

AFFIRMATIVE ACTION PLAN

FY 2008-10

ROCHESTER COMMUNITY

and

TECHNICAL COLLEGE



2008-10 Affirmative Action Plan

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I. TRANSMITTAL FORM

July 29, 2008

For Rochester Community and Technical College

- Review of the goal units listed below revealed underutilization (indicated by an "X" of the following protected group(s).

Add new information GOALS UNITS	PROTECTED GROUPS		
	Women	Minorities	Disabled
Administrative/Supervisor			
Faculty (Community College)		X	X
Faculty (Technical College)		X	X
General Professionals			X
Office/Clerical		X	X
Technical			X
Skilled Craft			X
Service	X	X	X

- The Affirmative Action Plan is distributed in the manner described on Page 2 of the Affirmative Action Plan and is available in the President's Office and College Human Resources Office so that every employee is aware of Rochester Community and Technical College's commitment in affirmative action for the year.
- This biennial plan contains an internal procedure for processing complaints of alleged discrimination from employees and each employee has been apprised of this procedure and Rochester Community and Technical College's affirmative action goals for this fiscal year.

Affirmative Action Officer

Date

- This biennial plan contains clear designations of those persons and groups responsible for implementing the attached Affirmative Action Plan as well as my personal statement of commitment to achieving the goals and timetables described herein.

President

Date

- This biennial plan meets the rules governing affirmative action, MCAR Chapter 3905.0600 Statutory Authority 43A.04, and contains goals and timetables as well as methods for achieving them which are reasonable and sufficiently aggressive to deal with the identified disparities.

Director, Office of Equal Opportunity Division

Date



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II. STATEMENT OF COMMITMENT

Rochester Community and Technical College (RCTC) is committed to conducting all personnel and educational activities without regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, or membership or activity in a local commission as defined by law. Personnel activities include, but are not limited to: recruitment, selection, placement, employee development, promotion, retention, compensation, leaves of absence, disciplinary action, transfer, demotion, termination, and layoffs affecting all employees and job applicants. RCTC will not tolerate discrimination on the basis of these protected class categories in accordance with all state and federal equal opportunity/affirmative action laws, directives, orders, and regulations.

RCTC is committed to implementation of this affirmative action plan and fully supports the State of Minnesota's affirmative action efforts. RCTC will implement and maintain an affirmative action program that takes aggressive measures to eliminate internal barriers to equal opportunity and that strives to remedy the historical under representation in the employment, retention and promotion of qualified persons with disabilities, persons of color, and women.

It is RCTC's policy to actively pursue equal employment practices during all phases of the employment process. In that spirit, RCTC will continue to seek opportunities to maximize the selection and retention of protected group employees by:

- Continuing to actively and aggressively recruit protected group applicants;
- Continuing affirmative action training for employees, with an emphasis on those serving on search teams; and by
- Supporting affirmative measures to retain protected group employees.

Rochester Community and Technical College further believes that diversity enhances the campus environment and regards affirmative action in a broader context than merely employment opportunity. The College, therefore, promotes the representation of male/female, ethnic/minority, and disabled role models in underrepresented areas whenever possible. We strive to evidence diversity in leadership positions such as academic advisers, program coordinators, and other key positions. This practice may also affect employment, recruitment, hiring, promotion, committee assignments, transfer, layoff, training, compensation, and retention. Affirmative action thus includes an internal focus as well as an external one.

I have designated Renee Engelmeyer, as interim Chief Human Resources Officer, to serve as our affirmative action/equal opportunity officer. Our plan summary is posted on employee bulletin boards, and the total plan is available in the College president's office, human resources office or from any member of the College administration.

I personally urge all employees to become acquainted with our affirmative action plan. It is the responsibility of the employees to promote and apply the principles of equal opportunity in their work and to cooperate fully with the College's plan of action. Affirmative action is a positive effort to utilize the skills and resources of, not only those who may have been denied opportunity in the past, but of all present and future employees. I urge you to join in this continuing effort to make equal employment opportunity a reality.

Donald D. Supalla, President
Rochester Community and Technical College

Date



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III. RESPONSIBILITY FOR IMPLEMENTATION

PRESIDENT

As the primary administrator of Rochester Community and Technical College, the President is responsible for overseeing Rochester Community and Technical College's equal opportunity and affirmative action policies, procedures and programs, as well as assuring compliance with all related state and federal laws, rules and regulations. Final disposition of all such issues resides with the President. As primary administrator of the College's EO/AA program, the President shall:

Responsibilities and Duties

1. Ensure that adequate staffing and resources are committed to implement College and System policies in the area of equal opportunity/affirmative action.
2. Appoint appropriate personnel to serve as equal opportunity officer/affirmative action officer and delegate the responsibility for overseeing, administering, implementing, and monitoring the Affirmative Action Plan and equal opportunity/affirmative action responsibilities. Evaluate the work of the equal opportunity/affirmative action officer.
3. Incorporate into the position description of all administrators and supervisors a clear definition of their responsibilities in the area of equal opportunity/affirmative action, and include an evaluation of the performance of these responsibilities as part of the annual performance review process.
4. Name an Affirmative Action Sub-committee of the college-wide HR Committee responsible for making recommendations concerning equal opportunity/affirmative action programs, policies and procedures for the College. The President shall ensure that underutilized class members are included on the Affirmative Action Sub-committee and that Sub-committee members include representation from various constituencies of the College. The President shall appoint representatives to the Sub-committee based upon recommendations of the constituent groups.
5. Ensure that underutilized group members are included on respective committees throughout the College, including search teams, and that the various constituencies within the College are also represented.
6. Provide the System Board with an annual summary of the College's accomplishment in meeting goals set during the previous year.
7. Impart personal direction that assures total involvement and commitment to equal employment opportunity and affirmative action and promote a proactive effort to create an employment and educational environment free of discrimination and harassment.

Accountability

The President is directly accountable to the Chancellor on all matters relating to equal opportunity and affirmative action at Rochester Community and Technical College.



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EQUAL OPPORTUNITY OFFICER/AFFIRMATIVE ACTION OFFICER

The Equal Opportunity/Affirmative Action Officer is responsible for the overall implementation and administration of Rochester Community and Technical College's equal opportunity and affirmative action programs.

Responsibilities and Duties

1. Develop, implement, monitor, and evaluate the College's equal opportunity/affirmative action programs, plans and guidelines. Assist in the review and revision of applicable campus policies and procedures to ensure they are in compliance with System and College policy and federal and state laws and regulations governing equal employment opportunity and affirmative action.
2. Serve as primary resource for the college and oversee the College's compliance with Federal, State and System laws, regulations and policies pertaining to equal opportunity and affirmative action.
3. Facilitate internal and external communications to ensure the Affirmative Action Plan and policies are made known to the campus and external constituents.
4. Schedule and conduct meetings and training sessions with managers, supervisors and other personnel of the college (search teams) to ensure they are aware of their responsibilities with regard to equal employment opportunity and affirmative action, or delegate aspects of this responsibility to the Regional Diversity Trainer/Investigator.
5. Ensure that managers and supervisors are aware that their work performance is being evaluated on the basis of their good faith efforts in meeting established commitments and their accountability for the achievement of the College's affirmative action goals and objectives and the fulfillment of equal opportunity requirements.
6. Monitor the internal audit and reporting systems designed to measure the degree to which the College is meeting its affirmative action commitment, determine where progress will be made, where there has been a lack of progress, and advise the President on program progress.
7. Develop organizational and communicational techniques to establish the visibility and credibility of the Equal Opportunity/Affirmative Action office as a source of assistance or counsel for individuals alleging unfair discrimination.
8. Receive, hear and investigate complaints of discrimination, general/sexual/gender harassment, sexual orientation/affectional preference harassment, sexual violence, racial and disability harassment, and/or lack of equal opportunity in accordance with established guidelines, or delegate aspects of this responsibility to the Regional Diversity Trainer/Investigator.

Accountability

The College's Interim Equal Opportunity/Affirmative Action Officer, Rene Engelmeier (507-285-7183), is directly accountable to the President for the overall implementation and administration of Rochester Community and Technical College's equal opportunity and affirmative action programs.



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AFFIRMATIVE ACTION SUB-COMMITTEE

The President shall appoint representatives to Rochester Community and Technical College's Affirmative Action Sub-committee based upon recommendations from various constituencies. The Sub-committee, in conjunction with the Equal Opportunity/Affirmative Action Officer, shall perform the following responsibilities and duties:

Responsibilities and Duties

1. Review, update, and make recommendations concerning equal opportunity/affirmative action programs, policies, and procedures, for the College.
2. Review and provide input into a College Diversity Plan and American Indian Plan as required by the System's Strategic Diversity Plan.
3. Provide assistance in developing and preparing the Affirmative Action Plan, goals, and annual compliance reports.
4. Identify and report problem areas and recommend needed corrective action.
5. Serve as a forum and channel for transmitting equal opportunity/affirmative action and diversity concerns to administrators.
6. Provide leadership in implementing the educational aspects of System and College policies.
7. Perform other activities as needed or as may be deemed appropriate by the Sub-committee and/or other College personnel, or as required by the System Board or Chancellor's Office.

Accountability

Sub-committee members are accountable to the President for their Sub-committee work.



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ADMINISTRATORS/SUPERVISORS

Administrators/supervisors are responsible for enforcing and implementing equal opportunity and affirmative action policies, procedures, and programs within their functional areas of responsibility.

Responsibilities and Tasks

1. Monitor employment practices within functional area of responsibility for conformity with the College's obligation for affirmative action and assure that all equal employment opportunity/affirmative action policies, plans, and procedures are complied with and carried out. Make every effort to achieve Affirmative Action Program objectives and to maintain a diverse workforce for the department, division, work unit or section.
2. Assure that all employees within functional area of responsibility are informed of and sensitized to the College's equal employment opportunity/affirmative action (non-discrimination) policies, procedures, and practices.
3. Assist the Equal Opportunity/Affirmative Action Officer in determining annual vacancies and hiring goals, and effectiveness of the Affirmative Action Program.
4. Identify factors that may impede the College's progress in meeting its equal employment opportunity/affirmative action goals and objectives.
5. Provide a work environment and management practices which support equal opportunity and a policy of non-discrimination in all terms and conditions of employment.

Accountability

Accountability for Administrators/Supervisors is reflected in Rochester Community and Technical College's organization chart provided in Appendix D.



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CHIEF HUMAN RESOURCES OFFICER

In addition to the duties and responsibilities described below for Administrators/Supervisors, the Chief Human Resources Officer and human resources office staff are also responsible as described below for classified and unclassified positions.

Responsibilities and Tasks

1. The Office of Human Resources advances the College's affirmative action policies by making known the College's commitment to employ members of minority groups, women and people with a disability.
2. The Office of Human Resources provides guidance to hiring supervisors and search teams on the hiring processes used to ensure that protected group members are considered.
3. The Office of Human Resources organizes and implements regular orientation and training sessions for employees and supervisors to stress College policy and the mechanics of its implementation.
4. The Office of Human Resources assures that the "Statement of Commitment" to equal employment opportunity and affirmative action is included on College publications and that the College's Non-Discrimination Policy is included in the Employee and Student Handbooks.
5. The Office of Human Resources works to ensure that the recommendations of supervisors and others involved in the hiring process are based on job-related criteria and are consistent with affirmative action goals and objectives.

Accountability

The Interim Chief Human Resources Officer, Renee Engelmeyer (507-285-7183), who is also the Affirmative Action/Equal Opportunity Officer, is accountable to Donald Supalla, President. Other Human Resource Office staff are accountable to the Chief Human Resources Officer.



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IV. DISSEMINATION OF POLICY

The following measures will be used to inform Rochester Community and Technical College's employment and educational communities and the public of our commitment to Affirmative Action and Equal Opportunity in all employment and educational policies, procedures, programs, services, and opportunities.

Internal Dissemination

1. The Affirmative Action Plan will be available in the Office of the President, the Human Resources Office or from any College administrator.
2. The College Affirmative Action Policy and Plan will be furnished to new employees during their orientation. All employees may also access the Affirmative Action Plan at the College's website, Policy page.
3. Training will be provided to managers and supervisors on affirmative action and equal opportunity issues.
4. All recruitment brochures, job announcements, vacancy notices and the college website shall identify Rochester Community and Technical College as An Equal Opportunity Employer and Educator.
5. Copies of the Affirmative Action Plan will be available to students and employees upon request.
6. The Human Resources Office will post the following documents on employee bulletin boards and in the Employee Handbook on the college website:
 - a. the Affirmative Action Summary (transmittal form),
 - b. the non-discrimination policy, and
 - c. the name and phone number of the College's Affirmative Action Officer.

External Dissemination

1. All job announcements, vacancy notices, website home page, letterhead, brochures and promotional and other education or employment related materials shall identify Rochester Community and Technical College as An Equal Opportunity Employer and Educator.
2. Rochester Community and Technical College will aggressively publicize via a variety of protected group and non-protected group media sources, the College's commitment to the recruitment, employment, promotion and retention of individuals with disabilities, women and minorities.
3. The College will make copies of the Affirmative Action Plan available to all interested parties upon request.
4. Information on Rochester Community and Technical College's Affirmative Action Program and Plan shall be made available to all external constituents upon request.



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V. PROGRAM OBJECTIVES

OBJECTIVES WHICH ADDRESS MAINTENANCE OF AFFIRMATIVE ACTION PROGRAM1

Objective 1

The College will continue to hire affirmatively and will include affirmative action consideration in the hiring process for all hires where a disparity exists for the job group.

Action Steps

- ◆ The Chief Human Resources Officer/Affirmative Action Officer will maintain and provide current information pertaining to disparities to the college's Administrators/supervisors on a regular basis.
- ◆ For all hires where a disparity exists, the Chief Human Resources Officer/Affirmative Action Officer will conduct a pre-hire review prior to the interview process, and again prior to an offer of employment.
- ◆ The Human Resources Office will maintain records on affirmative and justified hires as well as missed opportunities.

Target Date for Completion

This is an ongoing objective.

Responsibility

Chief Human Resources Officer/Affirmative Action Officer and Human Resources Specialist.

Objective 2

The Chief Human Resources Officer/Affirmative Action Officer will administer the college's pre-employment review procedure in a consistent and fair manner, ensuring that hiring personnel do not have access to protected group information.

Action Steps

- ◆ Meet with hiring personnel/search teams to review and suggest recruitment methods and to identify whether there is a disparity for any of the three protected groups.
- ◆ Continually meet with hiring personnel and monitor the hiring process for all job groups.
- ◆ Review hiring responsibilities and procedures with managers and supervisors.

Target Date for Completion

This is an ongoing objective.

Responsibility

Chief Human Resources Officer/Affirmative Action Officer and Human Resources Specialist.

Objective 3

The Chief Human Resources Officer/Affirmative Action Officer will work with MnSCU Office of the Chancellor and DOER's Office of Diversity and Equal Opportunity to develop a comprehensive workforce analysis in order to develop affirmative action goals and timetables.

Action Steps

- ◆ Work with above offices to update current workforce/utilization analysis for new affirmative action plan.
- ◆ Develop new hiring goals and timetables for approval in the college's affirmative action plan.
- ◆ Disseminate information about job classifications for which there are disparities to all hiring personnel.



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Target Date for Completion

This is an ongoing objective.

Responsibility

Chief Human Resources Officer/Affirmative Action Officer.

Objective 4

Rochester Community and Technical College will educate all managers and supervisors about their affirmative action responsibilities.

Action Steps

- ◆ Develop curriculum to periodically train managers, supervisors and search teams about affirmative action responsibilities specific to the college including information specific to the college's affirmative action plan and affirmative action procedures.
- ◆ Develop educational materials outlining the hiring process for vacancies in which a disparity exists directly addressing the role of the manager/supervisor/hiring personnel.
- ◆ Develop educational materials specifically addressing the managers/supervisors role in implementing the affirmative action plan and specific supervisory responsibilities that contribute to the retention of protected group members.
- ◆ Inform all managers and supervisors of external training pertaining to affirmative action/equal opportunity and the American with Disabilities Act.
- ◆ Ensure that all managers and supervisors have attended Core training, which includes affirmative action, American With Disabilities Act and discrimination/discriminatory harassment training.
- ◆ Ensure that all managers and supervisors are aware of the complaint procedure in MnSCU Policy 1B1.

Target Date for Completion

This is an ongoing objective.

Responsibility

Chief Human Resources Officer/Affirmative Action Officer and Regional Diversity Trainer/Investigator.



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OBJECTIVES WHICH ADDRESS IMPROVEMENT OF THE COLLEGE'S AFFIRMATIVE ACTION PROGRAM

Objective 1

To ensure time commitment and financial resources to successfully implement the Affirmative Action Plan at Rochester Community and Technical College.

Action Steps

- ◆ The Chief Human Resources Officer/Affirmative Action Officer will develop and submit a proposed budget based on the program needs and goals for review and approval.
- ◆ The budget will be periodically reviewed to determine whether the financial allocations are sufficient to address the goals and objectives of the 2008-2010 affirmative action plan.

Target Date for Completion

This is an ongoing responsibility.

Responsibility

Chief Human Resources Officer/Affirmative Action Officer.

Objective 2

To enhance the appreciation and recognition of diversity at the college by offering a variety of programs, conferences, discussions and presentations that feature diversity related topics.

Action Steps

- ◆ Work with the Affirmative Action Sub-committee, Staff Development Sub-committee, the Regional Diversity Trainer/Investigator and other interested parties on campus to plan diversity events.
- ◆ Schedule diversity events for each semester and publicize all over campus by sending emails; and posting flyers, notices in college newsletter, entries on the college's annual training calendar, etc.
- ◆ Research possible speakers, performers and trainers in diversity.
- ◆ Invite speakers, performers, trainers, etc., to the college.
- ◆ In conjunction with the college's Multicultural and Diversity Specialist, recognize cultural holidays (i.e., Black History Month, Women's History Month, Martin Luther King Holiday, etc.) campus wide by displaying posters, signs, organizing events, etc.
- ◆ Partner with other MnSCU or higher education institutions to host cultural diversity events.

Target Date for Completion

This is an ongoing responsibility.

Responsibility

The Chief Human Resources Officer/Affirmative Action Officer in conjunction with the Affirmative Action Sub-committee, Staff Development Sub-committee, Regional Diversity Trainer/Investigator and RCTC Multicultural and Diversity Specialist..



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Objective 3

To positively promote disability awareness and accessibility issues campus-wide.

Action Steps

- ◆ In conjunction with the college's Disability Specialist, develop a coordinated action plan specific to disability issues.
- ◆ Schedule disability awareness events for each semester and publicize all over campus by sending emails, posting flyers, notices in the college newsletter and on the college's annual training calendar, etc.
- ◆ Research possible speakers, performers and trainers about disability related issues.
- ◆ Invite speakers, performers, trainers, etc. to the college.

Target Date for Completion

This is an ongoing responsibility.

Responsibility

Chief Human Resources Officer/Affirmative Action Officer, Regional Diversity Trainer/Investigator and Affirmative Action Sub-committee in cooperation with the Staff Development Sub-committee and the RCTC Disability Specialist.

Objective 4

Enact positive action to utilize the skills and abilities of all employees at the college and enhance retention.

Action Steps

- ◆ Continue to assess promotional opportunities available.
- ◆ Ensure that managers and supervisors develop employee work plans/performance plans, which include goals specific to developing an employee's knowledge, skills and abilities.

Target Date for Completion

This is an ongoing objective.

Responsibility

Chief Human Resources Officer/Affirmative Action Officer, Administrators, Supervisors, and Employees.

Objective 5

Maximize employment opportunities for protected group members.

Action Steps

- ◆ Analyze college hiring and promotional patterns, including an analysis of the composition of applicant pools and the number of protected group members hired/promoted to eliminate disparities.
- ◆ Review and update all recruitment sources and explore the potential of new and alternative methods to recruitment.
- ◆ Advertise in publications serving protected group members as appropriate.
- ◆ Evaluate position descriptions, advertisements, job announcements and all other recruitment methods for effectiveness and efficiency.
- ◆ Identify barriers to the employment of protected group members and find ways to mitigate them.

Target Date for Completion

This objective is ongoing.



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Responsibility

Chief Human Resources Officer/Affirmative Action Officer, Administrators/Supervisors, Search Teams

Objective 6

Develop and maintain positive working relationships with underutilized communities and recent immigrant populations (Somalian, Hmong, etc.) in order to actively recruit protected group members for job openings.

Action Steps

- ◆ Make connections by contacting organizations specific to protected group members.
- ◆ Maintain those connections.
- ◆ Plan regular meetings to build relationships with people in these communities.
- ◆ Ensure that vacancy notices are communicated to the people with whom relationships have been established.

Target Date for Completion

This is an ongoing objective.

Responsibility

Chief Human Resources Officer/Affirmative Action Officer, Regional Diversity Trainer/Investigator, Administrators, and supervisors.

Objective 7

Document the reasons for turnover among protected group members and fix any problem areas (??).

Action Steps

- ◆ Develop an exit interview plan and procedures for offering exit interviews to all staff leaving the college.
- ◆ Pilot the exit interview by interviewing protected group members remaining with the college who are interested in participating in the development of the interview and the process.
- ◆ Complete a separation analysis.
- ◆ Evaluate retention trends in all occupational categories.

Target Date for Completion

The college currently conducts an exit interview; however, a review of the current exit interview process will be done during the 2008-10 biennium, and the process will be revised if necessary.

Responsibility

Chief Human Resources Officer/Affirmative Action Officer, Human Resources Committee and Affirmative Action Sub-committee.

Objective 8

Update draft mentoring program and implement in an effort to improve retention of all employees and specifically, protected group employees.

Action Steps

- ◆ Contact other state agencies and MnSCU institutions to obtain feedback/input about mentoring programs.
- ◆ Recruit current employees to be “mentors” or “coaches.”



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- ◆ Keep records of coaches/mentors and mentees.
- ◆ Establish fundamentals of a mentorship/coaching program, including the identification of measurable outcomes.
- ◆ Create evaluations for participants (both mentors and mentees).
- ◆ Ask current protected group employees for input/feedback into the development of the process.
- ◆ Schedule meetings for participants to discuss experiences, concerns, ideas, etc.

Target Date for Completion

Preliminary work has been done. Plans are to update, implement and evaluate the program during the 2008-2010 biennium.

Responsibility

Chief Human Resources Officer/Affirmative Action Officer, HR Committee, Administrators/Supervisors.

Objective 9

Administer a survey to update demographic records related to the number of employees who are persons with a disability.

Action Steps

- ◆ Develop draft survey and review with Affirmative Action Sub-committee and Director of Disability Support Services.
- ◆ Administer survey to all RCTC employees.
- ◆ Update demographic records in SCUPPS for future reporting purposes.

Target Date for Completion

September 2008

Responsibility

Chief Human Resources Officer/Affirmative Action Officer and Affirmative Action Sub-committee.



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VI. GOALS FOR 2008-2010

Date: 6/30/08

Agency: Rochester Community and Technical College

Anticipated hiring of disparate protected group members when a good faith effort is made to remove the barriers that prevent full participation of minorities, females and persons with disabilities in state service. Consideration of turnover, growth and retraction needs to be made for each agency's goal/bargaining unit and for each of the three protected classes. Hiring goals for disparate groups should be considered whenever underutilization exists and there is one or more anticipated hires in the job group. The Change +/- column should reflect the difference between the current total workforce and the anticipated total workforce by end of the fiscal year.

Job Group	Current Work Force				Availability (%)			Underutilization - # of Persons			Anticipated New Hires Biennium			Hiring Goals		
	Total	Female	Minority	Disabled	Female	Minority	Disabled	Female	Minority	Disabled	Change +/-	Turnover	Total Hires	Female	Minority	Disabled
Administrator/Supervisor	29	19	2	3	58.7	7.5	11.31	0	0	0			1	0	0	0
Faculty CC	123	73	11	3	46.2	10	10.88	0	3	8			5	0	1	2
Faculty TC	45	30	0	1	46.2	10	10.88	0	4	3			1	0	1	0
General Professional	64	39	7	3	53.8	8	10.88	0	0	4			16	0	0	2
Office/Clerical	62	56	2	3	67.7	5	11.56	0	1	3			12	0	1	2
Technical	22	15	1	0	63.1	4	10.86	5	0	2			1	2	0	1
Skilled Craft	6	0	0	0	7	3	11.55	0	0	1			1	0	0	0
Service	45	8	5	2	43.6	10	11.37	8	1	2			10	5	0	0

*Figures for Anticipated New Hires and Hiring Goals are based on the 7/1/08 to 6/30/10 period.

Goals and Timetables

The table above demonstrates RCTC's hiring goals for increasing our utilization of females, minorities and individuals with disabilities during the period of July 1, 2008 to June 30, 2010.



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VII. PRE-HIRE REVIEW & LAYOFF PRE-REVIEW

Pre-Hire Review for Unclassified

State law governing affirmative action programs requires that Rochester Community and Technical College establish methods of auditing, evaluating and reporting program success. This includes a procedure for pre-employment review of all hiring decisions for units where underutilization currently exists. When such a vacancy occurs, the procedure below will be followed before an offer of employment is made:

1. The department/division determines a vacancy exists and gains administrative approval to search.
2. A Search Team will be formed to include the participation of underrepresented protected group members and gender balance whenever possible. Five to seven members are recommended for faculty searches, and seven to nine members for administrative searches of dean and above. The list of the members shall be submitted to the President for approval. (At RCTC, the Chief Human Resources Officer shall ask for recommendations from the faculty, staff, students, and administration and the President shall appoint the Search Team Members and Chair.) Search teams are encouraged but are not mandatory, especially if the proposed vacancy is clearly of short duration.
3. The role of the Search Team is to be a partner with the administration in filling the vacancy. At minimum, tasks will include a review of the position description, creation of the interview questions and screening tools, and the evaluation of candidates. Whenever possible, the Search Team should also review recruitment sources, review minimum/preferred qualifications, and provide input into draft advertisements, and a vacancy notice. The Search Team will determine the distribution of tasks to be performed so the entire process becomes a shared responsibility.
4. The Chief Human Resources Officer/Affirmative Action Officer meets with the Search Team to review the position description, availability data, and note whether or not underutilization exists and outline the search process. The Chief Human Resources Officer/Affirmative Action Officer plays a key role in ensuring that equal employment opportunities and affirmative action mandates are met.
5. The Search Team Chair, in cooperation with the appropriate Supervisor (if other than the Chair), the Search Team (whenever possible) and the Chief Human Resources Officer/Affirmative Action Officer, will develop a plan of recruitment sources and activities, a draft advertisement, a vacancy notice, interview questions, and an applicant screening form. At this stage, all parties must agree on specific tasks that must be completed, and which person(s) has (have) the responsibility for each task, and a timeline for completion.
6. When applications have been received, the Chief Human Resources Officer/Affirmative Action Officer examines the initial applicant pool for its composition of women, minorities and disabled candidates in order to monitor the equal employment opportunity process. When this review is completed, the Chief Human Resources Officer/Affirmative Action Officer approves or disapproves the pool. The Chief Human Resources Officer/Affirmative Action Officer will recommend additional recruitment methods when appropriate.



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7. After the initial screening, the list of semifinalists is submitted to the Chief Human Resources Officer/Affirmative Action Officer for approval prior to the start of any interviews. When underutilization exists, the Chief Human Resources Officer/Affirmative Action Officer will do an analysis to review whether protected-class candidates have been included throughout the stages of the application process. If protected group member(s) are available and not selected, the Chief Human Resources Officer/Affirmative Action Officer will review the candidate pools and may ask the Search Team for a justification of candidates not selected for interviews and/or semifinalist recommendation. The Search Team Chair has the responsibility for writing a rationale for those candidates not selected.
8. The Chief Human Resources Officer/Affirmative Action Officer reviews the rationale and notifies the Search Team Chair of the decision. If the rationale is denied, the Chief Human Resources Officer/Affirmative Action Officer notifies the President of that determination and indicates what remedial action is recommended. The President will determine final action.
9. At any stage of the process, the Chief Human Resources Officer/Affirmative Action Officer may request that the President extend and/or close the search if the pool of underrepresented class candidates is not satisfactory.
10. Semifinalist interviews will be scheduled after the semifinalist pool is approved by the Chief Human Resources Officer/Affirmative Action Officer.
11. When the interviews have been completed, the Search Team submits a finalist list to the Chief Human Resources Officer/Affirmative Action Officer for approval. Finalist candidates must be submitted in unranked order. The list is then sent to the hiring authority (President). The Chief Human Resources Officer/Affirmative Action Officer may submit recommendations to the President at this point in the process if deemed appropriate.



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Pre-Hire Review for Classified Vacancies

1. When a vacancy occurs, the supervisor of the department may or may not request to fill the position. If a decision is made to fill the vacancy, the supervisor completes a *Staffing Request* form, which is submitted for approval by the appropriate Cabinet Member. Whenever there are changes in the position description for the vacancy, the position description will be reviewed and revised if necessary. In these circumstances, a current position description, and organizational chart must be attached to the *Staffing Request* form. The Business Office will review and sign off on the form to ensure adequate funding is available. Final approval of the president and Chief Human Resources Officer/Affirmative Action Officer is required prior to starting the hiring process.
2. A position analysis will be completed for the vacant job, if appropriate, using job related criteria (knowledge, skills, and abilities or position qualifications).
3. The position will be posted pursuant to appropriate collective bargaining agreement. If an eligible employee bids on the job, the job will be filled in accordance with the union contract.
4. If the vacancy is not filled by a successful bidder, a Search Team (typically consisting of 2-3 members for clerical/service vacancies, and 3-5 for professional vacancies) will be appointed and the position will be posted on the Department of Employee Relations website and other recruitment sources as determined appropriate. When the posting closes, the Chief Human Resources Officer/Affirmative Action Officer ascertains whether an appropriate applicant pool exists or if further recruiting is in order. During this period the Search Team will develop a list of job-related questions and a method to assess minimum qualifications or position qualifications. The Chief Human Resources Officer/Affirmative Action Officer will review these documents to ensure they are uniform, appropriate and job-related.
5. When an adequate applicant pool exists, the Search Team will review the pool of applicants in comparison to the qualifications (KSA's) stated in the job announcement and recommend semi-finalist candidates for interview. When the semi-finalist pool is approved by the Chief Human Resources Officer/Affirmative Action Officer, the human resources office will telephone and/or send letters to selected, qualified candidates. Interviews and minimum qualification/position qualification assessments will be scheduled and conducted, using the uniform job-related questions and pre-determined qualification assessment method.
6. The Search Team will select finalists, document the strengths and weaknesses of each finalist and forward the list, in unranked order, to the President and the Chief Human Resources Officer/Affirmative Action Officer.
7. When candidate(s) who possess the knowledge, skills and abilities for the position are available and not selected, the Chief Human Resources Officer/Affirmative Action Officer may ask the search team for a justification of the selected candidate or for those candidates not selected. The Search Team Chair has the responsibility for writing this rationale.
8. The Chief Human Resources Officer/Affirmative Action Officer will review the written rationale and no selection will be made until such written reasons have been reviewed. If the Chief Human Resources Officer/Affirmative Action Officer believes the reasons for non-selection of qualified protected group members are unjustified, and the matter is not satisfactorily resolved, these views will be transmitted to the President prior to any offer being made. Final selection of all classified staff will be approved by the President before an offer of employment is made.



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Final Steps for all hires, classified and unclassified:

- All candidates will be notified of the hiring decision.
- Documentation (e.g., interview rosters, responses by interviewees, etc.) will be retained in the Human Resources Office on the selection process for all appointments. Data on every appointment where there is a disparity will indicate the opportunity the college had to hire affirmatively and whether there was a missed opportunity.
- The Minnesota Data Government Practices Act defines which personnel data is classified as public; protected group status is not identified as public data. Therefore, information shall not be disclosed to any person who is not authorized to receive information regarding the protected group status of a selected applicant.

Pre-Review in Layoff Decisions

Rochester Community and Technical College will make layoff decisions consistent with applicable collective bargaining agreements and personnel plans. Proposed layoff decisions will be reviewed by the Chief Human Resources Officer/Affirmative Action Officer to evaluate their effect on Rochester Community and Technical College's affirmative action program. The President shall make all final determinations on layoff decisions considering any recommendations provided by the Chief Human Resources Officer/Affirmative Action Officer.



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Analysis of Hires by EEO-6 Job Groups

July 1, 2006-June 30, 2008

JOB GROUP	BREAKDOWN OF EMPLOYEES HIRED			
	Total	Females	Minorities	Disabled
Administrator/Supervisor	1	0	0	0
All Faculty CC	5	1	0	0
All Faculty TC	1	1	0	0
General Prof.	16	13	3	0
Clerical	12	13	0	0
Technical	1	0	0	0
Skilled Craft	1	0	0	0
Service	10	1	2	0
TOTALS	47	29	5	0



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VIII. AUDIT and EVALUATION

- ◆ The MnSCU Office of the Chancellor and the DOER Office of Diversity and Equal Opportunity will review the Affirmative Action Plan for Rochester Community and Technical College.
- ◆ Rochester Community and Technical College will follow the pre-hire review process for unclassified and classified appointments and layoff decisions as detailed in the previous section.
- ◆ The Chief Human Resources Officer/Affirmative Action Officer will monitor employment procedures to evaluate progress and ensure that the non-discrimination policy is carried out. This includes maintaining records reflecting hires, separations and any complaints regarding such activity.
- ◆ A summary of the accomplishments for the prior biennium affirmative action goals and objectives will be completed and included in the biennial Affirmative Action Plan.



IX. WEATHER EMERGENCIES/BUILDING EVACUATION

In the event that classes are canceled or facilities closed at the University Center Rochester (including the physical facilities of Rochester Community and Technical College), because of inclement weather, a weather related emergency, or fire emergency, it will be the responsibility of the administrative and building maintenance staff to notify students and employees of the Center's class cancellation or closing. This notification will be done through area media, electronic messaging, telephone recordings, campus alarm system and personal communiqué.

In the event of a weather emergency (severe thunderstorm, tornado), a tornado warning will be announced via the Civil Defense Siren or a series of short intermittent bells. Staff and students are to act immediately and move to "designated shelter areas." The routes to the nearest area are indicated in blue on the floor plan by the door in each office area and classroom. In general, staff and students should move to the lowest possible level using stairways; go to an interior hallway on the ground floor and avoid auditoriums, gymnasiums, and large open rooms; and stay away from windows and skylights. Designated shelter areas have been identified on each floor of the campus buildings. Each supervisor shall establish a plan to ensure that employees and students with a disability within their functional area of responsibility are assisted to reach the designated shelter areas. Faculty and staff have been instructed that if the elevators are functioning, employees and students with a disability should use the elevators to get to the lowest levels of the building. In the event of a power outage during the weather emergency, employees and students with a disability should proceed to the nearest designated shelter areas on the same floor (e.g., an interior hallway or a bathroom without windows). Individual supervisors of employees and instructors of students who may require assistance in reaching a designated shelter area (i.e., persons who are in a wheelchair, blind, hard of hearing, deaf and/or visually impaired), have the responsibility for informing these individuals of the weather emergency, and directing/personally guiding them to the closest designated shelter area.

In the event of a fire emergency, a fire alarm will be announced via a steady blast or bell. Staff and students are to leave the building using the evacuation route indicated in red on the floor plan by the door in each office area and classroom. Staff and students should not use the elevators. Faculty and staff are to accompany students and assist persons with disabilities to reach the predetermined evacuation gathering area on each floor. Evacuation gathering areas within the building are highlighted in yellow on the floor plan by the door in each office area and classroom. Emergency personnel know the location of these evacuation gathering areas and in the event fire or smoke is threatening, emergency personnel will move disabled individuals from the evacuation gathering area to one of the safe exterior evacuation areas. Individual supervisors of employees and instructors of students who may require assistance in reaching an evacuation gathering area (i.e., persons who are in a wheelchair, blind, hard of hearing, deaf and/or visually impaired), have the responsibility for informing these individuals of the fire emergency, and directing/personally guiding them to the closest evacuation gathering area. Staff and students are reminded not to reenter the building until designated College officials have announced an "all clear".

The college is currently finalizing its weather emergency/building evacuation plan (evacuation routes, designated shelter areas, and evacuation gathering areas) and will include it as part of the procedures that new employees are informed of at the time of hire by including this information in new employee orientation sessions.



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X. SUPPORTED EMPLOYMENT

An analysis of the essential functions of positions at Rochester Community and Technical College indicates that general maintenance (cleaning) and general clerical (filing, copying, etc.) positions may be appropriate for consideration under the supported employment program. As positions become vacant, the College will explore the possibility of employing individuals under this program by further analyzing the position(s) to see if the minimum qualifications required to do the essential functions could be accomplished through this program.



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XI. RECRUITMENT PLAN

Rochester Community and Technical College is committed to promoting equal educational and employment opportunities and will aggressively attempt to eliminate workforce disparities and promote genuine equal educational and employment attitudes and opportunities. The Chief Human Resources Officer/Affirmative Action Officer and Human Resources Office have primary responsibility for recruitment of job applicants. However, recruitment is a responsibility for all managers and supervisors who make hiring decisions and many of our faculty and staff have established diverse relationships in the community through serving on committees and boards. To accomplish our recruitment plan, RCTC will actively recruit qualified applicants from diverse backgrounds through the following efforts:

1. Recruitment Sources Used

- Rochester Post-Bulletin
- The Chronicle of Higher Education (includes posting on their internet website). This is “the” nationally recognized biweekly newspaper in education today and literally reaches hundreds of thousands of academicians through its newspaper and website.
- HigherEdJobs.com Website
- State of Minnesota Employment Website
- MnSCU Employment Opportunities Bulletin and Website.
- Expand recruitment of minorities and persons with disabilities by contacting organizations such as the state’s minority councils and the State Council on Disabilities, Rehabilitation Services of the Department of Employment and Economic Development and other organizations for the advancement of minorities and persons with disabilities.

2. Costs Incurred

Rochester Community and Technical College spent approximately \$20,000.00 in advertising and recruitment for vacancies over the past biennium (2006-2008). This is in addition to the staff time required to develop vacancy announcements and job advertisements and post them in the publications and websites listed above.

3. Results

The College is beginning to examine the results of recruitment efforts. An informal analysis indicates our most effective recruitment effort to be the MnSCU Employment Opportunities bulletin (published on their website), local newspaper advertising for office/clerical and service positions, and national advertising (specifically, The Chronicle of Higher Education and higheredjobs.com) for faculty positions. The Chief Human Resources Officer/Affirmative Action Officer will continue to explore ways to more effectively measure the results of current recruitment strategies in an effort to determine accomplishments as reflected in the number of affirmative hires.

4. Hiring Opportunities and Recruitment

See Section VI, Page 15 for hiring goals and timetables. We will continue with recruiting efforts described above.

5. Internships

Rochester Community and Technical College has limited internship opportunities, however, we will recruit and hire individuals as described in the Internship Administrative Procedures when an opportunity arises.



XII. RETENTION PLAN

Rochester Community and Technical College is committed to retaining all talented employees, with emphasis on our under-represented employees. The following retention plan identifies our current efforts to provide a safe, welcoming and supportive working environment for all employees.

Shared Leadership

1. RCTC believes that the responsibility for providing an environment free of harassment and discrimination is the responsibility of all employees, but particularly that of the leadership of our college; i.e., the college administrators and supervisors. We will continue to work with our employees and leaders so they can be more effective in leading their work units and meeting all their employee's needs. This will be done through diversity training offered at the college and by encouraging and promoting professional development and recognition of employees. Employers who listen to their employees and provide a safe environment where employees are free to share their ideas and opinions, are more likely to retain diverse talent.

Analysis of Separation/Layoff Patterns

2. **An analysis of the separation data (see chart below) indicates the reasons for separation do not appear to be significantly different between protected group employees and non-protected groups. We will analyze options for anonymously surveying exiting employees to provide the equivalent of an "exit interview" to assist us in analyzing the campus climate and specific reasons employees are leaving employment with the College. We will also offer exit interviews upon request. We will continue to monitor the separation data.
3. All managers and supervisors are responsible for assisting employees under their supervision with development and training by assisting in the development of professional development plans and informing them of training and educational opportunities that could lead to advancement. Promotional and transfer opportunities are posted as they arise.

Retention of Protected Group Members

4. As stated above, RCTC believes it is everyone's responsibility to provide a safe, welcoming environment free of harassment and discrimination for all employees. Beth Arntson, the Chief Human Resources Officer/Affirmative Action Officer) has primary responsibility for coordinating the college's overall retention activities and programs, and will be evaluated on its success. Managers and supervisors also have a particular responsibility to achieve this, and will be evaluated on their commitment to diversity, the climate in their department/division, and on their ability to recruit and retain a diverse workforce. Specific methods to retain protected group employees will include:
 - Conduct surveys or entrance interviews with newly hired staff to help identify initial factors that attracted employees to the College.
 - Conduct exit surveys or exit interviews.
 - Organize and conduct staff surveys, focus groups, and employee committees to assess the workplace environment. (Note: "Staff Satisfaction Surveys" have been implemented for several years. The College's Human Resources Committee will analyze the results of this survey and focus future work of the committee at improving staff satisfaction and well-being.)



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- Hold regularly scheduled discussions of issues concerning employees. (Note: Regular Meet and Confer and/or Labor Management Meetings are held with the various constituent groups.
- Hold an “Orientation” program for new (and current) employees at least annually.
- Create and develop formal mentoring and coaching programs. Implementation will be assessed with the current HR Committee and Affirmative Action Sub-committee.
- Continue to assist staff to develop an annual Individual Development Plan identifying career interest and goals. Supervisors are responsible for assisting staff in achieving their plan through training, development and course work.
- Regularly inform staff of the work/life and family leave policy benefits offered.
- Promote flexible schedules and telecommuting whenever feasible.
- Analyze promotion patterns to identify disparities between protected group members and non-protected group members.
- Identify and advise employees about mobility and career advancement opportunities.
- Provide opportunities for diversity, sexual harassment and disability awareness training.
- Provide mediation services to resolve conflicts.



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Analysis of Separations by EEO-6 Job Category and Job Group July 1, 2006-June 30, 2008

The Chief Human Resources Officer shall be responsible for RCTC's retention program and activities. Analysis of separation and layoff patterns of all employees will ongoing and data maintained for the previous two-year period.

XIII. REASONABLE ACCOMMODATIONS IN EMPLOYMENT

Rochester Community and Technical College is committed to providing equal opportunities for qualified individuals with disabilities to participate in College services, programs, activities and employment, and will provide reasonable accommodations to qualified individuals with disabilities consistent with the MnSCU and RCTC 1B.0.1 Reasonable Accommodations in Employment procedures and as required by state and federal law. Access means that a qualified individual with a disability will not be excluded from participation in or be denied the benefits of the services, programs, activities or employment, nor will the individual be subjected to discrimination. Reasonable accommodations may include modifications to rules, policies, or practices, the removal of architectural, communication, or transportation barriers, provision of auxiliary aids or the provision of equally effective programs, services, or activities. In accordance with the Americans with Disabilities Act, accommodations will **not** be provided 1) for personal devices or services even though the individual may be a qualified individual with a disability, or 2) that result in a fundamental alteration in the nature of a service, program, or activity or in undue financial or administrative burdens.

Part 1. Definitions

Subpart A. Employer:

The employer is Rochester Community and Technical College.

Subpart B. Essential Functions:

Essential functions are the fundamental job duties of the position in question. The term does not include the marginal functions of the position.

1. A job function may be considered essential for any of several reasons, including but not limited to the following:
 - a. The function may be essential because the reason the position exists is to perform that function;
 - b. The function may be essential because of the limited number of employees available among whom the performance of that job function can be distributed; and or
 - c. The function may be highly specialized so that the incumbent in the position is hired for his or her expertise or ability to perform the particular function.
2. Evidence of whether a particular function is essential includes, but is not limited to:
 - a. The employer's judgment as to which functions are essential;
 - b. Written job descriptions;
 - c. The amount of time spent on the job performing the function;
 - d. The consequences of not requiring the incumbent to perform the function;
 - e. The terms of a collective bargaining agreement;
 - f. The work experience of past incumbents in the job; and/or
 - g. The current work experience of incumbents in similar jobs.



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Subpart C. Individual with a disability:

An individual with a disability for purposes of determining reasonable accommodations is any applicant, current employee, or employee seeking promotion, who has a physical or mental impairment which substantially or materially limits one or more of such individual's major life activities. Generally, a disabling condition or mental condition which is expected to be temporary and from which the individual is expected to recover is not a disability under this procedure.

Subpart D. Qualified individual with a disability:

A qualified individual with a disability is an individual with a disability who meets the requisite skill, education, experience and other job-related requirements of the job and who, with or without reasonable accommodation, can perform the essential functions of the job.

Part 2. Procedure.

Requesting Reasonable Workplace Accommodations

The following procedures apply to applicants, employees, and employees seeking promotional opportunities. The Human Resources Office has responsibility for notifying all job applicants of the college's policy for individuals with disabilities and this procedure. Applicants shall indicate their need for an accommodation prior to a job interview.

Assigned Staff Member

The assigned staff member at Rochester Community and Technical College is the Chief Human Resources Officer:

Renee Engelmeyer, Interim CHRO
Office CF116
Phone: (507) 285-7183
Fax: (507) 285-7514
Email: Renee.Engelmeyer@roch.edu

Request for Workplace Accommodations

1. An employee requesting a job accommodation due to a disability should complete a *Request for Accommodation* form available on the shared drive or from the Human Resources Office, and forward the completed form to the Chief Human Resources Officer.
2. The Chief Human Resources Officer may request appropriate medical documentation supporting the existence of a disability and detailing physical or mental limitations.
3. The Chief Human Resources Officer will determine whether the employee meets the definition of a qualified individual with a disability under the ADA and determine the precise limitations.
4. The Chief Human Resources Officer will identify potential accommodations and assess the effectiveness each would have in allowing the individual to perform the essential job functions.
5. The Chief Human Resources Officer will select and implement the accommodation that is the most appropriate for both the individual and the employer. While an individual's preference for accommodations will be considered, the college is free to choose among equally effective accommodations.
6. If a request for accommodation is not approved, the Chief Human Resources Officer shall inform the employee/applicant of the reasons for non-approval in writing within three working days of the decisions.



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Request for Reasonable Accommodations for Job Applicants

1. Job applicants requesting the college to make a reasonable accommodation shall indicate their desire to the Human Resources Office staff prior to the job interview.
2. The Human Resources Office shall contact the Chief Human Resources Officer immediately to indicate that an accommodation is needed. In order to ensure that the accommodation is provided at the interview, requests shall be handled in a timely manner.
3. The Chief Human Resources Officer shall contact the applicant to discuss the needed accommodation and discuss possible alternatives if necessary.
4. The agreed upon accommodation shall be provided if the cost does not cause an undue hardship on the college.
5. If approved, the Chief Human Resources Officer shall take the necessary steps to see that the accommodation is provided.

Rights and Responsibilities

A qualified individual with a disability has:

- The right to a reasonable accommodation so that you can carry out the essential functions of the job.
- The right to the elimination or reassignment of marginal functions of the job as a reasonable accommodation.
- The right to request and receive union representation during the accommodation process.
- The responsibility to carry out essential job functions.
- The responsibility to provide specific, relevant medical documentation of your need for a reasonable accommodation.

As an employer, the college has:

- The right to determine essential and marginal job duties.
- The right to establish job qualifications.
- The right to request medical documentation.
- The right to establish standards of performance for a job.
- The right to choose the accommodation, as long as it is effective.
- The right to deny a reasonable accommodation request that is not for the job related needs of the individual with a disability, and whether the accommodation specifically assists the individual to perform the essential functions of the job as identified at the time of the reasonable accommodation request.
- The right to deny a request for an accommodation to an individual who is not qualified, with or without accommodation, to perform the essential job functions; when the reasonable accommodation would impose an undue hardship on the college; or when having the individual in the job would create a direct threat because of a significant risk to the health and safety of the individual or others and the risk cannot be eliminated by reasonable accommodation.
- The responsibility to treat each employee with a disability on an individual basis when determining reasonable accommodations.
- The responsibility to document the request for and approval or denial of an accommodation.
- The responsibility to maintain all medical documentation in a confidential file separate from the employee's personnel file.

Funding the Reasonable Accommodation

Funding will be provided for reasonable accommodations. The president must approve the expenditure of funds for the accommodations over the amount determined to be significant. When determining whether or not to make the accommodation without imposing undue hardship on the college, the following factors must be considered:



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- the size of the college's budget;
- the nature and net cost of the accommodation;
- the ability to finance the accommodation in relationship to the site(s) where there may be a need; and
- documented good faith effort to explore a less restrictive or less expensive alternative.

Denial of Accommodations/Appeals

Within 15 calendar days of receiving notice from the Chief Human Resources Officer of the outcome of the Reasonable Accommodation Request, an employee or applicant who is dissatisfied with the decision(s) pertaining to his/her accommodation request may file an appeal with the president for a final decision.

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



APPENDIX A

The Minnesota State College and Universities Board of Trustees' 1B.1 Nondiscrimination in Employment and Education Opportunity Policy states: "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, or membership or activity in a local commission as defined by law." The Minnesota State Colleges and Universities Board of Trustees' 1B.1 and 1B1.1 Report/Complaint of Discrimination/Harassment Procedure are available to all employees and students of RCTC online at <http://www.mnscu.edu/board/policy/index.html>.

In addition to the complaint procedures, some employees may have grievance procedures in accordance with their respective collective bargaining agreements and human resource plans. Complaints/grievances will be processed in accordance with appropriate policies, rules, and collective bargaining agreements/human resource plans.

DESIGNATED HARASSMENT OFFICER

The Chief Human Resources Officer is the designated officer at Rochester Community and Technical College, and is responsible for receiving and responding to complaints of discrimination/harassment.

Renee Engelmeyer
Office CF116
Phone: (507) 285-7183
Fax: (507) 285-7514
Email: Renee.Engelmeyer@roch.edu

Also acting as designated officer for complaints of harassment or discrimination is the Regional Diversity Trainer/Investigator:
Ricki Walters
Phone: (507) 433-0368 or (507) 438-0588
Email: Ricki.Walters@riverland.edu

RCTC's Affirmative Action Policy and Non-Discrimination Policy may be viewed at the College's website: www.roch.edu

The MnSCU System Affirmative Action Policy and Non-Discrimination Policy may be viewed at the MnSCU website: www.mnscu.edu



APPENDIX B

Rochester Community and Technical College, a member institution of the Minnesota State Colleges and Universities, operates in accordance with MnSCU's policies and procedures. MnSCU's policy on Reasonable Accommodation in Employment may be viewed on the MnSCU website: www.mnscu.edu



APPENDIX C

Note: RCTC's policy on Weather/Emergency Closings may be viewed at the College's website:
www.roch.edu