RENVILLE COUNTY
AFFIRMATIVE
ACTION
PLAN
# Renville County Affirmative Action Plan

## Renville County

105 South 5th Street, Room 315
Olivia, MN  56277

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I. DESCRIPTION OF PROJECT OR CONTRACT

Renville County is a local unit of government providing service to the residents of Renville County in West Central Minnesota. Renville County does have more than 20 full time employees working in Minnesota and annually receives various governmental grants for the provision of services which total over $50,000.
II. EQUAL OPPORTUNITY POLICY STATEMENT

This is to affirm Renville County's policy of providing Equal Opportunity to all employees and applicants for employment in accordance with all applicable Equal Employment Opportunity/Affirmative Action laws, directives and regulations of Federal, State, and Local governing bodies or agencies thereof, specifically Minnesota Statutes 363.

Renville County will not discriminate against or harass any employee or applicant for employment because of race, color, creed, religion, national origin, sex, sexual orientation, disability, age, marital status, or status with regard to public assistance.

Renville County will take Affirmative Action to ensure that all employment practices are free of such discrimination. Such employment practices include, but are not limited to, the following: hiring, upgrading, demotion, transfer, recruitment or recruitment advertising, selection of compensation, and selection for training, including apprenticeship.

Renville County will use its best efforts to afford minority and female business enterprises with the maximum practicable opportunity to participate in the performance of subcontracts for construction projects that this County engages in.

Renville County will commit the necessary time and resources, both financial and human, to achieve the goals of Equal Opportunity and Affirmative Action.

Renville County fully supports incorporation of non-discrimination and Affirmative Action rules and regulations into contracts.

Renville County will evaluate the performance of its management and supervisory personnel on the basis of their involvement in achieving these Affirmative Action objectives as well as other established criteria. Any employee of this County, or subcontractor to this County, who does not comply with the Equal Employment Opportunity Policies and Procedures as set forth in this Statement and Plan will be subject to disciplinary action. Any subcontractor not complying with all applicable Equal Employment Opportunity/Affirmative Action laws, directives and regulations of the Federal, State and Local governing bodies or agencies thereof, specifically, Minnesota Statutes 363, will be subject to appropriate legal sanctions.

Renville County has appointed the Renville County Administrator, to manage the Equal Employment Opportunity Program. Their responsibility will include monitoring all Equal Employment Opportunity activities and reporting the effectiveness of this Affirmative Action Program, as required by Federal, State, and Local agencies. Upon request, the Chairperson of the Renville County Board of Commissioners will receive and review reports on the progress of the program.

If any employee or applicant for employment believes he/she has been discriminated against, please contact the County Administrator, Renville County Office Building, 105 South 5th Street, Room 315 Olivia, MN, 56277, or call (320) 523-3710.
III. ASSIGNMENT OF RESPONSIBILITY FOR AFFIRMATIVE ACTION PROGRAM

The County Administrator is designated as the EEO/AA Coordinator and is responsible to monitor all employment related activity to ensure that the Renville County's EEO/AA policies are being carried out.

Duties include:

1. Development of the Renville County's EEO/AA policy statement and Affirmative Action Plan/Program, consistent with Renville County's policies, and establishes affirmative action goals and objectives.

2. Implementation of the Affirmative Action Plan/Program including internal and external dissemination of Renville County's EEO/AA policies and plan.

3. Conducting and/or coordinating EEO/AA training and orientation of Renville County supervisors, managers, and subcontractors to inform them of their responsibilities pursuant to the Affirmative Action Plan/Program.

4. Ensuring that managers and supervisors understand it is their responsibility to take action to prevent the harassment of protected class employees and applicants for employment.

5. Holding regular discussions with project managers, supervisors and employees to ensure Renville County's equal opportunity policies are being followed.

6. Ensuring that all minority, women, and handicapped employees are provided equal opportunity as it relates to company sponsored training programs, recreational/social activities, benefit plans, pay, and other working conditions without regard to race, sex, color, handicap, etc.

7. Reviewing the qualifications for all employees to ensure that minorities and women are given full opportunities for transfers and promotions.

8. Periodically auditing training programs, hiring and promotion patterns to remove impediments to the attainment of goals and objectives.

9. Designing, implementing, and maintaining EEO audit, reporting and record systems which will measure the effectiveness of the Renville County's Affirmative Action Plan/Program, determining whether or not Renville County's goals and objectives have been attained, and making the audit available to appropriate enforcement agencies.

10. Maintaining, monitoring and measuring Renville County's progress toward meeting its affirmative action goals.

11. Identifying problem areas and recommending solutions to the problems.

12. Coordinating the implementation of necessary remedial actions to meet compliance requirements and goals.

13. Serving as liaison between Renville County and relevant or applicable governmental enforcement agencies. (See Appendix A for the Liaison for the MN Department of Human Services)
14. Serving as liaison between protected class groups and Renville County.

15. Coordinating recruitment and employment of women, minority, and handicapped persons.

16. Coordinating recruitment and utilization of women, minority, and handicapped owned businesses.

17. Receiving, investigating, and attempting to resolve all EEO complaints.

18. Keeping management informed of latest developments in the area of EEO.

19. Monitoring subcontractors and work sites to ensure compliance in such areas as:
   a. Proper employment of women and minority employees.
   b. Proper posting of EEO posters.
   c. Female and minority employees' working conditions are free of harassment and intimidation.

IV. DISSEMINATION OF AFFIRMATIVE ACTION POLICY AND PLAN

A. INTERNAL DISSEMINATION

1. The policy statement and non-discrimination posters will be permanently posted and conspicuously displayed in those areas available to employees and applicants for employment such as:
   - Bulletin boards at each applicable worksite.

2. The EEO/AA policy statement will be published in Renville County's annual reports and communicated to employees in the same way that other major personnel policies or decisions are communicated to employees.

3. The EEO/AA policies of Renville County will be included in Renville County's Personnel Policy Manual.

4. All executive, management, and supervisory personnel are furnished a full copy of the Affirmative Action Program/Plan and amendments.

5. Each Renville County employee will be furnished a copy of the policy statement and have access to the Affirmative Action Plan/Program through the Human Resource Office during normal business hours.

6. In addition to dissemination of a copy of the policy statement to each Renville County employee, orientation and training will be conducted to inform all management personnel of Renville County's EEO/AA commitment and AAP and of individual responsibility for effective implementation.

7. The EEO/AA policies will be specifically reviewed with minority, female, and disabled employees at the time of employment as a part of orientation.

8. A statement regarding Renville County's EEO/AA policy will be included in any advertising in the news media including classified help-wanted advertisements.

9. Renville County's EEO/AA policies will be distributed to all employees and management.

B. EXTERNAL DISSEMINATION

1. Renville County's EEO/AA commitment and the subcontractor's responsibilities regarding
EEO/AA will be communicated at pre-bid, pre-award, and pre-construction conferences.

2. All subcontractors, vendors, and suppliers will be notified verbally and in writing of Renville County's EEO/AA policy and project goals, requiring supportive action on their part. The notification will spell out sanctions that will be imposed on them should they fail or refuse to comply with Renville County's policy and goals. Sanctions may include withholding all or part of the regular payments until subcontractor comes into compliance, suspending or terminating the contract, and provision of a monetary penalty until compliance is achieved.

3. Renville County will notify all recruitment sources of Renville County's EEO/AA policies and encourage them to actively recruit and refer women, minorities, and the disabled to assist you in achieving your affirmative action objectives.

4. Renville County will notify current sources of workforce supply, including, but not limited to, employment agencies, newspapers, professional journals, etc., when recruitment proceeds, of Renville County's EEO/AA policies.

5. The statement "Equal Opportunity Employment/Contractor" will be included on all company stationary, purchase orders, leases, contracts and in advertisements recruiting employees and subcontractors, and on employment applications.

6. Both men and women, minority and non-minority, and disabled persons will be pictured in consumer or help wanted advertising if such advertising is conducted.

7. The existence and contents of Renville County's Affirmative Action Plan/Program and policies will be communicated to prospective employees.

DEFINITIONS:  MINORITY GROUP IDENTIFICATION

Caucasian: (not of Hispanic origin), includes persons having origins in any of the original people of Europe, North Africa, or the Middle East.

Black: all persons having origins in any of the Black African racial groups; not of Hispanic origin.

Hispanic: all persons of Mexican, Puerto Rican, Cuban, South or Central American, or other Spanish culture or origin, regardless of race.

Asian and Pacific Islanders: all persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands.

American Indian or Alaskan Native: all persons having origins in any of the original peoples of North America and who maintain identifiable tribal affiliations through membership and participation or community recognition.

Disabled: a person who has a physical or mental impairment that substantially limits one or more major life activity or has a record of or is regarded as having such an impairment. "Substantially limiting" means the degree that an impairment affects employability. "Disabled individual" does not include an alcohol or drug abuser whose current use of alcohol or drugs renders that individual a hazard to the individual or others.

V. MEASURES TO FACILITATE IMPLEMENTATION OF EQUAL EMPLOYMENT OPPORTUNITY POLICY AND AFFIRMATIVE ACTION PROGRAMS

RECRUITMENT OF EMPLOYEES
The following are Board policy:

1. Renville County will not discriminate against any employee or applicant for employment because of race, color, creed, religion, sex, sexual orientation, national origin, disability, age, marital status, or status with regard to public assistance.

2. Renville County will take affirmative action to insure that applicants are employed, and that employees are treated during employment, without regard to their race, color, creed, religion, sexual orientation, national origin, disability, age, marital status, or status with regard to public assistance. Such action shall include, but not be limited to the following:
   A. Employment;
   B. Upgrading;
   C. Demotion;
   D. Transfer;
   E. Recruitment or Recruitment Advertising;
   F. Layoff or Termination
   G. Rates of Pay or Other Forms of Compensation
   H. Selection for Training; Including Apprenticeship.

3. Renville County shall post notices setting forth the provisions of the non-discrimination clause in conspicuous places.

4. Renville County will, all solicitations or advertisements for employees placed by or on behalf of Renville County, state that all qualified applicants will receive consideration for employment without regard to race, color, creed, religion, sex, sexual orientation, national origin, disability, age, marital status, or status with regard to public assistance.

TRAINING PROGRAMS

The following are Renville County's policies regarding Career Development (lateral and vertical for all employees.)

GENERAL:
There are opportunities for promotion with Renville County. In career development and promotional opportunities, Renville County looks to optimal use of personnel. The career ladder within Renville County does accommodate a wide range of personnel with a variety of preparation and orientations. Each employee is evaluated by his/her supervisor on a regular basis. In conjunction with this performance assessment, recommendations are made regarding the individual's potential for promotion. Educational needs are jointly assessed by the employee and supervisor, and goals are established.

POLICY:
The following are Board policy:
1. Each position vacancy is open to application for persons who meet the prerequisite knowledge and skills to perform specific functions.
2. The career ladder within Renville County shall allow for vertical and horizontal mobility through additional education, training, and experience.

VI. AFFIRMATIVE ACTION PLAN FOR INDIVIDUALS WITH DISABILITIES

I. DISABLED INDIVIDUALS AFFIRMATIVE ACTION CLAUSE
Renville County shall not discriminate against any employee or applicant for employment because of physical or mental disability in regard to any position for which the employee or applicant for employment is qualified. Renville County agrees to take affirmative action to employ, advance in employment, and otherwise treat qualified individuals with disabilities without discrimination based upon their physical or mental disability in all employment practices such as the following: employment, upgrading, demotion or transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training.

Renville County agrees to comply with the rules and relevant orders of the Minnesota Department of Human Rights issues pursuant to the Minnesota Human Rights Act. Renville County agrees to post in conspicuous places, available to employees and applicants for employment, notices in a form to be prescribed by the commissioner of the Minnesota Department of Human Rights. Such notices shall state Renville County’s obligation under the law to take affirmative action to employ and advance in employment, qualified employees with disabilities and applicants for employment, and the rights of applicants and employees.

Renville County shall notify each labor union or representative of workers with which it has a collective bargaining or other contract understanding, that the employer is bound by the terms of Minnesota Statutes, section 363.073 of the Minnesota Human Rights Act, and is committed to take affirmative action to employ and advance in employment individuals with physical and mental disabilities.

II. SCHEDULES FOR REVIEW

Renville County will review all physical and mental job requirements to the extent that these requirements tend to screen out qualified individuals with disabilities. It will be determined whether these requirements are job related, and consistent with business necessity and the safe performance of the job.

III. PREEMPLOYMENT MEDICAL EXAMS

Renville County may require a comprehensive medical exam after a conditional offer of employment. The results of such an examination will not be used to screen out qualified individuals with disabilities. Information obtained in response to such inquiries or examination shall be kept confidential except that (a) supervisors and managers may be informed regarding restrictions on the work or duties of individuals with disabilities and regarding accommodations, (b) first aid and safety personnel may be informed, where and to the extent appropriate, if the condition might require emergency treatment, and (c) officials, employees, representatives, or agents of the Minnesota Department of Human Rights or local human rights agencies investigating compliance with the act or local human rights ordinances shall be informed if they request such information.
VII. ACCOMMODATIONS TO PHYSICAL AND MENTAL LIMITATIONS OF EMPLOYEES

Renville County shall make a reasonable accommodation to the physical and mental limitations of an employee or applicant unless such an accommodation would impose an undue hardship on the conduct of its operations.

VIII. COMPENSATION

In offering employment to individuals with disabilities, Renville County will not reduce the amount of compensation offered because of any disability income, pension, or other benefit the applicant or employee receives from another source.

IX. OUTREACH, POSITIVE RECRUITMENT, AND EXTERNAL DISSEMINATION OF POLICY

Renville County will review employment practices to determine whether the personnel programs provide the required affirmative action for employment and advancement of qualified individuals with disabilities. Based on the findings of such review, Renville County will undertake appropriate outreach and positive recruitment activities such as those listed below.

A. Develop internal communication plan which encourages affirmative action efforts to employ qualified individuals with disabilities in such a manner as to foster understanding, acceptance, and support among executive, management, supervisory, and all other employees, and to encourage such persons to take the necessary action to aid Renville County in meeting this obligation.

B. Develop reasonable internal procedures to ensure that the obligation to engage in affirmative action to employ and promote qualified individuals with disabilities is being fully implemented.

C. Periodically inform all employees and prospective employees of our commitment to engage in affirmative action to increase employment opportunities for qualified individuals with disabilities.

D. Enlist the assistance and support of recruiting sources (including state employment security agencies, state vocational rehabilitation agencies or facilities, sheltered workshops, college placement offices, state education agencies, labor organizations, and organizations of or for individuals with disabilities) to assist Renville County in providing meaningful employment opportunities to qualified individuals with disabilities.

E. Engage in recruitment activities at educational institutions, which participate in training of individuals with disabilities, such as schools for the blind, deaf, or retarded.

F. Establish meaningful contacts with appropriate social service agencies, organizations of and for individuals with disabilities, vocational rehabilitation agencies or facilities, for such purposes as advice, technical assistance, and referral to potential employees.

G. Review employment records to determine the availability of promotable and transferable qualified known individuals with disabilities presently employed, and to determine whether their present and potential skills are being fully utilized or developed.

H. Include workers with disabilities when employees are pictured in consumer, promotional, or help wanted advertising.
I. Send written notification of company policy to all contractors, vendors, and suppliers, requesting that they act in a manner consistent with Renville County's policy on affirmative action.

J. Take positive steps to attract qualified persons with disabilities not currently in the workforce and have requisite skills and can be recruited through affirmative action measures.

X. **INTERNAL DISSEMINATION OF POLICY**
Realizing that an outreach program is ineffective without adequate internal support from supervisory and management personnel and other employees, who may have had limited contact with persons with disabilities in the past, and in order to assure greater employee cooperation and participation, Renville County shall disseminate this policy internally as follows:

A. Include it in the policy manual.

B. Publicize it in the County's annual report and other media.

C. To discuss, in special meetings for executive, management, and supervisory personnel, to explain the intent of Renville County's affirmative action policy and the individual responsibility for effective implementation, making clear Renville County's attitude.

D. Schedule meetings with all employees to discuss policy and explain individual employee responsibilities.

E. Discuss the policy thoroughly in both employee orientation and management training programs.

F. Meet with union officials to inform them of our policy, and request their cooperation.

G. Include nondiscrimination clauses in all union agreements, and review all contractual provisions to ensure they are nondiscriminatory.

H. Include articles on accomplishments of workers with disabilities in company publications.

I. Post the policy on company bulletin boards, including a statement that employees and applicants are protected from coercion, intimidation, interference, or discrimination for filing a complaint or assisting in an investigation under the Minnesota Human Right Act.

J. When employees are featured in employee handbooks or similar publications for employees, include employees with disabilities.

XI. **RESPONSIBILITY FOR IMPLEMENTATION**

The County Administrator has been designated director of Renville County's affirmative action activities. Their identity shall appear on all internal and external communications regarding Renville County's affirmative action programs. The County Administrator will be given necessary top management support and staff to manage the implementation of this program, including the following activities:

A. Develop policy statements, affirmative action programs, and internal and external communication techniques, including regular discussions with local managers, supervisors, and employees to be certain Renville County's policies are being followed. In addition,
supervisors shall be advised that:

(1) Their work performance is being evaluated on the basis of their affirmative action efforts and results, as well as other criteria; and

(2) Renville County is obligated to prevent harassment of employees placed through affirmative action efforts.

B. Identify problem areas in conjunction with line management and employees with known disabilities, in the implementation of the affirmative action plan, and develop solutions.

C. Design and implement audit and reporting systems that will:

(1) measure effectiveness of Renville County’s plan;
(2) indicate need for remedial action;
(3) determine the degree to which objectives have been attained;
(4) determine whether known disabled employees have had the opportunity to participate in all employer sponsored educational training, recreational, and social activities;
(5) ensure that each location is in compliance with the Affirmative Action Policy.

D. Serve as liaison between Renville County and the Minnesota Department of Human Rights. (See Appendix A for Liaison to the MN Department of Human Services)

E. Serve as liaison between Renville County and organizations of and for persons with disabilities, and arrange for the active involvement by our representatives in the community service programs of local organizations of and for individuals with disabilities.

F. Keep management informed of the latest developments in the entire affirmative action area.

G. Arrange for career counseling for employees with known disabilities.

XII. DEVELOPMENT AND EXECUTION OF AFFIRMATIVE ACTION PROGRAMS

The Affirmative Action Plan for Renville County shall be developed and executed as follows:

A. Job qualification requirements reviewed shall be made available to all members of management involved in the recruitment, screening, selection, and promotion process.

B. Renville County shall evaluate the total selection process to ensure that persons with disabilities are not stereotyped in a manner, which limits their access to all jobs for which they are qualified.

C. All personnel involved in the recruitment, screening, selection, promotion, disciplinary, and related processes will be carefully selected and trained to ensure that their is a commitment to the affirmative action program and its implementation.

D. Formal briefing sessions will be held, with representatives from recruiting sources. Building tours, clear and concise explanations of current and future job openings, position descriptions, worker specifications, explanations of our selection process, and recruiting literature will be an integral part of the briefings. Formal arrangements will be made for referral of applicants, follow up with sources, feedback on disposition of applicants.
E. A special effort will be made to include qualified persons with disabilities on the personnel relations staff.

F. Employees with disabilities will be made available for participation in career days, youth motivation programs, and related activities in their communities.

G. Recruiting efforts at all schools will include special efforts to reach students with disabilities.

H. An effort will be made to participate in work-study programs with rehabilitation facilities and schools which specialize in training or educating individuals with disabilities.

I. Renville County will use all available resources to continue or establish on-the-job training programs.
DISCRIMINATORY HARASSMENT PROHIBITION POLICY

1. Renville County administrators, supervisors, and management staff are responsible to ensure that the county’s work environments are non-discriminatory and free of discriminatory harassment.

2. Discriminatory harassment is any form of behavior that is offensive, unwelcome, creates a hostile work environment, and is based on an individual’s race, creed, color, national origin, religion, status with regard to public assistance, age, sex, marital status or disability. Examples of discriminatory harassment include behavior such as sexual harassment, or making demeaning comments, slurs, jokes that are based on a protected, personal characteristic.

3. County employees may seek resolution of a complaint of discriminatory harassment through the county’s informal or formal discrimination complaint procedure.
RENVILLE COUNTY’S POLICY PROHIBITING SEXUAL HARASSMENT

Definition

Sexual harassment is any behavior of co-workers or supervisors which is unwelcome, personally offensive, insulting and/or demeaning when:

* Submission to this conduct is explicitly or implicitly made a term or condition of employment
* Submission to or rejection of this conduct is used as the basis for employment decisions affecting the employee accepting or rejecting the conduct
* This conduct has the purpose or effect of unreasonably interfering with an employee’s performance or it creates an intimidating, hostile, or offensive working environment.

Effects of Sexual Harassment

* Sexual harassment creates stress
* Sexual harassment reduces productivity
* Sexual harassment violates your rights as an employee

Types of Sexual Harassment

Sexual harassment can come in two forms, conduct or comments which are annoying but which can be corrected early on, or the more serious instances of sexual harassment involves threats by the perpetrator to use the power of their position to control, influence, or affect an employee’s career, salary, or job in the employee challenges the harassment.

Sexual harassment consists of:

* Unwanted sexual compliments, looks, innuendos, or suggestions about your clothing, body or sexual activity
* Unwanted, unnecessary touching, brushing against, patting or pinching
* Demanding sexual favors accompanied by implied or overt threats concerning conditions of the employee’s employment
* Displaying pictures or objects in work areas which depict nude or scantily clad women or men
* Using language which implies inferiority of an employee based upon sex, such as “girl” or “boy” rather than “woman” or “man”

Retaliation or Reprisal

Actions or threats of action, implied or overt, to inaccurately appraise performance, or deny transfers or salary increases, if the employee complains about harassment.
Employee Responsibility

Renville County employees have the right to file a complaint alleging sexual harassment with the Minnesota Department of Human Rights or other enforcement agencies at any time. However, all employees are encouraged to use Renville County’s Internal Complaint Procedure before taking their complaint to an external agency.

1. If you are able, clearly explain to the person causing the harassment that their behavior is objectionable to you and ask that it cease. Do this as soon as it happens.

2. If the harassing behavior does not stop, notify your immediate supervisor unless your supervisor is causing the harassment. If your supervisor is causing the harassment, notify your supervisor’s supervisor if possible or the chair of the County Board. This notice should be made within 30 days of the conduct.

3. If the situation has not been resolved to your satisfaction, consult the Renville County Internal Discrimination Complaint Procedure under the Formal Complaint Procedure.
These complaint procedures pertain to all agencies and departments under the jurisdiction of Renville County. These procedures are an internal complaint process through which complaints about possible discriminatory acts taken by agencies or their employees and/or failure to comply with federal or state laws or federal equal employment opportunity guidelines or laws can be heard.

The procedures have been developed to ensure that employees who choose to use them will not be subjected to any form of coercion, reprisal or intimidation.

I. **INFORMAL COMPLAINT PROCEDURE**

Complaints concerning any alleged discriminatory acts including sexual harassment that have been taken by the agency or any of its employees, or failure to comply with federal or state laws or federal equal employment opportunity guidelines or laws, should be presented by the employee to the immediate supervisor no later than 30 days after the employee became knowledgeable of the alleged infraction. The supervisor will discuss the matter with the employee in an attempt to resolve the issue in an informal manner. The supervisor shall attempt to resolve the problem to the satisfaction of the employee within five working days. Problems with a supervisor should be taken to that person’s supervisor.

II. **FORMAL COMPLAINT PROCEDURE**

A. **General Complaints**

*Step 1:* If the complaint as defined above has not been resolved in a manner satisfactory to the employee, the employee shall reduce the complaint to writing within ten working days and present the grievance to the designated affirmative action officer of the county.

The affirmative action officer shall acknowledge in writing receipt of the written complaint, inform copy of said acknowledgment, advise the employee as to his/her rights and the possible grievance channels available to the employee and help the employee file the complaint in a proper manner.

Within ten working days after acceptance of the complaint, the affirmative action officer shall meet with the employee and the employee’s supervisor, ascertain all the facts and make any necessary investigations.

Upon receipt of all pertinent information, the affirmative action officer shall again consult with the employee and supervisor, documenting the results of the review and recommendations. A copy of the officer’s findings and recommended solutions shall be sent to the employee, unit/agency, supervisor/director, county board.

If the employee disagrees with the findings or recommendations, he/she shall so notify the supervisor/director and County Administrator within ten working days of receipt of the recommendations.

*Step 2:* The County Administrator shall, within ten working days of receipt of the employee’s signed complaint, schedule a meeting with the involved parties. The meeting shall be held no later than thirty days from the date of receipt of the signed complaint.

Within ten days following the investigation and meeting with the County Administrator, the County Administrator shall recommend to the County Board such remedial action as it may deem warranted.
The County Board shall respond to all parties concerned in writing within 10 days of receipt of the County Administrator’s recommendations, indicating the course of action that the Board intends to follow.

**Step 3:** If the complaint still is not resolved to the satisfaction of the employee, the employee shall so indicate in writing to the Minnesota Merit System (if applicable), to the Department of Human Services Affirmative Action Director, the County Administrator and the County Board.

After sending the above letter, the employee shall be free to take up the complaint with the Minnesota Human Rights agency, the Equal Employment Opportunity Commission, or with any other person(s) or official(s) that he/she deems appropriate.

**NOTE:** While all Renville County employees have the right to file their complaints with the Minnesota Department of Human Rights or other enforcement agencies at any time, they are encouraged to use the county’s internal complaint procedure before taking such external actions.
COMPLAINT OF DISCRIMINATION

Information on the Complainant (employee)

Name: ___________________________  Job Title: ___________________________
Home Address: ______________________  Phone: _______________________
Work Address: ______________________  Phone: _______________________
Department/Agency: _______________________  Supervisor: _______________________

Information on the Respondent (person(s) who discriminated against you)

Name: ___________________________  Job Title: ___________________________
Work Address: ______________________  Phone: _______________________
Department/Agency: _______________________  Supervisor: _______________________
Others who discriminated against you:
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Information on Complaint
Check One:
Race___  Sex___  Color___  Religion___  Handicap___  Marital Status___
National origin___  Age___  Reliance on Public Assistance___

Date most recent act of alleged discrimination took place: _______________________
If you have filed this complaint with another agency, please give name of that agency: ______

Describe specifically how you have been discriminated against, giving names, dates, places; attach additional sheets if necessary:
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

This complaint is being filed based on my honest belief that I have been discriminated against. I hereby certify that the information I have provided in complaint is true, correct, and complete to the best of my knowledge and belief.

Signature: ___________________________  Received by: ___________________________
Date: ___________________________  Date: ___________________________
Additional information on your complaint:

______________________________________________________________________________
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Information on **Witnesses Who Can Support Your Case**

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RENVILLE COUNTY
ATTACHMENT B

COMPLAINT INVESTIGATION REPORT

Complainant:

Date of Complaint:

Type of Complaint:

Persons Interviewed:

Summary of Findings:

Recommendations:

Date of Resolution Meeting With Complainant:

Complainant: Agrees with resolution____ Does not wish to appeal____

Disagrees with resolution____ Does wish to appeal____
Affirmative Action Office

The Renville County Board of Commissioners shall designate the Renville County Affirmative Action Officer to be the county’s liaison with the Minnesota Department of Human Services Affirmative Action Office. This designation includes processing and provision of any reports required to be submitted to the various state and/or federal agencies involved in Affirmative Action and Equal Opportunity Employment.

Employment and Hiring

I. It is the policy of Renville County to provide equal employment opportunities to all qualified people without regard to race, creed, color, national origin, religion, status with regard to public assistance, age, sex, marital status, membership or activity in a local commission, or disability. Equal employment opportunity under this policy includes, but not limited to, the following: Recruitment, selection, placement, promotion, training, transfer, termination, education, tuition assistance, layoff, return from layoff, condition and privileges of employment and employment development programs, including apprenticeship and training programs and all other areas of personnel activities, in accordance with applicable federal, state, and local laws and regulations.

II. The Renville County Affirmative Action Officer in concert with the Renville County Board of Commissioners and various management staff will review and approve all hiring goals of Renville County on a regular basis, reflecting the efforts to undertake a progressive program of affirmative action to ensure that equal employment opportunity is provided on the basis of individual qualifications and to encourage persons to seek employment with Renville County and to strive for advancement on this basis. Renville County has and will continue to:

1. Actively recruit women and persons of minority groups.

2. Develop class specifications that accurately reflect job requirements.

3. Facilitate hiring qualified individuals.

4. Provide career development opportunities where possible.

AFFIRMATIVE ACTION COMMITTEE

The Renville County Board of County Commissioners will annually appoint a county representative to the Regional Affirmative Action Committee established by the Minnesota Merit System. Members of the committee shall represent persons of minority groups, women, and persons who are disabled, and Vietnam era veterans whenever possible and also will be representative of employee characteristics in the region. The members appointed to this committee, and any changes resulting through turnover, shall be reported to the Department of Human Services Affirmative Action Office. The members of the affirmative action committee annually shall select an affirmative action chair-person.

I. The affirmative action committee shall meet at least on a quarterly basis and may meet as often as necessary to conduct affirmative action affairs in order to review the Affirmative Action Plans in the region. These meeting may be by teleconference.
II. Membership terms on the affirmative action committee will be two years. The terms are staggered. A member appointed to fill a vacancy shall be appointed for the remainder of the term. Reappointments to the committee can be made at the discretion of the county board. Members of the affirmative action committee who desire to serve additional terms shall submit in writing their desire to the affirmative action committee chair-person who will take a vote of the affirmative action committee. If the result of the vote is positive, the affirmative action chair-person shall forward this information to the county board involved for consideration.

III. The term of the chair-person shall be for a one year period. The chair-person will call the meetings.

IV. The affirmative actions committee shall:

A. Act in an advisory capacity to the county on matters of affirmative action, equal opportunity, and related subjects.

B. Be trained to ensure they have knowledge of applicable federal and state laws and discrimination hearing procedures.

C. Review, and whenever appropriate, provide advice and consultation to the county on personnel management programs as related to equal opportunity.

D. Review affirmative action efforts of the county to assist the county in compliance with federal and state equal opportunity laws.

E. Review summary data (yearly) from the county on AA/EEO activity for consultation purposes.

F. Renville County committee members will assist the Renville County Affirmative Action Officer in conducting all exit interviews.

G. Send minutes of meetings to the Department of Human Services Affirmative Action Director following the meeting.

H. A simple majority of the committee shall be required to conduct and pass on all committee business.