

RESOLUTION OF AFFIRMATIVE ACTION IN EMPLOYMENT AND EQUAL OPPORTUNITY POLICY STATEMENT

RESOLUTION #2021-84 AFFIRMATIVE ACTION IN EMPLOYMENT & EQUAL OPPORTUNITY POLICY STATEMENT

WHEREAS, The Anoka County Board of Commissioners acknowledges that equal opportunity employment for all persons is a fundamental human value; and

WHEREAS, Anoka County does promote and encourage full realization of human rights within county employment; and

WHEREAS, the State of Minnesota declares that artificial barriers to employment, pursuant to Minnesota Statute §363A.08 are unfair discriminatory practices; and

WHEREAS, the Minnesota Human Rights Act, Minnesota Statutes §363A.36 subd. 1 encourages counties that receive state money to prepare and implement an affirmative action plan for the employment of protected class individuals; and

WHEREAS, Anoka County abides by all state, federal and local laws pertaining to affirmative action; and

WHEREAS, Anoka County intends to reinforce federal merit standard principles and concepts by assuring that all segments of society have an opportunity to enter public service based on open competition and advance according to individual ability.

NOW, THEREFORE, BE IT RESOLVED that the Anoka County Board of Commissioners reaffirms and declares, to the extent that such declaration is reasonable and realistic and is not in conflict with applicable laws of state or federal authorities, the following policies of Affirmative Action and Equal Opportunity Employment:

EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

Anoka County is committed to the principles of equal employment opportunity. It is the policy of Anoka County to recruit, hire, train and promote persons in all job titles, without discriminating on the basis of race, color, creed, religion, national origin, sex, marital status, disability, status with regard to public assistance, sexual orientation, and age, except where such status is a bona-fide occupational qualification. It is Anoka County's policy to make employment decisions in a manner which will further the principles of equal employment opportunity and to ensure that promotional decisions are in accord with the principles of equal employment opportunity by imposing only valid requirements for employment and promotional opportunities. It is Anoka County's policy to ensure that personnel actions such as transfers, layoffs, return from layoff, county-sponsored training, education, tuition assistance, and social and recreational programs will be administered without discriminating on the basis of race, color, creed, religion, national

origin, sex, marital status, disability, status with regard to public assistance, sexual orientation, and age.

To implement this EEO Policy, Anoka County requires that every person making application for, currently employed by, or applying for future vacancies for employment with Anoka County will be considered based on individual ability and merit, without discrimination or favor. In furtherance of this policy, Anoka County has established an Affirmative Action Policy and the Employee Relations Department has established Affirmative Action Procedures to implement the Policy. The Policy and Procedures are consistent and fundamental to the maintenance of effective equal opportunity and shall be implemented as an integral part of the county personnel system. Copies of the Policy and Procedures may be obtained in the Employee Relations Department. The Employee Relations Department will provide leadership for learning initiatives and events for Anoka County managers and employees to foster increased education, professional development, engagement, and inclusion.

Anoka County encourages employees to become involved in programs that will increase efforts to recruit qualified minorities, women, and disabled persons for employment. In the interest of advancing the goal of open competition and equal opportunity in employment, Anoka County undertakes the responsibility for incorporating non-discrimination and affirmative action provisions in its contracts.

Anoka County has appointed an Employee Engagement and Inclusion Committee and has delegated the authority to the Employee Relations Department to lead the Employee Engagement and Inclusion Committee.

If any employee or applicant for employment believes they have been discriminated against, the employee or applicant may contact: The Employee Relations Director, 2100 Third Avenue, Anoka, MN 55303-5030 or by telephone: 763-324-4300. Employees and applicants for employment are protected from coercion, intimidation, interference, or discrimination for filing a complaint or assisting in an investigation under the Minnesota Human Rights Act.

BE IT FURTHER RESOLVED that the Anoka County Board of Commissioner adopts the 2021 Affirmative Action Policy which is on file and available for review in the Office of the Employee Relations Director.

BE IT FURTHER RESOLVED that the Anoka County Board of Commissioners delegates to the Employee Relations Director the responsibilities to implement and manage the Anoka County Affirmative Action Policy and to create, maintain and update the Affirmative Action Procedures which shall include monitoring all EEO activities and reporting on the effectiveness of the Affirmative Action Policy and Procedures as required by federal, state and local agencies. The Anoka County Administrator will receive and review reports on the progress of the program.

BE IT FURTHER RESOLVED that this resolution supersedes all previous resolutions of Affirmative Action in employment.



Anoka County
MINNESOTA

Respectful, Innovative, Fiscally Responsible

Anoka County
AFFIRMATIVE ACTION
POLICY

Revised 7-13-2021

Table of Contents

I. PROJECT DESCRIPTION	3
II. STATEMENT OF POLICY	3
III. STATEMENTS OF RESPONSIBILITY	4
A. County Board	4
B. Employee Relations Department.....	4
C. Division Managers and Department Heads.....	5
D. Elected County Officials	6
E. County Employee Engagement and Inclusion Committee	6
IV. DISSEMINATION OF POLICY	6
A. Internal Dissemination	6
B. External Dissemination	7
V. AUDIT AND RECORD KEEPING	7
VI. COUNTY PERSONNEL ADMINISTRATION PRACTICES	7

I. PROJECT DESCRIPTION

This document constitutes the Anoka County Affirmative Action Policy. Counties in Minnesota are defined generally as political subdivisions of the state. They are the agencies through which the functions of state government are exercised within their territorial limits. They are public corporations. Within constitutional limitations the control of the legislature over counties is absolute. The powers of the county board are given by statute. Within this framework, Anoka County acts as an agent of the State of Minnesota in the enforcement of statewide standards and policies as defined in rules and statutes.

II. STATEMENT OF POLICY

Equal Employment Opportunity Policy Statement

Anoka County is committed to the principles of Equal Employment Opportunity (EEO). It is the policy of Anoka County to:

1. Recruit, hire, train, and promote persons in all job titles, without discriminating on the basis of race, color, creed, religion, national origin, sex, marital status, disability, status with regard to public assistance, sexual orientation, and age, except where such status is a bona fide occupational qualification.
2. Make employment decisions in a manner that will further the principles of EEO.
3. Ensure that promotional decisions are in accord with principles of EEO by imposing only valid requirements for promotional opportunities.
4. Ensure that personnel actions such as transfers, layoffs, return from layoffs, county-sponsored training, education, tuition assistance, and social and recreational programs will be administered without regard to race, color, creed, religion, national origin, sex, marital status, familial status, veteran status, political affiliation, disability, status with regard to public assistance, sexual orientation, and age.
5. Not give preference in hiring or promotion to immediate and extended family members of current Anoka County employees or to an applicant where the applicant will be the supervisor or subordinate of another employee with whom the applicant has a personal relationship, where the existence of such a relationship is likely to impair the organizational integrity of the work unit to which the applicant would be assigned, and/or the existence of which is likely to impair the job performance of the applicant or the employee.

Anoka County requires that every person making application for employment with, currently employed by, or applying for future vacancies in employment with Anoka County, is considered on the basis of individual ability and merit, without discrimination or favor. In furtherance of this policy, Anoka County establishes this Affirmative Action Policy that is consistent and fundamental to the maintenance of effective equal opportunity and shall be implemented as an integral part of the county personnel system. The performance of management and supervisory personnel of the county will be evaluated on the basis of their furtherance of equal opportunity and affirmative action, and employees of the county who do not comply with the county's policies and procedures are subject to disciplinary action.

Anoka County encourages employees to become involved in programs that will increase efforts to recruit qualified minorities, women, disabled persons and individuals from all other protected classes for

employment. In the interest of advancing the goal of open competition and equal opportunity in employment, Anoka County includes non-discrimination and affirmative action provisions in its contracts.

III. STATEMENTS OF RESPONSIBILITY

Anoka County has appointed the Employee Relations (ER) Director to manage the EEO/Affirmative Action program.

A. County Board

The Anoka County Board of Commissioners has the following responsibilities under the Affirmative Action Policy:

1. As needed to comply with changes in law or policy, review and authorize the Anoka County Affirmative Action Policy and require that copies of the policy and/or any interpretive materials be made available to all county division managers, department heads, and supervisors.
2. By resolution, appoint the Employee Relations Director to administer the goals and directives of the Affirmative Action Policy under their discretion and may notify the Minnesota Department of Human Rights of this appointment and of all future reappointments to this position.
3. By resolution, affirm that all positions authorized in the budget are to be filled on the basis of the principle of EEO and in accordance with the county's Affirmative Action Policy and shall terminate any contractual arrangement between the county and any supplier, vendor, contractor or sub-contractor who is found to be in violation of the county's affirmative action requirements and/or M.S. § 181.59, as amended.
4. Annually appropriate and authorize the expenditure of funds and allocate appropriate personnel to administer the county's Affirmative Action Policy.
5. Appoint a county Employee Engagement and Inclusion Committee. This committee shall be comprised of county personnel who represent a broad cross section of county employees and its creation shall not preclude the creation of departmental Committees.
6. Periodically assess the progress made by Anoka County in implementing affirmative action and recommend corrective action as it may deem appropriate.
7. Review and comment upon annual employment goals for underutilized or under-represented protected-class employees.

B. Employee Relations Department

The ER Department has the following responsibilities when implementing and administering the Affirmative Action Policy on behalf of the county:

1. Lead the Employee Engagement and Inclusion Committee.
2. Create, and update as necessary, the Anoka County Affirmative Action Policy and related procedures.
3. Provide access and interpret the county Affirmative Action Policy to all interested individuals.
4. Coordinate equal opportunity employment and affirmative action activities.
5. Conduct all studies, surveys, and job classification decisions that are required by federal and state law, or grant requirements.

6. Prepare and make available all reports required by the Anoka County Board of Commissioners, the State of Minnesota and the United States Government.
7. Design and implement audit and recording systems to measure the effectiveness of the Affirmative Action Policy.
8. Monitor and update Anoka County's Affirmative Action Policy in accordance with changes in state and federal law.
9. Serve as the liaison between the county and all enforcement agencies.
10. Establish affirmative action goals and monitor the progress towards those goals.
11. In conjunction with the Anoka County Attorney's Office, provide information to employees or applicants alleging discrimination of their rights under provisions of the Civil Rights Act of 1964 as amended by the EEO Act of 1972 and the Minnesota Human Rights Act.
12. Receive complaints of alleged acts of discrimination by the county, its agents or persons, firms or corporations contracting within the county, or any of its departments.
13. In conjunction with the Anoka County Attorney's Office, provide information on the process for registering a complaint and investigate all such complaints.
14. In conjunction with the Anoka County Attorney's Office, cooperate with any outside agency investigating any complaints alleging acts of discrimination by the county, its agents or persons, firms or corporations contracting within the county.
15. In conjunction with the Anoka County Attorney's Office, investigate all such alleged acts of discrimination and record all material facts.
16. Report to the County Board of Commissioners any claims of discrimination.
17. Recommend to the County Board of Commissioners additional practices to prevent occurrences of intentional or negligent discriminatory practices within the county offices.
18. Ensure that the Equal Employment Opportunity Statement is available with every job posting.
19. Review and comment upon each instance where a goal for employing protected-class employees is not attained.
20. Periodically review the minimum job qualifications with ER, to determine if all qualifications required are related to actual job performance.
21. Participate in job fairs and career workshops as part of the county's community outreach efforts.
22. Provide leadership for learning initiatives and events for Anoka County managers and employees to foster increased education, professional development, engagement, and inclusion.
23. Maintain the Affirmative Action Policy on Anoka County's internal and public websites.
24. Provide information on the Affirmative Action Policy to all new employees during the onboarding process.
25. Coordinate training on the policies and goals of the Anoka County Affirmative Action Policy.

C. Division Managers and Department Heads

Each division manager and department head with the assistance of the Employee Relations Department, shall have direct responsibility in promoting the Affirmative Action Policy. Their responsibilities are to:

1. Develop an understanding of the Equal Employment Opportunity laws and the provisions of the county's Affirmative Action Policy.

2. Assist the Employee Relations Department in analyzing and discovering areas of underutilization of minorities, women, disabled individuals and individuals from all other protected classes in their respective departments.
3. Conduct regular discussions with line supervisors regarding Equal Employment Opportunities.
4. Evaluate supervisors on equal employment good faith efforts.
5. Coordinate with Employee Relations on progressive discipline actions for employees found to be deliberately harassing minorities, disabled, female or other protected class employees, or displaying conduct inconsistent with the provisions and intent of this Affirmative Action Policy and/or other county policies.

D. Elected County Officials

Elected County Officials shall promote the Affirmative Action Policy and shall have the following responsibilities:

1. The Anoka County Sheriff and Attorney shall appoint candidates to classified county positions who have been recruited and tested in accordance with the principles of Equal Employment Opportunities, the same as other divisions of the county, and through the process adopted in the county Affirmative Action Policy.
2. Become knowledgeable about affirmative action and its effect on their department.
3. Assist in informing county employees of the county Affirmative Action Policy.
4. Consult with and advise Employee Relations and the County Board on the setting of goals to employ underutilized and under-represented protected-class members and to eliminate discriminatory practices within the county personnel system.
5. Explain the county's Affirmative Action Policy to candidates for entry level or promotional positions within their department.
6. Report violations of the spirit and intent of the county's Affirmative Action Policy to the Employee Relations Department.

E. County Employee Engagement and Inclusion Committee

The Anoka County Employee Engagement and Inclusions Committee shall promote the Affirmative Action Policy and shall have the following responsibilities:

1. Work in partnership with the Employee Relations Department, and others, to promote and implement the county's employee engagement and inclusion efforts and the Affirmative Action Policy and the Affirmative Action Procedures.
2. Propose initiatives, ideas and suggestions to the Employee Relations Department to meet the goals of the County's affirmative Action Policy and Procedures.

IV. DISSEMINATION OF POLICY

A. Internal Dissemination

The Employee Relations Department is responsible to ensure the dissemination of the Affirmative Action Policy throughout the Anoka County workforce. The Employee Relations Department shall

include in its annual plan the methods to be utilized to ensure dissemination to all Anoka County employees.

B. External Dissemination

The Employee Relations Department is responsible to ensure the dissemination of the Affirmative Action Policy to external individuals and agencies and shall include in its annual plan the methods to be utilized to ensure dissemination to appropriate individuals and agencies.

V. AUDIT AND RECORD KEEPING

To monitor compliance and advancement with the Affirmative Action Policy, the Anoka County Employee Relations Department shall compile data and create reports to show compliance with efforts identified in the Affirmative Action Policy and the Annual Plan of Action to Meet Affirmative Action Goals, generated by the Employee Relations Director. Those records and reports may contain the Equal Employment Opportunity reporting requirements such as:

- A. Recruitment Sources
- B. Applicant Flow Data
- C. Training
- D. Terminations
- E. Annual Plan of Action to Include Goals
- F. Good Faith Efforts Report
- G. Workforce Availability and Utilization, Under-utilization Analysis
- H. Anoka County Population Data by Race and Sex
- I. Two Factors Availability Analysis
- J. Anoka County Employment Data and
- K. Deficiency Identification

VI. COUNTY PERSONNEL ADMINISTRATION PRACTICES

To assure progress towards affirmative action goals and to guarantee Equal Employment Opportunity to all persons, Anoka County shall pursue actions as identified in the Affirmative Action Plan relating to hiring, promotion, training opportunities, classification, recruitment, and compensation. All Anoka County personnel practices shall adhere to the principles of Equal Employment Opportunity and be conducted in accordance with the county's Affirmative Action Policy. The principles of Equal Employment Opportunity shall be introduced into all county-written personnel policies and shall be reflected in all negotiations between the county and labor unions that represent authorized bargaining units of county employees.