball programs in the country.

Southwest Minnesota State University offers a diverse undergraduate curriculum in the arts and sciences and selected professional programs, as well as master's degree programs in Business and Education. The University offers 50 different undergraduate majors.

## Individuals Responsible for Directing/Implementing the Affirmative Action Plan

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Minnesota Administrative Rules, part 3905.0400, subpart 1, item B

### A. President

#### Responsibilities

The President is responsible for establishing an Affirmative Action Program, including goals, timetables, and compliance with all federal and state laws and regulations. Quarterly, the President reports the university's progress in meeting its affirmative action goals and objectives to the Commissioner of MMB. The MMB Commissioner is responsible for reporting all agencies progress to the Governor and the Legislature.

#### Duties

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

- Appoint the Affirmative Action Officer or designee and include accountability for the administration of the university's Affirmative Action Plan in his or her position description.
- Take action, if needed, on complaints of discrimination and discriminatory harassment.
- Issue a statement affirming the department's commitment to affirmative action and equal employment opportunity and ensure the statement is shared with all employees.
- Make decisions and changes in policies, procedures or physical accommodations as needed to implement effective affirmative action in the university.

- Actively promote equal employment opportunity and incorporate diversity and inclusion principles in annual business plans, strategic plan, and university 's mission.
- Notify all contractors and sub-contractors with the department of their affirmative action responsibilities.
- Enforce equal employment opportunity in affirmative and non-affirmative hiring decisions reviewed in the hiring process.
- Require that all university directors, managers, and supervisors include responsibility statements for the supporting affirmative action, equal opportunity, diversity, and/or cultural responsiveness in their position descriptions and annual objectives.
- Comply with state-wide and university anti-discrimination and anti-harassment policies.

### **Accountability**

The President is accountable directly to the Chancellor of Minnesota State Colleges and Universities and indirectly to the Commissioner of MMB for affirmative action matters.

### **Name of individual(s) responsible**

**Name:** Dr. Kumara Jayasuriya

**Email:** president@smsu.edu

**Title:** President

**Phone:** 507-537-6272

## **B. Affirmative Action Officer**

### **Responsibilities**

The Affirmative Action Officer is directly responsible for developing, coordinating, implementing, and monitoring the university's affirmative action program.

### **Duties**

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

- Develop and administer the university's Affirmative Action Plan.
- Develop and set university -wide affirmative action hiring goals.
- Monitor university compliance and fulfill all affirmative action reporting requirements.
- Disseminate the affirmative action policy to employees in the university.
- Inform the Commissioner on progress on affirmative action and equal opportunity goals and report potential concerns.

- Act as the affirmative action liaison between the university, MMB, and the Governor’s Office.
- Determine the need for affirmative action training within the university. Develop training goals and content with internal and external resources.
- Review and recommend changes in policies, procedures, programs, and physical accommodations to implement affirmative action and equal opportunity.
- Develop innovative programs to attract and retain individuals from protected groups and veterans in the university.
- Support and recruit racial/ethnic minorities, individuals with disabilities, veterans and females for employment, promotion, and training opportunities.
- Manage the university’s pre-hire review process.
- Review requests for non-affirmative non-justified hires in the Monitoring the Hiring process and refer unresolved issues to the Commissioner for final decision.
- Ensure supervisors and managers are making affirmative efforts to recruit and retain candidates and employees from protected groups including veterans.
- Oversee the administration of the Americans with Disabilities Act Title I and Title II.
- Receive requests for ADA accommodations and work with appropriate supervisors, unions, etc. to approve or deny the request, or provide alternative accommodations.
- Maintain records of requests for reasonable accommodations.
- Oversee the administration of the university Diversity Recruitment program.
- Comply with state-wide and Minnesota State anti-discrimination and anti-harassment policies.

### **Accountability**

The Affirmative Action Officer is accountable to the President for program impacts and for ongoing program activities and direction. The Affirmative Action Officer oversees the administrator of ADA Title II, administrator of Diversity and Inclusion, and other equal opportunity related administrators. In addition, AAO ensures that aggregated data and trends of complaints of illegal discrimination in hiring are provided and shared with the Human Resources Director on a quarterly basis.

### **Name of individual(s) responsible**

**Name:** Laura O’Rourke

**Email:** laura.orourke@smsu.edu

**Title:** Executive Director of HR & Employee Engagement

**Phone:** 507-537-7500

## C. Human Resources Director or Designee(s)

### Responsibilities

The Human Resources Office is responsible for ensuring equitable and uniform administration of all personnel policies.

The Human Resource (HR) Director is responsible, in conjunction with the agency ADA Coordinator, for ensuring timely responses to all Americans with Disabilities Act (ADA) requests for reasonable accommodations to remove barriers to equal employment opportunity with the university. The HR Director is responsible for assisting managers and supervisors in human resources management activities.

Staff within Human Resources who work on affirmative action and diversity issues are accountable to the HR Director or Designee.

### Duties

The duties of HR Directors include, but are not limited to:

- Maintain effective working relationships with university affirmative action officers and designees.
- Provide leadership to HR staff and others to ensure personnel decision-making processes adhere to equal opportunity and affirmative action principles.
- Provide guidance in the development and use of selection criteria to ensure they are objective, uniform, and job related.
- Assist in recruitment and retention of protected groups/veterans and notify managers and supervisors of existing disparities.
- Ensure an Affirmative Action Pre-hire Review process is implemented and followed by hiring managers and supervisors by collaboration with the Affirmative Action Officer.
- Initiate and report on progress made with program objectives contained in the Affirmative Action Plan.
- Ensure that the reasonable accommodation process is implemented and followed for all employees and applicants in need of reasonable accommodation.
- Assist supervisors, managers, and the Affirmative Action Officer in recruitment of veterans and protected group members through career and job fairs and other efforts, as well as in selection and retention of veterans or protected group members.
- Assist supervisors, managers, affirmative action officers, and HR staff in the creation of supported worker positions. These positions help reduce agency costs by diverting supportive employment duties from higher skilled workers to supported worker positions. This can improve employee morale and retention of individuals with disabilities in integrated employment.

- Request assistance from MMB to support diversity recruitment efforts, as well as the retention of protected group members and veterans in hard-to-fill or executive level positions.
- Include responsibility statements for affirmative action/equal employment opportunity in position descriptions and annual performance objectives.
- Comply with state-wide and Minnesota State anti-discrimination and anti-harassment policies.

### **Accountability**

HR staff are accountable to the HR Directors or Designees.

### **Name of individual(s) responsible**

**Name:** Laura O'Rourke

**Email:** laura.orourke@smsu.edu

**Title:** Executive Director of HR & Employee Engagement

**Phone:** 507-537-7500

## **D. Americans with Disabilities Act Title I Coordinator**

### **Responsibilities**

The Americans with Disabilities Act (ADA) Title I Coordinator is responsible for ensuring the university's compliance with the ADA Title I – Employment, in accordance with the ADA - as amended, and the Minnesota Human Rights Act.

### **Duties:**

The duties of the ADA Title I Coordinator include, but are not limited to:

- Provide guidance, coordination, and direction to agency management on the ADA. The university develops and implements policies, procedures, and practices to ensure university employment practices and programs are accessible and nondiscriminatory.
- Provide training, technical guidance, and consultation to university management and staff on compliance and best practices for hiring and retaining individuals with disabilities, as well as the provision of reasonable accommodations to employees and job applicants.
- Track and facilitate requests for reasonable accommodations for job applicants and employees, as well as members of the public accessing agency services, and report reasonable accommodations annually to MMB.

- Research case law rules and regulation and update HR Directors on evolving ADA issues. Meet bi-annually with ADA Coordinators and provide updates on ADA.
- Ensure compliance with ADA reporting according to state and federal requirements.
- Assist the Affirmative Action Officer in designing and delivering specific ADA training for targeted groups.
- Submit reasonable accommodation reimbursement under the guidelines of the state-wide accommodation fund.
- Provide reasonable accommodations to qualified individuals (as defined by ADA) with known physical or mental disabilities, to enable them to compete in the selection process, perform essential functions of the job, and/or enjoy equal benefits and privileges. The ADA Coordinator and the Regional Human Resources Director (RHRD) who also serves as the Regional ADA Coordinator, in consultation with the employee and supervisor, and other individuals involved must:
  - Discuss the purpose and essential functions of the job and complete a step-by-step job analysis;
  - Determine the precise job-related limitations;
  - Identify potential accommodations and assess the effectiveness each would have in allowing the employee to perform essential functions of the job; and
  - After discussion and review, select and implement the accommodations that are appropriate for both the employee and the employer using the Reasonable Accommodation Agreement.
- Comply with state-wide and Minnesota State anti-discrimination and anti-harassment policies.

**Accountability:**

The ADA Title I Coordinator is accountable to the Vice President for Finance and Administration.

**Name of individual(s) responsible**

**Name:** Laura O’Rourke

**Email:** laura.orourke@smsu.edu

**Title:** Executive Director of HR & Employee Engagement

**Phone:** 507-537-7500

## **E. Americans with Disabilities Act Title II Coordinator**

### **Responsibilities**

The Americans with Disabilities Act (ADA) Title II Coordinator is responsible ensuring the university's compliance with the ADA Title II – Public Services, in accordance with the ADA as amended, and the Minnesota Human Rights Act.

### **Duties:**

The duties of the ADA Title II Coordinator include, but are not limited to:

- Provide guidance, coordination, and direction to agency management on the ADA. The university develops and implements policies, procedures, and practices to ensure university employment practices and programs are accessible and nondiscriminatory.
- Provide training, technical guidance, and consultation to the university's management and staff on compliance and best practices with regards and obligations to members of the public with disabilities, as well as the provision of reasonable modifications for visitors.
- Track and facilitate requests for reasonable modifications for members of the public accessing agency services. Report reasonable modifications annually to MMB.
- Research case law rules and regulation and update Executive team on evolving ADA issues. Meet bi-annually with state ADA Coordinators and learn updates and share practices on ADA.
- Ensure compliance with ADA reporting according to state and federal requirements.
- Assist the Affirmative Action Officer in designing and delivering training for university employees assisting ADA modifications for the public.
- Provide reasonable modifications to members of the public (as defined by ADA) with known physical or mental disabilities, to ensure equal access and privileges to programming and services. The ADA Title II Coordinator will consult with the member of the public in need of a modification and:
  - Discuss the purpose and essential functions of the reasonable modification.
  - Identify the potential modifications and assess the effectiveness each request.
  - After discussion and review, select and implement the modifications that are appropriate for both the member of the public and the agency.
  - Document this review and reported in the State ADA Annual Report.
- Comply with state-wide and Minnesota State anti-discrimination and anti-harassment policies.

### **Accountability:**

The ADA Title II Coordinator is accountable to the Vice President for Finance and Administration.

### **Name of individual(s) responsible**

**Name:** Anthony Nubile

**Email:** tony.nubile@ smsu.edu

**Title:** Director of Facilities & Physical Plant

**Phone:** 507-537-7328

## **F. Senior Managers and Facility Executive Team Leaders**

### **Responsibilities**

Southwest Minnesota State senior managers and executive team leaders are responsible for implementing all aspects of the university Affirmative Action Plan and the university's commitment to affirmative action and equal opportunity.

### **Duties**

The duties of senior managers and facility executive team leaders include, but are limited to:

- Identify problem areas and eliminate barriers that prevent equal employment opportunity within the university.
- Communicate the equal opportunity employment policy and the affirmative action program and plan to all employees.
- Assist the Affirmative Action Officer in periodic audits of hiring and promotion patterns to remove obstacles to attaining affirmative action goals and objectives.
- Hold regular discussions with supervisors and employees to ensure the university's equal employment opportunity policies are being followed.
- Inform and evaluate managers and supervisors on their equal employment opportunity efforts and results, in addition to other job performance criteria.
- Comply with statewide and Minnesota State anti-discrimination and anti-harassment policies.

### **Accountability**

Senior managers and executive team leaders are accountable directly to the appropriate Assistant Commissioner, the Deputy Commissioner or the Commissioner.

## **Name of individual(s) responsible**

**Name:** Ross Wastvedt

**Email:** ross.wastvedt@smsu.edu

**Title:** Provost/VP Academic/Student Affairs

**Phone:** 507-537-6246

**Name:** Deb Kerkaert

**Email:** deb.keraert@smsu.edu

**Title:** VP for Finance and Administration

**Phone:** 507-537-6093

**Name:** Bill Mulso

**Email:** bill.mulso@smsu.edu

**Title:** VP Gov Rel, Comm & Marketing

**Phone:** 507-537-6267

**Name:** Jeremy Reed

**Email:** jeremy.reed@smsu.edu

**Title:** Exe Dir for Enrollment Management

**Phone:** 507-537-6645

**Name:** Jennifer Flowers

**Email:** jennifer.flowers@smsu.edu

**Title:** Athletic Director

**Phone:** 507-537-7458

**Name:** Dan Baun

**Email:** dan.baun@smsu.edu

**Title:** CIO

**Phone:** 507-537-6978

## G. All Employees

### Responsibilities

All employees are responsible for conducting themselves in accordance with the State of Minnesota's policy of equal employment opportunity. This includes refraining from any actions that would subject any employee to negative treatment on the basis of race, creed, color, sex (including pregnancy), national origin, age, marital status, familial status, disability, sexual orientation, gender expression, gender identity, reliance on public assistance, membership or activity in a local human rights commission, religion, political opinions, or affiliations. Employees who believe they have been subjected to such discrimination or harassment are encouraged to use the university's complaint procedure.

### Duties:

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

- Exhibit an attitude of respect, courtesy, and cooperation toward colleagues and the public.
- Refrain from any actions that would adversely affect a colleague on the basis of their race, creed, color, sex (including pregnancy), national origin, age, marital status, familial status, disability, sexual orientation, gender expression, gender identity, reliance on public assistance, membership or activity in a local human rights commission, religion, political opinions, or affiliations.
- Comply the state-wide, system-wide and university anti-discrimination and anti-harassment policies.

### Accountability:

Employees are accountable to their designated supervisor and indirectly to the university's President. All employees are responsible for conducting themselves in accordance with the Affirmative Action Plan.

## Communication of the Affirmative Action Plan

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Minnesota Administrative Rules, part 3905.0400, subpart 1, item D and Minnesota Administrative Rules, part 3905.0400, subpart 1, item E

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

### Internal Methods of Communication

- **Internal memorandum.** Southwest Minnesota State leadership or the Affirmative Action Officer will send an internal memo to university employees each year. This message identifies the location of the Affirmative Action Plan and the employee's responsibility to read and understand it. It also indicates the employees' responsibility to support and implement equal opportunity and affirmative action.

- **Intranet.** The university’s Affirmative Action Plan is available to all employees on Southwest Minnesota State’s internal website at <https://www.smsu.edu/administration/affirmativeaction/index.html> and in print to anyone who requests it. As requested, the university will make the plan available in alternative formats.
- **Printed copy.** A physical copy of the University’s Affirmative Action Plan is available to employees at the following address:
 

Southwest Minnesota State University 1501 State St Marshall, MN 56258
- **Signage.** Nondiscrimination and equal opportunity statements and posters are prominently displayed in areas frequently used by employees.

## External Methods of Communication

- **Public website.** The University’s Affirmative Action Plan is available on the university’s public website at <https://www.smsu.edu/administration/affirmativeaction/index.html>. Printed copies are available to anyone who requests it. As requested, the university will make the plan available in alternative formats.
- **Equal opportunity employer language.** The university’s website homepage, letterhead, publications, and all job postings, includes the statement “Southwest Minnesota State University is an equal opportunity employer.” The university will also ensure a representative ratio of diversity is on all marketing materials.
- **Signage.** Nondiscrimination and equal opportunity statements and posters are prominently displayed in common public areas. 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.
- A physical copy of the university’s Affirmative Action Plan is available to contractors, vendors, and members of the public at the following address:
  - Southwest Minnesota State University 1501 State St Marshall, MN 56258

## Job Category Analysis

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Minnesota Administrative Rules 3905.0600 Subp 3.A and Minnesota Administrative Rules 3905.0600 Subp 3.B

The university conducted a Job Category Analysis to determine the percent of protected group or veteran employees in each job category. The job category analysis lists job class titles in each Equal Employment Opportunity (EEO) job category at the university. A job classification is a group of one or more positions with similar duties and responsibilities. These classifications help clarify positions within the class so the same schedules of pay can be applied with equity to all positions in the class that fall under the same, or substantially the same, employment conditions.

## Determining Availability

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MS 43A.19(b), MS 43A.19(c), Minnesota Administrative Rules 3905.0600 Subp 1, Minnesota Administrative Rules 3905.0600 Subp 2, Minnesota Administrative Rules 3905.0600 Subp 3C, and Minnesota Administrative Rules 3905.0600 Subp 3D

For purposes of this Affirmative Action Plan, “availability” means an estimated percentage of qualified females, racial/ethnic minorities, individuals with disabilities or veterans in the relevant labor market who are available for positions in each job category at a state agency.

The university used the United States Census Bureau’s 2014-2018 American Community Survey, which is the most current statistical information available at the time of developing this Affirmative Action Plan.

The university used the American Community Survey statistical data for external availability and feeder job statistics of employees for internal availability. For affirmative action purposes, “feeder job” means staffed positions within the university that can be promoted and/or transferred into/within EEO job categories (refer to Appendix D. Feeder Jobs for details).

These external and internal factors are weighted according to the university’s past hiring patterns and/or future recruitment focus to obtain the final availability (Refer to Appendix D. Feeder Jobs and Appendix E. Determining Availability for details).

### Utilization/Availability Analysis, Establishment of Goals, and Timetables

Minnesota Administrative Rules 3905.0400 Subp 1 Item G, Minnesota Administrative Rules 3905.0600 Subp 3, Minnesota Administrative Rules 3905.0600 Subp 4, Minnesota Administrative Rules 3905.0600 Subp 5, and Minnesota Administrative Rules 3905.0600 Subp 6.

Utilization is an analysis of affirmative action and equal opportunity employment data used to assess the available workforce for a given state. As explained in the previous section, “availability” means an estimated percentage of qualified females, racial/ethnic minorities, or individuals with disabilities in the relevant labor market who are available for positions in each job category at a state university.

Through the utilization and availability analysis, the university has determined which job categories are underutilized for females, racial/ethnic minorities, and individuals with disabilities in the university and has set hiring goals for the next two years. Hiring goals are objective and used for making good faith efforts for all aspects of the affirmative action program. Effective hiring goals are strategic, actionable, and measurable efforts the university is committed to pursuing and implementing in 2020-2022.

The goals are not quotas, nor do they require protected group or veteran status-based hiring preferences. They are aspirational goals so that the university makes good faith efforts to remove barriers to equal employment opportunity.

The university used the whole person rule to establish a hiring goal. This means when the actual representation percentage of females, racial/ethnic minorities, or individuals with disabilities is less than reasonably would be expected given the workforce participation in the labor market area, and that difference is at least one whole person (more than 1), then a goal is established for that job category.

When a hiring goal for a job category is established, a percentage goal equals to the final availability percentage is calculated for females, racial/ethnic minorities, and individuals with disabilities in that job category.

In Table 2. Hiring Goals by Job Category, Protected Group and Veterans, if a protected group or veteran in a job category shows “Monitor,” the university will proactively make good faith efforts to recruit external qualified protected groups. The university will also train and retain employees in the job category to help prevent underutilization due to an employee move or attrition.

Refer to Appendix F. Utilization-Goals for details for underutilization and hiring goals.

Table 2. Hiring Goals by Job Category, Protected Group and Veterans is a summary of hiring goals by job category and protected groups or veterans. The actions the university will take to address these hiring goals will be described in [Corrective Actions and Action-Oriented Programs](#) section.

**Table 2. Hiring Goals by Job Category and Protected Group and Veterans**

Job Categories	Females Establish Goals?	Females If Yes, Goals for FY 2020-2022	Racial/ Ethnic Minorities Establish Goals?	Racial/ Ethnic Minorities If Yes, Goals for FY 2020-2022	Individuals with Disabilities Establish Goals?	Individuals with Disabilities If Yes, Goals for FY 2020-2022	Veteran Establish Goal?	Veterans If Yes, Goals for FY 2020-2022
Officials/ Administrators	Monitor		Yes	25.79%	Monitor		Monitor	
Professionals			Yes	21.19%	Monitor		Yes	4.81%
Faculty: Adjunct			Monitor		Yes	3.14%	Yes	6.73%
Faculty: Fixed Term	Yes	42.38%	Yes	22.66%	Monitor		Yes	5.45%
Faculty: Tenure-Track					Monitor		Yes	5.13%
Faculty: Tenured			Yes	27.05%	Monitor		Yes	4.49%
Paraprofessionals/ Technicians			Monitor		Monitor		Monitor	
Office/Clerical			Monitor		Monitor		Yes	5.15%
Skilled Craft	Yes	26.00%	Monitor		Monitor		Monitor	
Service Maintenance			Monitor		Monitor		Yes	5.54%

## Progress and Personnel Activity Reports

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MS 43A.19 Subd. 1(a)(3) for separations, and Minnesota Administrative Rules 3905.0400 Subp. 1 Item I

The progress report examines hiring goals established in the prior Affirmative Action Plan. As a part of the university's monitoring practices, the agency evaluated if it met the hiring goal(s) established in the prior Affirmative Action Plan (refer to **Appendix A. Progress Report**).

Separation results were evaluated to identify potential action area(s) to establish retention strategies for the 2020-2022 plan year (refer to **Appendix B. Separation Analysis**).

## Identification of Areas for Further Monitoring

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Minnesota Administrative Rules 3905.0400 Subp. 1 Item H and I

Monitoring personnel activity helps the university monitor progress in meeting hiring goals. Data from the previous plan period can help indicate when changes to program efforts are appropriate.

### Workforce Snapshot

In **Appendix F. the Utilization Goals worksheet** indicates if a job category by protected group or veterans is underutilized.

Area(s) in the university's workforce that require further monitoring appear in the "Establish Goals?" column as:

- "Yes": there is underutilization.
- "Monitor": the agency needs to monitor the job it may be underutilized where employee movement occurs.

[Corrective Actions and Action-Oriented Programs](#) will be followed to address the identified placement goal(s).

## Personnel Activities

### Progress Reports

**Appendix A. Progress Report** includes only job categories that have hiring goal(s) established in the prior Affirmative Action Plan and it evaluates if the agency attained the hiring goal(s).

Where the indication of the "Goal Met?" column is:

- "Yes": the university met the goal established in the prior Affirmative Action Plan.

- “No”: the university did not attain the goal established in the prior Affirmative Action Plan.
- “No Hire/Prom”: there were no opportunities in the prior Affirmative Action Plan period.

[Corrective Actions and Action-Oriented Programs](#) will be followed to address the identified area(s) to monitor/focus.

## Separations

**Appendix B. Separation Analysis** shows the results by separation type and the protected group/veterans during the prior Affirmative Action Plan period. The separation percentages were derived within the separation type by protected group or veterans to identify impact on protected group members including veterans. There are two examinations in this worksheet:

1. The total percentage indicates the percentage by separation type. For example, there were 15 separations in total. Of those separations, 10 employees separated due to dismissal or non-certification. The dismissal or non-certification percentage is 66.67% (10 divided by 15).
2. The “percentage type<sup>1</sup>” indicates percentages by protected group or veterans within a separation type. For example, there were 10 separations by dismissal or non-certification in total. Of those separations, eight were female employees. The female dismissal or non-certification separation is 80.00% (8 divided by 10).

[Corrective Actions and Action-Oriented Programs](#) will be followed to address the identified area(s) to monitor/focus.

## Corrective Actions and Action-Oriented Programs

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Minnesota Administrative Rules 3905.0400 Subp 1 Item H

The university’s Affirmative Action Program is designed to implement the provisions of this Affirmative Action Plan and meet requirements found in Minnesota Statutes, section 43A.191 Subdivision 2. These Action-Oriented Programs are carried out throughout this Affirmative Action Plan period.

### Corrective Actions

This section identifies ways the university will eliminate barriers, provide corrective actions, and make good faith efforts toward the affirmative action goals for underutilized protected groups and veterans (broken down by specific job categories).

The agency developed the below action-oriented programs specific to the job category/protected group(s) or veterans identified in the “[Identification of Areas for Further Monitoring](#)” section supported by the “[Utilization /Availability Analysis, Establishment of Statement of Goals, and Timetable](#)” and “[Personnel Activities](#)” sections.

**Table 3. Areas of Further Monitoring and Corrective Actions**

Areas for Further Monitoring	Corrective Actions
<p><b>Officials/Managers</b></p> <ul style="list-style-type: none"> <li>• Racial/ethnic minorities are underutilized.</li> <li>• The agency needs to “monitor” females, individuals with disabilities, and veterans because underutilization may occur by some employee movement.</li> <li>• Data shows racial/ethnic minority Officials/Managers disproportionately leave voluntarily by resignation.</li> </ul>	<ul style="list-style-type: none"> <li>• By March 31, 2021, develop an awareness or training strategy for racial/ethnic minorities in the officials/managers job category to prepare for hiring/promotional opportunities.</li> <li>• By March 31, 2021, develop partnerships with veterans and individuals with disabilities community organizations to establish relationships to develop talent pipelines to positions in this job category. Evaluate the success of these activities at the end of this plan year.</li> <li>• Utilized targeted recruiting sites to diversify candidate pools.</li> </ul>
<p><b>Faculty: Adjunct</b></p> <ul style="list-style-type: none"> <li>• Individuals with disabilities and veterans are underutilized.</li> <li>• The agency needs to “monitor” racial/ethnic minorities.</li> </ul>	<ul style="list-style-type: none"> <li>• By March 31, 2021, develop an awareness or training strategy for racial/ethnic minorities in the faculty: adjunct job category to prepare for hiring/promotional opportunities.</li> <li>• By March 31, 2021, develop partnerships with veterans and individuals with disabilities community organizations to establish relationships to develop talent pipelines to positions in this job category. Evaluate the success of these activities at the end of this plan year.</li> </ul>
<p><b>Faculty: Fixed Term</b></p> <ul style="list-style-type: none"> <li>• Females, racial/ethnic minorities and veterans are underutilized.</li> <li>• The agency needs to “monitor” Individuals with disabilities.</li> </ul>	<ul style="list-style-type: none"> <li>• Create an advertising/hiring procedure to insure a diverse pool of candidates.</li> <li>• By March 31, 2021, develop partnerships with female, racial/ethnic minorities, veterans and individuals with disabilities community organizations to establish relationships to develop talent pipelines to positions in this job category. Evaluate the success of these activities at the end of this plan year.</li> </ul>

Areas for Further Monitoring	Corrective Actions
<p><b>Faculty: Tenure-Track</b></p> <ul style="list-style-type: none"> <li>• Veterans are underutilized.</li> <li>• The agency needs to “monitor” Individuals with disabilities.</li> </ul>	<ul style="list-style-type: none"> <li>• Create an advertising/hiring procedure to insure a diverse pool of candidates.</li> <li>• By March 31, 2021, develop partnerships veterans and individuals with disabilities community organizations to establish relationships to develop talent pipelines to positions in this job category. Evaluate the success of these activities at the end of this plan year.</li> </ul>
<p><b>Faculty: Tenured</b></p> <ul style="list-style-type: none"> <li>• The agency needs to “monitor” individuals with disabilities because underutilization may occur by some employee movement.</li> <li>• Racial/ethnic minorities and veterans are underutilized.</li> </ul>	<ul style="list-style-type: none"> <li>• Create an onboarding procedure with a mentor program to retain employees that self identify in underutilized categories.</li> <li>• Create an exit survey data for racial/ethnic minorities and conduct an analysis. Develop a plan to address any significant issues.</li> </ul>
<p><b>Professionals</b></p> <ul style="list-style-type: none"> <li>• The agency needs to “monitor” individuals with disabilities because underutilization may occur by some employee movement.</li> <li>• Racial/ethnic minorities and veterans are underutilized.</li> <li>• Data shows females, racial/ethnic minority, and individuals with disabilities professionals disproportionately leave voluntarily by resignation.</li> </ul>	<ul style="list-style-type: none"> <li>• Create an onboarding procedure with a mentor program to retain employees that self identify in underutilized categories.</li> <li>• Create an exit survey data for racial/ethnic minorities and conduct an analysis. Develop a plan to address any significant issues.</li> <li>• Utilize the State of Minnesota Connect 700 program to increase exposure to state jobs in the disability community.</li> </ul>

Areas for Further Monitoring	Corrective Actions
<p><b>Office Clerical</b></p> <ul style="list-style-type: none"> <li>• The agency needs to “monitor” individuals with disabilities and racial/ethnic minorities because underutilization may occur by some employee movement.</li> <li>• Veterans are underutilized.</li> </ul>	<ul style="list-style-type: none"> <li>• Utilize the State of Minnesota Connect 700 program to increase exposure to state jobs in the disability community.</li> <li>• By March 31, 2021 develop partnerships veterans and individuals with disabilities community organizations to establish relationships to develop talent pipelines to positions in this job category. Evaluate the success of these activities at the end of this plan year.</li> </ul>
<p><b>Skilled Craft</b></p> <ul style="list-style-type: none"> <li>• Females are underutilized.</li> <li>• The agency needs to “monitor” racial/ethnic minorities, individuals with disabilities, and veterans because underutilization may occur by some employee movement.</li> </ul>	<ul style="list-style-type: none"> <li>• Utilize the State of Minnesota Connect 700 program to increase exposure to state jobs in the disability community.</li> <li>• Develop relationships with regionals Technical Colleges to develop a recruiting pipeline.</li> <li>• Utilize the State of Minnesota Connect 700 program to increase exposure to state jobs in the disability community</li> </ul>
<p><b>Service Maintenance</b></p> <ul style="list-style-type: none"> <li>• Veterans are underutilized.</li> <li>• The agency needs to “monitor” females, individuals with disabilities, and veterans because underutilization may occur by some employee movement.</li> </ul>	<p>This job category consists of entry-level physical jobs. Even though there is no underutilization of females in this job category, it is an area that potentially will be underutilized if protected group/veteran members separate.</p> <ul style="list-style-type: none"> <li>• By March 31, 2021, develop partnerships with veterans and individuals with disabilities community organizations to establish relationships to develop talent pipelines to positions in this job category. Evaluate the success of these activities at the end of this plan year.</li> <li>• Immediately plan to review job descriptions, especially minimum qualifications, to be inclusive using language identifiable to veterans. Promote SMSU as a Blue Ribbon Campus.</li> </ul>

## Other Action-Oriented Programs

This section provides an overview of the university’s general efforts and actions to ensure equal employment opportunity. Agencies have reviewed barriers to hiring during the previous plan period

and identified recruitment strategies, processes, and training to address underutilization for this plan year.

## Barriers

The agency has constraints to address underutilization and areas for monitoring identified in the previous section.

- Limited anticipated number of open positions in this plan year.
- Limited outreach due to unanticipated budget deficiencies. This will limit our outreach and effectiveness of recruitment efforts.
- Unwillingness of employees to self-identify, including individuals with disabilities. This will affect the representation of employees in this protected group including veterans.
- Geographical location of Southwest Minnesota State University and lack of diversity related services makes it difficult to recruit and retain.

## Recruitment and Processes

The agency takes the following actions to improve recruitment and increase the number of qualified females, racial/ethnic minorities, and individuals with disabilities in the applicant pool:

- The agency will continue to place advertisements of job opportunities through [the State of MN Career site](https://mn.gov/mmb/careers/search-for-jobs/) (https://mn.gov/mmb/careers/search-for-jobs/).
- Continue to consider female, racial/ethnic minorities, and individuals with disability applicants for all positions for which they qualify.
- Require that at least one candidate who has self-identified as being in an underutilized category is included in the final interviews.
- Participate in virtual job fairs to obtain qualified protected group applicants (including veterans).
- Require advertisements for fixed term, emergency hires to insure the consideration of underrepresented populations.
- Advertise the Connect 700 program to attract qualified individuals with disabilities by providing a link to MMB's web site.
- Continue to use the EEO tag line on all job postings and advertisements.
- Continue to publish recruitment media depicting individuals that represent protected groups including veterans.
- Review/evaluate job postings to eliminate non-inclusive language.
- Develop relationships with local and regional organizations that represent underrepresented individuals such as veterans groups, support agencies for individuals with disabilities, and ethnic organizations.

### **Persons Responsible:**

- Laura O'Rourke, Executive Director of HR & Employee Engagement
- Kumara Jayasuriya, President
- Cabinet Members, Supervisors and Managers

### **Retention**

The agency will take the following actions to improve retention of females, racial/ethnic minorities, and individuals with disabilities:

- *The service worker category has significant voluntary separation of females during the last plan year. To mitigate separations of females, we will:*
  - *Conduct exit interviews, analyze the data, and address identified concerns.*
  - *Create an inclusive workplace by providing frequent training and modeling appropriate workplace behavior.*
  - *Implement new employee on-boarding program.*
- *Encourage all new hires to receive applicable trainings for their career development.*
- *Ensure an inclusive work environment and equal opportunities for all employees.*
- *Encourage use of the university's mentor-mentee programs.*
- *Develop and communicate to employees' leadership ladder/succession planning.*

### **Persons Responsible:**

- Laura O'Rourke, Executive Director of HR & Employee Engagement
- Kumara Jayasuriya, President
- Cabinet Members, Supervisors and Managers

### **Training**

The agency will take the following actions to improve retention of females, racial/ethnic minorities, and individuals with disabilities:

- Implement cross-learning programs to develop employee's skill and competencies.
- Provide quality on-boarding orientations.
- Announce training opportunities to all employees.
- Broadly announce all promotion and transfer opportunities.
- Provide unconscious bias training to all employees.
- Ensure all new hires receive inclusive workplace e-learning training.

## **Persons Responsible:**

- Laura O'Rourke, Executive Director of HR & Employee Engagement
- Kumara Jayasuriya, President
- Cabinet Members, Supervisors and Managers

## **Methods of Auditing, Evaluating, and Reporting Program Success**

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### **Pre-Employment Review Procedure/Monitoring the Hiring Process**

Southwest Minnesota State University will evaluate its selection process to determine if its requirements unnecessarily screen out a disproportionate number of females, racial/ethnic minorities, or individuals with disabilities. The agency will use the Monitoring the Hiring Process form for every hire to track the number of females, racial/ethnic minorities, and individuals with disabilities in each stage of the selection process. Directors, 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 are carried out. Directors, managers, and supervisors must document their hiring decisions and equal opportunity professionals will review for bias.

An agency that does not meet its hiring goals for competitive appointments, and noncompetitive appointments under MS 43A.08, subd. 1(9), (11) and (16), and 43A.15, subd. 3, 10, 12, and 13, must justify its non-affirmative action hires. The affirmative action statute was amended in 2019 so agencies can no longer take missed opportunities. The agency will report the number of affirmative and non-affirmative hires to MMB on a quarterly basis.

When candidates are invited to participate in the selection process, employees scheduling the selection process will describe the process to the candidate (e.g., interview process, testing process). All candidates are provided information regarding the procedure to request reasonable accommodations, if necessary, to allow candidates with disabilities equal opportunity to participate in the selection process. For example, describe if interview questions are offered ahead of time or what technology may be used during a test. This allows for an individual with a disability to determine if they need a reasonable accommodation in advance.

All employees involved in the selection process are trained and accountable for the university's commitment to equal opportunity and the affirmative action program and its implementation.

### **Pre-Review Procedure for Layoff Decisions**

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

If it is determined that there is a disparate impact on protected groups and veterans, the university will document the reasons why the layoff is occurring, such as positions targeted for layoff, applicable personnel policies or collective bargaining agreement provisions, or other relevant reasons. The agency will determine if other alternatives are available to minimize the disparate impact on protected groups or veterans.

## Other Methods of Program Evaluation

The university submits the following compliance reports to MMB as part of the efforts to evaluate the university's affirmative action program:

- Quarterly Monitoring the Hiring Process Reports
- Biannual Affirmative Action Plan
- Annual Americans with Disabilities Act Report
- Annual Internal Complaint Report
- Disposition of Internal Complaint (submitted to MMB within 30 days of final disposition)

The University also evaluates the Affirmative Action Plan in the following ways on a biannual basis and will modify goal if necessary:

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

## Policies, Procedures, and Notice

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### A. Minnesota State Board Policy, 1B.1 Equal Opportunity and Nondiscrimination in Employment and Education

#### Part 1. Policy Statement

Subpart A. Equal opportunity for students and employees. Minnesota State Colleges and Universities has an enduring commitment to enhancing Minnesota's quality of life by developing and fostering understanding and appreciation of a free and diverse society and providing equal opportunity for all its students and employees. To help effectuate these goals, Minnesota State Colleges and Universities is committed to a policy of equal opportunity and nondiscrimination in employment and education.

**Subpart B. Nondiscrimination.** No person shall be discriminated against in the terms and conditions of employment, personnel practices, or access to and participation in, programs, services, and activities

with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, gender identity, or gender expression. In addition, discrimination in employment based on familial status or membership or activity in a local commission as defined by law is prohibited.

Harassment on the basis of race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, gender identity, gender expression, or familial status is prohibited. Harassment may occur in a variety of relationships, including faculty and student, supervisor and employee, student and student, staff and student, employee and employee, and other relationships with persons having business at, or visiting the educational or working environment.

This policy is directed at verbal or physical conduct that constitutes discrimination /harassment under state and federal law and is not directed at the content of speech. In cases in which verbal statements and other forms of expression are involved, Minnesota State Colleges and Universities will give due consideration to an individual's constitutionally protected right to free speech and academic freedom. However, discrimination and harassment are not within the protections of academic freedom or free speech.

The system office, colleges, and universities shall maintain and encourage full freedom, within the law, of expression, inquiry, teaching and research. Academic freedom comes with a responsibility that all members of our education community benefit from it without intimidation, exploitation or coercion.

This policy shall apply to all individuals affiliated with Minnesota State Colleges and Universities, including but not limited to, its students, employees, applicants, volunteers, agents, and Board of Trustees, and is intended to protect the rights and privacy of both the complainant and respondent and other involved individuals, as well as to prevent retaliation or reprisal. Individuals who violate this policy shall be subject to disciplinary or other corrective action.

This policy supersedes all existing system, college, and university equal opportunity and nondiscrimination policies.

## **Part 2. Definitions.**

**Subpart A. Consensual Relationship.** Consensual relationship means a sexual or romantic relationship between two persons who voluntarily enter into such a relationship. Employees who are members of the same household should also refer to the Board Policy 4.10, of Trustees Nepotism policy 4.10.

**Subpart B. Discrimination.** Discrimination means conduct that is directed at an individual because of his or her protected class and that subjects the individual to different treatment by agents or employees so as to interfere with or limit the ability of the individual to participate in, or benefit from, the services, activities, or privileges provided by the system or colleges and universities or otherwise adversely affects the individual's employment or education.

**Subpart C. Discriminatory harassment.** Discriminatory harassment means verbal or physical conduct that is directed at an individual because of his or her protected class, and that is sufficiently severe, pervasive, or persistent so as to have the purpose or effect of creating a hostile work or educational environment.

As required by law, Minnesota State Colleges and Universities further defines sexual harassment as a form of sexual discrimination which is prohibited by state and federal law. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education, evaluation of a student's academic performance, or term or condition of participation in student activities or in other events or activities sanctioned by the college or university; or
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions or other decisions about participation in student activities or other events or activities sanctioned by the college or university; or
3. Such conduct has the purpose or effect of threatening an individual's employment; interfering with an individual's work or academic performance; or creating an intimidating, hostile, or offensive work or educational environment.

**Subpart D. Employee.** Employee means any individual employed by Minnesota State Colleges and Universities, including all faculty, staff, administrators, teaching assistants, graduate assistants, residence directors and student employees.

**Subpart E. Protected Class.** For purposes of this policy:

1. Protected class includes race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, gender identity, or gender expression. In addition, familial status and membership or activity in a local human rights commission are protected classes in employment.
2. This policy prohibits use of protected class status as a factor in decisions affecting education and employment where prohibited by federal or state law.

**Subpart F. Retaliation.** Retaliation includes, but is not limited to, intentionally engaging in any form of intimidation, reprisal or harassment against an individual because he or she:

- a. made a complaint under this policy;
- b. assisted or participated in any manner in an investigation, or process under this policy, regardless of whether a claim of discrimination or harassment is substantiated;
- c. associated with a person or group of persons who are disabled or are of a different race, color, creed, religion, sexual orientation, gender identity, gender expression, or national origin; or
- d. Made a complaint or assisted or participated in any manner in an investigation or process with the Equal Employment Opportunity Commission, the U.S. Department of Education Office for Civil Rights, the Minnesota Department of Human Rights or other enforcement agencies, under any federal or state nondiscrimination law, including the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; the Minnesota Human Rights Act, Minn. Stat. Ch. 363A, and their amendments.

Retaliation may occur whether or not there is a power or authority differential between the individuals involved.

**Subpart G. Sexual harassment and violence as sexual abuse.** Under certain circumstances, sexual harassment or violence may constitute sexual abuse according to Minnesota law. In such situations, the system office and colleges and universities shall comply with the reporting requirements in Minnesota Statutes Section 626.556 (reporting of maltreatment of minors) and Minnesota Statutes Section 626.557 (Vulnerable Adult Protection Act). Nothing in this policy will prohibit any college or university or the system office from taking immediate action to protect victims of alleged sexual abuse. Board Policy 1B.3 Sexual Violence addresses sexual violence.

Subpart H. Student. For purposes of this policy, the term “student” includes all persons who:

1. Are enrolled in one or more courses, either credit or non-credit, through a college or university;
2. Withdraw, transfer or graduate, after an alleged violation of the student conduct code;
3. Are not officially enrolled for a particular term but who have a continuing relationship with the college or university;
4. Have been notified of their acceptance for admission or have initiated the process of application for admission or financial aid; or
5. Are living in a college or university residence hall although not enrolled in, or employed by, the institution.

**Part 3. Consensual Relationships.** An employee of Minnesota State Colleges and Universities shall not enter into a consensual relationship with a student or an employee over whom he or she exercises direct or otherwise significant academic, administrative, supervisory, evaluative, counseling, or extracurricular authority or influence. In the event a relationship already exists, each college and university and system office shall develop a procedure to reassign evaluative authority as may be possible to avoid violations of this policy. This prohibition does not limit the right of an employee to make a recommendation on personnel matters concerning a family or household member where the right to make recommendations on such personnel matters is explicitly provided for in the applicable collective bargaining agreement or compensation plan.

**Part 4. Retaliation.** Retaliation as defined in this policy is prohibited in the system office, colleges and universities. Any individual subject to this policy who intentionally engages in retaliation shall be subject to disciplinary or other corrective action as appropriate.

**Part 5. Policies and procedures.** The chancellor shall establish procedures to implement this policy. The equal opportunity and nondiscrimination in employment and education policy and procedures of colleges and universities shall comply with Board Policy 1B.1 and Procedure 1B.1.1.

## **B. Minnesota State System Procedure 1B.1.1 Report/Complaint of Discrimination/Harassment Investigation and Resolution**

### **Part 1. Purpose and applicability.**

Subpart A. Purpose. This procedure is designed to further implement Minnesota State Colleges and Universities policies relating to nondiscrimination by providing a process through which individuals alleging violation of Board Policy 1B.1 Equal Opportunity and Nondiscrimination in Employment and Education may pursue a complaint. This includes allegations of retaliation, or discrimination or harassment based on sex, race, age, disability, color, creed, national origin, religion, sexual orientation, gender identity, gender expression, marital status, or status with regard to public assistance. In addition, discrimination in employment based on membership or activity in a local commission as defined by law is prohibited.

**Subpart B. Applicability.** This procedure shall apply to all individuals affiliated with Minnesota State Colleges and Universities, including its students, employees, and applicants for employment, and is intended to protect the rights and privacy of both the complainant and respondent and other involved individuals, as well as to prevent retaliation/reprisal. Individuals who violate this procedure shall be subject to disciplinary or other corrective action.

A single act of discrimination or harassment may be based on more than one protected class status. For example, discrimination based on anti-Semitism may relate to religion, national origin, or both; discrimination against a pregnant woman might be based on sex, marital status, or both; discrimination against a transgender or transsexual individual might be based on sex or sexual orientation.

Not every act that may be offensive to an individual or group constitutes discrimination or harassment. Harassment includes action beyond the mere expression of views, words, symbols or thoughts that another individual finds offensive. To constitute a violation of Board Policy 1B.1, conduct must be considered sufficiently serious to deny or limit a student's or employee's ability to participate in or benefit from the services, activities, or privileges provided by Minnesota State Colleges and Universities.

**Subpart C. Scope.** This procedure is not applicable to allegations of sexual violence; allegations of sexual violence are handled pursuant to Board Policy 1B.3 Sexual Violence and System Procedure 1B.3.1. In addition, harassment and discrimination complaints not arising from alleged violations of Board Policy 1B.1, are to be addressed under other appropriate policies and established practices.

**Part 2. Definitions.** The definitions in Board Policy 1B.1 also apply to this procedure.

**Subpart A. Designated officer.** Designated officer means an individual designated by the president or chancellor to be primarily responsible for conducting an initial inquiry, determining whether to proceed with an investigation under this procedure, and investigating or coordinating the investigation of reports and complaints of discrimination/harassment in accordance with this procedure.

Prior to serving as the designated officer, the individual must complete investigator training provided by the system office.

**Subpart B. Decisionmaker.** Decisionmaker means a high level administrator designated by the president or chancellor to review investigative reports, to make findings whether Board Policy 1B.1 has been violated based upon the investigation, and to determine the appropriate action for the institution to take based upon the findings.

Prior to serving as a decisionmaker for complaints under this procedure, administrators must complete decisionmaker training provided by the system office.

**Subpart C. Retaliation.** Retaliation is as defined in Board Policy 1B.1 Equal Opportunity and Nondiscrimination in Employment and Education policy.

**Part 3. Consensual relationships.** Board Policy 1B.1 Equal Opportunity and Nondiscrimination in Employment and Education prohibits consensual relationships between an employee and a student or another employee over whom he or she exercises direct or otherwise significant academic, administrative, supervisory, evaluative, counseling, or extracurricular authority or influence, whether or not both parties appear to have consented to the relationship, except as noted.

Examples of prohibited consensual relationships include, but are not limited to:

- An employee and a student if the employee is in a position to evaluate or otherwise significantly influence the student's education, employment, housing, participation in athletics, or any other college or university activity (employee includes, for example, graduate assistants, administrators, coaches, advisors, program directors, counselors and residence life staff);
- A faculty member and a student who is enrolled in the faculty member's course, who is an advisee of the faculty member, or whose academic work is supervised or evaluated by the faculty member; and
- A supervisor and an employee under the person's supervision.

A faculty member or other employee is prohibited from undertaking a romantic or sexual relationship or permitting one to develop with a student or supervisee who is enrolled in the person's class or is subject to that person's supervision or evaluation.

If a consensual, romantic or sexual relationship exists between an employee and another individual and subsequent events create a supervisor/supervisee, faculty/student or similar relationship between them, the person with evaluative or supervisory authority is required to report the relationship to his or her supervisor so that evaluative functions can be reassigned if possible.

This procedure does not cover consensual relationships between individuals that do not require one to exercise direct or otherwise significant academic, administrative, supervisory, evaluative, counseling, or extracurricular authority or influence over the other.

This prohibition does not limit the right of an employee to make a recommendation on personnel matters concerning a person with whom they have a consensual relationship where the right to make recommendations on such personnel matters is explicitly provided for in the applicable collective bargaining agreement or compensation plan.

## **Part 4. Reporting Incidents of discrimination/harassment**

**Subpart A. Reporting an incident.** Any individual who believes she or he has been or is being subjected to conduct prohibited by Board Policy 1B.1 is encouraged to report the incident to the designated officer. The report/complaint should be brought as soon as possible after an incident occurs.

Any student, faculty member or employee who knows of, receives information about or receives a complaint of discrimination/harassment is strongly encouraged to report the information or complaint to the designated officer of the system office, college, or university.

**Subpart B. Duty to report.** Administrators and supervisors shall refer allegations of conduct that they reasonably believe may constitute discrimination or harassment under Board Policy 1B.1 to the designated officer, or in consultation with the designated officer may inquire into and resolve such matters.

**Subpart C. Reports against a president.** A report/complaint against a president of a college or university shall be filed with the system office. However, complaints against a president shall be processed by the college or university if the president's role in the alleged incident was limited to a decision on a recommendation made by another administrator, such as tenure, promotion or non-renewal, and the president had no other substantial involvement in the matter.

**Subpart D. Reports against system office employees or Board of Trustees.** For reports/complaints that involve allegations against system office employees, the responsibilities identified in this procedure as those of the president are the responsibilities of the chancellor. Reports/complaints that involve allegations against the chancellor or a member of the Board of Trustees shall be referred to the chair or vice chair of the Board for processing. Such reports/complaints may be assigned to appropriate system personnel or outside investigatory assistance may be designated.

**Subpart E. False statements prohibited.** Any individual who is determined to have provided false information in filing a discrimination report/complaint or during the investigation of such a report/complaint may be subject to disciplinary or corrective action.

**Subpart F. Withdrawn complaints.** If a complainant no longer desires to pursue a complaint, the system office, colleges, and universities reserve the right to investigate and take appropriate action.

**Part 5. Right to representation.** In accordance with federal law and applicable collective bargaining agreement and personnel plan language, represented employees may have the right to request and receive union representation during an investigatory meeting.

Nothing in this procedure is intended to expand, diminish or alter in any manner whatsoever any right or remedy available under a collective bargaining agreement, personnel plan or law. Any disciplinary action imposed as a result of an investigation conducted under this procedure will be processed in accordance with the applicable collective bargaining agreement or personnel plan.

**Part 6. Investigation and Resolution.** The system office, college or university has an affirmative duty to take timely and appropriate action to stop behavior prohibited by Board Policy 1B.1, conduct investigations and take appropriate action to prevent recurring misconduct.

**Subpart A. Personal resolution.** This procedure neither prevents nor requires the use of informal resolution by an individual who believes he or she has been subject to conduct in violation of Board Policy 1B.1. In such a situation, the individual should clearly explain to the alleged offender as soon as possible after the incident that the behavior is objectionable and must stop. If the behavior does not stop or if the individual believes retaliation may result from the discussion, the individual should report to the designated officer. Under no circumstance shall an individual be required to use personal resolution to address prohibited behaviors.

**Subpart B. Information privacy.** Confidentiality of information obtained during an investigation cannot be guaranteed; such information, however, will be handled in accordance with applicable federal and state data privacy laws.

**Subpart C. Processing the complaint.** The designated officer must be contacted in order to initiate a report/complaint under this procedure. The scope of the process used in each complaint/report shall be determined by the designated officer based on the complexity of the allegations, the number and relationship of individuals involved, and other pertinent factors.

1. **Jurisdiction.** The designated officer shall determine whether the report/complaint is one which should be processed through another system office, college or university procedure available to the complainant; if appropriate, the designated officer shall direct the complainant to that procedure as soon as possible.
2. **Conflicts.** The designated officer should identify to the president or chancellor/designee any real or perceived conflict of interest in proceeding as the designated officer for a specific complaint. If the president or chancellor/designee determines that a conflict exists, another designated officer shall be assigned.
3. **Information provided to complainant.** At the time the report/complaint is made, the designated officer shall:
  - a.) inform the complainant of the provisions of the Board Policy 1B.1 and this procedure;
  - b.) provide a copy of or Web address for Board Policy 1B.1 and this procedure to the complainant;
  - c.) determine whether other individuals are permitted to accompany the complainant during investigatory interviews and the extent of their involvement; and
  - d.) inform the complainant of the provisions of Board Policy 1B.1 prohibiting retaliation.
4. **Complaint documentation.** The designated officer shall insure that the complaint is documented in writing. The designated officer may request, but not require the complainant to document the complaint in writing using the complaint form of the system office, college or university.
5. **Information provided to the respondent.** At the time initial contact is made with the respondent, the designated officer shall inform the respondent in writing of the existence and general nature of the complaint and the provisions of the nondiscrimination policy. At the initial meeting with the respondent, the designated officer shall:

- a) provide a copy of or Web address for Board Policy 1B.1 and this procedure to the respondent;
  - b.) provide sufficient information to the respondent consistent with federal and state data privacy laws to allow the respondent to respond to the substance of the complaint;
  - c.) explain to the respondent that in addition to being interviewed by the designated officer, the respondent may provide a written response to the allegations;
  - d.) determine whether other individuals are permitted to accompany the respondent during investigative interviews and the extent of their involvement; and
  - e.) inform the respondent of the provisions of Board Policy 1B.1 prohibiting retaliation.
6. **Investigatory process.** The designated officer shall:
- a.) conduct a fact-finding inquiry or investigation into the complaint, including appropriate interviews and meetings;
  - b.) inform the witnesses and other involved individuals of the prohibition against retaliation;
  - c.) create, gather and maintain investigative documentation as appropriate;
  - d.) disclose appropriate information to others only on a need to know basis consistent with state and federal law, and provide a data privacy notice in accordance with state law; and
  - e.) handle all data in accordance with applicable federal and state privacy laws.
7. **Interim actions.**
- a.) **Employee reassignment or administrative leave.** Under appropriate circumstances, the president or chancellor may, in consultation with system legal counsel and labor relations, reassign or place an employee on administrative leave at any point in time during the report/complaint process. In determining whether to place an employee on administrative leave or reassignment, consideration shall be given to the nature of the alleged behavior, the relationships between the parties, the context in which the alleged incidents occurred and other relevant factors. Any action taken must be consistent with the applicable collective bargaining agreement or personnel plan.
  - b.) **Student summary suspension or other action.** Under appropriate circumstances, the president or designee may, in consultation with system legal counsel, summarily suspend a student at any point in time during the report/complaint process. A summary suspension may be imposed only in accordance with Board Policy 3.6 and associated system procedures. After the student has been summarily suspended, the report/complaint process should be completed within the shortest reasonable time period, not to exceed nine (9) class days. During the summary suspension, the student may not enter the campus or participate in any college or university activities without obtaining prior permission from the president or designee. Other temporary measures may be taken in lieu of summary suspension where the president or designee determines such measures are appropriate.
8. **No basis to proceed.** At any point during the processing of the complaint, the designated officer may determine that there is no basis to proceed under Board Policy 1B.1. The designated officer shall refer the complaint as appropriate. The designated officer shall notify the complainant and respondent of the outcome as appropriate, in accordance with applicable data privacy laws.
9. **Timely Completion.** Colleges, universities and the system office must provide resources sufficient to complete the investigative process and issue a written response within 60 days after a complaint is made, unless reasonable cause for delay exists. The designated officer shall notify the complainant and respondent if the written response is not expected to be issued within the 60 day period. The college, university or system office must meet any applicable

shorter time periods, including those provided in the applicable collective bargaining agreement.

**Subpart D. Resolution.** After processing the complaint the designated officer may consider one or more of the following methods to resolve the complaint as appropriate:

1. conduct or coordinate education/training;
2. facilitate voluntary meetings between the parties;
3. recommend separation of the parties, after consultation with appropriate system office, college or university personnel;
4. other possible outcomes may include recommending changes in workplace assignments, enrollment in a different course or program, or other appropriate action;
5. the system office, college or university may use alternative dispute resolution or mediation services as a method of resolving discrimination or harassment complaints. Alternative dispute resolution and mediation options require the voluntary participation of all parties to the complaint;
6. upon completion of the inquiry, the designated officer may dismiss or refer the complaint to others as appropriate.

**Subpart E. Decision process.** If the above methods have not resolved the complaint within a reasonable period of time to the satisfaction of the designated officer, or the designated officer feels additional steps should be taken, the procedures in this subpart shall be followed.

1. **Designated officer.** The designated officer shall:
  - a.) prepare an investigation report and forward it to the decisionmaker for review and decision;
  - b.) take additional investigative measures as requested by the decisionmaker; and
  - c.) be responsible for coordinating responses to requests for information contained in an investigation report in accordance with the Minnesota Government Data Practices Act and other applicable law including, but not limited to, the Family Educational Rights and Privacy Act (FERPA). In determining the appropriate response, the designated officer shall consult with the campus data practice compliance official and/or the Office of General Counsel.
2. **Decision maker.** After receiving the investigation report prepared by the designated officer, the decisionmaker shall:
  - a.) determine whether additional steps should be taken prior to making the decision. Additional steps may include:
    1. a request that the designated officer conduct further investigative measures;
    2. a meeting with the complainant, respondent or other involved individuals. If a meeting involving a represented employee is convened, the complainant or respondent may choose to be accompanied by the bargaining unit representative, in accordance with the applicable collective bargaining agreement and federal and state law; and
    3. a request for additional information which may include a written response from the complainant or respondent relating to the allegations of the complaint.
  - b.) take other measures deemed necessary to determine whether a violation of Board Policy 1B.1 has been established;
  - c.) when making the decision, take into account the totality of the circumstances, including the nature and extent of the behaviors, the relationship(s) between the parties, the context in which the alleged incident(s) occurred, and other relevant factors;
  - d.) determine the nature, scope and timing of disciplinary or corrective action and the process

for implementation if a violation of the nondiscrimination policy occurs. This may include consultation with human resources or supervisory personnel to determine appropriate discipline;

e.) As appropriate, consistent with applicable state and federal data privacy laws, report in writing to the complainant, respondent and the designated officer her or his findings, and the basis for those findings, as to whether Board policy 1B.1 has been violated.

f.) Conduct that is determined not to have violated Board policy 1B.1 shall be referred to another procedure for further action, if appropriate.

## **Part 7. System office, college, or university action.**

The system office, college, or university shall take the appropriate corrective action based on results of the investigation, and the designated officer shall make appropriate inquiries to ascertain the effectiveness of any corrective or disciplinary action. Complainants are encouraged to report any subsequent conduct that violates Board Policy 1B.1.1, as well as allegations of retaliation.

Written notice to parties relating to discipline, resolutions, and/or final dispositions resulting from the report/complaint process is deemed to be official correspondence from the system office, college or university. In accordance with state law, the system office, college or university is responsible for filing the complaint disposition concerning complaints against employees with the Commissioner of Employee Relations within 30 days of final disposition.

## **Part 8. Appeal**

**Subpart A. Filing an appeal.** The complainant or the respondent may appeal the decision of the decisionmaker. An appeal must be filed in writing with the president or designee within ten (10) business days after notification of the decision. The appeal must state specific reasons why the complainant or respondent believes the decision was improper. In a complaint against a president or other official who reports directly to the chancellor, an appeal may be considered by the chancellor whether or not the chancellor served as the decisionmaker.

**Subpart B. Effect of review.** For employees represented by a collective bargaining agreement, an appeal under this procedure is separate and distinct from, and is not in any way related to, any contractual protections or procedures. During the pendency of the appeal disciplinary or corrective action taken as a result of the decision shall be enforced. In addition, in cases involving sanctions of suspension for ten (10) days or longer, students shall be informed of their right to a contested case hearing under Minnesota Statutes §14.

**Subpart C. Appeal process.** The president or designee shall review the record and determine whether to affirm or modify the decision. The president or designee may receive additional information if the president or designee believes such information would aid in the consideration of the appeal. The decision on appeal shall be made within a reasonable time and the complainant, respondent and designated officer shall be notified in writing of the decision, consistent with applicable state and federal data privacy laws. The decision on appeal exhausts the complainant's and respondent's administrative remedies under this procedure except as provided herein.

**Part 9. Education and training.** The system office, colleges and universities shall provide education and training programs to promote awareness and prevent discrimination/harassment, such as educational seminars, peer-to-peer counseling, operation of hotlines, self-defense courses, and informational resources. Education and training programs should include education about Board Policy 1B.1 and this procedure. All colleges and universities and the system office shall promote awareness of Board Policy 1B.1 and this procedure, and shall publicly identify the designated officer.

**Part 10. Distribution of board policy 1B.1 and this procedure.** Information regarding Board Policy 1B.1 and this procedure shall, at a minimum, be distributed to students at the time of registration and to employees at the beginning of employment. Distribution may be accomplished by posting on an internet Web site, provided all students and employees are directly notified of how to access the policy and procedure by an exact address, and that they may request a paper copy. Copies of the policy and procedure shall be conspicuously posted at appropriate locations at the system office and on college and university campuses at all times and shall include the designated officers' names, locations and telephone numbers.

Designated officers also must be identified by name, location and phone number in informational publications such as student catalogs, student and employee handbooks, bulletin boards, campus Web sites and other appropriate public announcements.

**Part 11. Maintenance of report/complaint procedure documentation.** During and upon the completion of the complaint process, the complaint file shall be maintained in a secure location in the office of the designated officer for the system office, college or university in accordance with the applicable records retention schedule. Access to the data shall be in accordance with the respective collective bargaining agreement or personnel plan, the Minnesota Government Data Practices Act, the Family Educational Rights and Privacy Act or other applicable law.

### **Southwest Minnesota State University Discrimination/Harassment Complaint Form**

An electronic version of the Southwest Minnesota State University Discrimination/Harassment Complaint form can be found at:

<https://www.smsu.edu/resources/webspaces/administration/affirmativeaction/ComplaintForm.doc>



## Discrimination/Harassment Complaint Form

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

Name of COMPLAINANT: \_\_\_\_\_  
(if more than one complainant, complete intake form for each)

Address (local): \_\_\_\_\_

Address (residence): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (work) \_\_\_\_\_ (home) \_\_\_\_\_

Sex:  Male  Female

Status:  Student  Faculty  Staff  Administrator  External/Non-Campus

TYPE OF COMPLAINT:  DISCRIMINATION  HARASSMENT  RETALIATION

I WAS DISCRIMINATED/HARASSED/RETALIATED AGAINST ON THE BASIS OF MY:

- |                                |  |  |
|--------------------------------|--|--|
| <input type="checkbox"/> Race  | <input type="checkbox"/> Age             | <input type="checkbox"/> Reliance on Public Assistance           |
| <input type="checkbox"/> Sex   | <input type="checkbox"/> National Origin | <input type="checkbox"/> Sexual Orientation                      |
| <input type="checkbox"/> Color | <input type="checkbox"/> Disability      | <input type="checkbox"/> Marital Status                          |
| <input type="checkbox"/> Creed | <input type="checkbox"/> Religion        | <input type="checkbox"/> Membership/Activity in Local Commission |

I believe I was discriminated/harassed/retaliated against by:

Name of RESPONDENT: \_\_\_\_\_  
(if more than one respondent, list complete information for each)

Address (local): \_\_\_\_\_

Address (residence): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (work) \_\_\_\_\_ (home) \_\_\_\_\_

Sex:  Male  Female

Status:  Student  Faculty  Staff  Administrator  External/Non-Campus

Name of RESPONDENT #2: \_\_\_\_\_  
(if more than one respondent, list complete information for each)

Address (local): \_\_\_\_\_

Address (residence): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (work) \_\_\_\_\_ (home) \_\_\_\_\_

Sex:  Male  Female

Status:  Student  Faculty  Staff  Administrator  External/Non-Campus

Name of RESPONDENT #3: \_\_\_\_\_  
(if more than one respondent, list complete information for each)

Address (local): \_\_\_\_\_

Address (residence): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (work) \_\_\_\_\_ (home) \_\_\_\_\_

Sex:  Male  Female

Status:  Student  Faculty  Staff  Administrator  External/Non-Campus

Name of RESPONDENT #4: \_\_\_\_\_  
(if more than one respondent, list complete information for each)

Address (local): \_\_\_\_\_

Address (residence): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (work) \_\_\_\_\_ (home) \_\_\_\_\_

Sex:  Male  Female

Status:  Student  Faculty  Staff  Administrator  External/Non-Campus



LIST POTENTIAL WITNESSES YOU BELIEVE POSSESS INFORMATION ABOUT YOUR COMPLAINT. ADD ADDITIONAL PAGES IF NECESSARY.

Name of WITNESS #1: \_\_\_\_\_  
(if more than one witness, list complete information for each)

Address (local): \_\_\_\_\_

Address (residence): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (work) \_\_\_\_\_ (home) \_\_\_\_\_

What information can this witness provide? \_\_\_\_\_  
\_\_\_\_\_

Name of WITNESS #2: \_\_\_\_\_  
(if more than one witness, list complete information for each)

Address (local): \_\_\_\_\_

Address (residence): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (work) \_\_\_\_\_ (home) \_\_\_\_\_

What information can this witness provide? \_\_\_\_\_  
\_\_\_\_\_

Name of WITNESS #3: \_\_\_\_\_  
(if more than one witness, list complete information for each)

Address (local): \_\_\_\_\_

Address (residence): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (work) \_\_\_\_\_ (home) \_\_\_\_\_

What information can this witness provide? \_\_\_\_\_  
\_\_\_\_\_



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## **C. Minnesota State 1B.3 Sexual Violence Policy**

### **Part 1. Policy statement**

Sexual violence is an intolerable intrusion into the most personal and private rights of an individual, and is prohibited at Minnesota State Colleges and Universities. Minnesota State is committed to eliminating sexual violence in all forms and will take appropriate remedial action against any individual found responsible for acts in violation of this policy. Acts of sexual violence may also constitute violations of criminal or civil law or of other Board Policies that may require separate proceedings. To further its commitment against sexual violence, Minnesota State provides reporting options, an investigative and disciplinary process, prevention training, and other related services as appropriate.

#### **Subpart A. Application of policy to students, employees, Board of Trustees and others**

This policy applies to all Minnesota State students and employees, Board of Trustees and to others, as appropriate, where incidents of sexual violence on system property have been reported. Reports of sexual violence committed by a student at a location other than on system property are covered by this policy pursuant to the factors listed in Board Policy 3.6, Part 2. Reports of sexual violence committed by a system employee at a location other than system property are covered by this policy.

Reports of sexual violence committed on system property by individuals who are not students or employees are subject to appropriate actions by Minnesota State, including but not limited to pursuing criminal or civil action against them.

Allegations of discrimination or harassment are governed by Board Policy 1B.1.

#### **Subpart B. College and university policies**

Each Minnesota State college and university shall adopt a clear, understandable written policy on sexual violence that applies to its campus community, including but not limited to its students and employees. The policy content and implementation must be consistent with the standards in this policy and System Procedure 1B.3.1.

### **Part 2. Definitions.**

The following definitions apply to this policy and System Procedure 1B.3.1.

## **Affirmative Consent**

Consent is informed, freely given, and mutually understood willingness to participate in sexual activity that is expressed by clear, unambiguous, and affirmative words or actions. It is the responsibility of the person who wants to engage in sexual activity to ensure that the other person has consented to engage in the sexual activity. Consent must be present throughout the entire sexual activity and can be revoked at any time. If coercion, intimidation, threats, and/or physical force are used, there is no consent. If the complainant is mentally or physically incapacitated or impaired so that the complainant cannot understand the fact, nature, or extent of the sexual situation, there is no consent; this includes conditions due to alcohol or drug consumption, or being asleep or unconscious. A lack of protest, absence of resistance, or silence alone does not constitute consent, and past consent to sexual activities does not imply ongoing future consent. The existence of a dating relationship between the people involved or the existence of a past sexual relationship does not prove the presence of, or otherwise provide the basis for, an assumption of consent. Whether the respondent has taken advantage of a position of influence over the complainant may be a factor in determining consent.

## **Dating, intimate partner, and relationship violence**

Violence including physical harm or abuse, and threats of physical harm or abuse, arising out of a personal intimate relationship. This violence also may be called domestic abuse or spousal/partner abuse and may be subject to criminal prosecution under Minnesota law.

## **Employee**

Any individual employed by Minnesota State, its colleges and universities and the system office, including student workers.

## **Non-forcible sex acts**

Non-forcible acts include unlawful sexual acts where consent is not relevant, such as sexual contact with an individual under the statutory age of consent, as defined by Minnesota law, or between persons who are related to each other within degrees wherein marriage is prohibited by law.

## **Subpart B. Sexual assault**

An actual, attempted, or threatened sexual act with another person without that person's affirmative consent. Sexual assault is often a criminal act that can be prosecuted under Minnesota law, as well as form the basis for discipline under Minnesota State student codes of conduct and employee disciplinary standards. Sexual assault includes but is not limited to:

1. Involvement without consent in any sexual act in which there is force, expressed or implied, or use of duress or deception upon the victim. Forced sexual intercourse is included in this definition, as are the acts commonly referred to as date rape or acquaintance rape. This definition also includes the coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another.
2. Involvement in any sexual act when the victim is unable to give consent.

3. Intentional and unwelcome touching of a person's intimate parts (defined as primary genital area, groin, inner thigh, buttocks, or breast); or coercing, forcing, or attempting to coerce or force another to touch a person's intimate parts.
4. Offensive sexual behavior directed at another, such as indecent exposure or voyeurism.

### **Sexual violence**

A continuum of conduct that includes sexual assault, non-forcible sex acts, dating and relationship violence, stalking as well as aiding acts of sexual violence.

### **Stalking**

Conduct directed at a specific person that is unwanted, unwelcome, or unreciprocated and that would cause reasonable people to fear for their safety or the safety of others or to suffer substantial emotional distress.

### **Student**

All persons who:

1. Are enrolled in one or more courses, either credit or non-credit, through a college or university; or
2. Withdraw, transfer, or graduate after an alleged violation of the code of student conduct; or
3. Are not officially enrolled for a particular term but who have a continuing relationship with the college or university; or
4. Have been notified of their acceptance for admission or have initiated the process of application for admission or financial aid; or
5. Are not college or university employees and are not enrolled in the institution but live in a college or university residence hall.

### **System Property**

1. The facilities and land owned, leased, or under the primary control of Minnesota State, its Board of Trustees, system office, colleges, and universities.

## **D. Minnesota State System Procedure 1B.3.1 Response to Sexual Violence and Title IX Sexual Harassment**

### **Part 1. Purpose**

This procedure provides a process through which individuals alleging sexual violence may pursue a complaint, pursuant to Board Policy 1B.3 Sexual Violence Policy prohibiting sexual violence.

This procedure is intended to protect the rights and privacy of both the complainant and respondent and other involved individuals, as well as to prevent retaliation and reprisal.

## **Part 2. Definitions**

The definitions in Policies 1B.3 and 1B.1 also apply to this procedure.

### **Campus security authority**

Campus security authority includes the following categories of individuals at a college or university:

1. A college or university security department;
2. Any individual who has campus security responsibilities in addition to a college or university security department;
3. Any individual or organization identified in a college or university security policy as an individual or organization to which students and employees should report criminal offenses;
4. An official of a college or university who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings; advisors to recognized student organizations; and athletic coaches. Professional counselors, whose official responsibilities include providing mental health counseling, and who are functioning within the scope of their license or certification, are not included in this definition.

### **Complainant**

An individual who is alleged to be the victim of conduct that could constitute sexual harassment (as defined by Title IX).

### **Educational program activity**

Includes locations, events, or circumstances over which the college or university exercised substantial control over both the respondent and the context in which the sexual harassment (as defined by Title IX) occurs, and also includes any building owned or controlled by any officially recognized student organization of the college or university.

### **Formal complaint**

A document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment (as defined by Title IX) against a respondent and requesting that the college or university investigate the allegation of sexual harassment. At the time of filing the formal complaint of sexual harassment (as

defined by Title IX), a complainant must be participating in or attempting to participate in the education program or activity of the college or university with which the formal complaint is filed.

### **Respondent**

An individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment (as defined by Title IX).

### **Supportive measures**

Non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or respondent before or after the filing of a formal Title IX complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the recipient's educational environment, or deter sexual harassment. Supportive measures may include, but are not limited to, counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

### **Title IX Coordinator**

Employee(s) designated by the president to coordinate the college or university's efforts to comply with its Title IX responsibilities and Board Policies 1B.1 and 1B.3. A campus can delegate Title IX responsibilities to, for example, a deputy or deputies, and/or an investigator.

### **Title IX sexual harassment**

For purposes of Title IX, sexual harassment means conduct on the basis of sex that occurs in a college or university's program or activity in the United States that satisfies one or more of the following:

1. An employee of the college or university conditioning the provision of an aid, benefit, or service of the recipient on an individual's participation in unwelcome sexual conduct.
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to the college or university's education program or activity; or

Sexual assault; dating, intimate partner, and relationship violence; and stalking as defined in Board Policy 1B.3

## **Part 3. Reporting Incidents of Sexual Violence**

### **Subpart A. Prompt reporting**

Complainants of sexual violence and sexual harassment (as defined by Title IX) may report incidents at any time, but are strongly encouraged to make reports promptly in order to best preserve evidence for a potential legal or disciplinary proceeding.

Complainants are strongly encouraged to report incidents of sexual violence to law enforcement for the location where the incident occurred. Complainants are also encouraged to contact the local victim/survivor services office, counseling and health care providers, campus Title IX coordinators, or Minnesota State Colleges and Universities campus security authorities for appropriate action.

### **Subpart B. Assistance in reporting**

When informed of an alleged incident of sexual violence and sexual harassment (as defined by Title IX), all Minnesota State Colleges and Universities students and employees are urged to encourage and assist complainants, as needed, to report the incident to local law enforcement, local victim/survivor services, campus Title IX coordinator, or campus security authorities.

Campus security authorities, when informed of an alleged incident of sexual violence and sexual harassment (as defined by Title IX), shall promptly assist the complainant, as requested, including providing guidance in filing complaints with outside agencies, such as law enforcement; obtaining appropriate assistance from victim/survivor services or medical treatment professionals; and filing a complaint with the Title IX Coordinator.

When appropriate, Minnesota State Colleges and Universities may pursue legal action against a respondent, including, but not limited to, trespass or restraining orders, in addition to disciplinary action under the applicable student or employee conduct standard. A college or university may take actions it deems necessary or appropriate in response to all protection, restraining, or no-contact orders.

### **Subpart C. Required reports**

Any campus security authority or any college or university employee with supervisory or student-advicing responsibility who has been informed of an alleged incident of sexual violence and sexual harassment (as defined by Title IX), shall follow college or university procedures for making a report for the annual crime statistics report. In addition, the campus security authority or any college or university employee with supervisory or student-advicing responsibility who has been informed of an alleged incident of sexual violence and sexual harassment (as defined by Title IX) shall report to the Title IX Coordinator, in order to initiate any applicable investigative or other resolution procedures.

Campus security authorities may be obligated to report to law enforcement the fact that a sexual assault has occurred, but the name of or other personally identifiable information about the complainant will be provided only with the consent of the complainant, except as may be required or permitted by law.

## **Subpart D. Mandatory reporting of abuse or neglect of children or vulnerable adults**

Minnesota law provides special protection for children under 18 and vulnerable adults. These laws, Minnesota Statutes sections 626.556 and 626.557, identify those who are mandated to report neglect or abuse of children under 18 and maltreatment of vulnerable adults. Faculty, student teachers or clinical participants, day care personnel, and others involved in education or services to children or vulnerable adults may be considered mandated reporters under both of these laws. Reports of abuse or neglect of a child or vulnerable adult, must be made to law enforcement or state or county social service agencies.

## **Part 4. Confidentiality of reporting**

### **Confidential Reports**

Because of laws concerning government data contained in Minn. Stat. Ch. 13 Government Data Practices, colleges and universities cannot guarantee confidentiality to those who report incidents of sexual violence except where those reports are privileged communications with licensed healthcare professionals. Some off-campus reports also may be legally privileged by law, such as reports to clergy, private legal counsel, or healthcare professionals.

## **Part 5. Policy notices**

### **Subpart A. Distribution of policy to students**

Each college or university shall, at a minimum, at the time of registration make available to each student information about its sexual violence and sexual harassment (as defined by Title IX) policy and procedure), including its online reporting system that allows for anonymous reporting, and shall additionally post a copy of its policy and procedure at appropriate locations on campus and in appropriate handbooks at all times. A college or university may distribute its policy and procedure by posting on an Internet or Intranet website, provided all students are directly notified of how to access the policy by an exact address, and that they may request a paper copy.

### **Subpart B. Distribution of policy to employees**

Colleges, universities, and the system office shall make available to all employees a copy of the sexual violence and sexual harassment (as defined by Title IX) policy and procedure. Distribution may be accomplished by posting on an Internet or Intranet website, provided all employees are directly notified of the exact address of the policy and procedure as well as the option of receiving a paper copy upon request.

### **Subpart C. Required notice**

Each college or university shall have a sexual violence and sexual harassment (as defined by Title IX) policy, which must include the notice provisions in this part.

1. **Notice of Title IX Coordinator.** Each college and university must notify applicants for admission and employment, students, employees, and all unions holding collective bargaining agreements with the college or university of the name or title, office address, electronic mail address, and telephone number of the employee or employees designated as the Title IX Coordinator.
2. **Notice of non-discrimination.** Each college and university must notify applicants for admission and employment, students, employees and all unions holding collective bargaining agreements with the college and university that the college or university does not discriminate on the basis of sex in the education program or activity that it operates, and that it is required by Title IX not to discriminate in such a manner. Inquiries about the application of Title IX may be referred to the Title IX Coordinator and/or to the United States Department of Education.

3. **Notice of complainant options**

Following a report of sexual violence the complainant must be promptly notified of:

- a. Where and how to obtain immediate medical assistance. Complainants should be informed that timely reporting and a medical examination within 72 hours are critical in preserving evidence of sexual assault and proving a criminal or civil case against a perpetrator. Complainants should be told, however, that they may report incidents of sexual violence at any time.
- b. Where and how to report incidents of sexual violence to local law enforcement officials, and/or appropriate college, university, or system contacts for employees, students, and others. Such contacts should be identified by name, location, and phone number for 24-hour availability, as applicable.
- c. Resources for where and how complainants may obtain on- or off-campus counseling, mental health, or other support services.

4. **Notice of complainant rights**

Complainants must be notified of the following:

- a. Their right to make a report with local law enforcement officials in sexual assault cases.
- b. Rights under the crime victims bill of rights, Minn. Stat. §§ 611A.01 – 611A.06, including the right to assistance from the Crime Victims Reparations Board and the commissioner of public safety.
- c. Availability of prompt assistance from campus officials, upon request, in notifying the appropriate campus investigating authorities and law enforcement officials, and, at the direction of law enforcement authorities, assistance in obtaining, securing, and maintaining evidence in connection with a sexual violence incident.
- d. Assistance available from campus authorities in preserving for a sexual violence complainant materials relating to a campus disciplinary proceeding.

- e. Complaints of incidents of sexual violence made to campus security authorities must be promptly and appropriately resolved.
- f. Upon a sexual assault complainant's request, the college, university, or system office may take action and other supportive measures to prevent unwanted contact with the alleged assailant, including, but not limited to, transfer of the complainant and/or the respondent to alternative classes, or to a work site or to alternative college-owned housing, if such alternatives are available and feasible.
- g. Upon request, students who reported sexual assaults to the college or university and subsequently chose to transfer to another college or university will be provided with information about resources for victims of sexual assault at the college or university to which the complainant is transferring.

## **Part 6. Investigation and Disciplinary Procedures**

### **Subpart A. General principles**

College and university investigation and disciplinary procedures concerning allegations of sexual violence and sexual harassment (as defined by Title IX) against employees or students must:

1. Be respectful of the needs and rights of individuals involved and treat them with dignity;
2. Not suggest the complainant was at fault for the sexual assault or should have behaved differently to prevent the assault;
3. Proceed as promptly as possible;
4. Permit a student complainant and a student respondent to have the same opportunity to have an appropriate support person or advisor present at any interview or hearing, in a manner consistent with the governing procedures and applicable data practices law;
5. Afford employees the right to representation consistent with the appropriate collective bargaining agreement or personnel plan;
6. Be conducted in accordance with applicable due process standards and privacy laws;
7. Simultaneously inform both the complainant and respondent of the outcome in a timely manner, as permitted by applicable privacy law.
8. Be based on a preponderance of evidence standard, meaning that it is more likely than not that the policy, procedure, or code has been violated.

The past sexual history of the complainant and respondent must be deemed irrelevant except as that history may directly relate to the incident being considered.

A respondent's use of any drug, including alcohol, judged to be related to an offense may be considered to be an exacerbating rather than mitigating circumstance.

## **Subpart B. Relationship to parallel proceedings**

In general, college, university, and system office investigation and disciplinary procedures for allegations of sexual violence and sexual harassment (as defined by Title IX) will proceed independent of any action taken in criminal or civil courts. A college or university need not, and in most cases should not, delay its proceedings while a parallel legal action is ongoing. If a college or university is aware of a criminal proceeding involving the alleged incident, they may contact the prosecuting authority to coordinate when feasible. Criminal or civil court proceedings are not a substitute for college, university, and system office procedures.

## **Subpart C. Memorandum of understanding with local law enforcement**

Each college or university shall enter into a memorandum of understanding with the primary law enforcement agencies that serve their campus(es). Prior to the start of each academic year, each college or university shall distribute an electronic copy of the MOU to all employees on the campus that are subject to the memorandum. Colleges and universities are exempt from the MOU requirement if they and local or county law enforcement agencies establish a sexual assault protocol team to facilitate effective cooperation and collaboration between the college or university and law enforcement.

## **Subpart D. False statements prohibited**

Colleges, universities, and the system office take allegations of sexual violence and sexual harassment (as defined by Title IX) very seriously and recognize the consequences such allegations may have on a respondent as well as the complainant. Any individual who knowingly provides false information regarding the filing of a complaint or report of sexual violence, or who provides false information during the investigation of such a complaint or report, may be subject to discipline or, under certain circumstances, legal action. Complaints of conduct that are found not to violate policy are not assumed to be false.

## **Subpart E. Sanctions**

Sanctions that may be imposed if a finding is made that sexual violence and sexual harassment (as defined by Title IX) has occurred include, but are not limited to, discipline up to and including suspension, or expulsion of students, or discipline, up to and including termination from employment, as provided in the applicable bargaining agreement or compensation plan, for employees. The appropriate sanction will be determined on a case-by-case basis, taking into account the severity of the conduct, the student's or employee's previous disciplinary history, and other factors as appropriate.

Witnesses or victims who report in good faith an incident of sexual violence will not be sanctioned by the college, university, or system office for admitting in the report to a violation of the student conduct policy on the use of alcohol or drugs.

## **Subpart F. Retaliation prohibited**

Actions by a student or employee intended as retaliation, reprisal, or intimidation against an individual for making a complaint or participating in any way in a report or investigation under this policy are prohibited and are subject to appropriate disciplinary action.

## **Part 7. Investigation and Resolution**

The college, university or system office has a duty to take timely and appropriate action to stop behavior prohibited by Board Policy 1B.3, conduct investigations and take appropriate action to prevent recurring misconduct.

### **Subpart A. Informal Resolution**

A college or university may offer an informal resolution process if a formal complaint is filed and after providing both parties a notice of allegations. The parties must voluntarily consent, in writing, to the informal resolution process. At any time before agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the process with respect to the formal complaint. This procedure neither prevents nor requires the use of informal resolution by individuals who believe they have been subject to conduct in violation of Board Policy 1B.3. Informal resolution shall not be used to resolve allegations that an employee sexually harassed a student.

### **Subpart B. Information privacy**

Confidentiality of information obtained during an investigation cannot be guaranteed; such information, however, will be handled in accordance with applicable federal and state data privacy laws.

### **Subpart C. Processing the complaint**

The Title IX Coordinator must be contacted in order to initiate a complaint under this procedure. The Title IX Coordinator shall determine the process used in each complaint based on the complexity of the allegations, the number and relationship of individuals involved, and other pertinent factors.

1. **Jurisdiction.** The Title IX Coordinator shall:
  - a. determine whether the complaint is one which should be processed through another system office, college or university procedure available to the complainant;
  - b. if appropriate, direct the complainant to that procedure as soon as possible; and
  - c. for sexual harassment complaints, (as defined by Title IX), determine whether or not the complaint involves the education program or activity of the college or university and whether the incident occurred in the United States.
2. **Conflicts.** The Title IX Coordinator should identify to the president or chancellor/designee any real or perceived conflict of interest in proceeding as the Title IX Coordinator, for the decision-maker, and/or for any person designated to facilitate an informal resolution for a specific complaint. If the president or chancellor/designee determines that a conflict exists, another

Title IX Coordinator, decision-maker, or person facilitating an informal resolution must be assigned.

3. **Information provided to complainant.** At the time the complaint is made, the Title IX Coordinator shall:
  - a. inform the complainant of the provisions of the Board Policy 1B.3 and this procedure;
  - b. provide a copy of or Web address for Board Policy 1B.3 and this procedure to the complainant;
  - c. determine whether other individuals are permitted to accompany the complainant during investigatory interviews and the extent of their involvement;
  - d. inform the complainant of the provisions of Board Policy 1B.3 prohibiting retaliation;
  - e. discuss the availability of supportive measures; and
  - f. explain the process for filing a formal Title IX complaint
4. **Complaint documentation.** The Title IX Coordinator shall insure that the complaint is documented in writing. The Title IX Coordinator may request, but not require the complainant to document the complaint in writing using the complaint form of the system office, college or university.
5. **Information provided to the respondent.** At the time initial contact is made with the respondent, the Title IX Coordinator shall inform the respondent in writing of the existence and general nature of the complaint and the provisions of the sexual violence policy, including the name of the complainant. At the initial meeting with the respondent, the Title IX Coordinator shall:
  - a. provide a copy of or Web address for Board Policy 1B.3 and this procedure to the respondent;
  - b. provide sufficient information to the respondent consistent with federal and state data privacy laws to allow the respondent to respond to the substance of the complaint;
  - c. explain to the respondent that in addition to being interviewed by the Title IX Coordinator, the respondent may provide a written response to the allegations;
  - d. determine whether other individuals are permitted to accompany the respondent during investigative interviews and the extent of their involvement;
  - e. discuss the availability of supportive measures;
  - f. inform the respondent of the provisions of Board Policy 1B.3 prohibiting retaliation; and
  - g. utilize the template notice of allegations.
6. **Investigatory process.** The Title IX Coordinator shall:

- a. conduct a fact-finding inquiry or investigation into the complaint, including appropriate interviews and meetings;
- b. inform the witnesses and other involved individuals of the prohibition against retaliation;
- c. create, gather and maintain investigative documentation as appropriate;
- d. disclose appropriate information to others only on a need to know basis consistent with state and federal law, and provide a data privacy notice in accordance with state law;
- e. handle all data in accordance with applicable federal and state privacy laws
- f. include an objective evaluation of all relevant evidence – including both inculpatory and exculpatory evidence.
- g. Presume that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the investigation process.
- h. Not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.
- i. For formal Title IX complaints, before completing the investigation report, send to both the complainant and the respondent and their advisors, if any, the evidence subject to inspection and review. Both the complainant and the respondent must have at least ten (10) calendar days to submit a written response to the evidence, which the Title IX Coordinator will consider before completing the investigative report. Both parties and their advisors may use the information solely for purposes of proceedings pursuant to this policy.
- j. Create an investigative report that fairly summarizes relevant evidence and, at least ten (10) calendar days prior to a formal hearing, send to each party and the party's advisor, if any, the investigative report in an electronic format or a hard copy, for their review and written response.

## 7. Interim Actions

- a. **Employee reassignment or administrative leave.** Under appropriate circumstances, the president or chancellor may, in consultation with system legal counsel and labor relations, reassign or place an employee on administrative leave at any point in time during the report/complaint process. In determining whether to place an employee on administrative leave or reassignment, consideration shall be given to the nature of the alleged behavior, the relationships between the parties, the context in which the alleged incidents occurred and other relevant factors. Any action taken must be consistent with the applicable collective bargaining agreement or personnel plan.

- b. **Student summary suspension or other action.** Under appropriate circumstances, the president or designee may summarily suspend a student at any point in time during the report/complaint process. A summary suspension may be imposed only in accordance with Board Policy 3.6 and associated system procedures. After the student has been summarily suspended, the report/complaint process should be completed within the shortest reasonable time period, not to exceed nine (9) class days. During the summary suspension, the student may not enter the campus or participate in any college or university activities without obtaining prior permission from the president or designee. Other temporary measures may be taken in lieu of summary suspension where the president or designee determines such measures are appropriate.
8. **No basis to proceed.** At any point during the processing of the complaint, the Title IX Coordinator may determine that there is no basis to proceed under Board Policy 1B.3. The Title IX Coordinator may refer the complaint as appropriate to other college or university officials. If the conduct alleged in the formal Title IX complaint would not constitute Title IX sexual harassment even if proved, did not occur in the college or university's education program or activity, or did not occur against a person in the United States, then the college or university must dismiss the formal complaint. The college or university may dismiss a formal Title IX complaint or any allegations therein any time during the investigation or hearing if a complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein; the respondent is no longer enrolled or employed by the college or university; or specific circumstances prevent the college or university from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein. The college or university must promptly notify both the complainant and the respondent of any dismissal.
9. **Timely completion.** Colleges, universities and the system office shall provide resources sufficient to complete the investigative process and issue a written response in a timely manner after a complaint is made, unless reasonable cause for delay exists. Reasonable cause may include considerations such as the absence of the party, a party's advisor or a witness; concurrent law enforcement activity or the need for language assistance or accommodation of disabilities. The Title IX Coordinator shall notify the complainant and respondent if the written response is not expected to be issued within a timely manner. The college, university or system office must meet any applicable shorter time periods, including those provided in the applicable collective bargaining agreement.

#### **Subpart D. Decision process**

If the above methods, including the informal resolution process, have not resolved the complaint within a reasonable period of time to the satisfaction of the Title IX Coordinator, the procedures in this subpart must be followed.

1. **Title IX Coordinator.** The Title IX Coordinator shall:

- a. Prepare an investigation report.
  - b. Refer the matter for a formal hearing.
2. **Formal Hearing.** Formal hearings for Title IX sexual harassment complaints will be conducted by the Office of Administrative Hearings pursuant to the rules for administrative hearings. If either the complainant or respondent does not have an advisor for the formal hearing, the college or university must provide an advisor without fee or charge to the complainant or respondent. Colleges and Universities shall maintain a roster of advisors for this purpose. The role of the advisor for the respondent is to conduct cross-examination on behalf of the respondent. At the conclusion of the formal hearing, the administrative law judge will issue a written recommendation for a final decision made by the college or university decision-maker.
3. **Decision-maker.** After receiving the report and recommendation prepared by the administrative law judge, the decision-maker shall:
  - a. Decide whether the policy has been violated; and
  - b. On appropriate sanctions if the policy has been violated;
  - c. Issue a written determination that must include:
    1. identification of the allegations potentially violating this policy;
    2. a description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearing help;
    3. findings of fact supporting the determination;
    4. conclusions regarding application of the policy to the facts;
    5. a statement of, and rationale, for the result as to each allegation, including determination regarding responsibility, any disciplinary sanctions the college or university imposes on the respondent, and whether remedies designed to restore or preserve equal access to the college or university's education program or activity will be provided by the college or university to the complainant; and
    6. the college or university's procedures and permissible bases for the complainant and respondent to appeal.

The written determination may satisfy these elements by adopting portions of the report and recommendation. The decision-maker must provide the written determination to the parties simultaneously. The determination regarding responsibility becomes final either on the date that the college or university provides the parties with written determination of the result of the appeal; or if an appeal is filed; or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

The college, university, or system office shall take the appropriate corrective action based on results of the investigation, and the Title IX Coordinator shall make appropriate inquiries to ascertain the effectiveness of any corrective or disciplinary action. Complainants are encouraged to report any subsequent conduct that violates Board Policy 1B.3, as well as allegations of retaliation. Disciplinary action for students may include any sanctions the college or university imposes for any student conduct matters, up to and including expulsion. Disciplinary action for employees may include any discipline allowed under the applicable collective bargaining agreement or personnel plan, up to and including termination.

Written notice to parties relating to discipline, resolutions, and/or final dispositions resulting from the report/complaint process is deemed to be official correspondence from the college, university, or system office. In accordance with state law, the college, university, or system office is responsible for filing the complaint disposition concerning complaints against employees with the Commissioner of Minnesota Management and Budget within 30 days of final disposition.

## **Part 8. Appeal**

### **Subpart A. Filing an appeal**

The complainant or the respondent may appeal the decision of the decision-maker. An appeal must be filed in writing with the president or designee within ten (10) calendar days after notification of the decision. The appeal must state specific reasons why the complainant or respondent believes the decision or sentence were improper. In a complaint against a president or other official who reports directly to the chancellor, an appeal may be considered by the chancellor whether or not the chancellor served as the decision-maker. In addition, for a formal Title IX complaint, both the complainant and respondent may appeal a dismissal of a formal complaint.

### **Subpart B. Appeal process**

The president or designee shall review the record and determine whether to affirm or modify the decision. Grounds for appeal include procedural irregularity that affected the outcome, new evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made that could affect the outcome of the matter, and a conflict of interest or bias by the Title IX Coordinator, or decision-maker that affected the outcome of the matter. The president or designee may receive additional information if the president or designee believes such information would aid in the consideration of the appeal. The decision on appeal must be made within a reasonable time and the complainant, respondent and Title IX Coordinator must be notified in writing of the decision, consistent with applicable state and federal data privacy laws. The decision on appeal exhausts the complainant's and respondent's administrative remedies under this procedure except as provided herein.

## **Part 9. Education and Training**

The colleges, universities, and system office shall provide education and training programs to promote awareness and prevent discrimination/harassment, such as educational seminars, peer-to-peer counseling, operation of hotlines, self-defense courses, and informational resources. Education and training programs should include education about Board Policy 1B.3 and this procedure. All colleges, universities, and the system office shall promote awareness of Board Policy 1B.3 and this procedure, and shall publicly identify the Title IX Coordinator. A college or university must ensure that Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution policy, received training on Title IX sexual harassment complaints. Any materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process on handling formal Title IX complaints must be made publicly available on the college or university's website.

### **Sexual Violence Prevention and Education**

#### **Subpart A. Campus-wide training**

Colleges, universities, and the system office shall:

1. Include in their sexual violence policy a description of educational programs that they offer to students and employees to promote the awareness of sexual violence offenses, including sexual violence prevention measures and procedures for responding to incidents;
2. Provide training on awareness of sexual violence prevention measures and procedures for responding to incidents of sexual violence. At a minimum, all incoming students and all new employees must be provided with this training;

Emphasize in their educational programs the importance of preserving evidence for proof of a criminal offense, safe and positive options for bystander intervention, and information on risk reduction to recognize warning signs of abusive behavior and risk associated with the perpetration of sexual violence.

#### **Subpart B. Other training and education**

Colleges and universities and affiliated student organizations are encouraged to develop educational programs, brochures, posters, and other means of information to decrease the incidence of sexual violence and advise individuals of the legal and other options available if they are the complainants of an incident or if they learn of such an incident.

#### **Subpart C. Training for other individuals charged with decision-making authority**

Prior to serving as either an investigator or decision-maker for complaints under this procedure, administrators shall complete investigator or decision-maker training provided by the system office.

Investigators/decision-makers, campus security officers, and anyone else involved in the adjudication process must receive annual training on the issues related to domestic violence, dating violence, sexual

assault, and stalking and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.

## **Part 10. Maintenance of Report/Complaint Procedure Documentation**

During and upon the completion of the complaint process, the complaint file must be maintained in a secure location in the office of the Title IX Coordinator for the college, university or system office, for a period of seven (7) years, in accordance with the applicable records retention schedule. Access to data must be in accordance with the respective collective bargaining agreement or personnel plan, the Minnesota Government Data Practices Act, the Family Educational Rights and Privacy Act, and other applicable law. Information on reports of incidents of sexual violence that are made to campus security authorities must be documented in accordance with the Jeanne Clery disclosure of Campus Security and Campus Crime Statistics Act, codified at 20 U.S.C. § 1092 (f). The information will be used to report campus crime statistics on college and university campuses as required by the Clery Act.

Each college, university and the system office shall annually report statistics on sexual assaults to the Minnesota Office of Higher Education. Additionally, the report must be published on each college and university website in accordance with state law.

## Minnesota State Sexual Violence Complaint Form

The Sexual Violence Complaint Form shown below can be found at

<https://forms.office.com/pages/responsepage.aspx?id=xscRULQKq0ae9PrnSplaf5GY3PjGYgNMnheICh9L0m1UOTVTSzFVUIMxR1kxUkpHUU5VOTFSNTNHMy4u>

Sexual Violence Complaint Form Page 1

# Sexual Violence Complaint Form

**In the event of an EMERGENCY contact the Marshall police department by dialing 911 to report crimes, or incidents involving imminent threat of harm, and immediately contact Public Safety at (507) 537-7252. Contacting the police does not require you to pursue legal action.**

Thank you for reporting. Your safety is of the utmost importance to us. This form may be used by anyone to report information to the Southwest Minnesota State University, Title IX Office related to an alleged violation of Sexual Misconduct as outlined by the Student Code of Conduct. Students, employees, faculty, vendors, visitors or other concerned individuals may use this form to informally or anonymously report specific information related to Sexual Misconduct.

Southwest Minnesota State University prohibits Sexual Misconduct of various forms including but not limited to: sexual harassment, sexual assault, sexual exploitation, dating/relationship violence, stalking and related retaliation.

It is recommended that complainants complete the entire form. If the form is not completed thoroughly, the Investigation Office's investigation and response may be limited. It is the choice of the complainant whether to remain anonymous or not. If the report does not contain specific information, the ability of the University to respond may be limited.

Once the report is received, the Title IX Coordinator will review the report and determine appropriate next steps. Please know that you and any witnesses you identify in the report may be contacted to provide additional information.

Reporting an incident to the Title IX Office does not necessitate that a formal investigation process must be pursued; please refer to the Student Code of Conduct – Title IX Procedure for more specific information.

This form is not a confidential source. Information reported to the Office for Institutional Equity & Access may be shared on a need to know basis.

This system may not be reviewed on evenings, weekends or holidays. Typically submissions will be viewed on the next business day.

...

## Sexual Violence Complaint Form Page 1 continued

### Background Information

1. Your Full Name

2. Your Position/Title

3. Your Phone Number:

4. Your Email Address:

Next

## Sexual Violence Complaint Form Page 2

Sexual Violence Complaint Form

\* Required

### Incident Description

5. Date of Incident \*

6. Time of Incident:

7. Location of Incident \*

On-Campus

Off-Campus

Back Next

## Sexual Violence Complaint Form Page 3

### Involved Parties

10. Involved Party Member #1: Name

Enter your answer

11. Involved Party Member #1: Gender

- Male
- Female

12. Involved Party Member #1: Role

- Victim/Survivor
- Offender/Accused
- Witness
- Uninvolved Third Party Reporter

13. Involved Party Member #1: Phone Number

Enter your answer

14. Involved Party Member #1: Email

Enter your answer

## Sexual Violence Complaint Form Page 4

Sexual Violence Complaint Form

\* Required

Additional Information

31. PLEASE PROVIDE ANY ADDITIONAL INFORMATION THAT M

Enter your answer

32. Please list any other offices or agencies that have been mad

Enter your answer

33. Do you have photo, video, email or other supporting docum  
with the incident report? Please [SMSU.HR@smsu.edu](mailto:SMSU.HR@smsu.edu) with d  
your information was shared above.

\*

Yes

No

You can print a copy of your answer after you submit

Back Submit

## E. Statewide ADA Reasonable Accommodation Policy Statewide HR/LR Policy #1433: ADA Reasonable Accommodation Policy

### Objective

The goals of this policy are:

- To ensure compliance with all applicable state and federal laws;
- To establish a written and readily accessible procedure regarding reasonable accommodation, including providing notice of this policy on all job announcements;
- To provide guidance and resources about reasonable accommodations;
- To provide a respectful interactive process to explore reasonable accommodations; and
- To provide a timely and thorough review process for requests for reasonable accommodation.

### Policy Statement

State agencies must comply with all state and federal laws that prohibit discrimination against qualified individuals with disabilities in all employment practices. All state agencies must provide reasonable accommodations to qualified applicants and employees with disabilities unless to do so would cause an undue hardship or pose a direct threat. Agencies must provide reasonable accommodation when:

- A qualified applicant with a disability needs an accommodation to have an equal opportunity to compete for a job;
- A qualified employee with a disability needs an accommodation to perform the essential functions of the employee's job; and
- A qualified employee with a disability needs an accommodation to enjoy equal access to benefits and privileges of employment (e.g., trainings, office sponsored events).

### Scope

This policy applies to all employees of the Executive Branch and classified employees in the Office of Legislative Auditor, Minnesota State Retirement System, Public Employee Retirement System, and Teachers' Retirement System.

### Definitions

**Applicant** - A person who expresses interest in employment and satisfies the minimum requirements for application established by the job posting and job description.

**Americans with Disabilities Act (ADA) Coordinator** - Each agency is required to appoint an ADA coordinator or designee, depending on agency size, to direct and coordinate agency compliance with Title I of the ADA.

**Direct Threat** - A significant risk of substantial harm to the health or safety of the individual or others that cannot be eliminated or reduced by reasonable accommodation.

The determination that an individual poses a direct threat shall be based on an individualized assessment of the individual's present ability to safely perform the essential functions of the job.

**Essential Functions** - Duties so fundamental that the individual cannot do the job without being able to perform them. A function can be essential if:

- The job exists specifically to perform the function(s); or
- There are a limited number of other employees who could perform the function(s); or
- The function(s) is/are specialized and the individual is hired based on the employee's expertise.

**Interactive Process** - A discussion between the employer and the individual with a disability to determine an effective reasonable accommodation for the individual with a disability. To be interactive, both sides must communicate and exchange information.

**Individual with a Disability** - An individual who:

- Has a physical, sensory, or mental impairment that substantially limits one or more major life activities; or
- Has a record or history of such impairment; or
- Is regarded as having such impairment.

**Qualified Individual with a Disability** - An individual who:

- Satisfies the requisite skill, experience, education, and other job-related requirements of the job that the individual holds or desires; and
- Can perform the essential functions of the position with or without reasonable accommodation.

**Major Life Activities** - May include, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working.

Major life activities also include the operation of a major bodily function, including but not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions.

**Medical Documentation** - Information from the requestor's treating provider which is sufficient to enable the employer to determine whether an individual has a disability and whether and what type of reasonable accommodation is needed when the disability or the need for accommodation is not obvious. Medical documentation can be requested using the standardized [Letter Requesting Documentation for Determining ADA Eligibility from a Medical Provider](#).

**Reasonable Accommodation** - An adjustment or alteration that enables a qualified individual with a disability to apply for a job, perform job duties, or enjoy the benefits and privileges of employment. Reasonable accommodations may include:

- Modifications or adjustments to a job application process to permit a qualified individual with a disability to be considered for a job; or
- Modifications or adjustments to enable a qualified individual with a disability to perform the essential functions of the job; or
- Modifications or adjustments that enable qualified employees with disabilities to enjoy equal benefits and privileges of employment.
- Modifications or adjustments may include, but are not limited to:
  - Providing materials in alternative formats like large print or Braille;
  - Providing assistive technology, including information technology and communications equipment, or specially designed furniture;
  - Modifying work schedules or supervisory methods;
  - Granting breaks or providing leave;
  - Altering how or when job duties are performed;
  - Removing and/or substituting a marginal function;
  - Moving to a different office space;
  - Providing telework;
  - Making changes in workplace policies;
  - Providing a reader or other staff assistant to enable employees to perform their job functions, where a reasonable accommodation cannot be provided by current staff;
  - Removing an architectural barrier, including reconfiguring work spaces;
  - Providing accessible parking;
  - Providing a sign language interpreter; or
  - Providing a reassignment to a vacant position.

**Reassignment** - Reassignment to a vacant position for which an employee is qualified is a “last resort” form of a reasonable accommodation. This type of accommodation must be provided to an employee, who, because of a disability, can no longer perform the essential functions of the position, with or without reasonable accommodation, unless the employer can show that it will be an undue hardship.

**Support Person** - Any person an individual with a disability identifies to help during the reasonable accommodation process in terms of filling out paperwork, attending meetings during the interactive process to take notes or ask clarifying questions, or to provide emotional support.

**Undue Hardship** - A specific reasonable accommodation would require significant difficulty or expense. Undue hardship is always determined on a case-by-case basis considering factors that include the nature and cost of the accommodation requested and the impact of the accommodation on the operations of the agency. A state agency is not required to provide accommodations that would impose an undue hardship on the operation of the agency.

## Exclusions

N/A

## Statutory References

- [Rehabilitation Act of 1973, Title 29 USC 701](#)
- [Americans with Disabilities Act \(1990\)](#)
- [29 C.F.R. 1630, Regulations to Implement the Equal Employment Provisions of the Americans with Disabilities Act](#)

## General Standards and Expectations

### Individuals who may request a reasonable accommodation include:

- Any qualified applicant with a disability who needs assistance with the job application procedure or the interview or selection process; or
- Any qualified agency employee with a disability who needs a reasonable accommodation to perform the essential functions of the position; or
- A third party, such as a family member, friend, health professional or other representative, on behalf of a qualified applicant or employee with a disability, when the applicant or employee is unable to make the request for reasonable accommodation. When possible, the agency must contact the applicant or employee to confirm that the accommodation is wanted. The applicant or employee has the discretion to accept or reject the proposed accommodation.

The agency must abide by the [Minnesota Government Data Practices Act, Chapter 13](#), in obtaining or sharing information related to accommodation requests.

## How to request a reasonable accommodation

An agency applicant or employee may make a reasonable accommodation request to any or all of the following:

- Immediate supervisor or manager in the employee's chain of command;
- Agency Affirmative Action Officer/Designee;
- Agency ADA Coordinator;
- Agency Human Resources Office;

- Any agency official with whom the applicant has contact during the application, interview and/or selection process.

### **Timing of the request**

An applicant or employee may request a reasonable accommodation at any time, even if the individual has not previously disclosed the existence of a disability or the need for an accommodation. A request is any communication in which an individual asks or states that he or she needs the agency to provide or change something because of a medical condition.

The reasonable accommodation process begins as soon as possible after the request for accommodation is made.

### **Form of the request**

The applicant or employee is responsible for requesting a reasonable accommodation or providing sufficient notice to the agency that an accommodation is needed.

An initial request for accommodation may be made in any manner (e.g., writing, electronically, in person or orally).

The individual requesting an accommodation does not have to use any special words and does not have to mention the ADA or use the phrase "reasonable accommodation" or "disability."

Oral requests must be documented in writing to ensure efficient processing of requests.

Agency request forms can be found at: "[Employee/Applicant Request for Reasonable Accommodation Form](#)".

When a supervisor or manager observes or receives information indicating that an employee is experiencing difficulty performing the job due to a medical condition or disability, further inquiry may be required. Supervisors or managers should consult with the agency ADA Coordinator for advice on how to proceed.

When an employee needs the same reasonable accommodation on a repeated basis (e.g., the assistance of a sign language interpreter), a written request for accommodation is required the first time only. However, the employee requesting an accommodation must give appropriate advance notice each subsequent time the accommodation is needed. If the accommodation is needed on a regular basis (e.g., a weekly staff meeting), the agency must make appropriate arrangements without requiring a request in advance of each occasion.

### **The interactive process entails**

Communication is a priority and encouraged throughout the entire reasonable accommodation process. The interactive process is a collaborative process between the employee and/or applicant and the agency to explore and identify specific reasonable accommodation(s). (For information on the Interactive Process see the U.S. Department of Labor, Job Accommodation Network at <http://askjan.org/topics/interactive.htm>). This process is required when:

- The need for a reasonable accommodation is not obvious;
- The specific limitation, problem or barrier is unclear;
- An effective reasonable accommodation is not obvious;
- The parties are considering different forms of reasonable accommodation;
- The medical condition changes or fluctuates; or,
- There are questions about the reasonableness of the requested accommodation.

The interactive process should begin as soon as possible after a request for reasonable accommodation is made or the need for accommodation becomes known.

The process should ensure a full exchange of relevant information and communication between the individual and the agency. An individual may request that the agency ADA Coordinator, a union representative, or support person be present.

The agency ADA Coordinator shall be consulted when:

- Issues, conflicts or questions arise in the interactive process; and
- Prior to denying a request for accommodation.

### **Agency responsibilities for processing the request**

As the first step in processing a request for reasonable accommodation, the person who receives the request must promptly forward the request to the appropriate decision maker. At the same time, the recipient will notify the requestor who the decision maker is.

#### **Commissioner**

The commissioner of the agency or agency head has the ultimate responsibility to ensure compliance with the ADA and this policy and appoint an ADA Coordinator.

#### **ADA Coordinator**

The agency ADA Coordinator is the agency's decision maker for reasonable accommodation requests for all types of requests outside of the supervisors' and managers' authority. The agency ADA Coordinator will work with the supervisor and manager, and where necessary, with agency Human Resources, to implement the approved reasonable accommodation.

#### **Supervisors and Managers**

Agencies have the authority to designate the level of management approval needed for reasonable accommodation requests for low-cost purchases. For example:

Requests for standard office equipment that is needed as a reasonable accommodation and adaptive items costing less than \$100. [Agencies can adjust the dollar amount based on their needs]; and

Requests for a change in a condition of employment such as modified duties, or a change in schedule, or the location and size of an employee's workspace. [Agencies can choose to delegate

specific requests to supervisors or managers or require these types of requests to work through the agency ADA Coordinator].

### **Analysis for processing requests**

Before approving or denying a request for accommodation, the agency decision maker with assistance from the agency ADA Coordinator will:

1. Determine if the requestor is a qualified individual with a disability;
2. Determine if the accommodation is needed to:
  - Enable a qualified applicant with a disability to be considered for the position the individual desires;
  - Enable a qualified employee with a disability to perform the essential functions of the position; or
  - Enable a qualified employee with a disability to enjoy equal benefits or privileges of employment as similarly situated employees without disabilities;
3. Determine whether the requested accommodation is reasonable;
4. Determine whether there is a reasonable accommodation that will be effective for the requestor and the agency; and
5. Determine whether the reasonable accommodation will impose an undue hardship on the agency's operations.

An employee's accommodation preference is always seriously considered, but the agency is not obligated to provide the requestor's accommodation of choice, so long as it offers an effective accommodation, or determines that accommodation would cause an undue hardship.

### **Obtaining medical documentation in connection with a request for reasonable accommodation**

In some cases, the disability and need for accommodation will be reasonably evident or already known, for example, where an employee is blind. In these cases, the agency will not seek further medical documentation. If a requestor's disability and/or need for reasonable accommodation are not obvious or already known, the agency ADA Coordinator may require medical information showing that the requestor has a covered disability that requires accommodation. The agency ADA Coordinator may request medical information in certain other circumstances. For example when:

- The information submitted by the requestor is insufficient to document the disability or the need for the accommodation;
- A question exists as to whether an individual is able to perform the essential functions of the position, with or without reasonable accommodation; or
- A question exists as to whether the employee will pose a direct threat to himself/herself or others.

Where medical documentation is necessary, the agency ADA Coordinator must make the request and use the [Letter Requesting Documentation for Determining ADA Eligibility from a Medical Provider](#). The agency ADA Coordinator must also obtain the requestor's completed and signed [Authorization for Release of Medical Information](#) before sending the Letter to, or otherwise communicating with, the medical provider. The employee may choose not to sign the Authorization. However, if the employee chooses not to sign the Authorization, it is the employee's responsibility to ensure that the agency receives the requested medical information.

Only medical documentation specifically related to the employee's request for accommodation and ability to perform the essential functions of the position will be requested. When medical documentation or information is appropriately requested, an employee must provide it in a timely manner, or the agency may deny the reasonable accommodation request. Agencies must not request medical records; medical records are not appropriate documentation and cannot be accepted.

**Supervisors and managers *must not* request medical information or documentation from an applicant or employee seeking an accommodation.** Such a request will be made by the agency ADA Coordinator, if appropriate.

## Confidentiality requirements

### Medical Information

Medical information obtained in connection with the reasonable accommodation process must be kept confidential. All medical information obtained in connection with such requests must be collected and maintained on separate forms and in separate physical or electronic files from non-medical personnel files and records. Electronic copies of medical information obtained in connection with the reasonable accommodation process must be stored so that access is limited to only the agency ADA Coordinator. Physical copies of such medical information must be stored in a locked cabinet or office when not in use or unattended. Generally, medical documentation obtained in connection with the reasonable accommodation process should only be reviewed by the agency ADA Coordinator.

The agency ADA Coordinator may disclose medical information obtained in connection with the reasonable accommodation process to the following:

- Supervisors, managers or agency HR staff who have a need to know may be told about the necessary work restrictions and about the accommodations necessary to perform the employee's duties. However, information about the employee's medical condition should only be disclosed if strictly necessary, such as for safety reasons;
- First aid and safety personnel may be informed, when appropriate, if the employee may require emergency treatment or assistance in an emergency evacuation;
- To consult with the State ADA Coordinator or Employment Law Counsel at MMB, or the Attorney General's Office about accommodation requests, denial of accommodation requests or purchasing of specific assistive technology or other resources; or
- Government officials assigned to investigate agency compliance with the ADA.

Whenever medical information is appropriately disclosed as described above, the recipients of the information must comply with all confidentiality requirements.

### **Accommodation Information**

The fact that an individual is receiving an accommodation because of a disability is confidential and may only be shared with those individuals who have a need to know for purposes of implementing the accommodation, such as the requestor's supervisor and the agency ADA Coordinator.

### **General Information**

General summary information regarding an employee's or applicant's status as an individual with a disability may be collected by agency equal opportunity officials to maintain records and evaluate and report on the agency's performance in hiring, retention, and processing reasonable accommodation requests.

### **Approval of requests for reasonable accommodation**

As soon as the decision maker determines that a reasonable accommodation will be provided, the agency ADA Coordinator will process the request and provide the reasonable accommodation in as short of a timeframe as possible. The time necessary to process a request will depend on the nature of the accommodation requested and whether it is necessary to obtain supporting information. If an approved accommodation cannot be provided within a reasonable time, the decision maker will inform the requestor of the status of the request before the end of 30 days. Where feasible, if there is a delay in providing the request, temporary measures will be taken to provide assistance.

Once approved, the reasonable accommodation should be documented for record keeping purposes and the records maintained by the agency ADA Coordinator.

### **Funding for reasonable accommodations**

The agency must specify how the agency will pay for reasonable accommodations.

### **Procedures for reassignment as a reasonable accommodation**

Reassignment to a vacant position is an accommodation that must be considered if there are no effective reasonable accommodations that would enable the employee to perform the essential functions of his/her current job, or if all other reasonable accommodations would impose an undue hardship.

The agency ADA Coordinator will work with agency Human Resources staff and the requestor to identify appropriate vacant positions within the agency for which the employee may be qualified and can perform the essential functions of the vacant position, with or without reasonable accommodation. Vacant positions which are equivalent to the employee's current job in terms of pay, status, and other relevant factors will be considered first. If there are none, the agency will consider vacant lower level positions for which the individual is qualified. The EEOC recommends that the agency consider positions that are currently vacant or will be coming open within at least the next 60 days.

## Denial of requests for reasonable accommodation

The agency ADA Coordinator must be contacted for assistance and guidance prior to denying any request for reasonable accommodation. The agency may deny a request for reasonable accommodation where:

- The individual is not a qualified individual with a disability;
- The reasonable accommodation results in undue hardship or the individual poses a direct threat to the individual or others. Undue hardship and direct threat are determined on a case-by-case basis with guidance from the agency ADA Coordinator; or
- Where no reasonable accommodation, including reassignment to a vacant position, will enable the employee to perform all the essential functions of the job.

The explanation for denial must be provided to the requestor in writing. The explanation should be written in plain language and clearly state the specific reasons for denial. Where the decision maker has denied a specific requested accommodation, but has offered a different accommodation in its place, the decision letter should explain both the reasons for denying the accommodation requested and the reasons that the accommodation being offered will be effective.

## Consideration of undue hardship

An interactive process must occur prior to the agency making a determination of undue hardship. Determination of undue hardship is made on a case-by-case basis and only after consultation with the agency's ADA Coordinator. In determining whether granting a reasonable accommodation will cause an undue hardship, the agency considers factors such as the nature and cost of the accommodation in relationship to the size and resources of the agency and the impact the accommodation will have on the operations of the agency.

Agencies may deny reasonable accommodations based upon an undue hardship. Prior to denying reasonable accommodation requests due to lack of financial resources, the agency will consult with the State ADA Coordinator at MMB.

## Determining direct threat

The determination that an individual poses a "direct threat," (i.e., a significant risk of substantial harm to the health or safety of the individual or others) which cannot be eliminated or reduced by a reasonable accommodation, must be based on an individualized assessment of the individual's present ability to safely perform the essential functions of the job with or without reasonable accommodation. A determination that an individual poses a direct threat cannot be based on fears, misconceptions, or stereotypes about the individual's disability. Instead, the agency must make a reasonable medical judgment, relying on the most current medical knowledge and the best available objective evidence.

In determining whether an individual poses a direct threat, the factors to be considered include:

- Duration of the risk;

- Nature and severity of the potential harm;
- Likelihood that the potential harm will occur; and
- Imminence of the potential harm.

### **Appeals process in the event of denial**

In addition to providing the requestor with the reasons for denial of a request for reasonable accommodation, agencies must designate a process for review when an applicant or employee chooses to appeal the denial of a reasonable accommodation request. This process:

- Must include review by an agency official;
- May include review by the State ADA Coordinator; and/or
- Must inform the requestor of the statutory right to file a charge with the Equal Employment Opportunity Commission or the Minnesota Department of Human Rights.

### **Information tracking and records retention**

Agencies must track reasonable accommodations requested and report once a year by September 1st to MMB the number and types of accommodations requested, approved, denied and other relevant information.

Agencies must retain reasonable accommodation documentation according to the agency's document retention schedule, but in all cases for at least one year from the date the record is made or the personnel action involved is taken, whichever occurs later. 29 C.F.R. § 1602.14.

### **Responsibilities**

#### **Agencies are responsible for the request:**

- Adoption and implementation of this policy and development of reasonable accommodation procedures consistent with the guidance in this document.

#### **MMB is responsible for:**

- Provide advice and assistance to state agencies and maintain this policy.

#### **Please review the following forms:**

- [Employee/Applicant Request for ADA Reasonable Accommodation](#)
- [Authorization of Release of Medical Information for ADA Reasonable Accommodations](#)
- [Letter Requesting Documentation for Determining ADA Eligibility from a Medical Provider](#)

### **REFERENCES**

- [U.S. Equal Employment Opportunity Commission](#), *Enforcement Guidance*

- Pre-employment Disability-Related Questions and Medical Examinations at 5, 6-8, 20, 21-22, 8 FEP Manual (BNA) 405:7191, 7192-94, 7201 (1995).
- Workers' Compensation and the ADA at 15-20, 8 FEP Manual (BNA) 405:7391, 7398-7401 (1996).
- The Americans with Disabilities Act and Psychiatric Disabilities at 19-28, 8 FEP Manual (BNA) 405:7461, 7470-76 (1997).
- Reasonable Accommodation and Undue Hardship under the Americans with Disabilities Act (October 17, 2002), (clarifies the rights and responsibilities of employers and individuals with disabilities regarding reasonable accommodation and undue hardship).
- Disability-Related Inquiries and Medical Examinations of Employees (explains when it is permissible for employers to make disability-related inquiries or require medical examinations of employees).
- Fact Sheet on the Family and Medical Leave Act, the Americans with Disabilities Act, and Title VII of the Civil Rights Act of 1964 at 6-9, 8 FEP Manual (BNA) 4055:7371.

The [Genetic Information Nondiscrimination Act \(GINA\) of 2008](#) and [M.S. 181.974](#) prohibit employers from using genetic information when making decisions regarding employment.

[Minnesota Human Rights Act \(MHRA\)](#) prohibits employers from treating people differently in employment because of their race, color, creed, religion, national origin, sex, marital status, familial status, disability, public assistance, age, sexual orientation, or local human rights commission activity. The MHRA requires an employer to provide reasonable accommodation to qualified individuals with disabilities who are employees or applicants for employment, except when such accommodation would cause undue hardship or where the individual poses a direct threat to the health or safety of the individual or others. The MHRA prohibits requesting or requiring information about an individual's disability prior to a conditional offer of employment.

The [Family and Medical Leave Act](#) is a federal law requiring covered employers to provide eligible employees twelve weeks of job-protected, unpaid leave for qualified medical and family reasons.

[Executive Order 14-14, Providing for Increased Participation of Individuals with Disabilities in State Employment](#), directs agencies to make efforts to hire more individuals with disabilities and report on progress.

## Contacts

Equal Opportunity Office at Minnesota Management and Budget via [ADA.MMB@state.mn.us](mailto:ADA.MMB@state.mn.us).

## Request for Reasonable Accommodation Form

### Southwest Minnesota State University Employee/Applicant Request for ADA Reasonable Accommodation Form

The Southwest Minnesota State University 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?

**Southwest Minnesota State University**

**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 agency 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: \_\_\_\_\_

## F. Notice Under the Americans with Disabilities Act

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 (“ADA”), Southwest Minnesota State University will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities.

**Employment:** Southwest Minnesota State University does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under title I of the ADA.

**Effective Communication:** Southwest Minnesota State University will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in Southwest Minnesota State University’s programs, services, and activities, including qualified sign language interpreters, documents in Braille, and other ways of making information and communications accessible to people who have speech, hearing, or vision impairments.

**Modifications to Policies and Procedures:** Southwest Minnesota State University will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services, and activities. For example, individuals with service animals are welcomed in Southwest Minnesota State University offices, even where pets are generally prohibited.

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of Southwest Minnesota State University, should contact the office of Laura O’Rourke, Executive Director of HR & Employee Engagement, (507) 537-7500 [laura.orourke@smsu.edu](mailto:laura.orourke@smsu.edu) as soon as possible but no later than 48 hours before the scheduled event.

The ADA does not require the Southwest Minnesota State University to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden.

Complaints that a program, service, or activity of Southwest Minnesota State University is not accessible to persons with disabilities should be directed to Tony Nubile, Director of Facilities, (507) 537-7328 [tony.nubile@smsu.edu](mailto:tony.nubile@smsu.edu).

Southwest Minnesota State University will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy, such as retrieving items from locations that are open to the public but are not accessible to persons who use wheelchairs.

## **G. Southwest Minnesota State University Grievance Procedure Under Title II of the Americans with Disabilities Act**

This Grievance Procedure is established to meet the requirements of Title II of the Americans with Disabilities Act of 1990 (“ADA”). It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by the Southwest Minnesota State University. The Statewide ADA Reasonable Accommodation policy governs employment-related complaints of disability discrimination.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint, will be made available for persons with disabilities upon request.

The complaint should be submitted by the grievant and/or his/her designee as soon as possible but no later than 60 calendar days after the alleged violation to:

Laura O’Rourke

Southwest Minnesota State University ADA Coordinator/Executive Director of HR & Employee Engagement/AAO

1501 State Street Marshall, MN 56258

Within 15 calendar days after receipt of the complaint, Laura O’Rourke or her designee will meet or communicate with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting or communication, Laura O’Rourke or her designee will respond in writing, and where appropriate, in a format accessible to the complainant. The response will explain the position of the Southwest Minnesota State University and offer options for substantive resolution of the complaint.

If the response by Laura O’Rourke or her designee does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision within 15 calendar days after receipt of the response to the President Kumara Jayasuriya or his designee.

Within 15 calendar days after receipt of the appeal, the President Kumara Jayasuriya or his designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the President Kumara Jayasuriya or his designee will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

All written complaints received by Laura O’Rourke or her designee, appeals to the President Kumara Jayasuriya or his designee, and responses from these two offices will be retained by Southwest Minnesota State University for at least three years.

## H. Americans with Disabilities Act (“ADA”) Title II (non-employee) Reasonable Accommodation/Modification in Public Services, Programs or Activities Request Form

A fillable form is available at <https://mn.gov/mmb-stat/equal-opportunity/ada/ada-accommodation-request-form-title-ii.pdf>.

<p><b>m MINNESOTA</b></p> <p>_____ (Agency)  <b>Americans with Disabilities Act (“ADA”) Title II (non-employee)  Reasonable Accommodation/Modification in Public Services, Programs or Activities  Request Form</b></p> <p>The _____ (Agency) is committed to complying with the Americans with Disabilities Act (“ADA”) and the Minnesota Human Rights Act (“MHRHA”). The ADA Coordinator/Designee will review each request on an individualized, case-by-case, basis to determine whether an accommodation or modification can be made. Please do NOT send copies of medical records. The Agency is not authorized to have medical records and is not qualified to interpret medical records.</p> <p><b>General Information</b>  Date of Request: _____</p> <p><b>Person needing accommodation/modification</b>  Name: _____  Address: _____  Email: _____ Phone: _____</p> <p><b>Person making request (if different from person needing accommodation/modification)</b>  Name: _____  Email: _____ Phone: _____  Relationship to person needing accommodation/modification: _____</p> <p><b>Accommodation Information</b>  Date accommodation/modification is needed: _____  Address and/or room of accommodation/modification: _____  Type of accommodation/modification requested (please be specific):  _____</p> <p>How would you like to be notified of the status of your request?  <input type="radio"/> Phone <input type="radio"/> Email <input type="radio"/> Writing <input type="radio"/> Other (specify): _____</p> <p>If someone else has completed this form on your behalf and you want that person to be notified of the status of your request, please initial here: _____</p> <p><small>Updated 08/21/2019</small></p>	<p>All requests for accommodation/modification will be evaluated individually and a response to your request will be provided within one week of receipt.</p> <p><input type="checkbox"/> Check this box to sign this request form electronically:  By checking this box, I agree my electronic signature is the legal equivalent of my signature.</p> <p>Signature of Requestor: _____ Date: _____</p> <p style="text-align: center;"><b>OFFICE USE ONLY</b>  <b>RESPONSE TO REQUEST FOR ACCOMMODATION/MODIFICATION</b></p> <p>Date request received: _____</p> <p>The request for accommodation/modification is GRANTED. Below is a description of the accommodation/modification:  _____</p> <p>The request for accommodation/modification is DENIED because:</p> <p><input type="checkbox"/> The requester does not meet the essential eligibility requirements or qualifications for the program, service, or activity, without regard to disability.  <input type="checkbox"/> The requested accommodation/modification would impose an undue burden on the agency; and/or  <input type="checkbox"/> The requested accommodation/modification would fundamentally alter the nature of the service, program, or activity.</p> <p>Requester notified on: (date) _____ via: _____</p> <p>Additional notes:  _____</p> <p>ADA Coordinator:  Name: _____  Signature: _____ Date: _____</p> <p><small>Updated 08/21/2019</small></p>
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## **I. Evacuation Procedure for Individuals with Disabilities or Otherwise in Need of Assistance**

A copy of the agency's weather and emergency evacuation plans can be found at:

<http://www.smsu.edu/campuslife/publicsafety/index.html>

Knowledge and preparation by both individuals needing assistance and those who don't 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.

Everyone has a responsibility to develop their own personal emergency evacuation plan, this includes individuals with disabilities or individuals who will need assistance during evacuation. The Americans with Disabilities Act Coordinator or designee in each agency will work to develop a plan and consult the appropriate building and safety personnel.

Directors, managers, and supervisors should review the emergency evacuation procedures with staff, including informing all staff that if additional assistance may be needed, and individuals with disabilities should contact the agency contact(s) below to request the type of assistance they may need.

Mike Munford, Director of Public Safety, 507-537-7858, [mike.munford@smsu.edu](mailto:mike.munford@smsu.edu)

Dave Hemp, Director of Environmental Health and Safety, 507-537-6470,  
[dave.hemp@smsu.edu](mailto:dave.hemp@smsu.edu)

David Volden, Campus Security Officer, 507-537-8197; [david.volden@smsu.edu](mailto:david.volden@smsu.edu)

Jon Krogman, Campus Security Officer, 507-537-6113, [jon.krogman@smsu.edu](mailto:jon.krogman@smsu.edu)

## Evacuation Options:

Individuals with disabilities have four basics, possibly five, evacuation

- **Horizontal evacuation:** Using building exits to the outside ground level or going into unaffected wings of multi-building complexes;
- **Stairway evacuation:** Using steps to reach ground level exits from building;
- **Shelter in place:** Unless danger is imminent, remain in a room with an exterior window, a telephone, and a solid or fire-resistant door. If the individual requiring special evacuation assistance remains in place, they should dial 911 immediately and report their location to emergency services, who will in turn relay that information to on-site responders. The shelter in place approach may be more appropriate for sprinkler protected buildings where an area of refuge is not nearby or available. It may be more appropriate for an individual who is alone when the alarm sounds;
- **Area of rescue assistance:** Identified areas that can be used as a means of egress for individuals with disabilities. These areas, located on floors above or below the building's exits, can be used by individuals with disabilities until rescue can be facilitated by emergency responders; and/or
- **For agencies equipped with an evacuation chair:** Evacuation chairs or a light-weight solution to descending stairways can be used and generally require single user operation. If an agency is equipped with an evacuation chair, best practice indicates that all employees are trained and have practiced evacuating using an evacuation chair.

## Evacuation Procedures for Individuals with Mobility, Hearing, or Visual Disabilities:

Individuals with disabilities should follow the following procedures:

- **Mobility disabilities (individuals who use wheelchairs or other personal mobility devices ("PMDs")):** Individuals using wheelchairs should be accompanied to an area of rescue assistance by an employee or shelter in place when the alarm sounds. The safety and security staff will respond to each of the areas of rescue assistance every time a building evacuation is initiated to identify the individuals in these areas and notify to emergency responders how many individuals need assistance to safely evacuate.
- **Mobility disabilities (individuals who do not use wheelchairs):** Individuals with mobility disabilities, who are able to walk independently, may be able to negotiate stairs in an emergency with minor assistance. If danger is imminent, the individual should wait until the heavy traffic has cleared before attempting the stairs. If there is no immediate danger (detectable smoke, fire, or unusual odor), the individual with a disability may choose to wait at the area of rescue assistance until emergency responders arrive to assist them.

- **Hearing disabilities:** The agency's buildings are equipped with fire alarm horns/strobes that sound the alarm and flash strobe lights. The strobe lights are for individuals with who are deaf and/or hard of hearing. Individuals with hearing disabilities may not notice or hear emergency alarms and will need to be alerted of emergency situations.
- **Visual disabilities:** The agency's buildings are equipped with fire alarm horn/strobes that sound the alarm and flash strobe lights. The horn will alert individuals who are blind or have visual disabilities of the need to evacuate. Most individuals with visual disabilities will be familiar with their immediate surroundings and frequently traveled routes. Since the emergency evacuation route is likely different from the common traveled route, individuals with visual disabilities may need assistance in evacuating. The assistant should offer assistance, and if accepted, guide the individual with a visual disability through the evacuation route.

### **Severe Weather Evacuation Options:**

Individuals in need of assistance during an evacuation have three evacuation options based on their location in their building:

- **Horizontal evacuation:** If located on the ground or basement floor, severe weather shelter areas are located throughout each floor;
- **Elevator evacuation:** If there are no safe areas above the ground floor, the elevator may be used to evacuate to the ground or basement levels; and/or
- **Shelter in Place:** Seeking shelter in a designated severe weather shelter and remaining there until the all clear is used.

## Appendix

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## Definitions of Terms Used in This Affirmative Action Plan

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**Applicant:** "Applicant" means a person who has satisfied the minimum requirements for application established by the commissioner of management and budget (M.S. 43A.02, subd. 4).

**Availability:** an estimated percentage of qualified females, racial/minorities, or individuals with disabilities in the relevant labor market who are available for positions in a given job category at a state agency. The final availability is determined by considering two factors: the statistics from the outside labor market and the internal state agency workforce for the Affirmative Action Plan year.

**Feeder job:** staffed positions within the agency that can be promoted and/or transferred into other EEO job categories.

**Hiring goal:** a numerical objective designed to correct an identified deficiency in the utilization of protected group members, including veterans. For example, the professional job category has identified underutilization and the availability is 30%, the goal (or hiring goal) for females in the job category is for 30% of the new hires/rehires and promotions for that Affirmative Action Plan year would be females. Goals/hiring goals should never be implemented as quotas, nor should they be used as criteria in decision-making regarding qualifications.

**Job category:** a group of jobs that are linked by a common purpose and skill set (or sometimes certificates/educational degrees) and are grounded on the job categories identified by the U.S. Equal Employment Opportunity Commission (EEOC).

**Labor market area:** a geographic area in which an agency is seeking a worker in a particular goal unit and where there is an available supply of workers employed or seeking jobs in that goal unit.

**Missed Opportunities:** This term is used as part of the State of Minnesota's Monitoring the Hiring Process. Agency's complete a form to monitor appointments when there is an underutilization of protected group members including veterans, as described in [M.S. 43A.191, Subd. 3\(c\)](#) and Minn. Rules 3905.0600.

**Protected groups:** females, persons with disabilities, veterans, and members of the following minorities: Black, Hispanic, Asian or Pacific Islander, and American Indian or Alaskan Native ([M.S. 43A.02, subd. 33](#)).

**Snapshot:** one particular point in time. A snapshot of a workforce is taken at one particular point in time as the basis for Affirmative Action Plan analyses because the workforce numbers are always fluctuating.

**Supported Work Program:** The state legislature established the program in 1987 to expand employment opportunities for people with significant disabilities. but has been expanded to include individuals who experience other significant disabilities, including, but not limited to, head injury, mental illness, and deaf blindness. Under the program, a supported worker must require ongoing support and may share a single position with up to two other supported work employees.

**Underutilization:** the representation of females, racial/ethnic minorities, or individuals with disabilities in a specific job category is less than reasonably would be expected given from workforce participation in the labor market area.

Appendix A

Agency Name: Southwest MSU

Progress Toward Goals Report Minn. Stat. § 43A.19, subd. 1(3)

Data Range Dates: 7/1/2018 - 6/30/2020

<b>FEMALES</b> (Promotion includes both promoted into and within the job category.)																	
Job Category	Prior AAP Total Employee #	Prior AAP Total Females #	Prior AAP Total Females %	Prior AAP Year Goals Females %	Total Hires & Promotions #	Total Hired #	Males Hired #	Females Hired #	Unknown Hired #	Females Hired %	Total Promoted #	Males Promoted #	Females Promoted #	Unknown Promoted #	Female Promoted %	Actual Females Hiring (%)	Females Goal Met?
Faculty	136	70	51.47%	50.00%	15	6	2	4	0	66.67%	9	4	5	0	55.56%	60.00%	Yes
Office Clerical	34	32	94.12%	70.50%	5	2	0	2	0	#####	3	0	3	0	#####	100.00%	Yes
Officials and Administrators	14	7	50.00%	40.40%	4	2	2	0	0	0.00%	2	0	2	0	#####	50.00%	Yes
Professionals	98	51	52.04%	55.70%	12	8	5	3	0	37.50%	4	2	2	0	50.00%	41.67%	No
Service Maintenance	25	9	36.00%	39.70%	11	6	5	1	0	16.67%	5	4	1	0	20.00%	18.18%	No
Skilled Craft	6	0	0.00%	0.00%	1	1	1	0	0	0.00%	0	0	0	0	0.00%	0.00%	Yes
Technicians	6	5	83.33%	83.33%	0	0	0	0	0	0.00%	0	0	0	0	0.00%	0.00%	No Hire/Prom
			-		-	-				-	-				-	-	-
			-		-	-				-	-				-	-	-

<b>Racial/Ethnic Minorities</b> (Promotion includes both promoted into and within the job category; Minorities means Racial/Ethnic Minorities)																	
Job Category	Prior AAP Total Employee #	Prior AAP Total Minorities #	Prior AAP Total Minorities %	Prior AAP Year Goals Minorities %	Total Hires & Promotions #	Total Hired #	Non-minorities Hired #	Minorities Hired #	Unknown Hired #	Minorities Hired %	Total Promoted #	Non-minorities Promoted #	Minorities Promoted #	Unknown Promoted #	Minorities Promoted %	Actual Minorities Placement (%)	Minorities Goal Met?
Faculty	136	12	8.82%	24.90%	15	6	5	1	0	16.67%	9	8	1	0	11.11%	13.33%	No
Office Clerical	34	1	2.94%	5.30%	5	2	2	0	0	0.00%	3	3	0	0	0.00%	0.00%	No
Officials and Administrators	14	2	14.29%	21.70%	4	2	0	1	1	50.00%	2	2	0	0	0.00%	25.00%	Yes
Professionals	98	13	13.27%	10.60%	12	8	5	3	0	37.50%	4	4	0	0	0.00%	25.00%	Yes
Service Maintenance	25	1	4.00%	18.00%	11	6	6	0	0	0.00%	5	5	0	0	0.00%	0.00%	No
Skilled Craft	6	0	0.00%	7.60%	1	1	0	1	0	#####	0	0	0	0	0.00%	100.00%	Yes
Technicians	6	0	0.00%	7.60%	0	0	0	0	0	0.00%	0	0	0	0	0.00%	0.00%	No Hire/Promo
			-		-	-				-	-				-	-	-
			-		-	-				-	-				-	-	-

<b>Individuals with Disabilities</b> (Promotion includes both promoted into and within the job category.)																	
Job Category	Prior AAP Total Employee #	Prior AAP Total Indv. w/ Disabl #	Prior AAP Total Indv. w/ Disabl %	Prior AAP Year Goals Indv. w/ Disabl %	Total Hires & Promotions #	Total Hired #	Non-Indv. w/ Disabl Hired #	Indv. w/ Disabl Hired #	Unknown Hired #	Indv. w/ Disabl Hired %	Total Promoted #	Non-Indv. w/ Disabl Promoted #	Indv. w/ Disabl Promoted #	Unknown Promoted #	Indv. w/ Disabl Promoted %	Actual Indv. w/ Disabl Placement	Indv. w/ Disabl Goal Met?
Faculty	136	4	2.94%	7.00%	15	6	6	0	0	0.00%	9	9	0	0	0.00%	0.00%	No
Office Clerical	34	0	0.00%	7.00%	5	2	2	0	0	0.00%	3	3	0	0	0.00%	0.00%	No
Officials and Administrators	14	1	7.14%	7.00%	4	2	2	0	0	0.00%	2	2	0	0	0.00%	0.00%	No
Professionals	98	5	5.10%	7.00%	12	8	8	0	0	0.00%	4	4	0	0	0.00%	0.00%	No
Service Maintenance	25	1	4.00%	7.00%	11	6	6	0	0	0.00%	5	5	0	0	0.00%	0.00%	No
Skilled Craft	6	0	0.00%	7.00%	1	1	1	0	0	0.00%	0	0	0	0	0.00%	0.00%	No
Technicians	6	1	16.67%	7.00%	0	0	0	0	0	0.00%	0	0	0	0	0.00%	0.00%	No Hire/Promo
			-		-	-				-	-				-	-	-
			-		-	-				-	-				-	-	-

Contact below if you want to request an alternative format of this worksheet and/or there are questions:

Yumi Finney  
651-201-8029  
yumi.finney@state.mn.us

To simplify the processes, all cells have been locked except the cells used for data entry. Use the "AAPworksheet" to unlock the worksheets.

**Password to unprotect (i.e., unlock) worksheets: AAPworksheet**

**How to unprotect worksheet:**

1. Go to "Review" ribbon.
2. Click "Unprotect Sheet." A "Unprotect Sheet" window will pop up.
3. Type "AAPworksheet" and hit "OK."

# Appendix A

Agency Name: Southwest

## Progress Toward Goals Report

Data Range: 7/1/2018 - 6/30/2020

<b>FEMALES</b> (Promotion includes both promoted into and within the job category.)						
Job Category	Prior AAP Total Females %	Prior AAP Year Goals Females %	Females Hired %	Female Promoted %	Actual Females Placement (%)	Females Goal Met?
Faculty	51.47%	50.00%	66.67%	55.56%	60.00%	Yes
Office Clerical	94.12%	70.50%	100.00%	100.00%	100.00%	Yes
Officials and Administrators	50.00%	40.40%	0.00%	100.00%	50.00%	Yes
Professionals	52.04%	55.70%	37.50%	50.00%	41.67%	No
Service Maintenance	36.00%	39.70%	16.67%	20.00%	18.18%	No
Skilled Craft	0.00%	0.00%	0.00%	0.00%	0.00%	Yes
Technicians	83.33%	83.33%	0.00%	0.00%	0.00%	No Hire/Prom
0						
0						

<b>Racial/Ethnic Minorities (Minorities)</b> (Promotion includes both promoted into and within the job category.)						
Job Category	Prior AAP Total Minorities %	Prior AAP Year Goals Minorities %	Minorities Hired %	Minorities Promoted %	Actual Minorities Placement (%)	Minorities Goal Met?
Faculty	8.82%	24.90%	16.67%	11.11%	13.33%	No
Office Clerical	2.94%	5.30%	0.00%	0.00%	0.00%	No
Officials and Administrators	14.29%	21.70%	50.00%	0.00%	25.00%	Yes
Professionals	13.27%	10.60%	37.50%	0.00%	25.00%	Yes
Service Maintenance	4.00%	18.00%	0.00%	0.00%	0.00%	No
Skilled Craft	0.00%	7.60%	100.00%	0.00%	100.00%	Yes
Technicians	0.00%	7.60%	0.00%	0.00%	0.00%	No Hire/Promo
0						

# Appendix A

Agency Name: Southwest

## Progress Toward Goals Report

Data Range: 7/1/2018 - 6/30/2020

0						
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<b>Individuals with Disabilities</b> (Promotion includes both promoted into and within the job category.)						
Job Category	Prior AAP Total Individuals with Disabilities %	Prior AAP Year Goals Individuals with Disabilities %	Individuals with Disabilities Hired %	Individuals with Disabilities Promoted %	Actual Individuals with Disabilities Placement (%)	Individuals with Disabilities Goal Met?
Faculty	2.94%	7.00%	0.00%	0.00%	0.00%	No
Office Clerical	0.00%	7.00%	0.00%	0.00%	0.00%	No
Officials and Administrators	7.14%	7.00%	0.00%	0.00%	0.00%	No
Professionals	5.10%	7.00%	0.00%	0.00%	0.00%	No
Service Maintenance	4.00%	7.00%	0.00%	0.00%	0.00%	No
Skilled Craft	0.00%	7.00%	0.00%	0.00%	0.00%	No
Technicians	16.67%	7.00%	0.00%	0.00%	0.00%	No Hire/Promo
0						
0						

Separation Analysis

Data Range Dates: 7/1/2018 - 6/30/2020

Note: <sup>1</sup>The percentages by protected group within a separation type

<b>Total Separations</b>				
*(Minority Racial/Ethnic Minorities)				
Separation Type	Total %	Female % within Each Sep Type <sup>1</sup>	*Minority % within Each Sep Type <sup>1</sup>	Individuals with Disabilities % within Each Sep Type <sup>1</sup>
Death	0.00%	0.00%	0.00%	0.00%
Dismissal	0.00%	0.00%	0.00%	0.00%
Early/Enhanced Retirement	12.20%	100.00%	0.00%	0.00%
Layoff	2.44%	100.00%	0.00%	0.00%
Non-Renewal/Non-Cert	2.44%	0.00%	0.00%	0.00%
Reduction in Workforce	0.00%	0.00%	0.00%	0.00%
Resignation	26.83%	54.55%	54.55%	18.18%
Retirement	51.22%	52.38%	0.00%	0.00%
Termination	0.00%	0.00%	0.00%	0.00%
Transfer	4.88%	50.00%	50.00%	0.00%
<b>Total Separations</b>	<b>100.00%</b>	<b>58.54%</b>	<b>17.07%</b>	<b>4.88%</b>

<b>Faculty</b>				
Separation Type	Total %	Female % within Each Sep Type <sup>1</sup>	*Minority % within Each Sep Type <sup>1</sup>	Individuals with Disabilities % within Each Sep Type <sup>1</sup>
Death				
Dismissal				
Early/Enhanced Retirement	15.38%	100.00%	0.00%	0.00%
Layoff	7.69%	100.00%	0.00%	0.00%
Non-Renewal/Non-Cert				
Reduction in Workforce				
Resignation	15.38%	100.00%	50.00%	0.00%
Retirement	61.54%	62.50%	0.00%	0.00%
Termination				
Transfer				
<b>Total Separations</b>	<b>100.00%</b>	<b>76.92%</b>	<b>7.69%</b>	<b>0.00%</b>

<b>Office Clerical</b>				
Separation Type	Total %	Female % within Each Sep Type <sup>1</sup>	*Minority % within Each Sep Type <sup>1</sup>	Individuals with Disabilities % within Each Sep Type <sup>1</sup>

## Appendix B

Agency Name: Southwest MSU

### Separation Analysis

Data Range Dates: 7/1/2018 - 6/30/2020

Note: <sup>1</sup>The percentages by protected group within a separation type

Death				
Dismissal				
Early/Enhanced Retirement				
Layoff				
Non-Renewal/Non-Cert				
Reduction in Workforce				
Resignation	33.33%	100.00%	0.00%	0.00%
Retirement	66.67%	100.00%	0.00%	0.00%
Termination				
Transfer				
<b>Total Separations</b>	<b>100.00%</b>	<b>100.00%</b>	<b>0.00%</b>	<b>0.00%</b>

### Officials and Administrators

Separation Type	Total %	Female % within Each Sep Type <sup>1</sup>	*Minority % within Each Sep Type1	Individuals with Disabilities % within Each Sep Type <sup>1</sup>
Death				
Dismissal				
Early/Enhanced Retirement				
Layoff				
Non-Renewal/Non-Cert	25.00%	0.00%	0.00%	0.00%
Reduction in Workforce				
Resignation	25.00%	0.00%	100.00%	0.00%
Retirement	50.00%	100.00%	0.00%	0.00%
Termination				
Transfer				
<b>Total Separations</b>	<b>100.00%</b>	<b>50.00%</b>	<b>25.00%</b>	<b>0.00%</b>

### Professionals

Separation Type	Total %	Female % within Each Sep Type <sup>1</sup>	*Minority % within Each Sep Type1	Individuals with Disabilities % within Each Sep Type <sup>1</sup>
Death				
Dismissal				
Early/Enhanced Retirement	21.43%	100.00%	0.00%	0.00%
Layoff				
Non-Renewal/Non-Cert				
Reduction in Workforce				

## Appendix B

Agency Name: Southwest MSU

### Separation Analysis

Data Range Dates: 7/1/2018 - 6/30/2020

Note: <sup>1</sup>The percentages by protected group within a separation type

Resignation	50.00%	42.86%	57.14%	28.57%
Retirement	14.29%	100.00%	0.00%	0.00%
Termination				
Transfer	14.29%	50.00%	50.00%	0.00%
<b>Total Separations</b>	<b>100.00%</b>	<b>64.29%</b>	<b>35.71%</b>	<b>14.29%</b>

### Service Maintenance

Separation Type	Total %	Female % within Each Sep Type <sup>1</sup>	*Minority % within Each Sep Type1	Individuals with Disabilities % within Each Sep Type <sup>1</sup>
Death				
Dismissal				
Early/Enhanced Retirement				
Layoff				
Non-Renewal/Non-Cert				
Reduction in Workforce				
Resignation				
Retirement	100.00%	0.00%	0.00%	0.00%
Termination				
Transfer				
<b>Total Separations</b>	<b>100.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>

### Skilled Craft

Separation Type	Total %	Female % within Each Sep Type <sup>1</sup>	*Minority % within Each Sep Type1	Individuals with Disabilities % within Each Sep Type <sup>1</sup>
Death				
Dismissal				
Early/Enhanced Retirement				
Layoff				
Non-Renewal/Non-Cert				
Reduction in Workforce				
Resignation				
Retirement	100.00%	0.00%	0.00%	0.00%
Termination				
Transfer				
<b>Total Separations</b>	<b>100.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>

Institution Name: Southwest Minnesota State University

Job Category Analysis: Listing of Job Titles - Minnesota Administrative Rules, Part 3905.0600(3), items A and B

Data as of: 04/01/2020

\*Minority=Racial/ethnic minorities; \*\*Indiv. w/Disabl = Individuals with Disabilities

Officials/Administrators										
Job Code	Job Title	Total Employee #	Female Employee #	Female Employee %	Minority Employee #	*Minority Employee %	**Individuals with Disabilities Employee #	**Individuals with Disabilities Employee %	Veterans Employee #	Veterans Employee %
000957	State University Mgmt Officer	1	1	100.00%	0	0.00%	0	0.00%	0	0.00%
002523	Physical Plant Manager	1	0	0.00%	0	0.00%	0	0.00%	0	0.00%
007828	MnSCU President IV	1	0	0.00%	1	100.00%	0	0.00%	0	0.00%
007852	MnSCU Admin-2	1	1	100.00%	0	0.00%	0	0.00%	0	0.00%
007853	MnSCU Admin-3	1	1	100.00%	0	0.00%	0	0.00%	0	0.00%
007855	MnSCU Admin-5	1	1	100.00%	0	0.00%	1	100.00%	0	0.00%
007857	MnSCU Admin-7	2	0	0.00%	0	0.00%	0	0.00%	0	0.00%
007858	MnSCU Admin-8	2	0	0.00%	0	0.00%	0	0.00%	0	0.00%
007859	MnSCU Admin-9	2	1	50.00%	1	50.00%	0	0.00%	0	0.00%
007860	MnSCU Admin-10	1	0	0.00%	0	0.00%	0	0.00%	0	0.00%
007862	MnSCU Admin-12	1	1	100.00%	0	0.00%	0	0.00%	0	0.00%
007863	MnSCU Admin-13	1	1	100.00%	0	0.00%	0	0.00%	0	0.00%
<b>Total</b>		<b>15</b>	<b>7</b>	<b>46.67%</b>	<b>2</b>	<b>13.33%</b>	<b>1</b>	<b>6.67%</b>	<b>0</b>	<b>0.00%</b>

Image of Job Category Analysis for Officials/Administrators

Protective Service: Non-Sworn										
Job Code	Job Title	Total Employee #	Female Employee #	Female Employee %	Minority Employee #	*Minority Employee %	**Individuals with Disabilities Employee #	**Individuals with Disabilities Employee %	Veterans Employee #	Veterans Employee %
003458	Campus Security Officer	2	0	0.00%	0	0.00%	1	50.00%	1	50.00%
<b>Total</b>		<b>2</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0.00%</b>	<b>1</b>	<b>50.00%</b>	<b>1</b>	<b>50.00%</b>

Image of Job Category Analysis for Protective Service: Non-Sworn

Professionals										
Job Code	Job Title	Total Employee #	Female Employee #	Female Employee %	Minority Employee #	*Minority Employee %	**Individuals with Disabilities Employee #	**Individuals with Disabilities Employee %	Veterans Employee #	Veterans Employee %
000141	Buyer 2	1	1	100.00%	0	0.00%	0	0.00%	0	0.00%
000561	Psychologist 2	2	2	100.00%	0	0.00%	0	0.00%	0	0.00%
000577	Information Officer 3	2	1	50.00%	0	0.00%	0	0.00%	0	0.00%
000633	Accounting Officer Senior	1	1	100.00%	0	0.00%	0	0.00%	0	0.00%
000647	Information Officer 2	1	0	0.00%	0	0.00%	0	0.00%	0	0.00%
000979	Accounting Officer Inter	2	2	100.00%	0	0.00%	0	0.00%	0	0.00%
001423	Human Resources Specialist 2	1	1	100.00%	0	0.00%	0	0.00%	0	0.00%
001486	Human Resources Technician 2	1	1	100.00%	0	0.00%	0	0.00%	0	0.00%
002095	Accounting Supervisor Inter	1	1	100.00%	0	0.00%	0	0.00%	0	0.00%
003115	Facilities Construction Coord	1	0	0.00%	0	0.00%	0	0.00%	0	0.00%
003424	Small Business Asst Coordinator	1	1	100.00%	0	0.00%	0	0.00%	0	0.00%
003583	Information Technology Spec 1	1	0	0.00%	0	0.00%	0	0.00%	0	0.00%
003584	Information Technology Spec 2	5	1	20.00%	1	20.00%	0	0.00%	0	0.00%
003585	Information Technology Spec 3	4	2	50.00%	0	0.00%	1	25.00%	0	0.00%
003586	Information Technology Spec 4	1	0	0.00%	0	0.00%	0	0.00%	0	0.00%
003608	State Prog Admin Coordinator	1	1	100.00%	0	0.00%	0	0.00%	0	0.00%
007810	MSUAASF Range B	11	7	63.64%	2	18.18%	1	9.09%	0	0.00%
007811	MSUAASF Range C	27	18	66.67%	2	7.41%	0	0.00%	0	0.00%
007812	MSUAASF Range D	16	9	56.25%	1	6.25%	1	6.25%	0	0.00%
007813	MSUAASF Range E	5	1	20.00%	1	20.00%	0	0.00%	1	20.00%
<b>Total</b>		<b>85</b>	<b>50</b>	<b>58.82%</b>	<b>7</b>	<b>8.24%</b>	<b>3</b>	<b>3.53%</b>	<b>1</b>	<b>1.18%</b>

Image of Job Category Analysis for Professionals.

Para-Professionals/Technicians										
Job Code	Job Title	Total Employee #	Female Employee #	Female Employee %	Minority Employee #	*Minority Employee %	**Individuals with Disabilities Employee #	**Individuals with Disabilities Employee %	Veterans Employee #	Veterans Employee %
000270	Electronic Technician	1	0	0.00%	0	0.00%	0	0.00%	0	0.00%
000308	Library Technician	5	5	100.00%	0	0.00%	1	20.00%	0	0.00%
000865	College Laboratory Assistant 1	2	2	100.00%	0	0.00%	0	0.00%	0	0.00%
<b>Total</b>		<b>8</b>	<b>7</b>	<b>87.50%</b>	<b>0</b>	<b>0.00%</b>	<b>1</b>	<b>12.50%</b>	<b>0</b>	<b>0.00%</b>

Image of Job Category Analysis for Para-Professionals/Technicians



Service Maintenance										
Job Code	Job Title	Total Employee #	Female Employee #	Female Employee %	Minority Employee #	*Minority Employee %	**Individuals with Disabilities Employee #	**Individuals with Disabilities Employee %	Veterans Employee #	Veterans Employee %
000328	Groundskeeper	2	0	0.00%	0	0.00%	0	0.00%	0	0.00%
000860	Building Services Supv	1	0	0.00%	1	100.00%	0	0.00%	0	0.00%
000861	Building Services Manager	1	0	0.00%	0	0.00%	0	0.00%	0	0.00%
001035	Grounds & Roads Mntc Supv	1	0	0.00%	0	0.00%	0	0.00%	0	0.00%
001599	Groundskeeper Inter	1	1	100.00%	0	0.00%	0	0.00%	0	0.00%
001725	General Maintenance Worker	21	9	42.86%	1	4.76%	0	0.00%	0	0.00%
001728	General Maintenance Wrkr Lead	1	0	0.00%	0	0.00%	0	0.00%	0	0.00%
<b>Total</b>		<b>28</b>	<b>10</b>	<b>35.71%</b>	<b>2</b>	<b>7.14%</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0.00%</b>

Faculty: Adjunct										
Job Code	Job Title	Total Employee #	Female Employee #	Female Employee %	Minority Employee #	*Minority Employee %	**Individuals with Disabilities Employee #	**Individuals with Disabilities Employee %	Veterans Employee #	Veterans Employee %
007801	State Univ Adjunct Non-Unit	36	17	47.22%	2	5.56%	0	0.00%	0	0.00%
007830	State Univ Adjunct Unit	91	60	65.93%	4	4.40%	1	1.10%	0	0.00%
<b>Total</b>		<b>127</b>	<b>77</b>	<b>60.63%</b>	<b>6</b>	<b>4.72%</b>	<b>1</b>	<b>0.79%</b>	<b>0</b>	<b>0.00%</b>

Image of Job Category Analysis for Service Maintenance

Image of Job Category Analysis for Adjunct

Faculty: Fixed Term										
Job Code	Job Title	Total Employee #	Female Employee #	Female Employee %	Minority Employee #	*Minority Employee %	**Individuals with Disabilities Employee #	**Individuals with Disabilities Employee %	Veterans Employee #	Veterans Employee %
007846	State University Faculty	36	14	38.89%	2	5.56%	1	2.78%	0	0.00%
<b>Total</b>		<b>36</b>	<b>14</b>	<b>38.89%</b>	<b>2</b>	<b>5.56%</b>	<b>1</b>	<b>2.78%</b>	<b>0</b>	<b>0.00%</b>

Faculty: Tenure-Track										
Job Code	Job Title	Total Employee #	Female Employee #	Female Employee %	Minority Employee #	*Minority Employee %	**Individuals with Disabilities Employee #	**Individuals with Disabilities Employee %	Veterans Employee #	Veterans Employee %
007846	State University Faculty	20	12	60.00%	6	30.00%	0	0.00%	0	0.00%
<b>Total</b>		<b>20</b>	<b>12</b>	<b>60.00%</b>	<b>6</b>	<b>30.00%</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0.00%</b>

Image of Job Category Analysis for Tenure-Track

Faculty: Tenured										
Job Code	Job Title	Total Employee #	Female Employee #	Female Employee %	Minority Employee #	*Minority Employee %	**Individuals with Disabilities Employee #	**Individuals with Disabilities Employee %	Veterans Employee #	Veterans Employee %
007846	State University Faculty	81	39	48.15%	7	8.64%	3	3.70%	0	0.00%
<b>Total</b>		<b>81</b>	<b>39</b>	<b>48.15%</b>	<b>7</b>	<b>8.64%</b>	<b>3</b>	<b>3.70%</b>	<b>0</b>	<b>0.00%</b>

Image of Job Category Analysis for Tenured

Image of Feeder Jobs and Feeder Group Analysis for Officials/Administrators

Institution Name: Southwest Minnesota State University

Feeder Jobs and Feeder Group Analysis - Minnesota Administrative Rules, Part 3905.0600(3), Items A & B

Data as of: 04/01/2020

\*Minority=Racial/ethnic minorities; \*\*Indiv. w/Disabl = Individuals with Disabilities

Officials/Administrators															
Job Code	EEO Category	Job Title	Total #	Female #	Female %	Weighted Female %	*Minority #	*Minority %	Weighted *Minority %	**Indiv. w Disabl #	**Indiv. w Disabl %	Weighted **Indiv. w Disabl %	Veteran #	Veteran %	Weighted Veteran %
000577	Professionals	Information Officer 3	2	1	50.00%	0.44%	0	0.00%	0.00%	0	0.00%	0.00%	0	0.00%	0.00%
000957	Officials/Administrators	State University Mgmt Officer	1	1	100.00%	0.44%	0	0.00%	0.00%	0	0.00%	0.00%	0	0.00%	0.00%
002095	Professionals	Accounting Supervisor Inter	1	1	100.00%	0.44%	0	0.00%	0.00%	0	0.00%	0.00%	0	0.00%	0.00%
002523	Officials/Administrators	Physical Plant Manager	1	0	0.00%	0.00%	0	0.00%	0.00%	0	0.00%	0.00%	0	0.00%	0.00%
003586	Professionals	Information Technology Spec 4	1	0	0.00%	0.00%	0	0.00%	0.00%	0	0.00%	0.00%	0	0.00%	0.00%
007801	Faculty: Adjunct	State Univ Adjunct Non-Unit	36	17	47.22%	7.42%	2	5.56%	0.87%	0	0.00%	0.00%	0	0.00%	0.00%
007811	Professionals	MSUAASF Range C	27	18	66.67%	7.86%	2	7.41%	0.87%	0	0.00%	0.00%	0	0.00%	0.00%
007812	Professionals	MSUAASF Range D	16	9	56.25%	3.93%	1	6.25%	0.44%	1	6.25%	0.44%	0	0.00%	0.00%
007813	Professionals	MSUAASF Range E	5	1	20.00%	0.44%	1	20.00%	0.44%	0	0.00%	0.00%	1	20.00%	0.44%
007830	Faculty: Adjunct	State Univ Adjunct Unit	91	60	65.93%	26.20%	4	4.40%	1.75%	1	1.10%	0.44%	0	0.00%	0.00%
007846	Faculty	State University Faculty	36	14	38.89%	6.11%	2	5.56%	0.87%	1	2.78%	0.44%	0	0.00%	0.00%
007852	Officials/Administrators	MnSCU Admin-2	1	1	100.00%	0.44%	0	0.00%	0.00%	0	0.00%	0.00%	0	0.00%	0.00%
007853	Officials/Administrators	MnSCU Admin-3	1	1	100.00%	0.44%	0	0.00%	0.00%	0	0.00%	0.00%	0	0.00%	0.00%
007855	Officials/Administrators	MnSCU Admin-5	1	1	100.00%	0.44%	0	0.00%	0.00%	1	100.00%	0.44%	0	0.00%	0.00%
007857	Officials/Administrators	MnSCU Admin-7	2	0	0.00%	0.00%	0	0.00%	0.00%	0	0.00%	0.00%	0	0.00%	0.00%
007858	Officials/Administrators	MnSCU Admin-8	2	0	0.00%	0.00%	0	0.00%	0.00%	0	0.00%	0.00%	0	0.00%	0.00%
007859	Officials/Administrators	MnSCU Admin-9	2	1	50.00%	0.44%	1	50.00%	0.44%	0	0.00%	0.00%	0	0.00%	0.00%
007860	Officials/Administrators	MnSCU Admin-10	1	0	0.00%	0.00%	0	0.00%	0.00%	0	0.00%	0.00%	0	0.00%	0.00%
007862	Officials/Administrators	MnSCU Admin-12	1	1	100.00%	0.44%	0	0.00%	0.00%	0	0.00%	0.00%	0	0.00%	0.00%
007863	Officials/Administrators	MnSCU Admin-13	1	1	100.00%	0.44%	0	0.00%	0.00%	0	0.00%	0.00%	0	0.00%	0.00%
<b>Total</b>			229	128	55.90%	<b>55.90%</b>	13	5.68%	<b>5.68%</b>	4	1.75%	<b>1.75%</b>	1	0.44%	<b>0.44%</b>



Image of Feeder Jobs and Feeder Group Analysis for Para-Professionals/Technicians

Para-Professionals/Technicians															
Job Code	EEO Category	Job Title	Total	Female #	Female %	Weighted Female %	*Minority #	*Minority %	Weighted *Minority %	**Indiv. w Disabl #	**Indiv. w Disabl %	Weighted **Indiv. w Disabl %	Veteran #	Veteran %	Weighted Veteran %
000148	Office/Clerical	Cashier	2	2	100.00%	2.86%	0	0.00%	0.00%	0	0.00%	0.00%	0	0.00%	0.00%
000270	Para-Professionals	Electronic Technician	1	0	0.00%	0.00%	0	0.00%	0.00%	0	0.00%	0.00%	0	0.00%	0.00%
000308	Para-Professionals	Library Technician	5	5	100.00%	7.14%	0	0.00%	0.00%	1	20.00%	1.43%	0	0.00%	0.00%
000632	Office/Clerical	Account Clerk Senior	4	3	75.00%	4.29%	0	0.00%	0.00%	0	0.00%	0.00%	0	0.00%	0.00%
000865	Para-Professionals	College Laboratory Assistant 1	4	4	100.00%	5.71%	0	0.00%	0.00%	0	0.00%	0.00%	0	0.00%	0.00%
003626	Office/Clerical	Office Specialist	2	2	100.00%	2.86%	0	0.00%	0.00%	0	0.00%	0.00%	0	0.00%	0.00%
003627	Office/Clerical	Office & Admin Special	2	2	100.00%	2.86%	0	0.00%	0.00%	0	0.00%	0.00%	0	0.00%	0.00%
003628	Office/Clerical	Office & Admin Special Interme	2	2	100.00%	2.86%	0	0.00%	0.00%	0	0.00%	0.00%	0	0.00%	0.00%
003629	Office/Clerical	Office & Admin Special Senior	26	26	100.00%	37.14%	2	7.69%	2.86%	0	0.00%	0.00%	0	0.00%	0.00%
003630	Office/Clerical	Office & Admin Special Prin	4	4	100.00%	5.71%	0	0.00%	0.00%	0	0.00%	0.00%	0	0.00%	0.00%
003634	Office/Clerical	Central Svcs Admin Spec Prin	2	2	100.00%	2.86%	0	0.00%	0.00%	0	0.00%	0.00%	0	0.00%	0.00%
003635	Office/Clerical	Customer Svc Special	2	2	100.00%	2.86%	0	0.00%	0.00%	0	0.00%	0.00%	0	0.00%	0.00%
003636	Office/Clerical	Customer Svc Special Intermed	2	2	100.00%	2.86%	0	0.00%	0.00%	0	0.00%	0.00%	0	0.00%	0.00%
003637	Office/Clerical	Customer Svc Special Senior	8	8	100.00%	11.43%	0	0.00%	0.00%	0	0.00%	0.00%	0	0.00%	0.00%
003638	Office/Clerical	Customer Svc Special Principal	4	2	50.00%	2.86%	0	0.00%	0.00%	0	0.00%	0.00%	0	0.00%	0.00%
<b>Total</b>			<b>70</b>	<b>66</b>	<b>94.29%</b>	<b>94.29%</b>	<b>2</b>	<b>2.86%</b>	<b>2.86%</b>	<b>1</b>	<b>1.43%</b>	<b>1.43%</b>	<b>0</b>	<b>0.00%</b>	<b>0.00%</b>

Image of Feeder Jobs and Feeder Group Analysis for Office/Clerical

Office/Clerical															
Job Code	EEO Category	Job Title	Total	Female #	Female %	Weighted Female %	*Minority #	*Minority %	Weighted *Minority %	**Indiv. w Disabl #	**Indiv. w Disabl %	Weighted **Indiv. w Disabl %	Veteran #	Veteran %	Weighted Veteran %
000148	Office/Clerical	Cashier	1	1	100.00%	1.89%	0	0.00%	0.00%	0	0.00%	0.00%	0	0.00%	0.00%
000632	Office/Clerical	Account Clerk Senior	4	3	75.00%	5.66%	0	0.00%	0.00%	0	0.00%	0.00%	0	0.00%	0.00%
001725	Service Maintenance	General Maintenance Worker	21	9	42.86%	16.98%	1	4.76%	1.89%	0	0.00%	0.00%	0	0.00%	0.00%
003626	Office/Clerical	Office Specialist	1	1	100.00%	1.89%	0	0.00%	0.00%	0	0.00%	0.00%	0	0.00%	0.00%
003627	Office/Clerical	Office & Admin Special	1	1	100.00%	1.89%	0	0.00%	0.00%	0	0.00%	0.00%	0	0.00%	0.00%
003628	Office/Clerical	Office & Admin Special Interme	1	1	100.00%	1.89%	0	0.00%	0.00%	0	0.00%	0.00%	0	0.00%	0.00%
003629	Office/Clerical	Office & Admin Special Senior	13	13	100.00%	24.53%	1	7.69%	1.89%	0	0.00%	0.00%	0	0.00%	0.00%
003630	Office/Clerical	Office & Admin Special Prin	2	2	100.00%	3.77%	0	0.00%	0.00%	0	0.00%	0.00%	0	0.00%	0.00%
003634	Office/Clerical	Central Svcs Admin Spec Prin	1	1	100.00%	1.89%	0	0.00%	0.00%	0	0.00%	0.00%	0	0.00%	0.00%
003635	Office/Clerical	Customer Svc Special	1	1	100.00%	1.89%	0	0.00%	0.00%	0	0.00%	0.00%	0	0.00%	0.00%
003636	Office/Clerical	Customer Svc Special Intermed	1	1	100.00%	1.89%	0	0.00%	0.00%	0	0.00%	0.00%	0	0.00%	0.00%
003637	Office/Clerical	Customer Svc Special Senior	4	4	100.00%	7.55%	0	0.00%	0.00%	0	0.00%	0.00%	0	0.00%	0.00%
003638	Office/Clerical	Customer Svc Special Principal	2	1	50.00%	1.89%	0	0.00%	0.00%	0	0.00%	0.00%	0	0.00%	0.00%
<b>Total</b>			<b>53</b>	<b>39</b>	<b>73.58%</b>	<b>73.58%</b>	<b>2</b>	<b>3.77%</b>	<b>3.77%</b>	<b>0</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0</b>	<b>0.00%</b>	<b>0.00%</b>

Image of Feeder Jobs and Feeder Group Analysis for Skilled Craft

Skilled Craft															
Job Code	EEO Category	Job Title	Total	Female #	Female %	Weighted Female %	*Minority #	*Minority %	Weighted *Minority %	**Indiv. w Disabl #	**Indiv. w Disabl %	Weighted **Indiv. w Disabl %	Veteran #	Veteran %	Weighted Veteran %
000328	Service Maintenance	Groundskeeper	2	0	0.00%	0.00%	0	0.00%	0.00%	0	0.00%	0.00%	0	0.00%	0.00%
000490	Skilled Craft	Painter	1	0	0.00%	0.00%	1	100.00%	3.03%	0	0.00%	0.00%	0	0.00%	0.00%
000525	Skilled Craft	Plant Mntc Engineer	2	0	0.00%	0.00%	0	0.00%	0.00%	0	0.00%	0.00%	0	0.00%	0.00%
000860	Service Maintenance	Building Services Supv	1	0	0.00%	0.00%	1	100.00%	3.03%	0	0.00%	0.00%	0	0.00%	0.00%
000861	Service Maintenance	Building Services Manager	1	0	0.00%	0.00%	0	0.00%	0.00%	0	0.00%	0.00%	0	0.00%	0.00%
001019	Skilled Craft	Refrigeration Mechanic	1	0	0.00%	0.00%	0	0.00%	0.00%	0	0.00%	0.00%	0	0.00%	0.00%
001599	Service Maintenance	Groundskeeper Inter	1	1	100.00%	3.03%	0	0.00%	0.00%	0	0.00%	0.00%	0	0.00%	0.00%
001725	Service Maintenance	General Maintenance Worker	21	9	42.86%	27.27%	1	4.76%	3.03%	0	0.00%	0.00%	0	0.00%	0.00%
001728	Service Maintenance	General Maintenance Wrkr Lead	1	0	0.00%	0.00%	0	0.00%	0.00%	0	0.00%	0.00%	0	0.00%	0.00%
003452	Skilled Craft	Electrician Master Record	1	0	0.00%	0.00%	0	0.00%	0.00%	0	0.00%	0.00%	0	0.00%	0.00%
003453	Skilled Craft	Plumber-Master In Charge	1	0	0.00%	0.00%	0	0.00%	0.00%	0	0.00%	0.00%	0	0.00%	0.00%
<b>Total</b>			<b>33</b>	<b>10</b>	<b>30.30%</b>	<b>30.30%</b>	<b>3</b>	<b>9.09%</b>	<b>9.09%</b>	<b>0</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0</b>	<b>0.00%</b>	<b>0.00%</b>

Image of Feeder Jobs and Feeder Group Analysis for Service Maintenance

Image of Feeder Jobs and Feeder Group Analysis for Faculty

Service Maintenance															
Job Code	EEO Category	Job Title	Total	Female #	Female %	Weighted Female %	*Minority #	*Minority %	Weighted *Minority %	**Indiv. w Disabl #	**Indiv. w Disabl %	Weighted **Indiv. w Disabl %	Veteran #	Veteran %	Weighted Veteran %
000328	Service Maintenance	Groundskeeper	2	0	0.00%	0.00%	0	0.00%	0.00%	0	0.00%	0.00%	0	0.00%	0.00%
000860	Service Maintenance	Building Services Supv	1	0	0.00%	0.00%	1	100.00%	3.85%	0	0.00%	0.00%	0	0.00%	0.00%
001599	Service Maintenance	Groundskeeper Inter	1	1	100.00%	3.85%	0	0.00%	0.00%	0	0.00%	0.00%	0	0.00%	0.00%
001725	Service Maintenance	General Maintenance Worker	21	9	42.86%	34.62%	1	4.76%	3.85%	0	0.00%	0.00%	0	0.00%	0.00%
001728	Service Maintenance	General Maintenance Wrkr Lead	1	0	0.00%	0.00%	0	0.00%	0.00%	0	0.00%	0.00%	0	0.00%	0.00%
<b>Total</b>			<b>26</b>	<b>10</b>	<b>38.46%</b>	<b>38.46%</b>	<b>2</b>	<b>7.69%</b>	<b>7.69%</b>	<b>0</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0</b>	<b>0.00%</b>	<b>0.00%</b>

Faculty: Adjunct															
Job Code	EEO Category	Job Title	Total	Female #	Female %	Weighted Female %	*Minority #	*Minority %	Weighted *Minority %	**Indiv. w Disabl #	**Indiv. w Disabl %	Weighted **Indiv. w Disabl %	Veteran #	Veteran %	Weighted Veteran %
007801	Faculty: Adjunct	State Univ Adjunct Non-Unit	36	17	47.22%	13.39%	2	5.56%	1.57%	0	0.00%	0.00%	0	0.00%	0.00%
007830	Faculty: Adjunct	State Univ Adjunct Unit	91	60	65.93%	47.24%	4	4.40%	3.15%	1	1.10%	0.79%	0	0.00%	0.00%
<b>Total</b>			<b>127</b>	<b>77</b>	<b>60.63%</b>	<b>60.63%</b>	<b>6</b>	<b>4.72%</b>	<b>4.72%</b>	<b>1</b>	<b>0.79%</b>	<b>0.79%</b>	<b>0</b>	<b>0.00%</b>	<b>0.00%</b>

Image of Feeder Jobs and Feeder Group Analysis for Faculty: Fixed Term  
 Image of Feeder Jobs and Feeder Group Analysis for Faculty: Tenure-Track

Faculty: Fixed Term																
Job Code	EEO Category	Job Title	Total	Female #	Female %	Weighted Female %	*Minority #	*Minority %	Weighted *Minority %	**Indiv. w Disabl #	**Indiv. w Disabl %	Weighted **Indiv. w Disabl %	Veteran #	Veteran %	Weighted Veteran %	
007801	Faculty: Adjunct	State Univ Adjunct Non-Unit	36	17	47.22%	10.43%	2	5.56%	1.23%	0	0.00%	0.00%	0	0.00%	0.00%	
007830	Faculty: Adjunct	State Univ Adjunct Unit	91	60	65.93%	36.81%	4	4.40%	2.45%	1	1.10%	0.61%	0	0.00%	0.00%	
007846	Faculty: Fixed Term	State University Faculty	36	14	38.89%	8.59%	2	5.56%	1.23%	1	2.78%	0.61%	0	0.00%	0.00%	
<b>Total</b>			163	91	55.83%	<b>55.83%</b>	8	4.91%	<b>4.91%</b>	2	1.23%	<b>1.23%</b>	0	0.00%	<b>0.00%</b>	

Faculty: Tenure-Track																
Job Code	EEO Category	Job Title	Total	Female #	Female %	Weighted Female %	*Minority #	*Minority %	Weighted *Minority %	**Indiv. w Disabl #	**Indiv. w Disabl %	Weighted **Indiv. w Disabl %	Veteran #	Veteran %	Weighted Veteran %	
007801	Faculty: Adjunct	State Univ Adjunct Non-Unit	36	17	47.22%	10.43%	2	5.56%	1.23%	0	0.00%	0.00%	0	0.00%	0.00%	
007830	Faculty: Adjunct	State Univ Adjunct Unit	91	60	65.93%	36.81%	4	4.40%	2.45%	1	1.10%	0.61%	0	0.00%	0.00%	
007846	Faculty: Fixed Term	State University Faculty	36	14	38.89%	8.59%	2	5.56%	1.23%	1	2.78%	0.61%	0	0.00%	0.00%	
<b>Total</b>			163	91	55.83%	<b>55.83%</b>	8	4.91%	<b>4.91%</b>	2	1.23%	<b>1.23%</b>	0	0.00%	<b>0.00%</b>	

Image of Feeder Jobs and Feeder Group Analysis for Faculty: Tenured

Faculty: Tenured																
Job Code	EEO Category	Job Title	Total	Female #	Female %	Weighted Female %	*Minority #	*Minority %	Weighted *Minority %	**Indiv. w Disabl #	**Indiv. w Disabl %	Weighted **Indiv. w Disabl %	Veteran #	Veteran %	Weighted Veteran %	
007846	Faculty: Tenure-Track	State University Faculty	20	12	60.00%	60.00%	6	30.00%	30.00%	0	0.00%	0.00%	0	0.00%	0.00%	
<b>Total</b>			20	12	60.00%	<b>60.00%</b>	6	30.00%	<b>30.00%</b>	0	0.00%	<b>0.00%</b>	0	0.00%	<b>0.00%</b>	

**Institution Name: Southwest Minnesota State University**

**Determining Availability**

Minn. Stat. § 43A.19 (b)(1)-(2); Minnesota Administrative Rules, Part 3905.0600(3), (5) \*Minority = Racial/ethnic minorities; \*\*Indiv. w Disabl = Individuals with disabilities

To review raw statistics of Census Occupation Code (COC) and COC titles, Agencies - <https://mmb.extranet.mn.gov/mmb-extranet/hr-toolbox/recruitment-and-retention/equal-opportunity/affirmative-action/resources.jsp>; Minnesota State - <https://mn.gov/mmb/empl>

Officials/Administrators											
Select a Region: US											
Factor	Weight Ratio	Raw Statistics Female	Raw Statistics *Minority	Raw Statistics **Indiv. w Disabl	Raw Statistics Veterans	Weighted Statistics Female	Weighted Statistics *Minority	Weighted Statistics **Indiv. w Disabl	Weighted Statistics Veterans	Source of Statistics	Reasons for External and Internal Weight Ratio
<b>1: External</b> - Percentage of females or racial/ethnic minorities with requisite skills in the reasonable recruitment area.	100.00%	40.01%	25.79%	4.78%	6.41%	40.01%	25.79%	4.78%	6.41%	The American Community Survey (2014-2018) compiled by the U.S. Department of Labor, Bureau of Labor Statistics. Region: See header row for region, and reference Appendix A for definition. COC and COC Title: See Appendix B for list of titles used for each EEO-4 Category.	Our three-year historical appoints in this job category shows 85% from external and 15% from internal movements.
<b>2: Internal</b> - Percentage of females or racial/ethnic among those promotable, transferable, and trainable with your agency.	0.00%	55.90%	5.68%	1.75%	0.44%	0.00%	0.00%	0.00%	0.00%	Employee workforce for the job classifications that constitute feeders to this job category.	
The value of weight must equal to 100.00% →	100.00%	<b>Final Avail %</b>				<b>40.01%</b>	<b>25.79%</b>	<b>4.78%</b>	<b>6.41%</b>		

Professionals											
Select a Region: US											
Factor	Weight Ratio	Raw Statistics Female	Raw Statistics *Minority	Raw Statistics **Indiv. w Disabl	Raw Statistics Veterans	Weighted Statistics Female	Weighted Statistics *Minority	Weighted Statistics **Indiv. w Disabl	Weighted Statistics Veterans	Source of Statistics	Reasons for External and Internal Weight Ratio
<b>1: External</b> - Percentage of females or racial/ethnic minorities with requisite skills in the reasonable recruitment area.	75.00%	40.01%	25.79%	4.78%	6.41%	30.01%	19.34%	3.58%	4.81%	The American Community Survey (2014-2018) compiled by the U.S. Department of Labor, Bureau of Labor Statistics. Region: See header row for region, and reference Appendix A for definition. COC and COC Title: See Appendix B for list of titles used for each EEO-4 Category.	Our three-year historical appoints in this job category shows 75% from external and 25% from internal movements.
<b>2: Internal</b> - Percentage of females or racial/ethnic among those promotable, transferable, and trainable with your agency.	25.00%	60.49%	7.41%	3.70%	0.00%	15.12%	1.85%	0.93%	0.00%	Employee workforce for the job classifications that constitute feeders to this job category.	
The value of weight must equal to 100.00% →	100.00%	<b>Final Avail %</b>				<b>45.13%</b>	<b>21.19%</b>	<b>4.51%</b>	<b>4.81%</b>		

Image of Determining Availability for Professionals

Image of Determining Availability for Protective Service: Non-Sworn

Protective Service: Non-Sworn											Select a Region:	
Factor	Weight Ratio	Raw Statistics Female	Raw Statistics *Minority	Raw Statistics IWD	Raw Statistics IWD	Weighted Statistics Female	Weighted Statistics *Minority	Weighted Statistics IWD*	Weighted Statistics Veterans	Source of Statistics	Reasons for External and Internal Weight Ratio	
1: External - Percentage of females or racial/ethnic minorities with requisite skills in the reasonable recruitment area.		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	The American Community Survey (2014-2018) compiled by the U.S. Department of Labor, Bureau of Labor Statistics. Region: See header row for region, and reference Appendix A for definition. COC and COC Title: See Appendix B for list of titles used for each EEO-4 Category.	[e.g., Our three-year historical appoints in this job category shows 70% from external and 30% from internal movements.]	
2: Internal - Percentage of females or racial/ethnic among those promotable, transferable, and trainable with your agency.		0.00%	0.00%	50.00%	50.00%	0.00%	0.00%	0.00%	0.00%			Employee workforce for the job groups that constitute feeders to this job group.
The value of weight must equal to 100.00% →	0.00%	Final Avail %				0.00%	0.00%	0.00%	0.00%			

Image of Determining Availability for Para-Professionals

Para-Professionals/Technicians											Select a Region: Southwest	
Factor	Weight Ratio	Raw Statistics Female	Raw Statistics *Minority	Raw Statistics **Indiv. w Disabl	Raw Statistics Veterans	Weighted Statistics Female	Weighted Statistics *Minority	Weighted Statistics **Indiv. w Disabl	Weighted Statistics Veterans	Source of Statistics	Reasons for External and Internal Weight Ratio	
1: External - Percentage of females or racial/ethnic minorities with requisite skills in the reasonable recruitment area.	83.00%	26.00%	5.35%	3.56%	7.92%	21.58%	4.44%	2.95%	6.57%	The American Community Survey (2014-2018) compiled by the U.S. Department of Labor, Bureau of Labor Statistics. Region: See header row for region, and reference Appendix A for definition. COC and COC Title: See Appendix B for list of titles used for each EEO-4 Category.	Our three-year historical appoints in this job category shows 83% from external and 17% from internal movements.	
2: Internal - Percentage of females or racial/ethnic among those promotable, transferable, and trainable with your agency.	17.00%	94.29%	2.86%	1.43%	0.00%	16.03%	0.49%	0.24%	0.00%			Employee workforce for the job classifications that constitute feeders to this job category.
The value of weight must equal to 100.00% →	100.00%	Final Avail %				37.61%	4.93%	3.20%	6.57%			

Image of Determining Availability for Office/Clerical

Office/Clerical											Select a Region: Southwest	
Factor	Weight Ratio	Raw Statistics Female	Raw Statistics *Minority	Raw Statistics **Indiv. w Disabl	Raw Statistics Veterans	Weighted Statistics Female	Weighted Statistics *Minority	Weighted Statistics **Indiv. w Disabl	Weighted Statistics Veterans	Source of Statistics	Reasons for External and Internal Weight Ratio	
1: External - Percentage of females or racial/ethnic minorities with requisite skills in the reasonable recruitment area.	65.00%	26.00%	5.35%	3.56%	7.92%	16.90%	3.48%	2.31%	5.15%	The American Community Survey (2014-2018) compiled by the U.S. Department of Labor, Bureau of Labor Statistics. Region: See header row for region, and reference Appendix A for definition. COC and COC Title: See Appendix B for list of titles used for each EEO-4 Category.	Our three-year historical appoints in this job category shows 65% from external and 35% from internal movements.	
2: Internal - Percentage of females or racial/ethnic among those promotable, transferable, and trainable with your agency.	35.00%	73.58%	3.77%	0.00%	0.00%	25.75%	1.32%	0.00%	0.00%	Employee workforce for the job classifications that constitute feeders to this job category.		
The value of weight must equal to 100.00% →	100.00%	Final Avail %				42.66%	4.80%	2.31%	5.15%			

Image of Determining Availability for Skilled Craft

Skilled Craft											Select a Region: Southwest	
Factor	Weight Ratio	Raw Statistics Female	Raw Statistics *Minority	Raw Statistics **Indiv. w Disabl	Raw Statistics Veterans	Weighted Statistics Female	Weighted Statistics *Minority	Weighted Statistics **Indiv. w Disabl	Weighted Statistics Veterans	Source of Statistics	Reasons for External and Internal Weight Ratio	
1: External - Percentage of females or racial/ethnic minorities with requisite skills in the reasonable recruitment area.	100.00%	26.00%	5.35%	3.56%	7.92%	26.00%	5.35%	3.56%	7.92%	The American Community Survey (2014-2018) compiled by the U.S. Department of Labor, Bureau of Labor Statistics. Region: See header row for region, and reference Appendix A for definition. COC and COC Title: See Appendix B for list of titles used for each EEO-4 Category.	Our three-year historical appoints in this job category shows 100% from external and 0% from internal movements.	
2: Internal - Percentage of females or racial/ethnic among those promotable, transferable, and trainable with your agency.	0.00%	30.30%	9.09%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	Employee workforce for the job classifications that constitute feeders to this job category.		
The value of weight must equal to 100.00% →	100.00%	Final Avail %				26.00%	5.35%	3.56%	7.92%			

Image of Determining Availability for Service Maintenance

Service Maintenance											Select a Region: Southwest	
Factor	Weight Ratio	Raw Statistics Female	Raw Statistics *Minority	Raw Statistics **Indiv. w Disabl	Raw Statistics Veterans	Weighted Statistics Female	Weighted Statistics *Minority	Weighted Statistics **Indiv. w Disabl	Weighted Statistics Veterans	Source of Statistics	Reasons for External and Internal Weight Ratio	
1: External - Percentage of females or racial/ethnic minorities with requisite skills in the reasonable recruitment area.	70.00%	26.00%	5.35%	3.56%	7.92%	18.20%	3.75%	2.49%	5.54%	The American Community Survey (2014-2018) compiled by the U.S. Department of Labor, Bureau of Labor Statistics. Region: See header row for region, and reference Appendix A for definition. COC and COC Title: See Appendix B for list of titles used for each EEO-4 Category.	Our three-year historical appoints in this job category shows 70% from external and 30% from internal movements.	
2: Internal - Percentage of females or racial/ethnic among those promotable, transferable, and trainable with your agency.	30.00%	38.46%	7.69%	0.00%	0.00%	11.54%	2.31%	0.00%	0.00%	Employee workforce for the job classifications that constitute feeders to this job category.		
The value of weight must equal to 100.00% →	100.00%	Final Avail %				29.74%	6.06%	2.49%	5.54%			

Image of Determining Availability for Faculty: Adjunct.

Faculty: Adjunct											Select a Region: Southwest	
Factor	Weight Ratio	Raw Statistics Female	Raw Statistics *Minority	Raw Statistics **Indiv. w Disabl	Raw Statistics Veterans	Weighted Statistics Female	Weighted Statistics *Minority	Weighted Statistics **Indiv. w Disabl	Weighted Statistics Veterans	Source of Statistics	Reasons for External and Internal Weight Ratio	
1: External - Percentage of females or racial/ethnic minorities with requisite skills in the reasonable recruitment area.	85.00%	26.00%	5.35%	3.56%	7.92%	22.10%	4.55%	3.03%	6.73%	The American Community Survey (2014-2018) compiled by the U.S. Department of Labor, Bureau of Labor Statistics. Region: See header row for region, and reference Appendix A for definition. COC and COC Title: See Appendix B for list of titles used for each EEO-4 Category.	Our three-year historical appoints in this job category shows 85% from external and 15% from internal movements.	
2: Internal - Percentage of females or racial/ethnic among those promotable, transferable, and trainable with your agency.	15.00%	60.63%	4.72%	0.79%	0.00%	9.09%	0.71%	0.12%	0.00%	Employee workforce for the job classifications that constitute feeders to this job category.		
The value of weight must equal to 100.00% →	100.00%	Final Avail %				31.20%	5.26%	3.14%	6.73%			

Image of Determining Availability for Faculty: Fixed Term

Faculty: Fixed Term		Select a Region: US									
Factor	Weight Ratio	Raw Statistics Female	Raw Statistics *Minority	Raw Statistics **Indiv. w Disabl	Raw Statistics Veterans	Weighted Statistics Female	Weighted Statistics *Minority	Weighted Statistics **Indiv. w Disabl	Weighted Statistics Veterans	Source of Statistics	Reasons for External and Internal Weight Ratio
1: External - Percentage of females or racial/ethnic minorities with requisite skills in the reasonable recruitment area.	85.00%	40.01%	25.79%	4.78%	6.41%	34.01%	21.92%	4.06%	5.45%	The American Community Survey (2014-2018) compiled by the U.S. Department of Labor, Bureau of Labor Statistics. Region: See header row for region, and reference Appendix A for definition. COC and COC Title: See Appendix B for list of titles used for each EEO-4 Category.	Our three-year historical appoints in this job category shows 85% from external and 15% from internal movements.
2: Internal - Percentage of females or racial/ethnic among those promotable, transferable, and trainable with your agency.	15.00%	55.83%	4.91%	1.23%	0.00%	8.37%	0.74%	0.18%	0.00%	Employee workforce for the job classifications that constitute feeders to this job category.	
The value of weight must equal to 100.00% →	100.00%	Final Avail %				42.38%	22.66%	4.24%	5.45%		

Image of Determining Availability for Faculty: Tenure-Track

Faculty: Tenure-Track		Select a Region: US									
Factor	Weight Ratio	Raw Statistics Female	Raw Statistics *Minority	Raw Statistics **Indiv. w Disabl	Raw Statistics Veterans	Weighted Statistics Female	Weighted Statistics *Minority	Weighted Statistics **Indiv. w Disabl	Weighted Statistics Veterans	Source of Statistics	Reasons for External and Internal Weight Ratio
1: External - Percentage of females or racial/ethnic minorities with requisite skills in the reasonable recruitment area.	80.00%	40.01%	25.79%	4.78%	6.41%	32.01%	20.63%	3.82%	5.13%	The American Community Survey (2014-2018) compiled by the U.S. Department of Labor, Bureau of Labor Statistics. Region: See header row for region, and reference Appendix A for definition. COC and COC Title: See Appendix B for list of titles used for each EEO-4 Category.	Our three-year historical appoints in this job category shows 80% from external and 20% from internal movements.
2: Internal - Percentage of females or racial/ethnic among those promotable, transferable, and trainable with your agency.	20.00%	55.83%	4.91%	1.23%	0.00%	11.17%	0.98%	0.25%	0.00%	Employee workforce for the job classifications that constitute feeders to this job category.	
The value of weight must equal to 100.00% →	100.00%	Final Avail %				43.17%	21.61%	4.07%	5.13%		

Image of Determining Availability for Faculty: Tenured

Faculty: Tenured											Select a Region: US	
Factor	Weight Ratio	Raw Statistics Female	Raw Statistics *Minority	Raw Statistics **Indiv. w Disabl	Raw Statistics Veterans	Weighted Statistics Female	Weighted Statistics *Minority	Weighted Statistics **Indiv. w Disabl	Weighted Statistics Veterans	Source of Statistics	Reasons for External and Internal Weight Ratio	
1: External - Percentage of females or racial/ethnic minorities with requisite skills in the reasonable recruitment area.	70.00%	40.01%	25.79%	4.78%	6.41%	28.01%	18.05%	3.34%	4.49%	The American Community Survey (2014-2018) compiled by the U.S. Department of Labor, Bureau of Labor Statistics. Region: See header row for region, and reference Appendix A for definition. COC and COC Title: See Appendix B for list of titles used for each EEO-4 Category.	[e.g., Our three-year historical appoints in this job category shows 0% from external and 100% from internal movements.]	
2: Internal - Percentage of females or racial/ethnic among those promotable, transferable, and trainable with your agency.	30.00%	60.00%	30.00%	0.00%	0.00%	18.00%	9.00%	0.00%	0.00%	Employee workforce for the job classifications that constitute feeders to this job category.		
The value of weight must equal to 100.00% →	100.00%	Final Avail %				46.01%	27.05%	3.34%	4.49%			

Image of Utilization Analysis for Females

**Institution Name: Southwest Minnesota State University**

**Utilization Analysis**

**Comparing Incumbency to Availability, Establishing Placement Goals, and Timetable**

Minnesota Administrative Rules, Part 3905.0600(4), (5), and (6)

Placement Goals are established based on the whole person rule (i.e., a goal is set when availability exceeds employment by at least one whole person).

<b>FEMALES</b>								
<b>Job Categories</b>	<b>Total Number of Employee in Job Category</b>	<b>Total Number of Female Employee in the Job Category</b>	<b>% of Female Employee in the Job Category</b>	<b>Female Availability %</b>	<b>Availability Number</b>	<b>Female Underutilized Number</b>	<b>Female Establish Goals?</b>	<b>If Yes, Goals for FY 2020-2022</b>
Officials/Administrators	15	7	46.67%	40.01%	6	0*	Monitor	
Professionals	85	50	58.82%	45.13%	38	None		
Protective Service: Non-Sworn	2	-	0.00%	0.00%	-	0*	Monitor	
Para-Professionals/Technicians	8	7	87.50%	37.61%	3	None		
Office/Clerical	32	30	93.75%	42.66%	13	None		
Skilled Craft	7	-	0.00%	26.00%	1	1	Yes	26.00%
Service Maintenance	28	10	35.71%	29.74%	8	None		
Faculty: Adjunct	127	77	60.63%	31.20%	39	None		
Faculty: Fixed Term	36	14	38.89%	42.38%	15	1	Yes	42.38%
Faculty: Tenure-Track	20	12	60.00%	43.17%	8	None		
Faculty: Tenured	81	39	48.15%	46.01%	37	None		
<b>Totals</b>	<b>441</b>	<b>246</b>	<b>55.78%</b>					

Image of Determining Availability for Racial/Ethnic Minorities

<b>RACIAL/ETHNIC MINORITIES (MINORITIES)</b>								
<b>Job Categories</b>	<b>Total Number of Employee in Job Category</b>	<b>Total Number of Minority Employee in the Job Category</b>	<b>% of Minority Employee in the Job Category</b>	<b>Minority Availability %</b>	<b>Minority Availability Number</b>	<b>Minority Underutilized Number</b>	<b>Minority Establish Goals?</b>	<b>If Yes, Goals for FY 2020-2022</b>
Officials/Administrators	15	2	13.33%	25.79%	3	1	Yes	25.79%
Professionals	85	7	8.24%	21.19%	18	11	Yes	21.19%
Protective Service: Non-Sworn	2	-	0.00%	0.00%	-	0*	Monitor	
Para-Professionals/Technicians	8	-	0.00%	4.93%	-	0*	Monitor	
Office/Clerical	32	1	3.13%	4.80%	1	0*	Monitor	
Skilled Craft	7	1	14.29%	5.35%	-	0*	Monitor	
Service Maintenace	28	2	7.14%	6.06%	1	0*	Monitor	
Faculty: Adjunct	127	6	4.72%	5.26%	6	0*	Monitor	
Faculty: Fixed Term	36	2	5.56%	22.66%	8	6	Yes	22.66%
Faculty: Tenure-Track	20	6	30.00%	21.61%	4	None		
Faculty: Tenured	81	7	8.64%	27.05%	21	14	Yes	27.05%
<b>Totals</b>	<b>441</b>	<b>34</b>	<b>7.71%</b>					

Image of Determining Availability for Individuals with Disabilities

Individuals with Disabilities								
Job Categories	Total Number of Employee in Job Category	Total Number of Individuals with Disabilities Employee in the Job Category	% of Individuals with Disabilities Employee in the Job Category	Individuals with Disabilities State Goals %	Individuals with Disabilities State Goals Number	Individuals with Disabilities Underutilized Number	Individuals with Disabilities Establish Goals?	If Yes, Goals for FY 2020-2022
Officials/Administrators	15	1	6.67%	4.78%	-	0*	Monitor	
Professionals	85	3	3.53%	4.51%	3	0*	Monitor	
Protective Service: Non-Sworn	2	1	50.00%	0.00%	-	None		
Para-Professionals/Technicians	8	1	12.50%	3.20%	-	0*	Monitor	
Office/Clerical	32	-	0.00%	2.31%	-	0*	Monitor	
Skilled Craft	7	1	14.29%	3.56%	-	0*	Monitor	
Service Maintenance	28	-	0.00%	2.49%	-	0*	Monitor	
Faculty: Adjunct	127	1	0.79%	3.14%	3	2	Yes	3.14%
Faculty: Fixed Term	36	1	2.78%	4.24%	1	0*	Monitor	
Faculty: Tenure-Track	20	-	0.00%	4.07%	-	0*	Monitor	
Faculty: Tenured	81	3	3.70%	3.34%	2	0*	Monitor	
Totals	441	12	2.72%					

Image of Determining Availability for Veterans

Veterans								
Job Categories	Total Number of Employee in Job Category	Total Number of Veterans Employee in the Job Category	% of Veterans Employee in the Job Category	Veterans State Goals %	Veterans State Goals Number	Veterans Underutilized Number	Veterans Establish Goals?	If Yes, Goals for FY 2020-2022
Officials/Administrators	15	-	0.00%	6.41%	-	0*	Monitor	
Professionals	85	1	1.18%	4.81%	4	3	Yes	4.81%
Protective Service: Non-Sworn	2	1	50.00%	0.00%	-	None		
Para-Professionals/Technicians	8	-	0.00%	6.57%	-	0*	Monitor	
Office/Clerical	32	-	0.00%	5.15%	1	1	Yes	5.15%
Skilled Craft	7	-	0.00%	7.92%	-	0*	Monitor	
Service Maintenance	28	-	0.00%	5.54%	1	1	Yes	5.54%
Faculty: Adjunct	127	-	0.00%	6.73%	8	8	Yes	6.73%
Faculty: Fixed Term	36	-	0.00%	5.45%	1	1	Yes	5.45%
Faculty: Tenure-Track	20	-	0.00%	5.13%	1	1	Yes	5.13%
Faculty: Tenured	81	-	0.00%	4.49%	3	3	Yes	4.49%
Totals	441	2	0.45%					

Image of Job Category Analysis for Officials/Administrators

**Agency Name:** Southwest Minnesota State University

**Job Category Analysis: Listing of Job Titles**

Data as of: 04/01/2020

<b>Officials/Administrators</b>		*Minority=racial/ethnic minorities			
<b>Job Code</b>	<b>Job Title</b>	<b>Female Employee %</b>	<b>*Minority Employee %</b>	<b>Individuals w/ Disabilities Employee %</b>	<b>Veterans Employee %</b>
000957	State University Mgmt Officer	100.00%	0.00%	0.00%	0.00%
002523	Physical Plant Manager	0.00%	0.00%	0.00%	0.00%
007828	MnSCU President IV	0.00%	100.00%	0.00%	0.00%
007852	MnSCU Admin-2	100.00%	0.00%	0.00%	0.00%
007853	MnSCU Admin-3	100.00%	0.00%	0.00%	0.00%
007855	MnSCU Admin-5	100.00%	0.00%	100.00%	0.00%
007857	MnSCU Admin-7	0.00%	0.00%	0.00%	0.00%
007858	MnSCU Admin-8	0.00%	0.00%	0.00%	0.00%
007859	MnSCU Admin-9	50.00%	50.00%	0.00%	0.00%
007860	MnSCU Admin-10	0.00%	0.00%	0.00%	0.00%
007862	MnSCU Admin-12	100.00%	0.00%	0.00%	0.00%
007863	MnSCU Admin-13	100.00%	0.00%	0.00%	0.00%
#REF!	#REF!	#REF!	#REF!	#REF!	#REF!
<b>Total</b>		<b>46.67%</b>	<b>13.33%</b>	<b>6.67%</b>	<b>0.00%</b>

Image of Determining Availability for Professionals

<b>Professionals</b>		<b>*Minority=racial/ethnic minorities</b>			
<b>Job Code</b>	<b>Job Title</b>	<b>Female Employee %</b>	<b>*Minority Employee %</b>	<b>Individuals w/ Disabilities Employee %</b>	<b>Veterans Employee %</b>
000141	Buyer 2	100.00%	0.00%	0.00%	0.00%
000561	Psychologist 2	100.00%	0.00%	0.00%	0.00%
000577	Information Officer 3	50.00%	0.00%	0.00%	0.00%
000633	Accounting Officer Senior	100.00%	0.00%	0.00%	0.00%
000647	Information Officer 2	0.00%	0.00%	0.00%	0.00%
000979	Accounting Officer Inter	100.00%	0.00%	0.00%	0.00%
001423	Human Resources Specialist 2	100.00%	0.00%	0.00%	0.00%
001486	Human Resources Technician 2	100.00%	0.00%	0.00%	0.00%
002095	Accounting Supervisor Inter	100.00%	0.00%	0.00%	0.00%
003115	Facilities Construction Coord	0.00%	0.00%	0.00%	0.00%
003424	Small Business Asst Coordinator	100.00%	0.00%	0.00%	0.00%
003583	Information Technology Spec 1	0.00%	0.00%	0.00%	0.00%
003584	Information Technology Spec 2	20.00%	20.00%	0.00%	0.00%
003585	Information Technology Spec 3	50.00%	0.00%	25.00%	0.00%
003586	Information Technology Spec 4	0.00%	0.00%	0.00%	0.00%
003608	State Prog Admin Coordinator	100.00%	0.00%	0.00%	0.00%
007810	MSUAASF Range B	63.64%	18.18%	9.09%	0.00%
007811	MSUAASF Range C	66.67%	7.41%	0.00%	0.00%
007812	MSUAASF Range D	56.25%	6.25%	6.25%	0.00%
007813	MSUAASF Range E	20.00%	20.00%	0.00%	20.00%
#REF!	#REF!	#REF!	#REF!	#REF!	#REF!
<b>Total</b>		<b>58.82%</b>	<b>8.24%</b>	<b>3.53%</b>	<b>1.18%</b>

Image of Determining Availability for Protective Service: Non-Sworn

Image of Determining Availability for Para-Professionals/Technicians

<b>Protective Service: Non-Sworn</b>		<b>*Minority=racial/ethnic minorities</b>			
<b>Job Code</b>	<b>Job Title</b>	<b>Female Employee %</b>	<b>*Minority Employee %</b>	<b>Individuals w/ Disabilities Employee %</b>	<b>Veterans Employee %</b>
003458	Campus Security Officer	0.00%	0.00%	50.00%	50.00%
end of data	end of data				
<b>Total</b>		<b>0.00%</b>	<b>0.00%</b>	<b>50.00%</b>	<b>50.00%</b>

<b>Para-professionals/Technicians</b>		<b>*Minority=racial/eth</b>			
<b>Job Code</b>	<b>Job Title</b>	<b>Female Employee %</b>	<b>*Minority Employee %</b>	<b>Individuals w/ Disabilities Employee %</b>	<b>Veterans Employee %</b>
000270	Electronic Technician	0.00%	0.00%	0.00%	0.00%
000308	Library Technician	100.00%	0.00%	20.00%	0.00%
000865	College Laboratory Assistant 1	100.00%	0.00%	0.00%	0.00%
end of data	end of data				
<b>Total</b>		<b>87.50%</b>	<b>0.00%</b>	<b>12.50%</b>	<b>0.00%</b>

Image of Determining Availability for Office/Clerical

<b>Office/Clerical</b>		<b>*Minority=racial/ethnic minorities</b>			
<b>Job Code</b>	<b>Job Title</b>	<b>Female Employee %</b>	<b>*Minority Employee %</b>	<b>Individuals w/ Disabilities Employee %</b>	<b>Veterans Employee %</b>
000148	Cashier	100.00%	0.00%	0.00%	0.00%
000632	Account Clerk Senior	75.00%	0.00%	0.00%	0.00%
003626	Office Specialist	100.00%	0.00%	0.00%	0.00%
003627	Office & Admin Special	100.00%	0.00%	0.00%	0.00%
003628	Office & Admin Special Interme	100.00%	0.00%	0.00%	0.00%
003629	Office & Admin Special Senior	100.00%	7.69%	0.00%	0.00%
003630	Office & Admin Special Prin	100.00%	0.00%	0.00%	0.00%
003634	Central Svcs Admin Spec Prin	100.00%	0.00%	0.00%	0.00%
003635	Customer Svc Special	100.00%	0.00%	0.00%	0.00%
003636	Customer Svc Special Intermed	100.00%	0.00%	0.00%	0.00%
003637	Customer Svc Special Senior	100.00%	0.00%	0.00%	0.00%
003638	Customer Svc Special Principal	50.00%	0.00%	0.00%	0.00%
end of data	end of data				
<b>Total</b>		<b>93.75%</b>	<b>3.13%</b>	<b>0.00%</b>	<b>0.00%</b>

Image of Determining Availability for Skilled Craft

<b>Skilled Craft</b>					
*Minority=racial/ethnic minorities					
<b>Job Code</b>	<b>Job Title</b>	<b>Female Employee %</b>	<b>*Minority Employee %</b>	<b>Individuals w/ Disabilities Employee %</b>	<b>Veterans Employee %</b>
000132	Building Maintenance Supervisor	0.00%	0.00%	100.00%	0.00%
000490	Painter	0.00%	100.00%	0.00%	0.00%
000525	Plant Mntc Engineer	0.00%	0.00%	0.00%	0.00%
001019	Refrigeration Mechanic	0.00%	0.00%	0.00%	0.00%
003452	Electrician Master Record	0.00%	0.00%	0.00%	0.00%
003453	Plumber-Master In Charge	0.00%	0.00%	0.00%	0.00%
#REF!	#REF!	#REF!	#REF!	#REF!	#REF!
<b>Total</b>		<b>0.00%</b>	<b>14.29%</b>	<b>14.29%</b>	<b>0.00%</b>

Image of Determining Availability for Service Maintenance

<b>Service Maintenance</b>					
*Minority=racial/ethnic minorities					
<b>Job Code</b>	<b>Job Title</b>	<b>Female Employee %</b>	<b>*Minority Employee %</b>	<b>Individuals w/ Disabilities Employee %</b>	<b>Veterans Employee %</b>
000328	Groundskeeper	0.00%	0.00%	0.00%	0.00%
000860	Building Services Supv	0.00%	100.00%	0.00%	0.00%
000861	Building Services Manager	0.00%	0.00%	0.00%	0.00%
001035	Grounds & Roads Mntc Supv	0.00%	0.00%	0.00%	0.00%
001599	Groundskeeper Inter	100.00%	0.00%	0.00%	0.00%
001725	General Maintenance Worker	42.86%	4.76%	0.00%	0.00%
001728	General Maintenance Wrkr Lead	0.00%	0.00%	0.00%	0.00%
#REF!	#REF!	#REF!	#REF!	#REF!	#REF!
<b>Total</b>		<b>35.71%</b>	<b>7.14%</b>	<b>0.00%</b>	<b>0.00%</b>

Image of Determining Availability for Faculty: Adjunct

Image of Determining Availability for Faculty: Fixed Term

Faculty: Adjunct					
Job Code	Job Title	Female Employee %	*Minority Employee %	Individuals w/ Disabilities Employee %	Veterans Employee %
007801	State Univ Adjunct Non-Unit	47.22%	5.56%	0.00%	0.00%
007830	State Univ Adjunct Unit	65.93%	4.40%	1.10%	0.00%
#REF!	#REF!	#REF!	#REF!	#REF!	#REF!
<b>Total</b>		<b>60.63%</b>	<b>4.72%</b>	<b>0.79%</b>	<b>0.00%</b>

Faculty: Fixed Term					
Job Code	Job Title	Female Employee %	*Minority Employee %	Individuals w/ Disabilities Employee %	Veterans Employee %
007846	State University Faculty	38.89%	5.56%	2.78%	0.00%
end of data	end of data				
<b>Total</b>		<b>38.89%</b>	<b>5.56%</b>	<b>2.78%</b>	<b>0.00%</b>

Image of Determining Availability for Faculty: Tenure-Track

Image of Determining Availability for Faculty: Tenured

Faculty: Tenure-Track					
Job Code	Job Title	Female Employee %	*Minority Employee %	Individuals w/ Disabilities Employee %	Veterans Employee %
007846	State University Faculty	60.00%	30.00%	0.00%	0.00%
#REF!	#REF!	#REF!	#REF!	#REF!	#REF!
<b>Total</b>		<b>60.00%</b>	<b>30.00%</b>	<b>0.00%</b>	<b>0.00%</b>

Faculty: Tenured					
Job Code	Job Title	Female Employee %	*Minority Employee %	Individuals w/ Disabilities Employee %	Veterans Employee %
007846	State University Faculty	48.15%	8.64%	3.70%	0.00%
end of data	end of data				
<b>Total</b>		<b>48.15%</b>	<b>8.64%</b>	<b>3.70%</b>	<b>0.00%</b>

Image of Feeder Jobs and Feeder Group Analysis for Officials/Administrators

Institution Name:		Southwest Minnesota State University								
Feeder Jobs and Feeder Group Analysis										
Data as of:		04/01/2020								
Officials/Administrators										
Job Code	EEO Category	Job Title	Female %	Weighted Female %	Minority %	Weighted Minority %	Indiv w/Disabl %	Weighted Indv w/Disabl %	Veterans %	Weighted Veterans %
000577	Professionals	Information Officer 3	50.00%	0.44%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
000957	Officials/Administrators	State University Mgmt Officer	100.00%	0.44%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
002095	Professionals	Accounting Supervisor Inter	100.00%	0.44%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
002523	Officials/Administrators	Physical Plant Manager	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
003586	Professionals	Information Technology Spec 4	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
007801	Faculty: Adjunct	State Univ Adjunct Non-Unit	47.22%	7.42%	5.56%	0.87%	0.00%	0.00%	0.00%	0.00%
007811	Professionals	MSUAASF Range C	66.67%	7.86%	7.41%	0.87%	0.00%	0.00%	0.00%	0.00%
007812	Professionals	MSUAASF Range D	56.25%	3.93%	6.25%	0.44%	6.25%	0.44%	0.00%	0.00%
007813	Professionals	MSUAASF Range E	20.00%	0.44%	20.00%	0.44%	0.00%	0.00%	20.00%	0.44%
007830	Faculty: Adjunct	State Univ Adjunct Unit	65.93%	26.20%	4.40%	1.75%	1.10%	0.44%	0.00%	0.00%
007846	Faculty	State University Faculty	38.89%	6.11%	5.56%	0.87%	2.78%	0.44%	0.00%	0.00%
007852	Officials/Administrators	MnSCU Admin-2	100.00%	0.44%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
007853	Officials/Administrators	MnSCU Admin-3	100.00%	0.44%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
007855	Officials/Administrators	MnSCU Admin-5	100.00%	0.44%	0.00%	0.00%	100.00%	0.44%	0.00%	0.00%
007857	Officials/Administrators	MnSCU Admin-7	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
007858	Officials/Administrators	MnSCU Admin-8	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
007859	Officials/Administrators	MnSCU Admin-9	50.00%	0.44%	50.00%	0.44%	0.00%	0.00%	0.00%	0.00%
007860	Officials/Administrators	MnSCU Admin-10	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
007862	Officials/Administrators	MnSCU Admin-12	100.00%	0.44%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
007863	Officials/Administrators	MnSCU Admin-13	100.00%	0.44%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
end of data	end of data	end of data								
<b>Total</b>			55.90%	<b>55.90%</b>	5.68%	<b>5.68%</b>	1.75%	<b>1.75%</b>	0.44%	<b>0.44%</b>

Image of Feeder Jobs and Feeder Group Analysis for Professionals

Professionals										
Job Code	EEO Category	Job Title	Female %	Weighted Female %	Minority %	Weighted Minority %	Indiv w/Disabl %	Weighted Indv w/Disabl %	Veterans %	Weighted Veterans %
000141	Professionals	Buyer 2	100.00%	1.23%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
000270	Para-Professionals	Electronic Technician	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
000577	Professionals	Information Officer 3	50.00%	1.23%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
000633	Professionals	Accounting Officer Senior	100.00%	1.23%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
000647	Professionals	Information Officer 2	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
000865	Para-Professionals	College Laboratory Assistant 1	100.00%	2.47%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
000979	Professionals	Accounting Officer Inter	100.00%	2.47%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
001423	Professionals	Human Resources Specialist 2	100.00%	1.23%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
001486	Professionals	Human Resources Technician 2	100.00%	1.23%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
002095	Professionals	Accounting Supervisor Inter	100.00%	1.23%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
003115	Professionals	Facilities Construction Coord	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
003424	Professionals	Small Business Asst Coordinator	100.00%	1.23%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
003583	Professionals	Information Technology Spec 1	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
003584	Professionals	Information Technology Spec 2	20.00%	1.23%	20.00%	1.23%	0.00%	0.00%	0.00%	0.00%
003585	Professionals	Information Technology Spec 3	50.00%	2.47%	0.00%	0.00%	25.00%	1.23%	0.00%	0.00%
003586	Professionals	Information Technology Spec 4	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
003608	Professionals	State Prog Admin Coordinator	100.00%	1.23%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
007810	Professionals	MSUAASF Range B	63.64%	8.64%	18.18%	2.47%	9.09%	1.23%	0.00%	0.00%
007811	Professionals	MSUAASF Range C	66.67%	22.22%	7.41%	2.47%	0.00%	0.00%	0.00%	0.00%
007812	Professionals	MSUAASF Range D	56.25%	11.11%	6.25%	1.23%	6.25%	1.23%	0.00%	0.00%
end of data	end of data	end of data								
<b>Total</b>			60.49%	<b>60.49%</b>	7.41%	<b>7.41%</b>	3.70%	<b>3.70%</b>	0.00%	<b>0.00%</b>

Image of Feeder Jobs and Feeder Group Analysis for Protective Service: Non-Sworn

Protective Service: Non-Sworn										
Job Code	EEO Category	Job Title	Female %	Weighted Female %	Minority %	Weighted Minority %	Indiv w/Disabl %	Weighted Indv w/Disabl %	Veterans %	Weighted Veterans %
003458	Protective Service: Non-sworn	Campus Security Officer	0.00%	0.00%	0.00%	0.00%	50.00%	50.00%	50.00%	50.00%
#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!
#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!
<b>Total</b>			0.00%	<b>0.00%</b>	0.00%	<b>0.00%</b>	50.00%	<b>50.00%</b>	50.00%	<b>50.00%</b>

Image of Feeder Jobs and Feeder Group Analysis for Para-Professionals/Technicians

Para-Professionals/Technicians										
Job Code	EEO Category	Job Title	Female %	Weighted Female %	Minority %	Weighted Minority %	Indiv w/Disabl %	Weighted Indv w/Disabl %	Veterans %	Weighted Veterans %
000148	Office/Clerical	Cashier	100.00%	2.86%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
000270	Para-Professionals	Electronic Technician	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
000308	Para-Professionals	Library Technician	100.00%	7.14%	0.00%	0.00%	20.00%	1.43%	0.00%	0.00%
000632	Office/Clerical	Account Clerk Senior	75.00%	4.29%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
000865	Para-Professionals	College Laboratory Assistant 1	100.00%	5.71%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
003626	Office/Clerical	Office Specialist	100.00%	2.86%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
003627	Office/Clerical	Office & Admin Special	100.00%	2.86%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
003628	Office/Clerical	Office & Admin Special Interme	100.00%	2.86%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
003629	Office/Clerical	Office & Admin Special Senior	100.00%	37.14%	7.69%	2.86%	0.00%	0.00%	0.00%	0.00%
003630	Office/Clerical	Office & Admin Special Prin	100.00%	5.71%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
003634	Office/Clerical	Central Svcs Admin Spec Prin	100.00%	2.86%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
003635	Office/Clerical	Customer Svc Special	100.00%	2.86%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
003636	Office/Clerical	Customer Svc Special Intermed	100.00%	2.86%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
003637	Office/Clerical	Customer Svc Special Senior	100.00%	11.43%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
003638	Office/Clerical	Customer Svc Special Principal	50.00%	2.86%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
end of data	end of data	end of data								
<b>Total</b>			94.29%	<b>94.29%</b>	2.86%	<b>2.86%</b>	1.43%	<b>1.43%</b>	0.00%	<b>0.00%</b>

Image of Feeder Jobs and Feeder Group Analysis for Office/Clerical

Office/Clerical										
Job Code	EEO Category	Job Title	Female %	Weighted Female %	Minority %	Weighted Minority %	Indiv w/Disabl %	Weighted Indv w/Disabl %	Veterans %	Weighted Veterans %
000148	Office/Clerical	Cashier	100.00%	1.89%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
000632	Office/Clerical	Account Clerk Senior	75.00%	5.66%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
001725	Service Maintenance	General Maintenance Worker	42.86%	16.98%	4.76%	1.89%	0.00%	0.00%	0.00%	0.00%
003626	Office/Clerical	Office Specialist	100.00%	1.89%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
003627	Office/Clerical	Office & Admin Special	100.00%	1.89%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
003628	Office/Clerical	Office & Admin Special Interme	100.00%	1.89%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
003629	Office/Clerical	Office & Admin Special Senior	100.00%	24.53%	7.69%	1.89%	0.00%	0.00%	0.00%	0.00%
003630	Office/Clerical	Office & Admin Special Prin	100.00%	3.77%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
003634	Office/Clerical	Central Svcs Admin Spec Prin	100.00%	1.89%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
003635	Office/Clerical	Customer Svc Special	100.00%	1.89%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
003636	Office/Clerical	Customer Svc Special Intermed	100.00%	1.89%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
003637	Office/Clerical	Customer Svc Special Senior	100.00%	7.55%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
003638	Office/Clerical	Customer Svc Special Principal	50.00%	1.89%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
end of data	end of data	end of data								
<b>Total</b>			73.58%	<b>73.58%</b>	3.77%	<b>3.77%</b>	0.00%	<b>0.00%</b>	0.00%	<b>0.00%</b>

Image of Feeder Jobs and Feeder Group Analysis for Skilled Craft

<b>Skilled Craft</b>										
Job Code	EEO Category	Job Title	Female %	Weighted Female %	Minority %	Weighted Minority %	Indiv w/Disabl %	Weighted Indv w/Disabl %	Veterans %	Weighted Veterans %
000328	Service Maintenance	Groundskeeper	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
000490	Skilled Craft	Painter	0.00%	0.00%	100.00%	3.03%	0.00%	0.00%	0.00%	0.00%
000525	Skilled Craft	Plant Mntc Engineer	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
000860	Service Maintenance	Building Services Supv	0.00%	0.00%	100.00%	3.03%	0.00%	0.00%	0.00%	0.00%
000861	Service Maintenance	Building Services Manager	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
001019	Skilled Craft	Refrigeration Mechanic	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
001599	Service Maintenance	Groundskeeper Inter	100.00%	3.03%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
001725	Service Maintenance	General Maintenance Worker	42.86%	27.27%	4.76%	3.03%	0.00%	0.00%	0.00%	0.00%
001728	Service Maintenance	General Maintenance Wrkr Lead	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
003452	Skilled Craft	Electrician Master Record	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
003453	Skilled Craft	Plumber-Master In Charge	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
end of data	end of data	end of data								
<b>Total</b>			30.30%	<b>30.30%</b>	9.09%	<b>9.09%</b>	0.00%	<b>0.00%</b>	0.00%	<b>0.00%</b>

Image of Feeder Jobs and Feeder Group Analysis for Service Maintenance

Image of Feeder Jobs and Feeder Group Analysis for Faculty: Adjunct

Service Maintenance										
Job Code	EEO Category	Job Title	Female %	Weighted Female %	Minority %	Weighted Minority %	Indiv w/Disabl %	Weighted Indv w/Disabl %	Veterans %	Weighted Veterans %
000328	Service Maintenance	Groundskeeper	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
000860	Service Maintenance	Building Services Supv	0.00%	0.00%	100.00%	3.85%	0.00%	0.00%	0.00%	0.00%
001599	Service Maintenance	Groundskeeper Inter	100.00%	3.85%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
001725	Service Maintenance	General Maintenance Worker	42.86%	34.62%	4.76%	3.85%	0.00%	0.00%	0.00%	0.00%
001728	Service Maintenance	General Maintenance Wrkr Lead	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
end of data	end of data	end of data								
<b>Total</b>			38.46%	<b>38.46%</b>	7.69%	<b>7.69%</b>	0.00%	<b>0.00%</b>	0.00%	<b>0.00%</b>

Faculty: Adjunct										
Job Code	EEO Category	Job Title	Female %	Weighted Female %	Minority %	Weighted Minority %	Indiv w/Disabl %	Weighted Indv w/Disabl %	Veterans %	Weighted Veterans %
007801	Faculty: Adjunct	State Univ Adjunct Non-Unit	47.22%	13.39%	5.56%	1.57%	0.00%	0.00%	0.00%	0.00%
007830	Faculty: Adjunct	State Univ Adjunct Unit	65.93%	47.24%	4.40%	3.15%	1.10%	0.79%	0.00%	0.00%
#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!
#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!
<b>Total</b>			60.63%	<b>60.63%</b>	4.72%	<b>4.72%</b>	0.79%	<b>0.79%</b>	0.00%	<b>0.00%</b>

Image of Feeder Jobs and Feeder Group Analysis for Faculty: Fixed Term

Image of Feeder Jobs and Feeder Group Analysis for Faculty: Tenured-Track

Faculty: Fixed Term										
Job Code	EEO Category	Job Title	Female %	Weighted Female %	Minority %	Weighted Minority %	Indiv w/Disabl %	Weighted Indv w/Disabl %	Veterans %	Weighted Veterans %
007801	Faculty: Adjunct	State Univ Adjunct Non-Unit	47.22%	10.43%	5.56%	1.23%	0.00%	0.00%	0.00%	0.00%
007830	Faculty: Adjunct	State Univ Adjunct Unit	65.93%	36.81%	4.40%	2.45%	1.10%	0.61%	0.00%	0.00%
007846	Faculty: Fixed Term	State University Faculty	38.89%	8.59%	5.56%	1.23%	2.78%	0.61%	0.00%	0.00%
#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!
#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!
<b>Total</b>			55.83%	<b>55.83%</b>	4.91%	<b>4.91%</b>	1.23%	<b>1.23%</b>	0.00%	<b>0.00%</b>

Faculty: Tenure-Track										
Job Code	EEO Category	Job Title	Female %	Weighted Female %	Minority %	Weighted Minority %	Indiv w/Disabl %	Weighted Indv w/Disabl %	Veterans %	Weighted Veterans %
007801	Faculty: Adjunct	State Univ Adjunct Non-Unit	47.22%	10.43%	5.56%	1.23%	0.00%	0.00%	0.00%	0.00%
007830	Faculty: Adjunct	State Univ Adjunct Unit	65.93%	36.81%	4.40%	2.45%	1.10%	0.61%	0.00%	0.00%
007846	Faculty: Fixed Term	State University Faculty	38.89%	8.59%	5.56%	1.23%	2.78%	0.61%	0.00%	0.00%
#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!
#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!
<b>Total</b>			55.83%	<b>55.83%</b>	4.91%	<b>4.91%</b>	1.23%	<b>1.23%</b>	0.00%	<b>0.00%</b>

Image of Feeder Jobs and Feeder Group Analysis for Faculty: Tenured

Faculty: Tenured											
Job Code	EEO Category	Job Title	Female %	Weighted Female %	Minority %	Weighted Minority %	Indiv w/Disabl %	Weighted Indv w/Disabl %	Veterans %	Weighted Veterans %	
007846	Faculty: Tenure-Track	State University Faculty	60.00%	60.00%	30.00%	30.00%	0.00%	0.00%	0.00%	0.00%	
#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	
#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	
<b>Total</b>			60.00%	<b>60.00%</b>	30.00%	<b>30.00%</b>	0.00%	<b>0.00%</b>	0.00%	<b>0.00%</b>	

Image of Determining Availability for Officials/Administrators

Institution Name: Southwest Minnesota State University

**Determining Availability** (note: \*Minority= racial/ethnic minority; \*\*Indiv. W Disabl = Individuals with Disabilities)

Officials/Administrators											
Factor	Weight Ratio	Raw Statistics Female	Raw Statistics *Minority	Raw Statistics **Indiv. w Disabl	Raw Statistics Veterans	Weighted Statistics Female	Weighted Statistics *Minority	Weighted Statistics **Indiv. w Disabl	Weighted Statistics Veterans	Source of Statistics	Reasons for External and Internal Weight Ratio
<b>1: External</b> - Percentage of females or racial/ethnic minorities with requisite skills in the reasonable recruitment area.	100.00%	40.01%	25.79%	4.78%	6.41%	40.01%	25.79%	4.78%	6.41%	The American Community Survey (2014-2018) compiled by the U.S. Department of Labor, Bureau of Labor Statistics. Region: See header row for region, and reference Appendix A for deifinition. COC and COC Title: See Appendix B for list of titles used for each EEO-4 Category.	Our three-year hitorical appoints in this job category shows 85% from external and 15% from internal movements.
<b>2: Internal</b> - Percentage of females or racial/ethnic among those promotable, transferable, and trainable with your agency.	0.00%	55.90%	5.68%	1.75%	0.44%	0.00%	0.00%	0.00%	0.00%	Employee workforce for the job classifications that constitute feeders to this job category.	
The value of weight must equal to 100.00% →	100.00%	<b>Final Avail %</b>				<b>40.01%</b>	<b>25.79%</b>	<b>4.78%</b>	<b>6.41%</b>		

Image of Determining Availability for Professionals

Professionals											
Factor	Weight Ratio	Raw Statistics Female	Raw Statistics *Minority	Raw Statistics **Indiv. w Disabl	Raw Statistics **Indiv. w Disabl	Weighted Statistics Female	Weighted Statistics *Minority	Weighted Statistics **Indiv. w Disabl	Weighted Statistics **Indiv. w Disabl	Source of Statistics	Reasons for External and Internal Weight Ratio
1: External - Percentage of females or racial/ethnic minorities with requisite skills in the reasonable recruitment area.	75.00%	40.01%	25.79%	4.78%	6.41%	30.01%	19.34%	3.58%	4.81%	The American Community Survey (2014-2018) complied by the U.S. Department of Labor, Bureau of Labor Statistics. Region: See header row for region, and reference Appendix A for deifinition. COC and COC Title: See Appendix B for list of titles used for each EEO-4 Category.	Our three-year hitorical appoints in this job category shows 75% from external and 25% from internal movements.
2: Internal - Percentage of females or racial/ethnic among those promotable, transferable, and trainable with your agency.	25.00%	60.49%	7.41%	3.70%	0.00%	15.12%	1.85%	0.93%	0.00%		
The value of weight must equal to 100.00% →	100.00%	Final Avail %				45.13%	21.19%	4.51%	4.81%		

Image of Determining Availability for Protective Services: Non-Sworn

Protective Service: Non-Sworn											
Factor	Weight Ratio	Raw Statistics Female	Raw Statistics *Minority	Raw Statistics **Indiv. w Disabl	Raw Statistics **Indiv. w Disabl	Weighted Statistics Female	Weighted Statistics *Minority	Weighted Statistics **Indiv. w Disabl	Weighted Statistics **Indiv. w Disabl	Source of Statistics	Reasons for External and Internal Weight Ratio
1: External - Percentage of females or racial/ethnic minorities with requisite skills in the reasonable recruitment area.		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	The American Community Survey (2014-2018) complied by the U.S. Department of Labor, Bureau of Labor Statistics. Region: See header row for region, and reference Appendix A for deifinition. COC and COC Title: See Appendix B for list of titles used for each EEO-4 Category.	[e.g., Our three-year hitorical appoints in this job category shows 70% from external and 30% from internal movements.]
2: Internal - Percentage of females or racial/ethnic among those promotable, transferable, and trainable with your agency.		0.00%	0.00%	50.00%	50.00%	0.00%	0.00%	0.00%	0.00%		
The value of weight must equal to 100.00% →	0.00%	Final Avail %				0.00%	0.00%	0.00%	0.00%		

Image of Determining Availability for Para-Professionals/Technicians

Image of Determining Availability for Office/Clerical

Para-Professionals/Technicians											
Factor	Weight Ratio	Raw Statistics Female	Raw Statistics *Minority	Raw Statistics **Indiv. w Disabl	Raw Statistics **Indiv. w Disabl	Weighted Statistics Female	Weighted Statistics *Minority	Weighted Statistics **Indiv. w Disabl	Weighted Statistics **Indiv. w Disabl	Source of Statistics	Reasons for External and Internal Weight Ratio
1: External - Percentage of females or racial/ethnic minorities with requisite skills in the reasonable recruitment area.	83.00%	26.00%	5.35%	3.56%	7.92%	21.58%	4.44%	2.95%	6.57%	The American Community Survey (2014-2018) compiled by the U.S. Department of Labor, Bureau of Labor Statistics. Region: See header row for region, and reference Appendix A for definition. COC and COC Title: See Appendix B for list of titles used for each EEO-4 Category.	Our three-year historical appoints in this job category shows 83% from external and 17% from internal movements.
2: Internal - Percentage of females or racial/ethnic among those promotable, transferable, and trainable with your agency.	17.00%	94.29%	2.86%	1.43%	0.00%	16.03%	0.49%	0.24%	0.00%		
The value of weight must equal to 100.00% →	100.00%	Final Avail %				37.61%	4.93%	3.20%	6.57%		

Office/Clerical											
Factor	Weight Ratio	Raw Statistics Female	Raw Statistics *Minority	Raw Statistics **Indiv. w Disabl	Raw Statistics **Indiv. w Disabl	Weighted Statistics Female	Weighted Statistics *Minority	Weighted Statistics **Indiv. w Disabl	Weighted Statistics **Indiv. w Disabl	Source of Statistics	Reasons for External and Internal Weight Ratio
1: External - Percentage of females or racial/ethnic minorities with requisite skills in the reasonable recruitment area.	65.00%	26.00%	5.35%	3.56%	7.92%	16.90%	3.48%	2.31%	5.15%	The American Community Survey (2014-2018) compiled by the U.S. Department of Labor, Bureau of Labor Statistics. Region: See header row for region, and reference Appendix A for definition. COC and COC Title: See Appendix B for list of titles used for each EEO-4 Category.	Our three-year historical appoints in this job category shows 65% from external and 35% from internal movements.
2: Internal - Percentage of females or racial/ethnic among those promotable, transferable, and trainable with your agency.	35.00%	73.58%	3.77%	0.00%	0.00%	25.75%	1.32%	0.00%	0.00%		
The value of weight must equal to 100.00% →	100.00%	Final Avail %				42.66%	4.80%	2.31%	5.15%		

Image of Determining Availability for Skilled Craft

Skilled Craft												
Factor	Weight Ratio	Raw Statistics Female	Raw Statistics *Minority	Raw Statistics **Indiv. w Disabl	Raw Statistics **Indiv. w Disabl	Weighted Statistics Female	Weighted Statistics *Minority	Weighted Statistics **Indiv. w Disabl	Weighted Statistics **Indiv. w Disabl	Source of Statistics	Reasons for External and Internal Weight Ratio	
1: External - Percentage of females or racial/ethnic minorities with requisite skills in the reasonable recruitment area.	100.00%	26.00%	5.35%	3.56%	7.92%	26.00%	5.35%	3.56%	7.92%	The American Community Survey (2014-2018) complied by the U.S. Department of Labor, Bureau of Labor Statistics. Region: See header row for region, and reference Appendix A for deifinition. COC and COC Title: See Appendix B for list of titles used for each EEO-4 Category.	Our three-year hitorical appoints in this job category shows 100% from external and 0% from internal movements.	
2: Internal - Percentage of females or racial/ethnic among those promotable, transferable, and trainable with your agency.	0.00%	30.30%	9.09%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%			Employee workforce for the job classifications that constitute feeders to this job category.
The value of weight must equal to 100.00% →	100.00%	Final Avail %				26.00%	5.35%	3.56%	7.92%			

Image of Determining Availability for Service Maintenance

Service Maintenance												
Factor	Weight Ratio	Raw Statistics Female	Raw Statistics *Minority	Raw Statistics **Indiv. w Disabl	Raw Statistics **Indiv. w Disabl	Weighted Statistics Female	Weighted Statistics *Minority	Weighted Statistics **Indiv. w Disabl	Weighted Statistics **Indiv. w Disabl	Source of Statistics	Reasons for External and Internal Weight Ratio	
1: External - Percentage of females or racial/ethnic minorities with requisite skills in the reasonable recruitment area.	70.00%	26.00%	5.35%	3.56%	7.92%	18.20%	3.75%	2.49%	5.54%	The American Community Survey (2014-2018) complied by the U.S. Department of Labor, Bureau of Labor Statistics. Region: See header row for region, and reference Appendix A for deifinition. COC and COC Title: See Appendix B for list of titles used for each EEO-4 Category.	Our three-year hitorical appoints in this job category shows 70% from external and 30% from internal movements.	
2: Internal - Percentage of females or racial/ethnic among those promotable, transferable, and trainable with your agency.	30.00%	38.46%	7.69%	0.00%	0.00%	11.54%	2.31%	0.00%	0.00%			Employee workforce for the job classifications that constitute feeders to this job category.
The value of weight must equal to 100.00% →	100.00%	Final Avail %				29.74%	6.06%	2.49%	5.54%			

Image of Determining Availability for Faculty: Adjunct

Faculty: Adjunct											
Factor	Weight Ratio	Raw Statistics Female	Raw Statistics *Minority	Raw Statistics **Indiv. w Disabl	Raw Statistics **Indiv. w Disabl	Weighted Statistics Female	Weighted Statistics *Minority	Weighted Statistics **Indiv. w Disabl	Weighted Statistics **Indiv. w Disabl	Source of Statistics	Reasons for External and Internal Weight Ratio
1: External - Percentage of females or racial/ethnic minorities with requisite skills in the reasonable recruitment area.	85.00%	26.00%	5.35%	3.56%	7.92%	22.10%	4.55%	3.03%	6.73%	The American Community Survey (2014-2018) complied by the U.S. Department of Labor, Bureau of Labor Statistics. Region: See header row for region, and reference Appendix A for deifinition. COC and COC Title: See Appendix B for list of titles used for each EEO-4 Category.	Our three-year historical appoints in this job category shows 85% from external and 15% from internal movements.
2: Internal - Percentage of females or racial/ethnic among those promotable, transferable, and trainable with your agency.	15.00%	60.63%	4.72%	0.79%	0.00%	9.09%	0.71%	0.12%	0.00%		
The value of weight must equal to 100.00% →	100.00%	Final Avail %				31.20%	5.26%	3.14%	6.73%		

Image of Determining Availability for Faculty: Fixed Term

Faculty: Fixed Term											
Factor	Weight Ratio	Raw Statistics Female	Raw Statistics *Minority	Raw Statistics **Indiv. w Disabl	Raw Statistics **Indiv. w Disabl	Weighted Statistics Female	Weighted Statistics *Minority	Weighted Statistics **Indiv. w Disabl	Weighted Statistics **Indiv. w Disabl	Source of Statistics	Reasons for External and Internal Weight Ratio
1: External - Percentage of females or racial/ethnic minorities with requisite skills in the reasonable recruitment area.	85.00%	40.01%	25.79%	4.78%	6.41%	34.01%	21.92%	4.06%	5.45%	The American Community Survey (2014-2018) complied by the U.S. Department of Labor, Bureau of Labor Statistics. Region: See header row for region, and reference Appendix A for deifinition. COC and COC Title: See Appendix B for list of titles used for each EEO-4 Category.	Our three-year historical appoints in this job category shows 85% from external and 15% from internal movements.
2: Internal - Percentage of females or racial/ethnic among those promotable, transferable, and trainable with your agency.	15.00%	55.83%	4.91%	1.23%	0.00%	8.37%	0.74%	0.18%	0.00%		
The value of weight must equal to 100.00% →	100.00%	Final Avail %				42.38%	22.66%	4.24%	5.45%		

Image of Determining Availability for Faculty: Tenure-Track

Faculty: Tenure-Track											
Factor	Weight Ratio	Raw Statistics Female	Raw Statistics *Minority	Raw Statistics **Indiv. w Disabl	Raw Statistics **Indiv. w Disabl	Weighted Statistics Female	Weighted Statistics *Minority	Weighted Statistics **Indiv. w Disabl	Weighted Statistics **Indiv. w Disabl	Source of Statistics	Reasons for External and Internal Weight Ratio
1: External - Percentage of females or racial/ethnic minorities with requisite skills in the reasonable recruitment area.	80.00%	40.01%	25.79%	4.78%	6.41%	32.01%	20.63%	3.82%	5.13%	The American Community Survey (2014-2018) compiled by the U.S. Department of Labor, Bureau of Labor Statistics. Region: See header row for region, and reference Appendix A for definition. COC and COC Title: See Appendix B for list of titles used for each EEO-4 Category.	Our three-year historical appoints in this job category shows 80% from external and 20% from internal movements.
2: Internal - Percentage of females or racial/ethnic among those promotable, transferable, and trainable with your agency.	20.00%	55.83%	4.91%	1.23%	0.00%	11.17%	0.98%	0.25%	0.00%	Employee workforce for the job classifications that constitute feeders to this job category.	
The value of weight must equal to 100.00% →	100.00%	Final Avail %				43.17%	21.61%	4.07%	5.13%		

Image of Determining Availability for Faculty: Tenured

Faculty: Tenured											
Factor	Weight Ratio	Raw Statistics Female	Raw Statistics *Minority	Raw Statistics **Indiv. w Disabl	Raw Statistics **Indiv. w Disabl	Weighted Statistics Female	Weighted Statistics *Minority	Weighted Statistics **Indiv. w Disabl	Weighted Statistics **Indiv. w Disabl	Source of Statistics	Reasons for External and Internal Weight Ratio
1: External - Percentage of females or racial/ethnic minorities with requisite skills in the reasonable recruitment area.	70.00%	40.01%	25.79%	4.78%	6.41%	28.01%	18.05%	3.34%	4.49%	The American Community Survey (2014-2018) compiled by the U.S. Department of Labor, Bureau of Labor Statistics. Region: See header row for region, and reference Appendix A for definition. COC and COC Title: See Appendix B for list of titles used for each EEO-4 Category.	Our three-year historical appoints in this job category shows 70% from external and 30% from internal movements.
2: Internal - Percentage of females or racial/ethnic among those promotable, transferable, and trainable with your agency.	30.00%	60.00%	30.00%	0.00%	0.00%	18.00%	9.00%	0.00%	0.00%	Employee workforce for the job classifications that constitute feeders to this job category.	
The value of weight must equal to 100.00% →	100.00%	Final Avail %				46.01%	27.05%	3.34%	4.49%		

Image of Utilization Analysis: Comparing Incumbency to Availability, Establishing Placement Goals, and Timetables: Females

<b>Institution Name: Southwest Minnesota State University</b> <b>Utilization Analysis:</b> <b>Comparing Incumbency to Availability, Establishing Placement Goals, and Timetable</b>				
<b>FEMALES</b>				
<b>Job Categories</b>	<b>% of Female Employees in the Job Category</b>	<b>Female Availability %</b>	<b>Female Establish Goals?</b>	<b>If Yes, Goals for FY 2020-2022</b>
Officials/Administrators	46.67%	40.01%	Monitor	
Professionals	58.82%	45.13%		
Protective Service: Non-Sworn	0.00%	0.00%	Monitor	
Para-Professionals/Technicians	87.50%	37.61%		
Office/Clerical	93.75%	42.66%		
Skilled Craft	0.00%	26.00%	Yes	26.00%
Service Maintenance	35.71%	29.74%		
Faculty: Adjunct	60.63%	31.20%		
Faculty: Fixed Term	38.89%	42.38%	Yes	42.38%
Faculty: Tenure-Track	60.00%	43.17%		
Faculty: Tenured	48.15%	46.01%		
Totals	55.78%			

Image of Utilization Analysis: Comparing Incumbency to Availability, Establishing Placement Goals, and Timetables: Racial/Ethnic Minorities

<b>RACIAL/ETHNIC MINORITIES</b>				
<b>Job Categories</b>	<b>% of Racial/Ethnic Minority Employees in the Job Category</b>	<b>Racial/Ethnic Minority Availability %</b>	<b>Racial/Ethnic Minority Establish Goals?</b>	<b>If Yes, Goals for FY 2020-2022</b>
Officials/Administrators	13.33%	25.79%	Yes	25.79%
Professionals	8.24%	21.19%	Yes	21.19%
Protective Service: Non-Sworn	0.00%	0.00%	Monitor	
Para-Professionals/Technicians	0.00%	4.93%	Monitor	
Office/Clerical	3.13%	4.80%	Monitor	
Skilled Craft	14.29%	5.35%	Monitor	
Service Maintenance	7.14%	6.06%	Monitor	
Faculty: Adjunct	4.72%	5.26%	Monitor	
Faculty: Fixed Term	5.56%	22.66%	Yes	22.66%
Faculty: Tenure-Track	30.00%	21.61%		
Faculty: Tenured	8.64%	27.05%	Yes	27.05%
<b>Totals</b>	<b>7.71%</b>			

Image of Utilization Analysis: Comparing Incumbency to Availability, Establishing Placement Goals, and Timetables: Individuals with Disabilities

<b>INDIVIDUALS WITH DISABILITIES</b>				
<b>Job Categories</b>	<b>% of Individuals with Disabilities Employees in the Job Category</b>	<b>Individuals with Disabilities State Goals %</b>	<b>Individuals with Disabilities Establish Goals?</b>	<b>If Yes, Goals for FY 2020-2022</b>
Officials/Administrators	6.67%	4.78%	Monitor	
Professionals	3.53%	4.51%	Monitor	
Protective Service: Non-Sworn	50.00%	0.00%		
Para-Professionals/Technicians	12.50%	3.20%	Monitor	
Office/Clerical	0.00%	2.31%	Monitor	
Skilled Craft	14.29%	3.56%	Monitor	
Service Maintenance	0.00%	2.49%	Monitor	
Faculty: Adjunct	0.79%	3.14%	Yes	3.14%
Faculty: Fixed Term	2.78%	4.24%	Monitor	
Faculty: Tenure-Track	0.00%	4.07%	Monitor	
Faculty: Tenured	3.70%	3.34%	Monitor	
<b>Totals</b>	<b>2.72%</b>			

Image of Utilization Analysis: Comparing Incumbency to Availability, Establishing Placement Goals, and Timetables: Veterans

<b>Veterans</b>				
<b>Job Categories</b>	<b>% of Individuals with Disabilities Employees in the Job Category</b>	<b>Individuals with Disabilities State Goals %</b>	<b>Individuals with Disabilities Establish Goals?</b>	<b>If Yes, Goals for FY 2020-2022</b>
Officials/Administrators	0.00%	6.41%	Monitor	
Professionals	1.18%	4.81%	Yes	4.81%
Protective Service: Non-Sworn	50.00%	0.00%		
Para-Professionals/Technicians	0.00%	6.57%	Monitor	
Office/Clerical	0.00%	5.15%	Yes	5.15%
Skilled Craft	0.00%	7.92%	Monitor	
Service Maintenance	0.00%	5.54%	Yes	5.54%
Faculty: Adjunct	0.00%	6.73%	Yes	6.73%
Faculty: Fixed Term	0.00%	5.45%	Yes	5.45%
Faculty: Tenure-Track	0.00%	5.13%	Yes	5.13%
Faculty: Tenured	0.00%	4.49%	Yes	4.49%
<b>Totals</b>	<b>0.45%</b>			

Image of Regional Definitions

Region Definitions				
Region	State Cd.	State Descr.	PUMA5CE	PUMA Name
Arrowhead	27	Minnesota	300	Itasca, Carlton (South), Cass & Aitkin Counties--Grand Rapids City
Arrowhead	27	Minnesota	400	St. Louis (North), Koochiching, Lake & Cook Counties--Hibbing & Cloquet Cities
Arrowhead	27	Minnesota	500	St. Louis County (Southeast)--Duluth, Hermantown & Proctor Cities
Central	27	Minnesota	900	Stearns County--St. Cloud City
Central	27	Minnesota	1000	Sherburne & Benton Counties
Central	27	Minnesota	1800	Wright County
East Central	27	Minnesota	600	Chisago, Isanti, Pine, Mille Lacs & Kanabec Counties
East Central Extended	27	Minnesota	600	Chisago, Isanti, Pine, Mille Lacs & Kanabec Counties
East Central Extended	55	Wisconsin	55101	Barron, Polk, Clark & Chippewa (North) Counties
Headwaters	27	Minnesota	200	Beltrami, Becker, Hubbard, Clearwater, Mahnomen & Lake of the Woods Counties
Metro	27	Minnesota	1101	Anoka County (Northwest)--Andover, Ramsey, Anoka & East Bethel Cities
Metro	27	Minnesota	1102	Anoka County (Southwest)--Coon Rapids, Fridley & Columbia Heights Cities
Metro	27	Minnesota	1103	Anoka County (East)--Blaine, Lino Lakes & Ham Lake Cities
Metro	27	Minnesota	1201	Washington County (North)--Oakdale, Forest Lake, Stillwater & Hugo Cities
Metro	27	Minnesota	1202	Washington County (South)--Woodbury & Cottage Grove Cities
Metro	27	Minnesota	1301	Ramsey County (North)--Shoreview, White Bear Lake & New Brighton Cities
Metro	27	Minnesota	1302	Ramsey County (Central & Far Southeast)--Maplewood, Roseville & North St. Paul Cities
Metro	27	Minnesota	1303	Ramsey County (Southeast)--St. Paul City (East)
Metro	27	Minnesota	1304	Ramsey County (Southwest)--St. Paul City (West)
Metro	27	Minnesota	1401	Hennepin County (West)--Champlin, Rogers Cities & Lake Minnetonka
Metro	27	Minnesota	1402	Hennepin County--Plymouth, Maple Grove (West) & Medicine Lake Cities
Metro	27	Minnesota	1403	Hennepin County--Brooklyn Park, Maple Grove (East) & Osseo Cities
Metro	27	Minnesota	1404	Hennepin County--Brooklyn Center, Golden Valley, New Hope & Robbinsdale Cities
Metro	27	Minnesota	1405	Hennepin County--Minneapolis (North) & St. Anthony Cities
Metro	27	Minnesota	1406	Hennepin County--Minneapolis City (Southeast)
Metro	27	Minnesota	1407	Hennepin County--Minneapolis City (Southwest)
Metro	27	Minnesota	1408	Hennepin County--Edina, St. Louis Park & Hopkins Cities
Metro	27	Minnesota	1409	Hennepin County--Eden Prairie & Minnetonka Cities
Metro	27	Minnesota	1410	Hennepin County--Bloomington & Richfield Cities
Metro	27	Minnesota	1501	Dakota County (North)--Eagan, Inver Grove Heights & South St. Paul Cities
Metro	27	Minnesota	1502	Dakota County (South)--Lakeville, Hastings, Rosemount & Farmington Cities
Metro	27	Minnesota	1503	Dakota County (West)--Burnsville & Apple Valley Cities
Metro	27	Minnesota	1600	Scott County (East)--Shakopee, Savage & Prior Lake Cities
Metro	27	Minnesota	1700	Carver & Scott (West) Counties

### Region Definitions

Region	State Cd.	State Descr.	PUMA5CE	PUMA Name
Metro Extended	27	Minnesota	1101	Anoka County (Northwest)--Andover, Ramsey, Anoka & East Bethel Cities
Metro Extended	27	Minnesota	1102	Anoka County (Southwest)--Coon Rapids, Fridley & Columbia Heights Cities
Metro Extended	27	Minnesota	1103	Anoka County (East)--Blaine, Lino Lakes & Ham Lake Cities
Metro Extended	27	Minnesota	1201	Washington County (North)--Oakdale, Forest Lake, Stillwater & Hugo Cities
Metro Extended	27	Minnesota	1202	Washington County (South)--Woodbury & Cottage Grove Cities
Metro Extended	27	Minnesota	1301	Ramsey County (North)--Shoreview, White Bear Lake & New Brighton Cities
Metro Extended	27	Minnesota	1302	Ramsey County (Central & Far Southeast)--Maplewood, Roseville & North St. Paul Cities
Metro Extended	27	Minnesota	1303	Ramsey County (Southeast)--St. Paul City (East)
Metro Extended	27	Minnesota	1304	Ramsey County (Southwest)--St. Paul City (West)
Metro Extended	27	Minnesota	1401	Hennepin County (West)--Champlin, Rogers Cities & Lake Minnetonka
Metro Extended	27	Minnesota	1402	Hennepin County--Plymouth, Maple Grove (West) & Medicine Lake Cities
Metro Extended	27	Minnesota	1403	Hennepin County--Brooklyn Park, Maple Grove (East) & Osseo Cities
Metro Extended	27	Minnesota	1404	Hennepin County--Brooklyn Center, Golden Valley, New Hope & Robbinsdale Cities
Metro Extended	27	Minnesota	1405	Hennepin County--Minneapolis (North) & St. Anthony Cities
Metro Extended	27	Minnesota	1406	Hennepin County--Minneapolis City (Southeast)
Metro Extended	27	Minnesota	1407	Hennepin County--Minneapolis City (Southwest)
Metro Extended	27	Minnesota	1408	Hennepin County--Edina, St. Louis Park & Hopkins Cities
Metro Extended	27	Minnesota	1409	Hennepin County--Eden Prairie & Minnetonka Cities
Metro Extended	27	Minnesota	1410	Hennepin County--Bloomington & Richfield Cities
Metro Extended	27	Minnesota	1501	Dakota County (North)--Eagan, Inver Grove Heights & South St. Paul Cities
Metro Extended	27	Minnesota	1502	Dakota County (South)--Lakeville, Hastings, Rosemount & Farmington Cities
Metro Extended	27	Minnesota	1503	Dakota County (West)--Burnsville & Apple Valley Cities
Metro Extended	27	Minnesota	1600	Scott County (East)--Shakopee, Savage & Prior Lake Cities
Metro Extended	27	Minnesota	1700	Carver & Scott (West) Counties
Metro Extended	55	Wisconsin	55102	St. Croix & Dunn Counties
North Central	27	Minnesota	700	Crow Wing, Morrison, Todd & Wadena Counties
Northwest	27	Minnesota	100	Clay, Polk, Roseau, Pennington, Marshall, Norman, Kittson & Red Lake Counties
Northwest Extended	27	Minnesota	100	Clay, Polk, Roseau, Pennington, Marshall, Norman, Kittson & Red Lake Counties
Northwest Extended	38	North Dakota	400	Northeast North Dakota--Grand Forks City
Northwest Extended	38	North Dakota	500	Cass County--Fargo City
South Central	27	Minnesota	2200	Blue Earth, Nicollet & Waseca Counties--Mankato City
South Central	27	Minnesota	2300	Rice, Goodhue & Le Sueur Counties
Southeast	27	Minnesota	2400	Mower, Steele, Freeborn & Dodge Counties
Southeast	27	Minnesota	2500	Olmsted County--Rochester City

Region Definitions				
Region	State Cd.	State Descr.	PUMA5CE	PUMA Name
Southeast	27	Minnesota	2600	Winona, Wabasha, Fillmore & Houston Counties--Winona City
Southeast Extended	27	Minnesota	2400	Mower, Steele, Freeborn & Dodge Counties
Southeast Extended	27	Minnesota	2500	Olmsted County--Rochester City
Southeast Extended	27	Minnesota	2600	Winona, Wabasha, Fillmore & Houston Counties--Winona City
Southeast Extended	55	Wisconsin	900	La Crosse County
Southwest	27	Minnesota	2100	Southwest Minnesota
Southwest Central	27	Minnesota	1900	Kandiyohi, McLeod, Meeker, Renville & Sibley Counties
State of MN	27	Minnesota	100	Clay, Polk, Roseau, Pennington, Marshall, Norman, Kittson & Red Lake Counties
State of MN	27	Minnesota	200	Beltrami, Becker, Hubbard, Clearwater, Mahnomon & Lake of the Woods Counties
State of MN	27	Minnesota	300	Itasca, Carlton (South), Cass & Aitkin Counties--Grand Rapids City
State of MN	27	Minnesota	400	St. Louis (North), Koochiching, Lake & Cook Counties--Hibbing & Cloquet Cities
State of MN	27	Minnesota	500	St. Louis County (Southeast)--Duluth, Hermantown & Proctor Cities
State of MN	27	Minnesota	600	Chisago, Isanti, Pine, Mille Lacs & Kanabec Counties
State of MN	27	Minnesota	700	Crow Wing, Morrison, Todd & Wadena Counties
State of MN	27	Minnesota	800	West Central Minnesota
State of MN	27	Minnesota	900	Stearns County--St. Cloud City
State of MN	27	Minnesota	1000	Sherburne & Benton Counties
State of MN	27	Minnesota	1101	Anoka County (Northwest)--Andover, Ramsey, Anoka & East Bethel Cities
State of MN	27	Minnesota	1102	Anoka County (Southwest)--Coon Rapids, Fridley & Columbia Heights Cities
State of MN	27	Minnesota	1103	Anoka County (East)--Blaine, Lino Lakes & Ham Lake Cities
State of MN	27	Minnesota	1201	Washington County (North)--Oakdale, Forest Lake, Stillwater & Hugo Cities
State of MN	27	Minnesota	1202	Washington County (South)--Woodbury & Cottage Grove Cities
State of MN	27	Minnesota	1301	Ramsey County (North)--Shoreview, White Bear Lake & New Brighton Cities
State of MN	27	Minnesota	1302	Ramsey County (Central & Far Southeast)--Maplewood, Roseville & North St. Paul Cities
State of MN	27	Minnesota	1303	Ramsey County (Southeast)--St. Paul City (East)
State of MN	27	Minnesota	1304	Ramsey County (Southwest)--St. Paul City (West)
State of MN	27	Minnesota	1401	Hennepin County (West)--Champlin, Rogers Cities & Lake Minnetonka
State of MN	27	Minnesota	1402	Hennepin County--Plymouth, Maple Grove (West) & Medicine Lake Cities
State of MN	27	Minnesota	1403	Hennepin County--Brooklyn Park, Maple Grove (East) & Osseo Cities
State of MN	27	Minnesota	1404	Hennepin County--Brooklyn Center, Golden Valley, New Hope & Robbinsdale Cities
State of MN	27	Minnesota	1405	Hennepin County--Minneapolis (North) & St. Anthony Cities
State of MN	27	Minnesota	1406	Hennepin County--Minneapolis City (Southeast)
State of MN	27	Minnesota	1407	Hennepin County--Minneapolis City (Southwest)
State of MN	27	Minnesota	1408	Hennepin County--Edina, St. Louis Park & Hopkins Cities

### Region Definitions

Region	State Cd.	State Descr.	PUMA5CE	PUMA Name
State of MN	27	Minnesota	1409	Hennepin County--Eden Prairie & Minnetonka Cities
State of MN	27	Minnesota	1410	Hennepin County--Bloomington & Richfield Cities
State of MN	27	Minnesota	1501	Dakota County (North)--Eagan, Inver Grove Heights & South St. Paul Cities
State of MN	27	Minnesota	1502	Dakota County (South)--Lakeville, Hastings, Rosemount & Farmington Cities
State of MN	27	Minnesota	1503	Dakota County (West)--Burnsville & Apple Valley Cities
State of MN	27	Minnesota	1600	Scott County (East)--Shakopee, Savage & Prior Lake Cities
State of MN	27	Minnesota	1700	Carver & Scott (West) Counties
State of MN	27	Minnesota	1800	Wright County
State of MN	27	Minnesota	1900	Kandiyohi, McLeod, Meeker, Renville & Sibley Counties
State of MN	27	Minnesota	2000	Brown, Lyon, Redwood, Chippewa, Yellow Medicine, Lac qui Parle & Lincoln Counties
State of MN	27	Minnesota	2100	Southwest Minnesota
State of MN	27	Minnesota	2200	Blue Earth, Nicollet & Waseca Counties--Mankato City
State of MN	27	Minnesota	2300	Rice, Goodhue & Le Sueur Counties
State of MN	27	Minnesota	2400	Mower, Steele, Freeborn & Dodge Counties
State of MN	27	Minnesota	2500	Olmsted County--Rochester City
State of MN	27	Minnesota	2600	Winona, Wabasha, Fillmore & Houston Counties--Winona City
State of MN Extended	27	Minnesota	100	Clay, Polk, Roseau, Pennington, Marshall, Norman, Kittson & Red Lake Counties
State of MN Extended	27	Minnesota	200	Beltrami, Becker, Hubbard, Clearwater, Mahnomen & Lake of the Woods Counties
State of MN Extended	27	Minnesota	300	Itasca, Carlton (South), Cass & Aitkin Counties--Grand Rapids City
State of MN Extended	27	Minnesota	400	St. Louis (North), Koochiching, Lake & Cook Counties--Hibbing & Cloquet Cities
State of MN Extended	27	Minnesota	500	St. Louis County (Southeast)--Duluth, Hermantown & Proctor Cities
State of MN Extended	27	Minnesota	600	Chisago, Isanti, Pine, Mille Lacs & Kanabec Counties
State of MN Extended	27	Minnesota	700	Crow Wing, Morrison, Todd & Wadena Counties
State of MN Extended	27	Minnesota	800	West Central Minnesota
State of MN Extended	27	Minnesota	900	Stearns County--St. Cloud City
State of MN Extended	27	Minnesota	1000	Sherburne & Benton Counties
State of MN Extended	27	Minnesota	1101	Anoka County (Northwest)--Andover, Ramsey, Anoka & East Bethel Cities
State of MN Extended	27	Minnesota	1102	Anoka County (Southwest)--Coon Rapids, Fridley & Columbia Heights Cities
State of MN Extended	27	Minnesota	1103	Anoka County (East)--Blaine, Lino Lakes & Ham Lake Cities
State of MN Extended	27	Minnesota	1201	Washington County (North)--Oakdale, Forest Lake, Stillwater & Hugo Cities
State of MN Extended	27	Minnesota	1202	Washington County (South)--Woodbury & Cottage Grove Cities
State of MN Extended	27	Minnesota	1301	Ramsey County (North)--Shoreview, White Bear Lake & New Brighton Cities
State of MN Extended	27	Minnesota	1302	Ramsey County (Central & Far Southeast)--Maplewood, Roseville & North St. Paul Cities
State of MN Extended	27	Minnesota	1303	Ramsey County (Southeast)--St. Paul City (East)

### Region Definitions

Region	State Cd.	State Descr.	PUMA5CE	PUMA Name
State of MN Extended	27	Minnesota	1304	Ramsey County (Southwest)--St. Paul City (West)
State of MN Extended	27	Minnesota	1401	Hennepin County (West)--Champlin, Rogers Cities & Lake Minnetonka
State of MN Extended	27	Minnesota	1402	Hennepin County--Plymouth, Maple Grove (West) & Medicine Lake Cities
State of MN Extended	27	Minnesota	1403	Hennepin County--Brooklyn Park, Maple Grove (East) & Osseo Cities
State of MN Extended	27	Minnesota	1404	Hennepin County--Brooklyn Center, Golden Valley, New Hope & Robbinsdale Cities
State of MN Extended	27	Minnesota	1405	Hennepin County--Minneapolis (North) & St. Anthony Cities
State of MN Extended	27	Minnesota	1406	Hennepin County--Minneapolis City (Southeast)
State of MN Extended	27	Minnesota	1407	Hennepin County--Minneapolis City (Southwest)
State of MN Extended	27	Minnesota	1408	Hennepin County--Edina, St. Louis Park & Hopkins Cities
State of MN Extended	27	Minnesota	1409	Hennepin County--Eden Prairie & Minnetonka Cities
State of MN Extended	27	Minnesota	1410	Hennepin County--Bloomington & Richfield Cities
State of MN Extended	27	Minnesota	1501	Dakota County (North)--Eagan, Inver Grove Heights & South St. Paul Cities
State of MN Extended	27	Minnesota	1502	Dakota County (South)--Lakeville, Hastings, Rosemount & Farmington Cities
State of MN Extended	27	Minnesota	1503	Dakota County (West)--Burnsville & Apple Valley Cities
State of MN Extended	27	Minnesota	1600	Scott County (East)--Shakopee, Savage & Prior Lake Cities
State of MN Extended	27	Minnesota	1700	Carver & Scott (West) Counties
State of MN Extended	27	Minnesota	1800	Wright County
State of MN Extended	27	Minnesota	1900	Kandiyohi, McLeod, Meeker, Renville & Sibley Counties
State of MN Extended	27	Minnesota	2000	Brown, Lyon, Redwood, Chippewa, Yellow Medicine, Lac qui Parle & Lincoln Counties
State of MN Extended	27	Minnesota	2100	Southwest Minnesota
State of MN Extended	27	Minnesota	2200	Blue Earth, Nicollet & Waseca Counties--Mankato City
State of MN Extended	27	Minnesota	2300	Rice, Goodhue & Le Sueur Counties
State of MN Extended	27	Minnesota	2400	Mower, Steele, Freeborn & Dodge Counties
State of MN Extended	27	Minnesota	2500	Olmsted County--Rochester City
State of MN Extended	27	Minnesota	2600	Winona, Wabasha, Fillmore & Houston Counties--Winona City
State of MN Extended	27	Minnesota	55101	Barron, Polk, Clark & Chippewa (North) Counties
State of MN Extended	38	North Dakota	500	Cass County--Fargo City
State of MN Extended	38	North Dakota	400	Northeast North Dakota--Grand Forks City
State of MN Extended	55	Wisconsin	55102	St. Croix & Dunn Counties
State of MN Plus E WI	27	Minnesota	100	Clay, Polk, Roseau, Pennington, Marshall, Norman, Kittson & Red Lake Counties
State of MN Plus E WI	27	Minnesota	200	Beltrami, Becker, Hubbard, Clearwater, Mahnomon & Lake of the Woods Counties
State of MN Plus E WI	27	Minnesota	300	Itasca, Carlton (South), Cass & Aitkin Counties--Grand Rapids City
State of MN Plus E WI	27	Minnesota	400	St. Louis (North), Koochiching, Lake & Cook Counties--Hibbing & Cloquet Cities
State of MN Plus E WI	27	Minnesota	500	St. Louis County (Southeast)--Duluth, Hermantown & Proctor Cities

### Region Definitions

Region	State Cd.	State Descr.	PUMA5CE	PUMA Name
State of MN Plus E WI	27	Minnesota	600	Chisago, Isanti, Pine, Mille Lacs & Kanabec Counties
State of MN Plus E WI	27	Minnesota	700	Crow Wing, Morrison, Todd & Wadena Counties
State of MN Plus E WI	27	Minnesota	800	West Central Minnesota
State of MN Plus E WI	27	Minnesota	900	Stearns County--St. Cloud City
State of MN Plus E WI	27	Minnesota	1000	Sherburne & Benton Counties
State of MN Plus E WI	27	Minnesota	1101	Anoka County (Northwest)--Andover, Ramsey, Anoka & East Bethel Cities
State of MN Plus E WI	27	Minnesota	1102	Anoka County (Southwest)--Coon Rapids, Fridley & Columbia Heights Cities
State of MN Plus E WI	27	Minnesota	1103	Anoka County (East)--Blaine, Lino Lakes & Ham Lake Cities
State of MN Plus E WI	27	Minnesota	1201	Washington County (North)--Oakdale, Forest Lake, Stillwater & Hugo Cities
State of MN Plus E WI	27	Minnesota	1202	Washington County (South)--Woodbury & Cottage Grove Cities
State of MN Plus E WI	27	Minnesota	1301	Ramsey County (North)--Shoreview, White Bear Lake & New Brighton Cities
State of MN Plus E WI	27	Minnesota	1302	Ramsey County (Central & Far Southeast)--Maplewood, Roseville & North St. Paul Cities
State of MN Plus E WI	27	Minnesota	1303	Ramsey County (Southeast)--St. Paul City (East)
State of MN Plus E WI	27	Minnesota	1304	Ramsey County (Southwest)--St. Paul City (West)
State of MN Plus E WI	27	Minnesota	1401	Hennepin County (West)--Champlin, Rogers Cities & Lake Minnetonka
State of MN Plus E WI	27	Minnesota	1402	Hennepin County--Plymouth, Maple Grove (West) & Medicine Lake Cities
State of MN Plus E WI	27	Minnesota	1403	Hennepin County--Brooklyn Park, Maple Grove (East) & Osseo Cities
State of MN Plus E WI	27	Minnesota	1404	Hennepin County--Brooklyn Center, Golden Valley, New Hope & Robbinsdale Cities
State of MN Plus E WI	27	Minnesota	1405	Hennepin County--Minneapolis (North) & St. Anthony Cities
State of MN Plus E WI	27	Minnesota	1406	Hennepin County--Minneapolis City (Southeast)
State of MN Plus E WI	27	Minnesota	1407	Hennepin County--Minneapolis City (Southwest)
State of MN Plus E WI	27	Minnesota	1408	Hennepin County--Edina, St. Louis Park & Hopkins Cities
State of MN Plus E WI	27	Minnesota	1409	Hennepin County--Eden Prairie & Minnetonka Cities
State of MN Plus E WI	27	Minnesota	1410	Hennepin County--Bloomington & Richfield Cities
State of MN Plus E WI	27	Minnesota	1501	Dakota County (North)--Eagan, Inver Grove Heights & South St. Paul Cities
State of MN Plus E WI	27	Minnesota	1502	Dakota County (South)--Lakeville, Hastings, Rosemount & Farmington Cities
State of MN Plus E WI	27	Minnesota	1503	Dakota County (West)--Burnsville & Apple Valley Cities
State of MN Plus E WI	27	Minnesota	1600	Scott County (East)--Shakopee, Savage & Prior Lake Cities
State of MN Plus E WI	27	Minnesota	1700	Carver & Scott (West) Counties
State of MN Plus E WI	27	Minnesota	1800	Wright County
State of MN Plus E WI	27	Minnesota	1900	Kandiyohi, McLeod, Meeker, Renville & Sibley Counties
State of MN Plus E WI	27	Minnesota	2000	Brown, Lyon, Redwood, Chippewa, Yellow Medicine, Lac qui Parle & Lincoln Counties
State of MN Plus E WI	27	Minnesota	2100	Southwest Minnesota
State of MN Plus E WI	27	Minnesota	2200	Blue Earth, Nicollet & Waseca Counties--Mankato City

State of MN Plus E WI	27	Minnesota	2300	Rice, Goodhue & Le Sueur Counties
State of MN Plus E WI	27	Minnesota	2400	Mower, Steele, Freeborn & Dodge Counties
State of MN Plus E WI	27	Minnesota	2500	Olmsted County--Rochester City
State of MN Plus E WI	27	Minnesota	2600	Winona, Wabasha, Fillmore & Houston Counties--Winona City
State of MN Plus E WI	55	Wisconsin	55102	St. Croix & Dunn Counties
Upper Minnesota Valley	27	Minnesota	2000	Brown, Lyon, Redwood, Chippewa, Yellow Medicine, Lac qui Parle & Lincoln Counties
West Central	27	Minnesota	800	West Central Minnesota

Image of Occupational Category Codes

Occupational Category Codes			
EEO-4 C	EEO-4 Job Category Description	OC Code	OC Code Description
1	Officials and Administrators	000010	MGR-Chief Executives And Legislators
1	Officials and Administrators	000101	MGR-Administrative Services Managers
1	Officials and Administrators	000102	MGR-Facilities Managers
1	Officials and Administrators	000110	MGR-Computer And Information Systems Managers
1	Officials and Administrators	000120	MGR-Financial Managers
1	Officials and Administrators	000135	MGR-Compensation And Benefits Managers
1	Officials and Administrators	000136	MGR-Human Resources Managers
1	Officials and Administrators	000137	MGR-Training And Development Managers
1	Officials and Administrators	000140	MGR-Industrial Production Managers
1	Officials and Administrators	000150	MGR-Purchasing Managers
1	Officials and Administrators	000160	MGR-Transportation, Storage, And Distribution Managers
1	Officials and Administrators	000020	MGR-General And Operations Managers
1	Officials and Administrators	000205	MGR-Farmers, Ranchers, And Other Agricultural Managers
1	Officials and Administrators	000220	MGR-Construction Managers
1	Officials and Administrators	000230	MGR-Education And Childcare Administrators
1	Officials and Administrators	000300	MGR-Architectural And Engineering Managers
1	Officials and Administrators	000310	MGR-Food Service Managers
1	Officials and Administrators	000335	MGR-Entertainment and Recreation Managers
1	Officials and Administrators	000340	MGR-Lodging Managers
1	Officials and Administrators	000350	MGR-Medical And Health Services Managers
1	Officials and Administrators	000360	MGR-Natural Sciences Managers
1	Officials and Administrators	000040	MGR-Advertising And Promotions Managers
1	Officials and Administrators	000410	MGR-Property, Real Estate, And Community Association Managers
1	Officials and Administrators	000420	MGR-Social And Community Service Managers
1	Officials and Administrators	000425	MGR-Emergency Management Directors
1	Officials and Administrators	000440	MGR-Other Managers
1	Officials and Administrators	000051	MGR-Marketing Managers
1	Officials and Administrators	000052	MGR-Sales Managers
1	Officials and Administrators	000060	MGR-Public Relations And Fundraising Managers
2	Professionals	001005	CMM-Computer And Information Research Scientists
2	Professionals	001006	CMM-Computer Systems Analysts
2	Professionals	001007	CMM-Information Security Analysts
2	Professionals	001010	CMM-Computer Programmers
2	Professionals	001021	CMM-Software Developers

Occupational Category Codes			
EEO-4 C	EEO-4 Job Category Description	OC Code	OC Code Description
2	Professionals	001022	CMM-Software Quality Assurance Analysts and Testers
2	Professionals	001031	CMM-Web Developers
2	Professionals	001032	CMM-Web And Digital Interface Designers
2	Professionals	001050	CMM-Computer Support Specialists
2	Professionals	001065	CMM-Database Administrators and Architects
2	Professionals	001105	CMM-Network And Computer Systems Administrators
2	Professionals	001106	CMM-Computer Network Architects
2	Professionals	001108	CMM-Computer Occupations, All Other
2	Professionals	001200	CMM-Actuaries
2	Professionals	001220	CMM-Operations Research Analysts
2	Professionals	001240	CMM-Other Mathematical Science Occupations
2	Professionals	001305	ENG-Architects, Except Landscape And Naval
2	Professionals	001306	ENG-Landscape Architects
2	Professionals	001310	ENG-Surveyors, Cartographers, And Photogrammetrists
2	Professionals	001320	ENG-Aerospace Engineers
2	Professionals	001340	ENG-Biomedical And Agricultural Engineers
2	Professionals	001350	ENG-Chemical Engineers
2	Professionals	001360	ENG-Civil Engineers
2	Professionals	001400	ENG-Computer Hardware Engineers
2	Professionals	001410	ENG-Electrical And Electronics Engineers
2	Professionals	001420	ENG-Environmental Engineers
2	Professionals	001430	ENG-Industrial Engineers, Including Health And Safety
2	Professionals	001440	ENG-Marine Engineers And Naval Architects
2	Professionals	001450	ENG-Materials Engineers
2	Professionals	001460	ENG-Mechanical Engineers
2	Professionals	001520	ENG-Petroleum, Mining And Geological Engineers, Including Mining Safety Engineers
2	Professionals	001530	ENG-Other Engineers
2	Professionals	001600	SCI-Agricultural And Food Scientists
2	Professionals	001610	SCI-Biological Scientists
2	Professionals	001640	SCI-Conservation Scientists And Foresters
2	Professionals	001650	SCI-Other Life Scientists
2	Professionals	001700	SCI-Astronomers And Physicists
2	Professionals	001710	SCI-Atmospheric And Space Scientists
2	Professionals	001720	SCI-Chemists And Materials Scientists

Occupational Category Codes			
EEO-4 C	EEO-4 Job Category Description	OC Code	OC Code Description
2	Professionals	001745	SCI-Environmental Scientists And Specialists, Including Health
2	Professionals	001750	SCI-Geoscientists And Hydrologists, Except Geographers
2	Professionals	001760	SCI-Physical Scientists, All Other
2	Professionals	001800	SCI-Economists
2	Professionals	001821	SCI-Clinical And Counseling Psychologists
2	Professionals	001822	SCI-School Psychologists
2	Professionals	001825	SCI-Other Psychologists
2	Professionals	001840	SCI-Urban And Regional Planners
2	Professionals	001860	SCI-Other Social Scientists
2	Professionals	001980	SCI-Occupational Health And Safety Specialists and Technicians
2	Professionals	002001	CMS-Substance Abuse And Behavioral Disorder Counselors
2	Professionals	002002	CMS-Educational, Guidance, And Career Counselors And Advisors
2	Professionals	002003	CMS-Marriage And Family Therapists
2	Professionals	002004	CMS-Mental Health Counselors
2	Professionals	002005	CMS-Rehabilitation Counselors
2	Professionals	002006	CMS-Counselors, All Other
2	Professionals	002011	CMS-Child, Family, And School Social Workers
2	Professionals	002012	CMS-Healthcare Social Workers
2	Professionals	002013	CMS-Mental Health And Substance Abuse Social Workers
2	Professionals	002014	CMS-Social Workers, All Other
2	Professionals	002015	CMS-Probation Officers And Correctional Treatment Specialists
2	Professionals	002025	CMS-Other Community and Social Service Specialists
2	Professionals	002040	CMS-Clergy
2	Professionals	002050	CMS-Directors, Religious Activities And Education
2	Professionals	002060	CMS-Religious Workers, All Other
2	Professionals	002100	LGL-Lawyers, And Judges, Magistrates, And Other Judicial Workers
2	Professionals	002105	LGL-Judicial Law Clerks
2	Professionals	002600	ENT-Artists And Related Workers
2	Professionals	002631	ENT-Commercial And Industrial Designers
2	Professionals	002632	ENT-Fashion Designers
2	Professionals	002633	ENT-Floral Designers
2	Professionals	002634	ENT-Graphic Designers
2	Professionals	002635	ENT-Interior Designers
2	Professionals	002636	ENT-Merchandise Displayers And Windows Trimmers

Occupational Category Codes			
EEO-4 C	EEO-4 Job Category Description	OC Code	OC Code Description
2	Professionals	002640	ENT-Other Designers
2	Professionals	002700	ENT-Actors
2	Professionals	002710	ENT-Producers And Directors
2	Professionals	002721	ENT-Athletes and Sports Competitors
2	Professionals	002722	ENT-Coaches and Scouts
2	Professionals	002723	ENT-Umpires, Referees, And Other Sports Officials
2	Professionals	002740	ENT-Dancers And Choreographers
2	Professionals	002751	ENT-Music Directors and Composers
2	Professionals	002752	ENT-Musicians and Singers
2	Professionals	002770	ENT-Entertainers And Performers, Sports and Related Workers, All Other
2	Professionals	002805	ENT-Broadcast Announcers And Radio Disc Jockeys
2	Professionals	002810	ENT-News Analysts, Reporters And Correspondents
2	Professionals	002825	ENT-Public Relations Specialists
2	Professionals	002830	ENT-Editors
2	Professionals	002840	ENT-Technical Writers
2	Professionals	002850	ENT-Writers And Authors
2	Professionals	002861	ENT-Interpreters and Translators
2	Professionals	002862	ENT-Court Reporters and Simultaneous Captioners
2	Professionals	002865	ENT-Media And Communication Workers, All Other
2	Professionals	003000	MED-Chiropractors
2	Professionals	003010	MED-Dentists
2	Professionals	003030	MED-Dietitians And Nutritionists
2	Professionals	003040	MED-Optometrists
2	Professionals	003050	MED-Pharmacists
2	Professionals	003090	MED-Physicians
2	Professionals	003100	MED-Surgeons
2	Professionals	003110	MED-Physician Assistants
2	Professionals	003120	MED-Podiatrists
2	Professionals	003140	MED-Audiologists
2	Professionals	003150	MED-Occupational Therapists
2	Professionals	003160	MED-Physical Therapists
2	Professionals	003200	MED-Radiation Therapists
2	Professionals	003210	MED-Recreational Therapists
2	Professionals	003220	MED-Respiratory Therapists

Occupational Category Codes			
EEO-4 C	EEO-4 Job Category Description	OC Code	OC Code Description
2	Professionals	003230	MED-Speech-Language Pathologists
2	Professionals	003245	MED-Other Therapists
2	Professionals	003250	MED-Veterinarians
2	Professionals	003255	MED-Registered Nurses
2	Professionals	003256	MED-Nurse Anesthetists
2	Professionals	003258	MED-Nurse Practitioners, And Nurse Midwives
2	Professionals	003261	MED-Acupuncturists
2	Professionals	003270	MED-Healthcare Diagnosing Or Treating Practitioners, All Other
2	Professionals	003310	MED-Dental Hygienists
2	Professionals	004340	PRS-Animal Trainers
2	Professionals	004930	SAL-Sales Engineers
2	Professionals	000500	BUS-Agents And Business Managers Of Artists, Performers, And Athletes
2	Professionals	000510	BUS-Buyers And Purchasing Agents, Farm Products
2	Professionals	000520	BUS-Wholesale And Retail Buyers, Except Farm Products
2	Professionals	000530	BUS-Purchasing Agents, Except Wholesale, Retail, And Farm Products
2	Professionals	000540	BUS-Claims Adjusters, Appraisers, Examiners, And Investigators
2	Professionals	000565	BUS-Compliance Officers
2	Professionals	000600	BUS-Cost Estimators
2	Professionals	006010	FFF-Agricultural Inspectors
2	Professionals	000630	BUS-Human Resources Workers
2	Professionals	000640	BUS-Compensation, Benefits, And Job Analysis Specialists
2	Professionals	000650	BUS-Training And Development Specialists
2	Professionals	006660	CON-Construction And Building Inspectors
2	Professionals	000700	BUS-Logisticians
2	Professionals	000705	BUS-Project Management Specialists
2	Professionals	000710	BUS-Management Analysts
2	Professionals	000725	BUS-Meeting, Convention, And Event Planners
2	Professionals	000726	BUS-Fundraisers
2	Professionals	000735	BUS-Market Research Analysts And Marketing Specialists
2	Professionals	000750	BUS-Business Operations Specialists, All Other
2	Professionals	000800	FIN-Accountants And Auditors
2	Professionals	000810	FIN-Property Appraisers and Assessors
2	Professionals	000820	FIN-Budget Analysts
2	Professionals	000830	FIN-Credit Analysts

Occupational Category Codes			
EEO-4 C	EEO-4 Job Category Description	OC Code	OC Code Description
2	Professionals	000845	FIN-Financial And Investment Analysts
2	Professionals	000850	FIN-Personal Financial Advisors
2	Professionals	000860	FIN-Insurance Underwriters
2	Professionals	000900	FIN-Financial Examiners
2	Professionals	009030	TRN-Aircraft Pilots And Flight Engineers
2	Professionals	000910	FIN-Credit Counselors And Loan Officers
2	Professionals	000930	FIN-Tax Examiners And Collectors, And Revenue Agents
2	Professionals	009310	TRN-Ship And Boat Captains And Operators
2	Professionals	000940	FIN-Tax Preparers
2	Professionals	000960	FIN-Other Financial Specialists
3	Technicians	001541	ENG-Architectural And Civil Drafters
3	Technicians	001545	ENG-Other Drafters
3	Technicians	001551	ENG-Electrical And Electronic Engineering Technologists and Technicians
3	Technicians	001555	Other Engineering Technologists And Technicians, Except Drafters
3	Technicians	001560	ENG-Surveying And Mapping Technicians
3	Technicians	001900	SCI-Agricultural And Food Science Technicians
3	Technicians	001910	SCI-Biological Technicians
3	Technicians	001920	SCI-Chemical Technicians
3	Technicians	001935	SCI-Environmental Science and Geoscience Technicians, And Nuclear Technicians
3	Technicians	001970	SCI-Other Life, Physical, And Social Science Technicians
3	Technicians	002905	ENT-Other Media And Communication Equipment Workers
3	Technicians	002910	ENT-Photographers
3	Technicians	002920	ENT-Television, Video, And Motion Picture Camera Operators And Editors
3	Technicians	003300	MED-Clinical Laboratory Technologists And Technicians
3	Technicians	003321	MED-Cardiovascular Technologists and Technicians
3	Technicians	003322	MED-Diagnostic Medical Sonographers
3	Technicians	003323	MED-Radiologic Technologists And Technicians
3	Technicians	003324	MED-Magnetic Resonance Imaging Technologists
3	Technicians	003330	MED-Nuclear Medicine Technologists and Medical Dosimetrists
3	Technicians	003401	MED-Emergency Medical Technicians
3	Technicians	003402	MED-Paramedics
3	Technicians	003421	MED-Pharmacy Technicians
3	Technicians	003422	MED-Psychiatric Technicians
3	Technicians	003423	MED-Surgical Technologists

Occupational Category Codes			
EEO-4 C	EEO-4 Job Category Description	OC Code	OC Code Description
3	Technicians	003424	MED-Veterinary Technologists and Technicians
3	Technicians	003430	MED-Dietetic Technicians And Ophthalmic Medical Technicians
3	Technicians	003500	MED-Licensed Practical And Licensed Vocational Nurses
3	Technicians	003515	MED-Medical Records Specialists
3	Technicians	003520	MED-Opticians, Dispensing
3	Technicians	003545	MED-Miscellaneous Health Technologists and Technicians
3	Technicians	003550	MED-Other Healthcare Practitioners and Technical Occupations
3	Technicians	009040	TRN-Air Traffic Controllers And Airfield Operations Specialists
4	Protective Service	003700	PRT-First-Line Supervisors Of Correctional Officers
4	Protective Service	003710	PRT-First-Line Supervisors Of Police And Detectives
4	Protective Service	003720	PRT-First-Line Supervisors Of Fire Fighting And Prevention Workers
4	Protective Service	003725	PRT-First-Line Supervisors of Security And Protective Service Workers, All Other
4	Protective Service	003740	PRT-Firefighters
4	Protective Service	003750	PRT-Fire Inspectors
4	Protective Service	003801	PRT-Bailiffs
4	Protective Service	003802	PRT-Correctional Officers and Jailers
4	Protective Service	003820	PRT-Detectives And Criminal Investigators
4	Protective Service	003840	PRT-Fish And Game Wardens And Parking Enforcement Officers
4	Protective Service	003870	PRT-Police Officers
4	Protective Service	003900	PRT-Animal Control Workers
4	Protective Service	003910	PRT-Private Detectives And Investigators
4	Protective Service	003930	PRT-Security Guards And Gaming Surveillance Officers
4	Protective Service	003940	PRT-Crossing Guards And Flaggers
4	Protective Service	003945	PRT-Transportation Security Screeners
4	Protective Service	003946	PRT-School Bus Monitors
4	Protective Service	003960	PRT-Other Protective Service Workers
5	Paraprofessionals	003601	HLS-Home Health Aides
5	Paraprofessionals	003602	HLS-Personal Care Aides
5	Paraprofessionals	003603	HLS-Nursing Assistants
5	Paraprofessionals	003605	HLS-Orderlies and Psychiatric Aides
5	Paraprofessionals	003610	HLS-Occupational Therapy Assistants And Aides
5	Paraprofessionals	003620	HLS-Physical Therapist Assistants And Aides
5	Paraprofessionals	003630	HLS-Massage Therapists
5	Paraprofessionals	003640	HLS-Dental Assistants

Occupational Category Codes			
EEO-4 C	EEO-4 Job Category Description	OC Code	OC Code Description
5	Paraprofessionals	003645	HLS-Medical Assistants
5	Paraprofessionals	003647	HLS-Pharmacy Aides
5	Paraprofessionals	003648	HLS-Veterinary Assistants And Laboratory Animal Caretakers
5	Paraprofessionals	003649	HLS-Phlebotomists
5	Paraprofessionals	003655	HLS-Other Healthcare Support Workers
6	Administrative Support	002016	CMS-Social And Human Service Assistants
6	Administrative Support	002145	LGL-Paralegals And Legal Assistants
6	Administrative Support	002170	LGL-Title Examiners, Abstractors, and Searchers
6	Administrative Support	002180	LGL-Legal Support Workers, All Other
6	Administrative Support	003646	HLS-Medical Transcriptionists
6	Administrative Support	004700	SAL-First-Line Supervisors Of Retail Sales Workers
6	Administrative Support	004710	SAL-First-Line Supervisors Of Non-Retail Sales Workers
6	Administrative Support	004720	SAL-Cashiers
6	Administrative Support	004740	SAL-Counter And Rental Clerks
6	Administrative Support	004750	SAL-Parts Salespersons
6	Administrative Support	004760	SAL-Retail Salespersons
6	Administrative Support	004800	SAL-Advertising Sales Agents
6	Administrative Support	004810	SAL-Insurance Sales Agents
6	Administrative Support	004820	SAL-Securities, Commodities, And Financial Services Sales Agents
6	Administrative Support	004830	SAL-Travel Agents
6	Administrative Support	004840	SAL-Sales Representatives Of Services, Except Advertising, Insurance, Financial Services, And Travel
6	Administrative Support	004850	SAL-Sales Representatives, Wholesale And Manufacturing
6	Administrative Support	004900	SAL-Models, Demonstrators, And Product Promoters
6	Administrative Support	004920	SAL-Real Estate Brokers And Sales Agents
6	Administrative Support	004940	SAL-Telemarketers
6	Administrative Support	004950	SAL-Door-To-Door Sales Workers, News And Street Vendors, And Related Workers
6	Administrative Support	004965	SAL-Sales And Related Workers, All Other
6	Administrative Support	005000	OFF-First-Line Supervisors Of Office And Administrative Support Workers
6	Administrative Support	005010	OFF-Switchboard Operators, Including Answering Service
6	Administrative Support	005020	OFF-Telephone Operators
6	Administrative Support	005040	OFF-Communications Equipment Operators, All Other
6	Administrative Support	005100	OFF-Bill And Account Collectors
6	Administrative Support	005110	OFF-Billing And Posting Clerks
6	Administrative Support	005120	OFF-Bookkeeping, Accounting, And Auditing Clerks

Occupational Category Codes			
EEO-4 C	EEO-4 Job Category Description	OC Code	OC Code Description
6	Administrative Support	005140	OFF-Payroll And Timekeeping Clerks
6	Administrative Support	005150	OFF-Procurement Clerks
6	Administrative Support	005160	OFF-Tellers
6	Administrative Support	005165	OFF-Other Financial Clerks
6	Administrative Support	005220	OFF-Court, Municipal, And License Clerks
6	Administrative Support	005230	OFF-Credit Authorizers, Checkers, And Clerks
6	Administrative Support	005240	OFF-Customer Service Representatives
6	Administrative Support	005250	OFF-Eligibility Interviewers, Government Programs
6	Administrative Support	005260	OFF-File Clerks
6	Administrative Support	005300	OFF-Hotel, Motel, And Resort Desk Clerks
6	Administrative Support	005310	OFF-Interviewers, Except Eligibility And Loan
6	Administrative Support	005320	OFF-Library Assistants, Clerical
6	Administrative Support	005330	OFF-Loan Interviewers And Clerks
6	Administrative Support	005340	OFF-New Accounts Clerks
6	Administrative Support	005350	OFF-Correspondence Clerks And Order Clerks
6	Administrative Support	005360	OFF-Human Resources Assistants, Except Payroll And Timekeeping
6	Administrative Support	005400	OFF-Receptionists And Information Clerks
6	Administrative Support	005410	OFF-Reservation And Transportation Ticket Agents And Travel Clerks
6	Administrative Support	005420	OFF-Other Information And Records Clerks
6	Administrative Support	005500	OFF-Cargo And Freight Agents
6	Administrative Support	005510	OFF-Couriers And Messengers
6	Administrative Support	005521	OFF-Public Safety Telecommunicators
6	Administrative Support	005522	OFF-Dispatchers, Except Police, Fire, And Ambulance
6	Administrative Support	005530	OFF-Meter Readers, Utilities
6	Administrative Support	005540	OFF-Postal Service Clerks
6	Administrative Support	005550	OFF-Postal Service Mail Carriers
6	Administrative Support	005560	OFF-Postal Service Mail Sorters, Processors, And Processing Machine Operators
6	Administrative Support	005600	OFF-Production, Planning, And Expediting Clerks
6	Administrative Support	005610	OFF-Shipping, Receiving, And Inventory Clerks
6	Administrative Support	005630	OFF-Weighers, Measurers, Checkers, And Samplers, Recordkeeping
6	Administrative Support	005710	OFF-Executive Secretaries And Executive Administrative Assistants
6	Administrative Support	005720	OFF-Legal Secretaries and Administrative Assistants
6	Administrative Support	005730	OFF-Medical Secretaries and Administrative Assistants
6	Administrative Support	005740	OFF-Secretaries And Administrative Assistants, Except Legal, Medial, And Executive

Occupational Category Codes			
EEO-4 C	EEO-4 Job Category Description	OC Code	OC Code Description
6	Administrative Support	005810	OFF-Data Entry Keyers
6	Administrative Support	005820	OFF-Word Processors And Typists
6	Administrative Support	005840	OFF-Insurance Claims And Policy Processing Clerks
6	Administrative Support	005850	OFF-Mail Clerks And Mail Machine Operators, Except Postal Service
6	Administrative Support	005860	OFF-Office Clerks, General
6	Administrative Support	005900	OFF-Office Machine Operators, Except Computer
6	Administrative Support	005910	OFF-Proofreaders And Copy Markers
6	Administrative Support	005920	OFF-Statistical Assistants
6	Administrative Support	005940	OFF-Other Office And Administrative Support Workers
7	Skilled Craft	006200	CON-First-Line Supervisors Of Construction Trades And Extraction Workers
7	Skilled Craft	006210	CON-Boilermakers
7	Skilled Craft	006220	CON-Brickmasons, Blockmasons, Stonemasons, And Reinforcing Iron And Rebar Workers
7	Skilled Craft	006230	CON-Carpenters
7	Skilled Craft	006240	CON-Carpet, Floor, And Tile Installers And Finishers
7	Skilled Craft	006250	CON-Cement Masons, Concrete Finishers, And Terrazzo Workers
7	Skilled Craft	006305	CON-Construction Equipment Operators
7	Skilled Craft	006330	CON-Drywall Installers, Ceiling Tile Installers, And Tapers
7	Skilled Craft	006355	CON-Electricians
7	Skilled Craft	006360	CON-Glaziers
7	Skilled Craft	006400	CON-Insulation Workers
7	Skilled Craft	006410	CON-Painters and Paperhangers
7	Skilled Craft	006441	CON-Pipelayers
7	Skilled Craft	006442	CON-Plumbers, Pipefitters, And Steamfitters
7	Skilled Craft	006460	CON-Plasterers And Stucco Masons
7	Skilled Craft	006515	CON-Roofers
7	Skilled Craft	006520	CON-Sheet Metal Workers
7	Skilled Craft	006530	CON-Structural Iron And Steel Workers
7	Skilled Craft	006540	CON-Solar Photovoltaic Installers
7	Skilled Craft	006700	CON-Elevator Installers And Repairers
7	Skilled Craft	006710	CON-Fence Erectors
7	Skilled Craft	006720	CON-Hazardous Materials Removal Workers
7	Skilled Craft	006730	CON-Highway Maintenance Workers
7	Skilled Craft	006740	CON-Rail-Track Laying And Maintenance Equipment Operators
7	Skilled Craft	006765	CON-Other Construction And Related Workers

Occupational Category Codes			
EEO-4 C	EEO-4 Job Category Description	OC Code	OC Code Description
7	Skilled Craft	006800	EXT-Derrick, Rotary Drill, And Service Unit Operators, And Roustabouts, Oil, Gas, And Mining
7	Skilled Craft	006825	EXT-Surface Mining Machine Operators And Earth Drillers
7	Skilled Craft	006835	EXT-Explosives Workers, Ordnance Handling Experts, and Blasters
7	Skilled Craft	006850	EXT-Underground Mining Machine Operators
7	Skilled Craft	006950	EXT-Other Extraction Workers
7	Skilled Craft	007000	RPR-First-Line Supervisors Of Mechanics, Installers, And Repairers
7	Skilled Craft	007010	RPR-Computer, Automated Teller, And Office Machine Repairers
7	Skilled Craft	007020	RPR-Radio And Telecommunications Equipment Installers And Repairers
7	Skilled Craft	007030	RPR-Avionics Technicians
7	Skilled Craft	007040	RPR-Electric Motor, Power Tool, And Related Repairers
7	Skilled Craft	007100	RPR-Other Electrical And Electronic Equipment Mechanics, Installers, And Repairers.
7	Skilled Craft	007120	RPR-Electronic Home Entertainment Equipment Installers And Repairers
7	Skilled Craft	007130	RPR-Security And Fire Alarm Systems Installers
7	Skilled Craft	007140	RPR-Aircraft Mechanics And Service Technicians
7	Skilled Craft	007150	RPR-Automotive Body And Related Repairers
7	Skilled Craft	007160	RPR-Automotive Glass Installers And Repairers
7	Skilled Craft	007200	RPR-Automotive Service Technicians And Mechanics
7	Skilled Craft	007210	RPR-Bus And Truck Mechanics And Diesel Engine Specialists
7	Skilled Craft	007220	RPR-Heavy Vehicle And Mobile Equipment Service Technicians And Mechanics
7	Skilled Craft	007240	RPR-Small Engine Mechanics
7	Skilled Craft	007260	RPR-Miscellaneous Vehicle And Mobile Equipment Mechanics, Installers, And Repairers
7	Skilled Craft	007300	RPR-Control And Valve Installers And Repairers
7	Skilled Craft	007315	RPR-Heating, Air Conditioning, And Refrigeration Mechanics And Installers
7	Skilled Craft	007320	RPR-Home Appliance Repairers
7	Skilled Craft	007330	RPR-Industrial And Refractory Machinery Mechanics
7	Skilled Craft	007340	RPR-Maintenance And Repair Workers, General
7	Skilled Craft	007350	RPR-Maintenance Workers, Machinery
7	Skilled Craft	007360	RPR-Millwrights
7	Skilled Craft	007410	RPR-Electrical Power-Line Installers And Repairers
7	Skilled Craft	007420	RPR-Telecommunications Line Installers And Repairers
7	Skilled Craft	007430	RPR-Precision Instrument And Equipment Repairers
7	Skilled Craft	007510	RPR-Coin, Vending, And Amusement Machine Servicers And Repairers
7	Skilled Craft	007540	RPR-Locksmiths And Safe Repairers
7	Skilled Craft	007560	RPR-Riggers

Occupational Category Codes			
EEO-4 C	EEO-4 Job Category Description	OC Code	OC Code Description
7	Skilled Craft	007640	RPR-Other Installation, Maintenance, And Repair Workers
7	Skilled Craft	007700	PRD-First-Line Supervisors Of Production And Operating Workers
7	Skilled Craft	007720	PRD-Electrical, Electronics, And Electromechanical Assemblers
7	Skilled Craft	007730	PRD-Engine And Other Machine Assemblers
7	Skilled Craft	007740	PRD-Structural Metal Fabricators And Fitters
7	Skilled Craft	007750	PRD-Other Assemblers And Fabricators
7	Skilled Craft	007905	PRD-Computer Numerically Controlled Tool Operators And Programmers
7	Skilled Craft	007925	PRD-Forming Machine Setters, Operators, And Tenders, Metal And Plastic
7	Skilled Craft	007950	PRD-Cutting, Punching, And Press Machine Setters, Operators, And Tenders, Metal And Plastic
7	Skilled Craft	008000	Grinding, Lapping, Polishing, And Buffing Machine Tool
7	Skilled Craft	008025	PRD-Other Machine Tool Setters, Operators, And Tenders, Metal and Plastic
7	Skilled Craft	008030	PRD-Machinists
7	Skilled Craft	008040	PRD-Metal Furnace Operators, Tenders, Pourers, And Casters
7	Skilled Craft	008100	PRD-Model Makers, Patternmakers, And Molding Machine Setters, Metal And Plastic
7	Skilled Craft	008130	PRD-Tool And Die Makers
7	Skilled Craft	008140	PRD-Welding, Soldering, And Brazing Workers
7	Skilled Craft	008225	PRD-Other Metal Workers And Plastic Workers
7	Skilled Craft	008250	PRD-Prepress Technicians And Workers
7	Skilled Craft	008255	PRD-Printing Press Operators
7	Skilled Craft	008256	PRD-Print Binding And Finishing Workers
7	Skilled Craft	008300	PRD-Laundry And Dry-Cleaning Workers
7	Skilled Craft	008310	PRD-Pressers, Textile, Garment, And Related Materials
7	Skilled Craft	008320	PRD-Sewing Machine Operators
7	Skilled Craft	008335	PRD-Shoe And Leather Workers
7	Skilled Craft	008350	PRD-Tailors, Dressmakers, And Sewers
7	Skilled Craft	008365	PRD-Textile Machine Setters, Operators, And Tenders
7	Skilled Craft	008450	PRD-Upholsterers
7	Skilled Craft	008465	PRD-Other Textile, Apparel, And Furnishings Workers
7	Skilled Craft	008500	PRD-Cabinetmakers And Bench Carpenters
7	Skilled Craft	008510	PRD-Furniture Finishers
7	Skilled Craft	008530	PRD-Sawing Machine Setters, Operators, And Tenders, Wood
7	Skilled Craft	008540	PRD-Woodworking Machine Setters, Operators, And Tenders, Except Sawing
7	Skilled Craft	008555	PRD-Other Woodworkers
7	Skilled Craft	008600	PRD-Power Plant Operators, Distributors, And Dispatchers

Occupational Category Codes			
EEO-4 C	EEO-4 Job Category Description	OC Code	OC Code Description
7	Skilled Craft	008610	PRD-Stationary Engineers And Boiler Operators
7	Skilled Craft	008620	PRD-Water And Wastewater Treatment Plant And System Operators
7	Skilled Craft	008630	PRD-Miscellaneous Plant And System Operators
7	Skilled Craft	008640	PRD-Chemical Processing Machine Setters, Operators, And Tenders
7	Skilled Craft	008650	PRD-Crushing, Grinding, Polishing, Mixing, And Blending Workers
7	Skilled Craft	008710	PRD-Cutting Workers
7	Skilled Craft	008720	PRD-Extruding, Forming, Pressing, And Compacting Machine Setters, Operators, And Tenders
7	Skilled Craft	008730	PRD-Furnace, Kiln, Oven, Drier, And Kettle Operators And Tenders
7	Skilled Craft	008740	PRD-Inspectors, Testers, Sorters, Samplers, And Weighers
7	Skilled Craft	008750	PRD-Jewelers And Precious Stone And Metal Workers
7	Skilled Craft	008760	PRD-Dental And Ophthalmic Laboratory Technicians And Medical Appliance Technicians
7	Skilled Craft	008800	PRD-Packaging And Filling Machine Operators And Tenders
7	Skilled Craft	008810	PRD-Painting Workers
7	Skilled Craft	008830	PRD-Photographic Process Workers And Processing Machine Operators
7	Skilled Craft	008850	PRD-Adhesive Bonding Machine Operators And Tenders
7	Skilled Craft	008910	PRD-Etchers And Engravers
7	Skilled Craft	008920	PRD-Molders, Shapers, And Casters, Except Metal And Plastic
7	Skilled Craft	008930	PRD-Paper Goods Machine Setters, Operators, And Tenders
7	Skilled Craft	008940	PRD-Tire Builders
7	Skilled Craft	008990	PRD-Miscellaneous Production Workers, Including Equipment Operators And Tenders
7	Skilled Craft	009510	TRN-Crane And Tower Operators
8	Service Maintenance	004000	EAT-Chefs And Head Cooks
8	Service Maintenance	004010	EAT-First-Line Supervisors Of Food Preparation And Serving Workers
8	Service Maintenance	004020	EAT-Cooks
8	Service Maintenance	004030	EAT-Food Preparation Workers
8	Service Maintenance	004040	EAT-Bartenders
8	Service Maintenance	004055	EAT-Fast Food And Counter Workers
8	Service Maintenance	004110	EAT-Waiters And Waitresses
8	Service Maintenance	004120	EAT-Food Servers, Nonrestaurant
8	Service Maintenance	004130	EAT-Dining Room And Cafeteria Attendants And Bartender Helpers
8	Service Maintenance	004140	EAT-Dishwashers
8	Service Maintenance	004150	EAT-Hosts And Hostesses, Restaurant, Lounge, And Coffee Shop
8	Service Maintenance	004160	EAT-Food Preparation and Serving Related Workers, All Other
8	Service Maintenance	004200	CLN-First-Line Supervisors Of Housekeeping And Janitorial Workers

Occupational Category Codes			
EEO-4 C	EEO-4 Job Category Description	OC Code	OC Code Description
8	Service Maintenance	004210	CLN-First-Line Supervisors Of Landscaping, Lawn Service, And Groundskeeping Workers
8	Service Maintenance	004220	CLN-Janitors And Building Cleaners
8	Service Maintenance	004230	CLN-Maids And Housekeeping Cleaners
8	Service Maintenance	004240	CLN-Pest Control Workers
8	Service Maintenance	004251	CLN-Landscaping And Groundskeeping Workers
8	Service Maintenance	004252	CLN-Tree Trimmers and Pruners
8	Service Maintenance	004255	CLN-Other Grounds Maintenance Workers
8	Service Maintenance	004330	PRS-Supervisors Of Personal Care And Service Workers
8	Service Maintenance	004350	PRS-Animal Caretakers
8	Service Maintenance	004400	PRS-Gambling Services Workers
8	Service Maintenance	004420	PRS-Ushers, Lobby Attendants, And Ticket Takers
8	Service Maintenance	004435	PRS-Other Entertainment Attendants And Related Workers
8	Service Maintenance	004461	PRS-Embalmers, Crematory Operators, And Funeral Attendants
8	Service Maintenance	004465	PRS-Morticians, Undertakers, And Funeral Arrangers
8	Service Maintenance	004500	PRS-Barbers
8	Service Maintenance	004510	PRS-Hairdressers, Hairstylists, And Cosmetologists
8	Service Maintenance	004521	PRS-Manicurists And Pedicurists
8	Service Maintenance	004522	PRS-Skincare Specialists
8	Service Maintenance	004525	PRS-Other Personal Appearance Workers
8	Service Maintenance	004530	PRS-Baggage Porters, Bellhops, And Concierges
8	Service Maintenance	004540	PRS-Tour And Travel Guides
8	Service Maintenance	004600	PRS-Childcare Workers
8	Service Maintenance	004621	PRS-Exercise Trainers And Group Fitness Instructors
8	Service Maintenance	004622	PRS-Recreation Workers
8	Service Maintenance	004640	PRS-Residential Advisors
8	Service Maintenance	004655	PRS-Personal Care and Service Workers, All Other
8	Service Maintenance	006005	FFF-First-Line Supervisors Of Farming, Fishing, And Forestry Workers
8	Service Maintenance	006040	FFF-Graders And Sorters, Agricultural Products
8	Service Maintenance	006050	FFF-Other Agricultural Workers
8	Service Maintenance	006115	FFF-Fishing And Hunting Workers
8	Service Maintenance	006120	FFF-Forest And Conservation Workers
8	Service Maintenance	006130	FFF-Logging Workers
8	Service Maintenance	006260	CON-Construction Laborers
8	Service Maintenance	006600	CON-Helpers, Construction Trades

Occupational Category Codes			
EEO-4 C	EEO-4 Job Category Description	OC Code	OC Code Description
8	Service Maintenance	007610	RPR-Helpers--Installation, Maintenance, And Repair Workers
8	Service Maintenance	007800	PRD-Bakers
8	Service Maintenance	007810	PRD-Butchers And Other Meat, Poultry, And Fish Processing Workers
8	Service Maintenance	007830	PRD-Food And Tobacco Roasting, Baking, And Drying Machine Operators And Tenders
8	Service Maintenance	007840	PRD-Food Batchmakers
8	Service Maintenance	007850	PRD-Food Cooking Machine Operators And Tenders
8	Service Maintenance	007855	PRD-Food Processing Workers, All Other
8	Service Maintenance	008950	PRD-Helpers-Production Workers
8	Service Maintenance	009005	TRN-Supervisors Of Transportation And Material Moving Workers
8	Service Maintenance	009050	TRN-Flight Attendants
8	Service Maintenance	009110	TRN-Ambulance Drivers And Attendants, Except Emergency Medical Technicians
8	Service Maintenance	009121	TRN-Bus Drivers, School
8	Service Maintenance	009122	TRN-Bus Drivers, Transit And Intercity
8	Service Maintenance	009130	TRN-Driver/Sales Workers And Truck Drivers
8	Service Maintenance	009141	TRN-Shuttle Drivers And Chauffeurs
8	Service Maintenance	009142	TRN-Taxi Drivers
8	Service Maintenance	009150	TRN-Motor Vehicle Operators, All Other
8	Service Maintenance	009210	TRN-Locomotive Engineers And Operators
8	Service Maintenance	009240	TRN-Railroad Conductors And Yardmasters
8	Service Maintenance	009265	TRN-Other Rail Transportation Workers
8	Service Maintenance	009300	TRN-Sailors And Marine Oilers, And Ship Engineers
8	Service Maintenance	009350	TRN-Parking Lot Attendants
8	Service Maintenance	009365	TRN-Transportation Service Attendants
8	Service Maintenance	009410	TRN-Transportation Inspectors
8	Service Maintenance	009415	TRN-Passenger Attendants
8	Service Maintenance	009430	TRN-Other Transportation Workers
8	Service Maintenance	009570	TRN-Conveyor, Dredge, And Hoist and Winch Operators
8	Service Maintenance	009600	TRN-Industrial Truck And Tractor Operators
8	Service Maintenance	009610	TRN-Cleaners Of Vehicles And Equipment
8	Service Maintenance	009620	TRN-Laborers And Freight, Stock, And Material Movers, Hand
8	Service Maintenance	009630	TRN-Machine Feeders And Offbearers
8	Service Maintenance	009640	TRN-Packers And Packagers, Hand
8	Service Maintenance	009645	TRN-Stockers And Order Fillers
8	Service Maintenance	009650	TRN-Pumping Station Operators

### Occupational Category Codes

EEO-4 C	EEO-4 Job Category Description	OC Code	OC Code Description
8	Service Maintenance	009720	TRN-Refuse And Recyclable Material Collectors
8	Service Maintenance	009760	TRN-Other Material Moving Workers
9	Faculty	002205	EDU-Postsecondary Teachers