

# **AFFIRMATIVE ACTION PROGRAM**

For Minorities, Women & Disabled Individuals

**STEARNS COUNTY, MINNESOTA**

**1/1/08-12/31/10**

# TABLE OF CONTENTS

<b>1. DESCRIPTION OF ORGANIZATION</b> .....	1
<b>A. Definitions</b> .....	1
<b>2. EQUAL EMPLOYMENT OPPORTUNITY POLICY</b> .....	3
<b>3. STATEMENT OF RESPONSIBILITY</b> .....	4
<b>A. EEO/AA Coordinator Responsibilities</b> .....	4
<b>B. Administrative Department Head Responsibilities</b> .....	5
<b>C. Elected County Officials Responsibilities</b> .....	6
<b>D. County Board of Commissioners Responsibilities</b> .....	6
<b>E. County Affirmative Action Committee Responsibilities</b> .....	7
<b>4. DISSEMINATION OF POLICY</b> .....	7
<b>A. Internal Dissemination</b> .....	7
<b>B. External Dissemination</b> .....	7
<b>5. INTERNAL AUDIT &amp; REPORTING SYSTEMS</b> .....	8
<b>6. ORGANIZATIONAL CHART</b> .....	9
<b>7. UTILIZATION/UNDERUTILIZATION ANALYSES</b> .....	10
<b>A. Job Group Identification</b> .....	10
1. Officials and Administrators.....	10
2. Professionals .....	11
3. Technicians .....	12
4. Protective Service Workers .....	13
5. Paraprofessionals .....	13
6. Office and Clerical.....	14
7. Skilled Crafts .....	15
<b>B. Utilization Analysis by Job Group</b> .....	16
<b>8. GOALS AND TIMETABLES</b> .....	18
<b>9. PROBLEM AREAS IDENTIFICATION AND ANALYSIS</b> .....	18
<b>10. ACTION ORIENTED PROGRAMS</b> .....	19
<b>A. Position Descriptions</b> .....	19
<b>B. Recruitment</b> .....	19
<b>C. County Personnel Policies</b> .....	20
<b>D. Selection and Hiring</b> .....	21
<b>E. Accommodations to Physical &amp; Mental Limitations of Employees</b> .....	22

- F. Evaluation of Job Performance .....22
- G. Compensation .....22
- H. Termination/Disciplinary Procedures .....22
- I. Documentation .....23
- J. Grievance Procedures .....23
- K. Religion & National Origin Discrimination .....23
- L. Anti-Harassment/Respectful Workplace Behavior Policy .....24
  
- 11. SUPPORT DATA FORMS AND SAMPLES.....25**
  - A. Affirmative Action Survey .....25
  - B. Stearns County Exit Interview Form .....26
  - C. **STEARNS COUNTY EXIT INTERVIEW CHECKLIST.....31**
  
- 12. WORKFORCE ANALYSIS .....33**

## 1. DESCRIPTION OF ORGANIZATION

Stearns County is one of the 87 Counties of the State of Minnesota, organized as political subdivisions of the State for governmental purposes. It is a public corporation which functions as an agency of the State in the enforcement of statewide standards and policies as defined in rule and statute.

Stearns County is located in Central Minnesota with the City of St. Cloud as the County Seat. There are five elected County Commissioners, as well as other elected officials including the County Auditor/Treasurer, County Attorney, County Recorder, and County Sheriff.

In the health and social services program areas, the County receives block grant funding through the Local Public Health Act and the Community Social Services Act in order to administer programs in accordance with these acts. The County also receives funding through the Department of Health's Maternal and Child Health grant program, and various other grants. Our facility is located at 705 Courthouse Square, St. Cloud, MN 56303.

### DEFINITION OF TERMS

**Individual with a Disability:** Any person who has a physical, sensory, or mental impairment which "materially" (Minnesota) or "substantially" (Federal) limits one or more major life activity or has a record of or is regarded as having such an impairment. "Individual with a Disability does not include an alcohol or drug abuser whose current use of alcohol or drugs renders that individual a direct threat to property or to the safety of others.

**American Indian or Alaska Native:** A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

**Asian:** A person having origins in any of the original people of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

**Black or African American:** A person having origins in any of the black racial groups of Africa.

**Hispanic or Latino:** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

**Native Hawaiian or Other Pacific Islander:** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

**White:** A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

**Minority:** Any person who identifies as being American Indian or Alaska Native, Asian, Black or African American, Hispanic or Latino, Native Hawaiian or Other Pacific Islander, or in any combination of these identifiers, or someone who identifies as White *and* as any of the other identifiers.

**Job Groups:** Although companies are not limited to using these broad job groups as their only means of analyzing their workforce, use the following as guidelines:

*Managers and Administrators:* Occupations requiring administrative personnel who set broad policies, exercise overall responsibility for execution of these policies, and direct individual departments or special phases of an organization's operations. Includes: officials, executives, middle management, plant managers, department managers, superintendents, salaried supervisors who are members of management, purchasing agents and buyers. First line supervisors, unless specifically listed under officials and managers or craft (skilled), who engage in the same activities as the employees they supervise should be reported in the same job category.

*Professionals and Technicians:* Professionals are considered to be persons working in occupations requiring either college graduation or experience of such kind and amount as to provide a comparable background. Technicians are those whose work requires a combination of basic scientific knowledge and manual skills which can be obtained through about two years of post high school education, such as is offered in many technical schools and community colleges, or through equivalent on-the-job training.

*Protective Service Workers:* Occupations in which workers are entrusted with public safety, security, and protection from destructive forces. Includes: dispatchers, patrol officers, correctional officers, deputy sheriffs, bailiffs, detectives, captains, lieutenants, and kindred workers.

*Paraprofessionals:* Occupations which perform some of the duties of a professional or technician in a supportive role, which usually require less formal training and/or experience normally required for professional or technical status. Includes: financial workers, child support officers, welfare service aides, administrative assistants, home health aides, and kindred workers.

*Office and Clerical:* All clerical work regardless of the level of difficulty, where the activities are predominately non-manual, though some manual work not directly involved with altering or transporting the products is included. Includes: bookkeepers, collectors, messengers, office helpers, office machine operators, shipping and receiving clerks, stenographers, typists, secretaries, and telephone operators.

*Skilled Crafts:* Manual workers of a relatively high skill level, having a thorough and comprehensive knowledge of the process involved in their work. They exercise considerable independent judgment and usually receive an extensive period of training. Includes: building trades, hourly paid foremen and lead-workers who are not members of management, mechanics

and repairmen, skilled machinery occupations, electricians. Exclude learners and helpers of craft workers (apprentices).

*Laborers:* Manual workers that do not require a thorough and complete knowledge of the process involved in their work.

**Underutilization:** The Minnesota Department of Human Rights defines underutilization as being present in a job group if the number of women or minorities in a job group is less than what would be expected based on the availability percentage used in this analysis. When the number expected is half a person or more, that number is rounded up to the next whole number. Declaration of underutilization does not indicate that discrimination has occurred in a good company; rather it is a term used within an AAP to enable a company to apply good faith efforts to ensure equal opportunity.

## 2. EQUAL EMPLOYMENT OPPORTUNITY POLICY

Stearns County acknowledges that equal opportunity for all persons is a fundamental human value. Consequently, it is the policy of the County to provide equal opportunity in employment and personnel management for all persons; to provide access to, admission to, full utilization and benefit of training and promotional opportunities without discrimination; and to otherwise promote full realization of human rights within the County to the extent permitted by law. To implement this policy, Stearns County requires that every person making application for, currently employed by, or applying for future vacancies in the employ of Stearns County will be considered on the basis of individual ability and merit, without discrimination or favor.

This is to affirm Stearns 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 363A.

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

Stearns 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, promotion, transfer, recruitment, or recruitment advertising, selection, layoff, disciplinary action, termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. We will provide reasonable accommodation to applicants and employees with disabilities.

Stearns 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. In addition, all other employees are expected to perform their job responsibilities in a manner that supports equal employment opportunity for all.

In the interest of advancing the goal of open competition and equal opportunity in employment, the County undertakes the responsibility for communicating its affirmative action policy to those from whom it purchases products and services.

Stearns County has appointed the Human Resources Director, Jennifer Thorsten to manage the Equal Employment Opportunity Program. Responsibilities 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. The County Administrator, through the Human Resources Director, will receive and review reports on the progress of the program. Any employee or applicant may inspect our Affirmative Action Program during business hours by contacting Stearns County. Any employee or applicant for employment believes he/she has been treated in a way that violates this policy they should contact Jennifer Thorsten, Human Resources Director, County of Stearns, Human Resources Office, Room #122, Administration Center, 705 Courthouse Square, St. Cloud, Minnesota 56303, or call 320/656-3606. Employees and applicants are protected from coercion, intimidation, interference, or discrimination for filing a complaint or assisting in an investigation under the Minnesota Human Rights Act. Responsible parties will investigate allegations of discrimination or harassing as confidentially and promptly as possible and take appropriate action in response to these investigations.

### **3. STATEMENT OF RESPONSIBILITY**

The EEO/AA responsibilities could be updated if the County chooses to do this consistent with the new model. The new model is slightly more streamlined than the current policy.

#### **A. EEO/AA Coordinator Responsibilities**

The Human Resources Director is designated as EEO/AA coordinator to monitor all employment activity to ensure that our EEO/AA policies are being carried out. The EEO/AA coordinator will be given the necessary top management support and staffing to fulfill the duties of the position. Those duties include, but are not limited to, the following:

1. Develop our EEO/AA policy statement and Affirmative Action Plan/Program, so that it is consistent with our policies, and so that it established our affirmative action goals and objectives.
2. Implement the Affirmative Action Plan/Program including internal and external dissemination of our EEO/AA policies and plan.
3. Conduct and/or coordinate EEO/AA training and orientation.
4. Ensure that our managers and supervisors understand it is their responsibility to take action to prevent the harassment of employees and applicants for employment.

5. Ensure that all minorities, female and disabled employees are provided equal opportunity as it relates to organization-sponsored training programs, recreational/social activities, benefit plans, pay and other working conditions.
6. Implement and maintain EEO audit, reporting, and record-keeping systems in order to measure the effectiveness of our Affirmative Action plan/Program and to determine whether our goals and objectives have been attained.
7. Coordinate the implementation of necessary affirmative action to meet compliance requirements and goals.
8. Serve as a liaison between our organization and relevant governmental enforcement agencies.
9. Coordinate the recruitment and employment of women, minorities, and people with disabilities, and coordinate the recruitment and utilization of businesses owned by women, minorities, and people with disabilities.
10. Coordinate employee and company support of community action programs that may lead to the full employment of women, minorities, and people with disabilities.
11. Receive, investigate, and attempt to resolve all EEO complaints.
12. Keep management informed of the latest developments in the area of EEO.

#### **B. Administrative Department Director Responsibilities**

Each administrative department head, with the assistance of the EEO/AA Coordinator, shall have direct responsibility for promoting the Affirmative Action Plan. Their responsibilities shall include:

1. An understanding of the equal opportunity laws and all provisions of the County Affirmative Action Policy;
2. Assistance to the EEO/AA Coordinator in analyzing and discovering areas of under-utilization of minorities, disabled persons, and women in their respective departments;
3. Development of departmental goals and objectives, proposing timetables and evaluating internal discrimination potentials within their specific departments;
4. Audit of existing training, hiring, placement, and promotion patterns;
5. Regular discussion with line supervisors regarding equal employment opportunities;
6. The authority to discipline employees found to be deliberately harassing minorities, disabled, or women employees or displaying conduct inconsistent with the provisions and intent of the Affirmative Action Program; and
7. Reporting of violations of the spirit and intent of the County Affirmative Action Program.

#### **C. Elected County Officials Responsibilities**

1. The Auditor/Treasurer, Recorder, Sheriff, and Attorney shall select candidates for County positions who have been recruited and tested in accordance with the

principles of equal employment opportunity and through the process adopted in the County Affirmative Action Plan;

2. Elected County Officers shall become knowledgeable about Affirmative Action and its effect on their department;
3. The elected County officers shall assist in informing County employees of the Affirmative Action Program;
4. The elected County officers shall consult with the EEO/AA Coordinator on the setting of goals to employ underutilized and underrepresented protected class members and the elimination of discriminatory practices within County personnel systems;
5. Elected County officers shall report violations of the spirit and intent of the County Affirmative Action Program to the County Affirmative Action Officer.

#### **D. County Board of Commissioners**

The County Board of Commissioners will authorize the Stearns County Affirmative Action Program and shall require that copies of the program and/or any interpretive materials to be provided to all County department heads, supervisors and a summary of County Affirmative Action Program be made available to all County employees.

1. The County Board shall by resolution appoint a EEO/AA Coordinator to administer the Affirmative Action Program under its discretion. The Board shall notify the State Human Rights Department of this appointment and of all future reappointments to this position;
2. At the annual adoption of the County budget, the County Board of Commissioners shall reaffirm that all positions authorized in the budget shall be filled on the basis of the principle of equal employment opportunity and in accordance with the County's Affirmative Action Program;
3. The County Board of Commissioners may take action to 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 Minnesota Statute 181.59 as amended;
4. The County Board of Commissioners shall annually appropriate and authorize the expenditure of funds and allocate appropriate personnel to administer the County's Affirmative Action Program;
5. The County Board of Commissioners shall appoint a County Affirmative Action Committee of at least five non-supervisory employees to periodically review the progress in implementation of the program, to assist the EEO/AA Coordinator in program implementation, and to assist department heads and the EEO/AA Coordinator in annually updating the program. This committee shall be a broad cross-section of County employees and its creation shall not preclude the creation of departmental Affirmative Action Committees.

#### **E. County Affirmative Action Committee**

1. The Stearns County Affirmative Action Committee will periodically assess the progress made by Stearns County in implementing affirmative action and recommend corrective action as it may deem appropriate;
2. The County Affirmative Action Committee will review and comment upon annual employment goals for under-utilized or under-represented protected class employees which have been recommended to the County Board by the EEO/AA Coordinator;
3. The County Affirmative Action Committee will review and comment upon each instance where an annual goal for employing protected class employees is not attained; and
4. The County Affirmative Action Committee shall work closely with the County Affirmative Action Officer and may assume additional responsibility in implementing the County Affirmative Action Program as requested by the County Affirmative Action Officer.

#### **4. DISSEMINATION OF POLICY**

##### **A. Internal Dissemination**

1. Our policy statement and non-discrimination posters will be permanently posted and conspicuously displaced in areas available to employees and applicants for employment.
2. Our EEO/AA policy statement will be communicated to our employees in the same manner that other major personnel policies or decisions are communicated.
3. Our EEO/AA policies will be included in our policy manual or employee handbook and in any collective bargaining agreements.
4. Our policy will be made available to all employees including part-time, temporary or seasonal employees.
5. We will review our EEO/AA policies at least once a year with all of our employees and management.

##### **B. External Dissemination**

1. As needed, we will notify all subcontractors, vendors, and suppliers of our EEO/AA policy and project goals, requiring supportive action on their part.
2. We will notify all recruitment sources, employment agencies, and labor unions of our EEO/AA policies, and we will encourage them to assist us in achieving our affirmative action objectives by actively recruiting and referring women, minorities, and people with disabilities.
3. We will include the statement “Equal Opportunity Employer” or “Affirmative Action Employer” on advertisements recruiting employees, on employment applications, and on our agency’s website, if we post job opportunities on our website.

**5. INTERNAL AUDIT & REPORTING SYSTEMS**

Our EEO Coordinator has the responsibility for implementing and monitoring our affirmative action programs. Department heads, managers, supervisors are responsible for providing the EEO Coordinator with information and/or statistical data as necessary to measure our good faith efforts to implement our programs.

At least annually, internal audit reports will be prepared in table format and dated. Data collected for these reports will include applicant flow, new hires, promotions, transfers, and terminations (voluntary and involuntary) by job group. Figures for each personnel process must show a breakdown by sex, minority classification, and disability statuses. Reports will be disseminated by appropriate levels of management, and any problem areas will be addressed as promptly as possible.

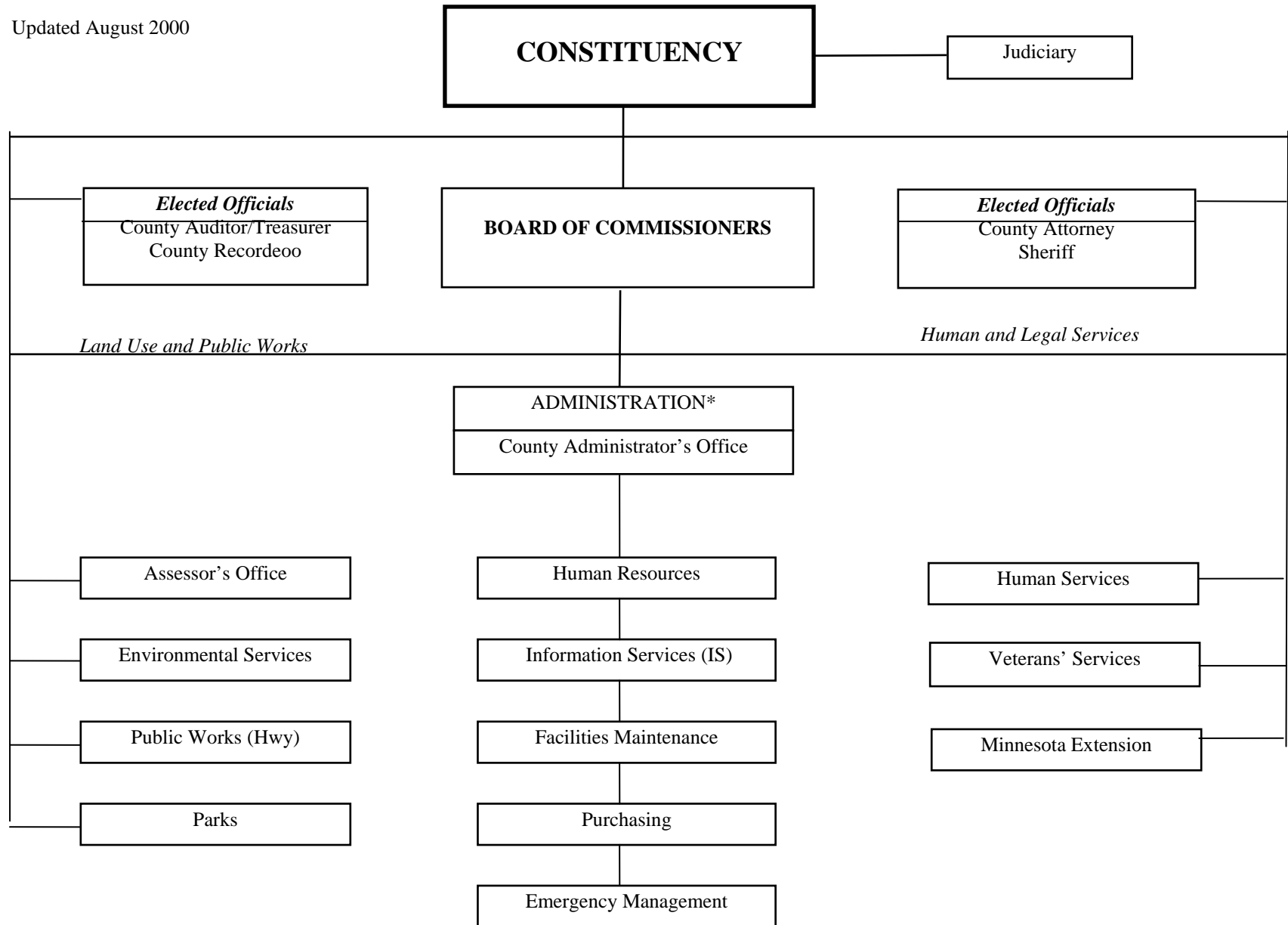
External reports will be submitted to government agencies, like the Minnesota Department of Human Rights, as required.

**6. STEARNS COUNTY ORGANIZATIONAL CHART**

See next page.

# STEARNS COUNTY ORGANIZATIONAL CHART

Updated August 2000



— Direct Authority  
 ..... Indirect Authority

\* The County Administrator oversees central services consisting of Facilities Maintenance, Emergency Management, Human Resources, IS, and Purchasing. All other departments report directly to the County Board while relying on the County Administrator for assistance with day-to-day operations.

## 7. JOB GROUP IDENTIFICATION

The following is a listing of Stearns County employee's job titles separated by Job Groups. Numbers in parenthesis indicate the numbers of males (m) and females (f) in the position.

1. **Officials and Administrators:** Occupations requiring administrative personnel who set broad policies, exercise overall responsibility for execution of these policies, and direct individual departments or special phases of an organization's operations. Includes: officials, executives, middle management, plant managers, department managers, superintendents, salaried supervisors who are members of management, purchasing agents and buyers. First line supervisors, unless specifically listed under officials and managers or craft (skilled), who engage in the same activities as the employees they supervise should be reported in the same job category.

AA Code		Gender		Total
		Female	Male	
Official & Admin	ACCOUNTING SUPERVISOR	0	1	1
	AGRICULTURE/GIS DIVISION SUPERVISOR	0	1	1
	AREA SUPERVISOR-HIGHWAY	0	4	4
	ASSISTANT HUMAN RESOURCE DIRECTOR	1	0	1
	ASSISTANT HWY ENGINEER	1	1	2
	ASST ASSESSOR	0	1	1
	ASST CHIEF - CRIMINAL DIVISION	0	1	1
	ASST COUNTY RECORDER	1	0	1
	BLDG FACILITIES CONSTRUCTION SUPERVISOR	0	1	1
	BLDG FACILITIES DIRECT	0	1	1
	BLDG FACILITIES SUPERVISOR	0	1	1
	BUILDING FACILITIES CUSTODIAL SUPERVISOR	0	1	1
	BUYER	1	0	1
	CHIEF - CIVIL DIVISION	0	1	1
	CHIEF - CRIMINAL DIVISION	0	1	1
	CHIEF - JUVENILE DIVISION	0	1	1
	CHIEF DEPUTY	0	1	1
	CHIEF DEPUTY-COUNTY ATTORNEYS OFFICE	0	1	1
	COUNTY ADMINISTRATOR	0	1	1
	COUNTY ASSESSOR	0	1	1
	COUNTY HWY ENGINEER	0	1	1
	DIV DIR-ADMINISTRATIVE	1	0	1
	DIV DIR-COMMUNITY CORR	0	1	1
	DIV DIR-COMMUNITY SUPP	1	0	1
	DIV DIR-FAMILY & CHILD	1	0	1
	DIV DIR-FINANCE & TECHN	1	0	1
	DIV DIR-GATEWAY SERVICE	1	0	1
	DIV DIR-LAND MGMT	0	1	1
	DIV DIR-PUBLIC HEALTH	1	0	1
	DIV DIR-SERVICE CENTER	0	1	1
	EMERGENCY SVC DIRECTOR	0	1	1
	ENVIRON SERVICES DIR	0	1	1

ENVIRONMENTAL HEALTH DIVISION SUPV	0	1	1
EQUIP SHOP SUPERVISR-HY	0	1	1
FINANCIAL MANAGER	0	1	1
GIS COORDINATOR	0	1	1
H.S. SUPERVISOR II	4	12	16
HR DIRECTOR	1	0	1
HUMAN SERV SUPERVISOR I	5	3	8
HUMAN SERVICES ADMINIST	1	0	1
IS DIRECTOR	0	1	1
LAND RECORDS COORDINATOR	0	1	1
LAND USE DIVISION SUPERVISOR	1	0	1
MAPPING COORDINATOR	0	1	1
OFFICE MANAGER - HWY	1	0	1
OFFICE SERVICES SUPV	10	0	10
OPERATIONS SUPERVISOR	0	1	1
PARKS DIRECTOR	0	1	1
PURCHASING DIRECTOR	0	1	1
REGIONAL EMS COORDINATOR	0	1	1
TECHNICAL SUPPORT MGR	0	1	1
TECHNOLOGY CONSULT MGR	0	1	1
VETERANS SVC OFFICER	0	1	1
WEB SERVICES SUPERVISOR	1	0	1
Total	34	55	89

2. **Professionals** : Professionals are considered to be persons working in occupations requiring either college graduation or experience of such kind and amount as to provide a comparable background. Includes: personnel and labor relations workers, social workers, accountants, attorneys, public health nurses, and kindred workers.

AA Code		Gender		Total
		Female	Male	
Professional	ADMINIS REVIEW COORD	1	0	1
	AG INSPECTOR	0	1	1
	ASST ATTORNEY I	4	2	6
	ASST ATTORNEY II	3	4	7
	ASS'T TO CO. ADMINIST	0	1	1
	CAREER AGENT	9	9	18
	CASE COORDINATOR	2	1	3
	CONTRACTS COORDINATOR	1	0	1
	CORRECTIONS AGENT	3	1	4
	FINANCIAL COORDINATOR	0	1	1
	HR REPRESENTATIVE	3	0	3
	NUTRITION EDUCATOR	6	0	6
	Planner Emergency Management	1	0	1

PLANNING COORDINATOR	1	0	1
PUBLIC HEALTH COORD	2	1	3
PUBLIC HEALTH NURSE	8	1	9
PUBLIC HEALTH NURSE II	10	0	10
PUBLIC INFORMATION SPEC	1	0	1
REGISTERED NURSE	2	0	2
RISK MANAGER	0	1	1
SENIOR AGENT	7	8	15
SENIOR ATTORNEY	1	4	5
SOCIAL WORKER I	20	3	23
SOCIAL WORKER II	48	6	54
STAFF ACCOUNTANT	2	1	3
Total	135	45	180

3. **Technicians:** Technicians are those whose work requires a combination of basic scientific knowledge and manual skills which can be obtained through about two years of post high school education, such as is offered in many technical schools and community colleges, or through equivalent on-the-job training. Includes: computer programmers and operators, appraisers, surveyors, survey construction technicians, environmental health specialists, inspectors, and kindred workers.

AA Code		Gender		Total
		Female	Male	
Technician	APPLICATIONS SPECIALIST	5	0	5
	APPRAISER	4	3	7
	ENGINEERING TECH	0	2	2
	ENVIRONMENTAL SPECIALIST	7	10	17
	Human Resources Systems Specialist	0	1	1
	MAPPING TECH I	1	2	3
	MAPPING TECH III	1	0	1
	SENIOR APPRAISER	1	3	4
	SENIOR ENGINEERING TECHNICIAN	0	5	5
	SENIOR ENVIRONMENTAL SPECIALIST	4	5	9
	SENIOR SURVEY CONST TECH	0	1	1
	SURVEY CONSTRUCTION COORDINATOR	0	1	1
	Survey Construction Technician	0	2	2
	SYSTEM SUPPORT SPECIALIST	1	0	1
	TECH SUPPORT SPECIALIST I	1	1	2
	TECHNICAL PROJECT LEADER II	1	6	7
	TECHNICAL SUPPORT SPECIALIST II	1	0	1
	TECHNICAL SUPPORT SPECIALIST III	6	0	6

Total

33

42

75

4. **Protective Service Workers:** Occupations in which workers are entrusted with public safety, security, and protection from destructive forces. Includes: dispatchers, patrol officers, correctional officers, deputy sheriffs, bailiffs, detectives, and kindred workers.

AA Code		Gender		Total
		Female	Male	
Protective Service	911 DISPATCHER	19	3	22
	CAPTAIN-JAIL	0	1	1
	CAPTAIN-PATROL	1	0	1
	CORRECTION OFFICER I	7	9	16
	CORRECTION OFFICER II	23	32	55
	CORRECTION OFFICER III	3	3	6
	DETECTIVE/DEP MED EXAM	0	5	5
	JURY ATTENDANT	6	5	11
	JUVENILE CARE ATTENDANT	2	1	3
	LIEUTENANT-JAIL	0	2	2
	LIEUTENANT-PATROL	0	3	3
	SECURITY OFFICER	2	6	8
	SENIOR DEPUTY	8	33	41
	SERGEANT	0	7	7
	Total	71	110	181

5. **Paraprofessionals:** Occupations in which perform some of the duties of a professional or technician in a supportive role, which usually require less formal training and/or experience normally required for professional or technical status. Includes: financial workers, child support officers, welfare service aides, administrative assistants, home health aides, and kindred workers.

AA Code		Gender		Total
		Female	Male	
Paraprofessionals	Administrative Assistant I	11	0	11
	Administrative Assistant II	1	0	1
	Administrative Assistant III	1	0	1
	ASSESSING TECHNICIAN	1	1	2
	ASST PROG RESOURCE CORD	0	1	1
	ASST VET SVC OFFICER	0	1	1
	CASE AIDE	7	0	7

CHILD SUPP OFF SPECIALIST CHILD SUPPORT OFFICER	1	0	1
COLLECTION OFFICER	16	1	17
COMM SVC WORKER	1	0	1
DIVERSION PROGRAMS SPECIALIST	1	0	1
FINANCIAL PROGRAMS SPEC	1	0	1
FINANCIAL SYSTEMS ACCOUNTANT	0	1	1
FINANCIAL WORKER	40	2	42
FISCAL & ADDRESS COORD	1	0	1
FISCAL SERVICES SPECIALIST	2	0	2
FRAUD PREVENTION SPEC	1	0	1
HUMAN SERVICE AIDE	4	0	4
LAND RECORDS SPECIALIST	0	1	1
LAND RECORDS TECH I	2	0	2
LAND RECORDS TECH II	2	0	2
MAINT WKR I-SAFETY TECH	0	1	1
PARALEGAL	2	0	2
PARKS OPERATION COORDINATOR	0	1	1
Process Specialist	12	0	12
PROGRAM RESOURCE COORD	0	1	1
PUBLIC HEALTH TECHNICIAN	2	0	2
RECREATION COORD	0	2	2
Senior Administrative Assistant	1	0	1
SPECIAL ASSISTANT TO THE COUNTY ATTORNEY	1	0	1
SUEVEILLANCE TECH	0	1	1
TAX SPECIALIST III	0	1	1
VICTIM ASSIST COORD	2	0	2
WORK CREW LEADER	0	3	3
Total	114	18	132

6. **Office and Clerical:** All clerical work regardless of the level of difficulty, where the activities are predominately non-manual, though some manual work not directly involved with altering or transporting the products is included. Includes: bookkeepers, collectors, messengers, office helpers, office machine operators, shipping and receiving clerks, stenographers, typists, secretaries, and telephone operators.

AA Code	Gender		Total
	Female	Male	
Office & Clerical ACCOUNT TECH IV	6	2	8

Account Technician III	4	0	4
LEGAL SECRETARY I	8	0	8
LEGAL SECRETARY II	1	0	1
Office Specialist I	2	0	2
Office Specialist II	7	0	7
Office Specialist III	34	0	34
Office Specialist IV	30	0	30
PAYROLL TECHNICIAN	1	0	1
Public Services Specialist I	1	0	1
Public Services Specialist II	21	1	22
Senior Office Specialist	7	0	7
Senior Public Services Specialist	3	0	3
SR PAYROLL TECHNICIAN	1	0	1
Total	126	3	129

7. **Skilled Crafts:** Manual workers of a relatively high skill level, having a thorough and comprehensive knowledge of the process involved in their work. They exercise considerable independent judgment and usually receive an extensive period of training. Includes: building trades, hourly paid foremen and lead-workers who are not members of management, mechanics and repairmen, skilled machinery occupations, electricians. Exclude learners and helpers of craft workers (apprentices).

AA Code		Gender		Total
		Female	Male	
Skilled Craft	BUILDING FACILITIES CARPENTER		2	2
	BUILDING FACILITIES MAINTENANCE TECH II		1	1
	BUILDING FACILITIES TECH II		2	2
	BUILDING FACILITIES TECH III		2	2
	ELECTRICIAN JOURNEYMAN		2	2
	MASTER ELECTRICIAN		1	1
	MASTER PLUMBER		1	1
	Mechanic		4	4
	PARKS MAINTENANCE COORDINATOR		1	1
	RIGHT OF WAY SPECIALIST		1	1
	SIGN TECHNICIAN		2	2
	WELDER - HWY		1	1
	Total		20	20

8. **Laborers: (Unskilled):** Workers in manual occupations which generally require no special training. They perform elementary duties which may be learned in a few days and which require the application of little or no independent judgment. Includes: garage laborers, car washers, gardeners, lumber workers, laborers performing lifting, digging, mixing and loading.

AA Code		Gender		Total
		Female	Male	
Laborers	CUSTODIAN		10	10

MAINT WKR I - HWY	8	8
MAINT WKR I PARKS	2	2
MAINT WKR II - HWY	10	10
MAINT WKR III - HWY	10	10
MAINT WORKER II - PARKS	1	1
Total	41	41

**B. Utilization Analysis by Job Group**

Stearns County will pursue all reasonable and realistic efforts to ensure fulfillment of statistical progressions in the employment of both female and minority applicants, providing that such action is not contradictory or against laws of Federal and State authorities and that individuals under such consideration meet the requirements necessary for successful, safe performance within job classifications to which they are recruited.

These goals are not defined as all-inclusive nor binding but indicate the County’s intent as such vacancies or related opportunities occur and are based on projected measurement of equal opportunity in employment opportunities. They shall be pursued as:

1. Vacancies or new job expansion occurs;
2. Minority and female qualified applicants are available and responsive to pronounced recruitment efforts; and
3. The County can reasonably undertake training programs to ensure opportunities available to women and minorities.

In all cases, the most qualified applicant shall be considered for any vacancy. The County shall provide equal employment opportunity for all applicants to eliminate artificial and traditional barriers to employment and promotion that inadvertently may prevent recognition of individual merit.

Table I on the following page is an analysis of the total availability, utilization, and under-utilization and goals in each of the respective Job Groups.

**TABLE 1: Job Group Availability/Utilization/Underutilization Analysis & Annual Goals**

Job Group	Total Employees in Job Group	Women						Minorities					
		Utilization		Availability		Number Under-utilized	Annual % Goal	Utilization		Availability		Number Under-utilized	Annual % Goal
Number	%	%	Number	Number	%			Number	%	%	Number		
Officials and Managers	89	34	38.2	30.99	27	0		0	0.0	1.38	1	1	1.38%
Professionals	180	135	75.0	72.42	130	0		6	3.3	1.55	2	0	
Technicians	75	33	44.0	31.65	23	0		1	1.3	6.07	4	3	6.07%
Protective Service	181	71	39.2	21.23	38	0		2	1.1	7.77	14	12	7.77%
Paraprofessionals	132	114	86.4	51.52	68	0		1	0.8	9.09	11	10	9.09%
Office/Clerical	129	126	97.7	77.56	100	0		0	0.0	3.12	4	4	3.12%
Skilled Craft	20	0	0.0	4.60	0	0		0	0.0	1.10	0	0	
Laborers	41	0	0.0	26.60	10	10	26.60%	3	7.3	2.90	1	0	
<b>Totals</b>	<b>847</b>	<b>513</b>			<b>396</b>	<b>10</b>		<b>13</b>			<b>37</b>	<b>30</b>	

Job Group	Source of Availability Percentages
Officials and Managers	001-043 (summary)
Professionals	62, 71, 80, 201, 210, 282, 313
Technicians	104, 110, 156, 184, 190, 191
Protective Service	370, 371, 380, 382, 385
Paraprofessionals	202
Office/Clerical	500-593 (summary)
Skilled Craft	635,720,722,734
Laborers	422,673,676



## **8. GOALS AND TIMETABLES**

During this plan year, it is our goal to meet or exceed the availability percentage for women or minorities in all job groups, as identified in our availability/utilization/underutilization analysis chart. We will make specific good faith efforts to achieve the availability percentages for minorities or women in any job group where underutilization is identified by our analysis.

We will continue our efforts to recruit and retain individuals with disabilities in all levels of our workforce.

## **9. PROBLEM AREAS IDENTIFICATION AND ANALYSIS**

Stearns County currently employs 847 permanent full- and part-time employees. Of these, approximately 60.56% are females and 1.53% are minorities. Representation in the Stearns County SMSA is very similar to these figures: 49.77% of the population is female, and 4.69% are minorities as reported in the 2000 census.

Stearns County shall periodically conduct an in-depth analysis of its total employment process to determine whether and where impediments to equal employment opportunity may exist. We evaluated:

1. Workforce composition by group. We have identified underutilization in our availability/utilization/underutilization analysis chart, and we have set goals to remedy that underutilization.
2. Personnel activity: We routinely conduct adverse impact analyses using statistical methods to analyze our personnel activities, including applicant flow, hires, promotions, terminations and other personnel actions, to determine if there are selection disparities between men and women, minorities and non-minorities (and within specific racial groups, if appropriate), or disabled and nondisabled applicants or employees. If any tests are used as a part of our selection process, we have determined that these tests are job-related and are validated. We have taken action to remove any barriers to hiring or retaining women, people of color, or people with disabilities.
3. Compensation system: We routinely review our compensation system, including rates of pay and bonuses, to determine whether there are gender, race, ethnicity, or disability-based disparities. If any disparities are identified, we take prompt action to resolve the disparity. In offering employment to individuals with disabilities, we will not reduce the amount of compensation offered because of any disability income, pension, or other benefits the applicant or employee receives from another source.
4. Personnel procedures: We routinely review all of our personnel procedures and processes, including selection, recruitment, referral, transfers and promotions, seniority provisions, and company-sponsored training programs or other activities to determine if all employees or applicants are fairly considered.
5. Any other areas that might impact the success of our Affirmative Action Program:  
We continually analyze any other areas that may impact our success, such as accessibility of our facility to the available workforce, the attitude of our current workforce towards EEO, proper posting of our EEO policy and required governmental posters, proper notification of our subcontractors or vendors, and retention of records in accordance with applicable law. We take prompt action to remedy any problems in these areas through training of staff or other methods.

## **10. ACTION ORIENTED PROGRAMS**

To assure continued progress towards Affirmative Action goals and to guarantee equal employment opportunity to all persons, Stearns County shall pursue the following actions relating to hiring, promotion, training opportunities, classification, recruitment, and compensation.

Stearns County personnel practices shall adhere to the principles of equal employment opportunity and be conducted in accordance with the County Affirmative Action Program. 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 who represent authorized bargaining units of Stearns County employees.

### **A. Position Descriptions**

1. A written position description shall be created for all permanent positions within Stearns County. These descriptions shall include a job title, a general description of the duties and responsibilities of the positions, minimum qualifications required to perform the work, and shall be available to all employees and prospective job applicants to review prior to application.
2. Position titles and minimum qualifications contained in written descriptions shall be used in all recruitment advertising.
3. The minimum qualifications of each position shall be periodically reviewed by the County Affirmative Action Officer and the County Affirmative Action Committee to determine if all qualifications required are related to actual job performance.
4. Position descriptions for managerial and supervisory positions shall contain a section describing Affirmative Action responsibilities.

### **B. Recruitment**

1. All solicitation or advertisements for employees will state that applicants will receive consideration for employment regardless of their race, color, creed, religion, national origin, sex, sexual orientation, disability, age, marital status, or status with regard to public assistance. When needed, to help address underutilization, help wanted advertising will also be placed in news media oriented towards women or minorities. Copies of advertisements for employees will be kept on file for review by enforcement agencies.
2. When we place help-wanted advertisements, we will not indicate a preference, limitation, or specification based on sex, age, national origin, or other protected characteristic, unless that characteristic is a bona fide occupational qualification for a particular job. We will not allow any employment agency with which we work to express any such limitation on our behalf, and we will require that these agencies share our commitment to EEO.
3. All positions for which we post or advertise externally will be listed with State of Minnesota Workforce Centers or similar governmental agencies.

4. As necessary to ensure that potential candidates are aware of job openings, we will contact community organizations focused on the employment of women, minorities, and people with disabilities (including state vocational rehabilitation agencies or facilities, sheltered workshops, college placement offices, education agencies, or labor organizations). We will keep documentation of all contacts made and responses received, whether formal or informal. We will make every effort to give these agencies a reasonable amount of time to locate and refer applicants.
5. We will carry out active recruiting programs at relevant technical schools and colleges, where applicable.
6. Consideration of minorities and women not currently in the workforce: We will take additional steps to encourage the employment of women, minorities, and people with disabilities who are not currently in the workforce, such as providing part-time employment, internships, or summer employment.

### **C. County Personnel Policies**

1. The County Human Resources Director shall provide for revision and ongoing maintenance of the Stearns County Personnel Policies Manual detailing all employee benefits, terms and conditions of employment, employer actions, employee obligations, and rights and privileges of employees. This manual shall be revised and be consistent with the Affirmative Action Program and be updated annually by the Human Resources Director.
2. Each department shall be apprised of the Affirmative Action goals and briefed regarding the County's commitment to achieving the goals within targeted periods.
3. The employment application form currently being utilized is intended to eliminate artificial employment barriers by not requiring irrelevant information as a part of employee selection that is not directly representative of an applicant's skills or qualifications to perform the duties of any position.
4. It shall be inconsistent with this Affirmative Action Program for any department head or otherwise hiring authority to consider race, color, creed, religion, national origin, sex, age, marital status, public assistance status, membership or activity in a local commission, disability, or sexual orientation as a basis for rejecting any individual applicant for employment.

To insure impartial selection and promotion of personnel, the Human Resources Director or designee shall:

1. Analyze all existing selection procedures including written or oral exams, performance reviews, education or experience ratings, structured interviews, and other such devices to determine their value as a measure of job success.
2. Administer all appropriate tests under standardized and uniform conditions and provide for impartial evaluations of test results.

3. Declare all job opportunities and vacancies open to male and female applicants unless any given job is proven exclusive for one sex on the basis of bona fide occupational qualifications set forth in Title VII and subsequent court decision.
4. Encourage the promotion of minority, disabled, and female employees.
5. Interview all exiting employees to determine reasons for leaving and identify possible sources of discrimination, inadequate job placement, or under-utilization encountered while working for the County.
6. Assure that no person be given preference or denied employment opportunity because of past promises of a job, personal characteristics, personal reputation, political or union affiliation or other qualities unrelated to job performance.
7. Screen all applications and determine applicant eligibility for employment by utilizing appropriate selection procedures.
8. In accordance with the Minnesota Data Practices Act, any information gathered by the employer regarding reference checks, personal or criminal history shall be made open and available to prospective job candidates upon request for purposes of inspections. Such persons shall have the right to challenge all such information.

#### **D. Selection and Hiring**

We will evaluate our selection process using an adverse impact analysis to determine if our requirements screen out a disproportionate number of minorities, women, or people with disabilities. All personnel involved in the recruitment, screening, selection, promotion, disciplinary, and related processes will be carefully selected and trained to ensure that there is a commitment to the affirmative action program and its implementation.

1. No applicant shall be prohibited from applying for a County position because of a past criminal conviction, unless the conviction would make the individual unfit for the position. Disqualification from candidacy for one position shall not preclude the individual from being considered for any other County position.
2. Schedule for Review of Job Requirements: We will annually review all physical and mental job requirements to ensure that these requirements do not tend to screen out qualified individuals with disabilities. We will determine whether these requirements are job-related and are consistent with business necessity and the safe performance of the job, and we will remove any physical or mental requirements changed after review will be distributed to all relevant employees, particularly those involved in the selection process and supervision of employees
3. Pre-Employment Medical Examination: If we require medical examinations or inquiries as a part of our selection process, all exams or inquiries will be conducted after a conditional offer of employment. Only job-related medical examinations and inquiries will be conducted, and the results of these examinations or inquiries will not be used to screen out qualified individuals with disabilities. Information obtained in response to such inquiries or examinations will 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 MN Department of Human Rights or local human rights agencies investigating compliance with the act or local human rights ordinances will be informed if they request such information.

#### **E. Accommodation to Physical & Mental Limitations of Employees**

We will make reasonable accommodations to the physical and mental limitations of an employee or applicant unless such an accommodation would impose an undue hardship on the conduct of the business.

#### **F. Evaluation of Job Performance**

1. Probationary periods for entry and promotional positions shall be uniformly applied and no protected class employee shall be subject to a probationary period different in length from any other employee (with the exception of those employees hired as Department Directors or in the Sheriff's Office).
2. Any performance evaluation systems used shall be directly related to actual performance on the job.
3. Performance evaluation of supervisors shall include an appraisal of their performance in implementing and adhering to the County Affirmative Action Program.

#### **G. Compensation**

1. All compensation schedules for Stearns County employees shall adhere to State and Federal laws and shall not discriminate upon the basis of race, sex, color, creed, religion, national origin, disability, age, marital status, veteran status, political affiliation, status with regard to public assistance, membership or activity in a local commission, or sexual orientation.
2. All fringe benefit schedules shall be equal for members of both sexes and shall not discriminate against any employed member of a protected class.

#### **H. Termination/Disciplinary Procedures**

1. All disciplinary procedures within the County organization shall be applied equally and shall not discriminate against any employee upon the basis of race, sex, color, creed, religion, national origin, disability, age, marital status, veteran status, political affiliation, status with regard to public assistance, membership or activity in a local commission, or sexual orientation.
2. Equivalent internal grievance procedures shall exist for all employees either through the personnel rules and policies or union contracts.
3. We use progressive discipline before terminating employees, where appropriate. All employees are made aware of our discipline process. We conduct adverse impact analyses to ensure that women, minorities, and employees with disabilities do not leave the County at rates substantially dissimilar to those of men, non-minorities, and employees without disabilities.

## **I. Documentation**

1. The record keeping materials required to monitor the County Affirmative Action Program shall be readily accessible to the County Affirmative Action Officer, the County Affirmative Action Committee, Department Heads, and the County Board.
2. The Human Resources Director shall keep a written record of the efforts undertaken to meet County goals for employment of protective class employees.
3. The County Affirmative Action Committee shall review and comment on unsuccessful County efforts to employ protected class members in accordance with the County Affirmative Action Program.
4. The annual recommendation of the County Affirmative Action Officer to the County Board on the goals the County should pursue for the coming year should also contain recommendations for changes in personnel practices which may be indicated by the degree of success which the County has attained in previous Affirmative Action goals.

## **J. Grievance Procedures**

All grievances of protected class employees or applicants will be subject to and processed utilizing the Grievance Procedures in the Stearns County Personnel Rules as they may be updated and amended from time to time. A copy of the current Grievance Procedures in the Stearns County Personnel Rules is appended to this affirmative action plan.

In addition, the County Affirmative Action Officer will maintain all required postings and other information regarding the right of individuals to initiate discrimination complaints to the Minnesota Department of Human Rights, the Equal Employment Opportunity Commission or private litigation.

## **K. Religion and National Origin Discrimination and Accommodation for Religious Observance and Practice**

As part of our commitment to Equal Employment Opportunity for all, we have made a specific effort to ensure that national origin and religion are not factors in recruitment, selection, promotion, transfer, termination, or participation in training. The following activities are undertaken to ensure religion and national origin are not used as a basis for employment decisions:

1. Recruitment resources are informed of our commitment to provide equal employment opportunity without regard to national origin or religion.
2. Our employees are informed of our policy and their duty to provide equal opportunity without regard to national origin or religion.
3. Employment practices exist and are reviewed to ensure that we implement equal employment opportunity without regard to national origin or religion.
4. The religious observances and practices of our employees are accommodated, except where the requested accommodation would cause undue hardship on the conduct of our business.

5. We do not discriminate against any qualified applicant or employee because of race, color, creed, disability, age, sexual orientation, marital status, or status with regard to public assistance in implementing the policy concerning non-discrimination based on national origin or religion.

**L. Anti-Harassment/Respectful Workplace Behavior Policy**

It is the policy of Stearns County to maintain a respectful work and public service environment free from violence, discrimination, sexual harassment, and other offensive or degrading remarks or conduct. Stearns County will not tolerate such behavior by or towards any employee. Any employee found to have acted in violation of this policy shall be subject to appropriate disciplinary action up to and including termination from employment. Preserving Stearns County as a respectful environment in which to work is a shared responsibility of both management and employees. All inappropriate behavior in any form will be addressed by the management of Stearns County. The County Board supports these efforts throughout the Stearns County organization.

The County's current Anti-Harassment/Respectful Workplace Behavior Policy is contained in the Stearns County Personnel Rules and is appended to this affirmative action plan.

## **11. SUPPORT DATA FORMS AND SAMPLES**

### **Affirmative Action Survey**

All applicants are considered for positions without regard to race, color, creed, religion, sex, marital status, national origin, ancestry, age, handicap, veteran status, status with regard to public assistance, membership or activity in a local commission, or sexual orientation.

To assist Stearns County with record keeping, reporting, and other legal requirements, please fill out this Affirmative Action Survey.

Providing this information is voluntary and refusal to provide information will not have a negative effect on your status as an applicant.



**Human Resources Department  
County of Stearns  
Exit Interview Information Questionnaire**

We hope that your time with us was an enjoyable one.

By taking a minute to fill out the form below you can help us continue to grow with our employees and address any needs that you may have noticed.

**Thank you.**

If you have any questions please contact Human Resources at ext. 3606

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_

Employee Number \_\_\_\_\_ Department \_\_\_\_\_

Job Title \_\_\_\_\_

Age Group: \_\_\_\_ 18-25 \_\_\_\_ 26-35 \_\_\_\_ 36-45 \_\_\_\_ 46 and above

Supervisor \_\_\_\_\_ ( First and Last Name)

Hire Date \_\_\_\_\_ ( mm/dd/yyyy)

Separation Date Use \_\_\_\_\_ (mm/dd/yyyy) format)

\_\_\_\_\_ Check here to Decline Questionnaire

Employment Category: \_\_\_\_ Regular Full Time \_\_\_\_ Regular Part-Time \_\_\_\_ Other \_\_\_\_\_

Reason for leaving Stearns County: \_\_\_\_ Retirement \_\_\_\_ Resignation

What Factors originally led to you seeking employment with Stearns County?

How much did the following items factor into your decision to leave? Please check only one.

	Not at all	Small Amount	Moderate Amount	Large Amount
1. Retirement				
2. Hours of Work				
3. Workload				

4. Work Environment (Stress, Frustrations, Rules, Etc.)				
5. Politics of the county				
6. Issues with co-workers				
7. Treatment from supervisor / Problems with supervisor				
8. Lack of advancement / promotion opportunities				
9. Compensation				
10. Retirement Benefits				
11. Group Insurance				
12. Other Benefits (PTO, Paid Holidays, Etc.)				
13. Inadequate training and development				
14. Skills and Abilities were not well utilized				
15. Returning to School				
16. Commuting Distance				
17. Moving from area				
18. Personal Health				
19. Family Circumstances				
20. Other (Please Specify below)				

**Comments:**

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21. Have you found another job? \_\_\_\_ Yes \_\_\_\_ No

22. Is it in the: \_\_\_\_ Public Sector \_\_\_\_ Private Sector \_\_\_\_ Other

If other please specify \_\_\_\_\_

Name of New Employer \_\_\_\_\_

Location \_\_\_\_\_

New Position Title \_\_\_\_\_

What makes your new employer / position more attractive than your position with Stearns County?

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Please rate the following items about your job, department, supervisor, county, training and resources. Please choose only one answer per question. *Space is provided following each section to add additional notes, comments, or observations.*

<b>JOB</b>	Agree	Neutral	Disagree
24. My workload created undue stress for me.			
25. My work was challenging.			
26. My salary at Stearns County was fair considering my duties and responsibilities.			
27. I was able to maintain a good balance of work and family life.			
28. My job duties were just as I expected them to be when I took the job.			

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

<b>DEPARTMENT</b>	Agree	Neutral	Disagree
29. The department I worked in was adequately staffed.			
30. The department I worked in operated in an efficient manner.			
31. The facilities my department worked in were adequate.			
32. Safety rules and procedures were followed in my department.			
33. I felt like my voice was heard when it came to input.			
34. There were opportunities for advancement in my department.			
35. I felt valued by the department.			
36. I enjoyed working in my department.			

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

<b>SUPERVISOR</b>	Agree	Neutral	Disagree
37. My supervisor asked for my ideas and suggestions.			
38. My supervisor and I had a positive working relationship.			
39. My supervisor demonstrated fair treatment of employees.			
40. I had the opportunity to discuss my concerns with my supervisor as needed.			
41. I received useful feedback from my supervisor.			
42. My supervisor was supportive of my professional goals.			
43. My supervisor recognized my contributions to the county.			
44. My supervisor clearly expressed what was expected from me.			

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

COUNTY	Agree	Neutral	Disagree
45. Policies and procedures were relevant and up to date.			
46. The organization values its employees.			
47. Overall, the county operated in an efficient manner.			

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

TRAINING	Agree	Neutral	Disagree
48. The county provided sufficient training opportunities to perform my job.			

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

RESOURCES	Agree	Neutral	Disagree
49. I received information necessary to perform my job.			
50. I was provided with the necessary tools and/or equipment to perform my duties.			

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

51. I would have stayed at Stearns County if:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

52. Safety of employees could be increased by:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Please use this additional space to provide us with any additional comments, notes or observations you would like to provide:

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# EXIT INTERVIEW CHECKLIST

## Stearns County Human Resources Department

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

Position Title: \_\_\_\_\_ Department: \_\_\_\_\_

Hire Date: \_\_\_\_\_ Termination Date: \_\_\_\_\_

Probationary Employee:  Yes  No

Supervisor: \_\_\_\_\_

HUMAN RESOURCES:		
	Date Completed	Employee Initials
Letter of Resignation/Retirement	_____	_____
Child Support Termination PERA	_____	_____
Deferred Compensation	_____	_____
Exit Questionnaire	_____	_____
County I.D. Card	_____	_____
Building Security Card	_____	_____
BC/BS, Health Prtns Term Form	_____	_____

MISCELLANEOUS:		
	Date Completed	Employee Initials
Severance Pay <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, Plan #:	_____	_____
Section of Contract:	_____	_____
PTO	_____	_____
Vacation payout	_____	_____
Comp time payout	_____	_____
Longevity (Pro-Rated)	_____	_____
Uniform Allowance/Cold Weather (Pro-Rated)	_____	_____

COBRA NOTIFICATION:		
	Date Coverage with County Terminates	Employee Initials
Health	_____	_____
Basic Life	_____	_____
Additional Life	_____	_____
Dependent Life	_____	_____
Dental	_____	_____
Avesis Vision	_____	_____

OTHER DEDUCTIONS:		
	Date of Last Payroll Deduction	Employee Initials
Health Care	_____	_____
Dependent Care	_____	_____
Parking	_____	_____
Long Term Care	_____	_____

DEPARTMENT:		
	Date Completed	Employee Initials
Uniform	_____	_____
Cell Phone	_____	_____
Radio/Pager	_____	_____

	_____	_____
	_____	_____

Tools	_____	_____	_____	_____
Safety Equipment	_____	_____	_____	_____
Voice Mail	_____	_____	_____	_____
E-Mail	_____	_____	_____	_____
Timesheet*	_____	_____	_____	_____

\* *Timesheets must be turned in to Jeff Swenson from the Auditors Office by \_\_\_\_\_.*

**Your last paycheck will be on \_\_\_\_\_.**

**NOTE:** *Complete and return to Human Resources on employee's last day. If Human Resources has not collected Building Security Card, return it with this form. (All keys which employees have signed for must be returned by them directly to the Building Maintenance Department.)*

Interviewer: \_\_\_\_\_  
*Human Resources Staff*

Interviewer: \_\_\_\_\_  
*Department Director/Supervisor*