METROPOLITAN STATE UNIVERSITY
AFFIRMATIVE ACTION PLAN 2014-2016

STATE OF MINNESOTA

METROPOLITAN STATE UNIVERSITY

Affirmative Action Plan

August 2014 – August 2016

700 East Seventh Street
Saint Paul, MN 55106-5000

This document can be made available upon request in alternative formats by contacting Office of Equal Opportunity & Diversity at EO.Diversity@metrostate.edu
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I. EXECUTIVE SUMMARY

METROPOLITAN STATE UNIVERSITY

Review revealed underutilization of the following protected group(s) in the following job categories:

Table 1. Underutilization Analysis of Protected Groups

<table>
<thead>
<tr>
<th>Job Categories</th>
<th>Women</th>
<th>Racial/Ethnic Minorities</th>
<th>Indiv. With Disabilities</th>
<th>Veterans</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unclassified</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Officials/Administrators</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Education Administrators</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Professionals</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Faculty</td>
<td>X</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Classified</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Professionals</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Professional Supervisors</td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Office/Clerical</td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Technicians</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Skilled Craft</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Service Maintenance</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>

Once this plan has been approved, information about how to obtain or view a copy of this plan will be provided to every employee of the university. Our intention is that every employee will be aware of Metropolitan State University’s commitments to affirmative action and equal employment opportunity. The plan will also be posted on the university’s website and maintained in the Affirmative Action Office.

This Affirmative Action Plan meets the requirements set forth by Minnesota Management and Budget, and contains affirmative action goals and timetables, as well as reasonable and sufficiently assertive hiring and retention methods for achieving these goals.

\[Signature\]
Affirmative Action Officer or Designee

3-27-15
(date)

\[Signature\]
Chief Human Resources Officer or Designee

3-30-15
(date)

\[Signature\]
University President

3-27-15
(date)
II. STATEMENT OF COMMITMENT

This statement reaffirms that Metropolitan State University is committed to Minnesota’s statewide affirmative action efforts and to providing equal employment opportunity to all employees and applicants in accordance with equal opportunity and affirmative action laws.

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

- No individual shall be discriminated against in the terms and conditions of employment, personnel practices, or access to and participation in, programs, services, and activities with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, gender identity, gender expression, or membership or activity in a local human rights commission.

- This university is committed to the implementation of the affirmative action policies, programs, and procedures included in this plan to ensure that employment practices are free from discrimination. Employment practices include, but are not limited to the following: hiring, promotion, demotion, transfer, recruitment or recruitment advertising, layoff, disciplinary action, termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. We will provide reasonable accommodation to employees and applicants with disabilities.

- This university will continue to actively promote a program of affirmative action, wherever minorities, women, individuals with disabilities, and veterans are underrepresented in the workforce, and work to retain all qualified, talented employees, including protected group employees.

- This university will evaluate its efforts, including those of its directors, managers, and supervisors, in promoting equal opportunity and achieving affirmative action objectives contained herein. In addition, the university will expect all employees to perform their job duties in a manner that promotes equal opportunity for all.

It is the university’s policy to provide an employment environment free of any form of discriminatory harassment as prohibited by federal, state, and local human rights laws. I strongly encourage suggestions as to how we may improve. We strive to provide equal employment opportunities and the best possible service to all Minnesotans.

[Signature]
Interim President

08.26.14 (date)
III. INDIVIDUALS RESPONSIBLE FOR DIRECTING/IMPLEMENTING THE AFFIRMATIVE ACTION PLAN

A. University President

Responsibilities:
The University President is responsible for the establishment of an Affirmative Action Plan that complies with all federal and state laws and regulations.

Duties:
The duties of the University President shall include, but are not limited to the following:

- Appoint the Affirmative Action Officer or designee and include accountability for the administration of the university’s Affirmative Action Plan in his or her position description;

- Take action, if needed, on complaints of discrimination and harassment;

- Ensure the Affirmative Action Plan is effectively communicated to all employees on an annual basis;

- Make decisions and changes in policy, procedures, or accommodations as needed to facilitate effective affirmative action and equal employment opportunity;

- Actively promote equal opportunity employment; and

- Require all university directors, managers, and supervisors include responsibility statements for supporting affirmative action, equal opportunity, diversity, and/or cultural responsiveness in their position descriptions and annual objectives.

Accountability:
The University President is accountable directly to Chancellor and indirectly to the Minnesota Management and Budget Commissioner on matters pertaining to equal opportunity and affirmative action.

B. Affirmative Action Officer or Designee
Director of Equal Opportunity and Diversity

Responsibilities:
The Affirmative Action Officer or designee is responsible for implementation of the university’s affirmative action and equal opportunity program, and oversight of the university’s compliance with equal opportunity and affirmative action laws.
Duties:
The duties of the Affirmative Action Officer or designee shall include, but are not limited to the following:

- Prepare and oversee the Affirmative Action Plan, including development and setting of university-wide goals;

- Monitor the university's compliance and fulfill all affirmative action reporting requirements;

- Inform the President of progress in affirmative action and equal opportunity and report potential concerns;

- Review the Affirmative Action Plan at least annually and provide updates as appropriate;

- Provide a university-wide perspective on issues relating to affirmative action and equal opportunity and assist in the identification and development of effective solutions in problem areas related to affirmative action and equal opportunity;

- Identify opportunities for infusing affirmative action and equal opportunity into the university's considerations, policies, and practices;

- Participate in and/or develop strategies to recruit individuals in protected groups for employment, promotion, and training opportunities;

- Stay current on changes to equal opportunity and affirmative action laws and interpretation of the laws;

- Provide consultation, technical guidance, and/or training to directors, managers, supervisors, and staff regarding best practices in recruitment, selection, and retention, progress on hiring goals, reasonable accommodations, and other opportunities for improvement; and

- Serve as the university liaison with Minnesota Management and Budget's Office of Equal Opportunity and Diversity and enforcement agencies.

Accountability:
The Affirmative Action Officer is accountable directly to President on matters pertaining to affirmative action and equal opportunity.
C. Americans with Disabilities Act Coordinator or Designee
Susan Raddatz, Interim Chief Human Resources Officer

Responsibilities:
The Americans with Disabilities Act Coordinator or designee is responsible for the oversight of the university’s compliance with the Americans with Disabilities Act Title I – Employment and Title II – Public Services, in accordance with the Americans with Disabilities Act - as amended, the Minnesota Human Rights Act, and Executive Order 96-09.

Duties:
The duties of the Americans with Disabilities Act Coordinator shall include, but are not limited to the following:

- Provide guidance, coordination, and direction to university management with regard to the Americans with Disabilities Act in the development and implementation of the university’s policies, procedures, practices, and programs to ensure they are accessible and nondiscriminatory;

- Provide consultation, technical guidance, and/or training to directors, managers, supervisors, and staff regarding best practices in recruitment, selection, and retention of individuals with disabilities, provisions of reasonable accommodations for employees and applicants, and other opportunities for improvement; and

- Track and facilitate requests for reasonable accommodations for employees and applicants, as well as members of the public accessing the university’s services, and reports reasonable accommodations annually to Minnesota Management and Budget.

Accountability:
The Americans with Disabilities Act Coordinator reports directly to President.

D. Human Resources Director or Designee
Susan Raddatz, Interim Chief Human Resources Officer

Responsibilities:
The Human Resources Director is responsible for ensuring equitable and uniform administration of all personnel policies including taking action to remove barriers to equal employment opportunity with the university.

Duties:
The duties of the Human Resources Director include, but are not limited to the following:
• Provide leadership to human resources staff and others to ensure personnel decision-making processes adhere to equal opportunity and affirmative action principles;

• Ensure, to the extent possible, the development and utilization of selection criteria that are objective, uniform, and job-related;

• Initiate and report on specific program objectives contained in the Affirmative Action Plan;

• Ensure that the pre-hire review process is implemented and receives support from directors, managers, and supervisors;

• Include the Affirmative Action Officer in the decision-making process regarding personnel actions involving protected group members, including hiring, promotion, disciplinary actions, reallocation, transfer, termination, and department and division-wide classification studies;

• Include responsibility statements for supporting affirmative action, equal opportunity, diversity, and/or cultural responsiveness in position descriptions and annual objectives;

• Assist in the recruitment and retention of individuals in protected groups, and notify directors, managers, and supervisors of existing disparities;

• Make available to the Affirmative Action Officer and Americans with Disabilities Act Coordinator or designee all necessary records and data necessary to perform duties related to equal opportunity and affirmative action.

**Accountability:**
The Human Resources Director is directly accountable to President.

E. **Directors, Managers, and Supervisors**

**Responsibilities:**
Directors, Managers, and Supervisors are responsible for implementation of equal opportunity and affirmative action within their respective areas of supervision and for compliance with the university’s affirmative action programs and policies to ensure fair and equal treatment of all employees and applicants.

**Duties:**
The duties of directors, managers, and supervisors include, but are not limited to the following:
• Assist the Affirmative Action Officer in identifying and resolving problems and eliminating barriers which inhibit equal employment opportunity;

• Communicate the university’s affirmative action policy to assigned staff;

• Carry out supervisory responsibilities in accordance with the equal employment opportunity and affirmative action policies embodied in this plan;

• Maintain a consistent standard within the workforce so that employees are evaluated, recognized, developed, and rewarded on a fair and equitable basis;

• Include responsibility statements for supporting affirmative action, equal opportunity, diversity, and/or cultural responsiveness in staff position descriptions and annual objectives;

• To provide a positive and inclusive work environment; and

• To refer complaints of discrimination and harassment to the appropriate parties.

Accountability:
Directors, managers, and supervisors are accountable directly to their designated supervisors and indirectly to the President.

F. All Employees

Responsibilities:
All employees are responsible for conducting themselves in accordance with the university’s equal opportunity and Affirmative Action Plan and policies.

Duties:
The duties of all employees shall include, but are not limited to the following:

• Exhibit an attitude of respect, courtesy, and cooperation towards fellow employees and the public; and

• Refrain from any actions that would adversely affect the performance of a coworker with respect to their race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, gender identity, gender expression, or membership or activity in a local human rights commission.
Accountability:
Employees are accountable to their designated supervisors and indirectly to the President.
IV. COMMUNICATION OF THE AFFIRMATIVE ACTION PLAN

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

A. Internal Methods of Communication

- A memorandum detailing the location of the Affirmative Action Plan and the responsibility to read, understand, support, and implement equal opportunity and affirmative action will be sent from the university's leadership or alternatively, the Affirmative Action Officer, to all staff on an annual basis.

- The university's Affirmative Action Plan is available to all employees on the university's internal website at www.metrostate.edu/msweb/choose/eod/ or in print copy to anyone who requests it. As requested, the university will make the plan available in alternative formats.

- Nondiscrimination and equal opportunity statements and posters are prominently displayed and available in areas frequented by and accessible to employees.

B. External Methods of Communication

- The university's Affirmative Action Plan is available on the university's external website at www.metrostate.edu/or in print copy to anyone who requests it. As requested, the university will make the plan available in alternative formats.

- The university's website homepage, letterhead, publications, and all job postings, will include the statement "an equal opportunity employer and educator."

- Nondiscrimination and equal opportunity statements and posters are prominently displayed and available in areas frequented by and accessible to members of the public. Examples of posters displayed include: Equal Employment Opportunity is the law, Employee Rights Under the Fair Labor Standards Act, and the Americans with Disabilities Act Notice to the Public.
V. METROPOLITAN STATE UNIVERSITY'S EQUAL OPPORTUNITY AND NONDISCRIMINATION IN EMPLOYMENT AND EDUCATION POLICY

Minnesota State Colleges and Universities
Board Policies

Metropolitan State University

1B.1 Equal Opportunity and Nondiscrimination in Employment and Education

Chapter 1 - System Organization and Administration
Section B - Equal Education and Employment Opportunity

Part 1. Policy Statement

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

Subpart B. Nondiscrimination. No person shall be discriminated against in the terms and conditions of employment, personnel practices, or access to and participation in, programs, services, and activities with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, gender identity, or gender expression. In addition, discrimination in employment based on membership or activity in a local commission as defined by law is prohibited.

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

This policy is directed at verbal or physical conduct that constitutes discrimination/ harassment under state and federal law and is not directed at the content of speech. In cases in which verbal statements and other forms of expression are involved, Minnesota State Colleges and Universities will give due consideration to an individual's constitutionally protected right to free
speech and academic freedom. However, discrimination and harassment are not within the protections of academic freedom or free speech. The system office, colleges, and universities shall maintain and encourage full freedom, within the law, of expression, inquiry, teaching and research. Academic freedom comes with a responsibility that all members of our education community benefit from it without intimidation, exploitation or coercion.

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

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

Part 2. Definitions.

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

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

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

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

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

Subpart D. Employee. Metropolitan State personnel include all faculty, staff, administrators, teaching assistants, graduate assistants, residence directors and student employees.

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

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

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

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

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

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

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

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

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

Part 4. Retaliation. Retaliation as defined in this policy is prohibited in the system office and Metropolitan State. Any individual subject to this policy who intentionally engages in retaliation shall be subject to disciplinary or other corrective action as appropriate.
Part 1. Purpose and Applicability.

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

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

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

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

Subpart C. Scope. This procedure is not applicable to allegations of sexual violence; allegations of sexual violence are handled pursuant to Board Policy 1B.3 Sexual Violence and System Procedure 1B.3.1. In addition, harassment and discrimination complaints not arising from alleged violations of Board Policy 1B.1, are to be addressed under other appropriate policies and established practices.
Part 2. Definitions. The definitions in Board Policy 1B.1 also apply to this procedure.

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

Prior to serving as the designated officer, the individual must complete investigator training provided by the Office of the Chancellor. Metropolitan State University designated officers are:

<table>
<thead>
<tr>
<th>Equal Opportunity and Diversity Office</th>
<th>Student Affairs Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Affirmative Action Officer</td>
<td>Herbert King</td>
</tr>
<tr>
<td>Affirmative Action Officer (employees,</td>
<td>Dean of Students</td>
</tr>
<tr>
<td>students and applicants)</td>
<td>Judicial Affairs/Conduct</td>
</tr>
<tr>
<td></td>
<td>Code</td>
</tr>
<tr>
<td></td>
<td>Officer (student conduct violations)</td>
</tr>
</tbody>
</table>

Metropolitan State University
700 East Seventh Street,
Founders Hall 315
Saint Paul, MN 55106-5000

651-793-1272 (voice)
651-772-7687 (TTY)

Metropolitan State University
700 East Seventh Street
Founders Hall, 230
Saint Paul, MN 55106-5000

651-793-1508 (voice)
651-772-7687 (TTY)

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

Prior to serving as a decision maker for complaints under this procedure, administrators must complete decision maker training provided by the Office of the Chancellor.

Subpart C. Retaliation. Retaliation means any action against a complainant or other individual because the individual:

a. participated in the investigation or resolution of a complaint under this procedure;
b. opposed conduct the individual believes was in violation of Board policy 1B.1.; or
c. associates with another individual who is protected from discrimination under Policy 1B.1.

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

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

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

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

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

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

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


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

Any student, faculty member or employee who knows of, receives information about or receives a complaint of discrimination/harassment is strongly encouraged to report the information or complaint to the designated officer of the Office of the Chancellor, and Metropolitan State University

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

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

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

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

Subpart F. Withdrawn complaints. If a complainant no longer desires to pursue a complaint, the Office of the Chancellor, and Metropolitan State University, reserve the right to investigate and take appropriate action.

Part 5. Right to Representation.

In accordance with federal law and applicable collective bargaining agreement and personnel plan language, represented employees may have the right to request and receive union representation during an investigatory meeting.
Nothing in this procedure is intended to expand, diminish or alter in any manner whatsoever any right or remedy available under a collective bargaining agreement, personnel plan or law. Any disciplinary action imposed as a result of an investigation conducted under this procedure will be processed in accordance with the applicable collective bargaining agreement or personnel plan.

Part 6. Investigation and Resolution.

The Office of the Chancellor, and Metropolitan State University has an affirmative duty to take timely and appropriate action to stop behavior prohibited by Board Policy 1B.1, conduct investigations and take appropriate action to prevent recurring misconduct.

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

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

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

1. Jurisdiction. The designated officer shall determine whether the report/complaint is one which should be processed through another Office of the Chancellor, and Metropolitan State University procedure available to the complainant; if appropriate, the designated officer shall direct the complainant to that procedure as soon as possible.

2. Conflicts. The designated officer should identify to the president or chancellor/designee any real or perceived conflict of interest in proceeding as the designated officer for a specific complaint. If the president or chancellor/designee determines that a conflict exists, another designated officer shall be assigned.
1. **Information provided to complainant.** At the time the report/complaint is made, the designated officer shall:

   a. inform the complainant of the provisions of the Board Policy 1B.1 and this procedure;
   b. provide a copy of or Web address for Board Policy 1B.1 and this procedure to the complainant;
   c. determine whether other individuals are permitted to accompany the complainant during investigatory interviews and the extent of their involvement; and
   d. inform the complainant of the provisions of Board policy 1B.1 prohibiting retaliation.

2. **Complaint documentation.** The designated officer shall insure that the complaint is documented in writing. The designated officer may request, but not require the complainant to document the complaint in writing using the complaint form of the Office of the Chancellor, or Metropolitan State University.

3. **Information provided to the respondent.** At the time initial contact is made with the respondent, the designated officer shall inform the respondent in writing of the existence and general nature of the complaint and the provisions of the nondiscrimination policy. At the initial meeting with the respondent, the designated officer shall:

   a. provide a copy of or Web address for Board Policy 1B.1 and this procedure to the respondent;
   b. provide sufficient information to the respondent consistent with federal and state data privacy laws to allow the respondent to respond to the substance of the complaint;
   c. explain to the respondent that in addition to being interviewed by the designated officer, the respondent may provide a written response to the allegations; determine whether other individuals are permitted to accompany the respondent during investigative interviews and the extent of their involvement; and
   d. inform the respondent of the provisions of Board policy 1B.1 prohibiting retaliation.

4. **Investigatory process.** The designated officer shall:

   a. conduct a fact-finding inquiry or investigation into the complaint, including appropriate interviews and meetings;
b. inform the witnesses and other involved individuals of the prohibition against retaliation;

c. create, gather and maintain investigative documentation as appropriate; disclose appropriate information to others only on a need to know basis consistent with state and federal law, and provide a data privacy notice in accordance with state law; and-

d. handle all data in accordance with applicable federal and state privacy laws.

5. **Interim Actions.**

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

   b. **Student summary suspension or other action.** Under appropriate circumstances, the president or designee may, in consultation with system legal counsel, summarily suspend a student at any point in time during the report/complaint process. A summary suspension may be imposed only in accordance with Board Policy 3.6 and associated system procedures. After the student has been summarily suspended, the report/complaint process should be completed within the shortest reasonable time period, not to exceed nine (9) class days. During the summary suspension, the student may not enter the campus or participate in any college or university activities without obtaining prior permission from the president or designee. Other temporary measures may be taken in lieu of summary suspension where the president or designee determines such measures are appropriate.

6. **No basis to proceed.** At any point during the processing of the complaint, the designated officer may determine that there is no basis to proceed under Board Policy 1B.1. The designated officer shall refer the complaint as appropriate. The designated officer shall notify the complainant and respondent of the outcome as appropriate, in accordance with applicable data privacy laws.
Subpart D. Resolution. After processing the complaint the designated officer may consider one or more of the following methods to resolve the complaint as appropriate:

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

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

1. Designated officer. The designated officer shall:
   a. prepare an investigation report and forward it to the decisionmaker for review and decision;
   b. take additional investigative measures as requested by the decisionmaker; and
   c. be responsible for coordinating responses to requests for information contained in an investigation report in accordance with the Minnesota Government Data Practices Act and other applicable law including, but not limited to, the Family Educational Rights and Privacy Act (FERPA). In determining the appropriate response, the designated officer shall consult with the campus data practice compliance official and/or the Office of General Counsel.

1. Decisionmaker. After receiving the investigation report prepared by the designated officer, the decisionmaker shall:
   a. determine whether additional steps should be taken prior to making the decision. Additional steps may include:
      1. a request that the designated officer conduct further investigative measures;
2. a meeting with the complainant, respondent or other involved individuals. If a meeting involving a represented employee is convened, the complainant or respondent may choose to be accompanied by the bargaining unit representative, in accordance with the applicable collective bargaining agreement and federal and state law; and
3. a request for additional information which may include a written response from the complainant or respondent relating to the allegations of the complaint.

b. take other measures deemed necessary to determine whether a violation of Policy 1B.1 has been established;
c. when making the decision, take into account the totality of the circumstances, including the nature and extent of the behaviors, the relationship(s) between the parties, the context in which the alleged incident(s) occurred, and other relevant factors;
d. determine the nature, scope and timing of disciplinary or corrective action and the process for implementation if a violation of the nondiscrimination policy occurs. This may include consultation with human resources or supervisory personnel to determine appropriate discipline;
e. as appropriate, consistent with applicable state and federal data privacy laws, report in writing to the complainant, respondent and the designated officer her or his findings, and the basis for those findings, as to whether Board policy 1B.1 has been violated. The written response to the complainant shall be provided within 60 days after a complaint is made unless reasonable cause for delay exists.
f. conduct that is determined not to have violated Board policy 1B.1 shall be referred to another procedure for further action, if appropriate.

Part 7. Office of the Chancellor or University Action.

The Office of the Chancellor and Metropolitan State shall take the appropriate corrective action based on results of the investigation, and the designated officer shall make appropriate inquiries to ascertain the effectiveness of any corrective or disciplinary action. Complainants are encouraged to report any subsequent conduct that violates Board policy 1B1.1, as well as allegations of retaliation.

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

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

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

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


The Office of the Chancellor and Metropolitan State University shall provide education and training programs to promote awareness and prevent discrimination/harassment, such as educational seminars, peer-to-peer counseling, operation of hotlines, self-defense courses, and informational resources. Education and training programs should include education about Board policy 1B.1 and this procedure. Metropolitan State University and the Office of the Chancellor shall promote awareness of Board policy 1B.1 and this procedure, and shall publicly identify the designated officer.

Part 10. Distribution of Board Policy 1B.1 and this Procedure.

Information regarding Board Policy 1B.1 and this procedure shall, at a minimum, be distributed to students at the time of registration and to employees at the beginning of employment. Distribution may be accomplished by posting on an internet Web site, provided all students and employees are directly notified of how to access the policy and procedure by an exact address, and that they may request a paper copy. Copies of the policy and procedure shall be conspicuously posted at appropriate locations at the Office of the Chancellor and Metropolitan State University campuses at all times and shall include the designated officers' names, locations and telephone numbers.
Designated officers also must be identified by name, location and phone number in informational publications such as student catalogs, student and employee handbooks, bulletin boards, campus Web sites and other appropriate public announcements.
VII. MNSCU'S REASONABLE ACCOMMODATIONS IN EMPLOYMENT POLICY

Part 1. Purpose. This procedure sets forth the process to be used for responding to requests for reasonable accommodations in employment based on an applicant's or employee's disability. The scope of this procedure is limited to reasonable accommodations, and is not intended to fully describe other provisions of the Americans with Disabilities Act or the Minnesota Human Rights Act.

Part 2. Reasonable Accommodations in Employment. It is the policy of MnSCU to encourage the employment and promotion of any qualified individual including qualified individuals with disabilities. The system office, college or university will not discriminate in providing reasonable accommodations to qualified individuals with a disability in regard to job application procedures, hiring, advancement, discharge, employee compensation, job training or other terms, conditions, and privileges of employment.

Part 3. Definitions. For purposes of this procedure, the following terms have the meaning given them:

Subpart A. Employer. The employer is the system office, college or university.

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.

- A job function may be considered essential for any of several reasons, including but not limited to the following:
  - The function may be essential because the reason the position exists is to perform that function;
  - 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
  - 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.

- Evidence of whether a particular function is essential includes, but is not limited to:
  - The employer's judgment as to which functions are essential;
  - Written job descriptions;
o The amount of time spent on the job performing the function;

o The consequences of not requiring the incumbent to perform the function;

o The terms of a collective bargaining agreement;

o The work experience of past incumbents in the job; and/or

o The current work experience of incumbents in similar jobs.

Subpart C. Individual with a Disability. An individual with a disability for the purposes of determining reasonable accommodations is any applicant, current employee, including student employees, or employees 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 physical 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.

Subpart E. Reasonable Accommodations. A reasonable accommodation is a modification or adjustment to a job or employment practice or the work environment that enables a qualified individual with a disability to perform the essential functions of the job as identified at the time of the reasonable accommodation request and to access equal employment opportunities. Reasonable accommodations may also include those things which make a facility and its operations readily accessible to and usable by individuals with disabilities. Under the law, the employer has a responsibility to make reasonable accommodations for individuals with a disability only if the disability is known and it is not an undue hardship under Part 6, Subpart C.

Part 4. Identification of Assigned Staff Member. The system office, and each college and university shall assign and identify a staff member responsible for administering requests for reasonable accommodations.

Part 5. Right to Representation. In accordance with applicable collective bargaining agreement language, employees may have the right to request and receive union representation during the reasonable accommodations process.


Subpart A. Job Relatedness. Reasonable accommodations will be provided only for job-related needs of individuals with a disability. The primary factor in evaluating an accommodation's job relatedness is 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. If the requested accommodation is primarily for the benefit of the individual with a disability to assist that individual in daily personal activities, the employer is not required to provide the accommodation. The appropriate reasonable accommodation is best determined through a flexible, interactive process that involves both the employer and the qualified individual with a disability; it may include the appropriate union representative as provided by the applicable collective bargaining agreement.

Subpart B. Essential Functions. The system office, college or university may deny employment or advancement in employment based on the inability of an individual with a disability to perform the essential functions of the job and may decline to make accommodations to the physical or mental needs of an employee or job applicant with a disability if:

- The accommodation would impose an undue hardship on the system office, college or university as provided under Subpart C.;

- The individual with a disability, with or without reasonable accommodations, is not qualified to perform the essential functions of that particular job; or

- 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.

Subpart C. Undue Hardship. In determining whether providing a reasonable accommodation would impose an undue hardship on the employer, the factors to be considered include:

- The nature and net cost of the accommodation needed;

- The overall financial resources of the employer involved in the provision of the reasonable accommodation, the number of persons employed, and the effect on expenses and resources;

- The overall financial resources of the employer, the overall size of the business of the employer with respect to the number of its employees, and the number, type and location of its facilities;

- The type of operation or operations of the employer, including the composition, structure and functions of the workforce, and the geographic separateness and administrative or fiscal relationship of the employer in question to the covered entity; and

- The impact of the accommodation upon the operation of the employer, including the impact on the ability of other employees to perform their duties and the impact on the employer's ability to conduct business.
Subpart D. Documentation. Documentation of a disability is required as part of the reasonable accommodation process unless the nature and extent of the disability is already known to the employer, or as a practical matter, the requested accommodation is minimal and the employer makes modifications for its convenience, regardless of whether the employee or applicant meets the requirements for a reasonable accommodation under this procedure.

Subpart E. Choice of Accommodations. The employer is not required to provide the specific accommodation requested by the individual and may choose an effective accommodation which is less expensive or easier to provide. Accommodations provided to the individual are the financial responsibility of the employer.

Subpart F. Request Process. The system office, colleges and universities are responsible for establishing a process for individuals with disabilities to make requests for reasonable accommodations in compliance with the Americans with Disabilities Act or the Minnesota Human Rights Act. Such process should include the following:

- MnSCU policy statement and definitions;
- Assignment and identification of a staff member responsible for administering requests for reasonable accommodations;
- Provide a process for appealing a reasonable accommodations decision.

Part 7. Application. Nothing in this procedure is intended to expand, diminish or alter the provisions of the Americans with Disabilities Act or the Minnesota Human Rights Act.
A copy of the university’s weather and emergency evacuation plans can be found at: http://www.metrostate.edu/READY/

Knowledge and preparation by both individuals needing assistance and those who don’t is key to reducing the impact of emergencies. When developing a plan, safety needs should be determined on a case-by-case basis because it varies with each individual and building.

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

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

Thomas Maida, Director, Safety and Security
Phone: 651-793-1725
thomas.maida@metrostate.edu
Fax: 651-793-1718

Deb Gehrke, Chief Human Resources Officer
Phone: 651-793-1278
deb.gehrke@metrostate.edu

Eve Nichols, Director Disability Services
Phone: 651-793-1540
eve.nichols@metrostate.edu

The emergency evacuation policy and procedures are included at Appendix F.

Evacuation Options:
Individuals with disabilities have four basic, possibly five, evacuation options:

- Horizontal evacuation: Using building exits to the outside ground level or going into unaffected wings of multi-building complexes;

- Stairway evacuation: Using steps to reach ground level exits from building;
- Shelter in place: Unless danger is imminent, remain in a room with an exterior window, a telephone, and a solid or fire resistant door. If the individual requiring special evacuation assistance remains in place, they should dial 911 immediately and report their location to emergency services, who will in turn relay that information to on-site responders. The shelter in place approach may be more appropriate for sprinkler protected buildings where an area of refuge is not nearby or available. It may be more appropriate for an individual who is alone when the alarm sounds;

- Area of rescue assistance: Identified areas that can be used as a means of egress for individuals with disabilities. These areas, located on floors above or below the building’s exits, can be used by individuals with disabilities until rescue can be facilitated by emergency responders; and/or

- For system office, colleges, or universities equipped with an evacuation chair: Evacuation chairs or a light-weight solution to descending stairways can be used and generally require single user operation. If the university is equipped with an evacuation chair, best practice indicates that all employees are trained and have practiced evacuating using an evacuation chair.

Evacuation Procedures for Individuals with Mobility Disabilities, Hearing Disabilities, and Visual Disabilities:
Individuals with disabilities should follow the following procedures:

- Mobility disabilities (individuals who use wheelchairs or other personal mobility devices (“PMDs”): Individuals using wheelchairs should be accompanied to an area of rescue assistance by an employee or shelter in place when the alarm sounds. The safety and security staff will respond to each of the areas of rescue assistance every time a building evacuation is initiated to identify the individuals in these areas and notify to emergency responders how many individuals need assistance to safely evacuate.

- Mobility disabilities (individuals who do not use wheelchairs): Individuals with mobility disabilities, who are able to walk independently, may be able to negotiate stairs in an emergency with minor assistance. If danger is imminent, the individual should wait until the heavy traffic has cleared before attempting the stairs. If there is no immediate danger (detectable smoke, fire, or unusual odor), the individual with a disability may choose to wait at the area of rescue assistance until emergency responders arrive to assist them.

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

Severe Weather Evacuation Options:
Individuals with disabilities or who are in need of assistance during an evacuation have three evacuation options based on their location in their building:

• Horizontal evacuation: If located on the ground or basement floor, severe weather shelter areas are located throughout each floor;

• Elevator evacuation: If there are no safe areas above the ground floor, the elevator may be used to evacuate to the ground or basement levels; and/or

• Shelter in Place: Seeking shelter in a designated severe weather shelter and remaining there until the all clear is used.
### IX. GOALS AND TIMETABLES

Table 2. Underutilization Analysis and Hiring Goals for 2014-2016

<table>
<thead>
<tr>
<th>Job Categories</th>
<th>UNDERUTILIZATION – # OF INDIVIDUALS</th>
<th>HIRING GOALS FOR 2014-2016</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Women</td>
<td>Racial/ethnic minorities</td>
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<tr>
<td>Unclassified</td>
<td></td>
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<tr>
<td>Officials/Administrators</td>
<td>5</td>
<td>2</td>
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<tr>
<td>Education Administrators</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Professionals</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>Faculty (All)</td>
<td>2</td>
<td>6</td>
</tr>
<tr>
<td>CAS</td>
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<td>4</td>
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<tr>
<td>COM</td>
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<td>CIS</td>
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<tr>
<td>CHCPS</td>
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<tr>
<td>Library Services</td>
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<tr>
<td>Urban Education</td>
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<tr>
<td>Criminal Justice/Law Enforcement</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Classified</td>
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<td></td>
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<tr>
<td>Professionals</td>
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<td></td>
</tr>
<tr>
<td>Professional Supervisors</td>
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<td></td>
</tr>
<tr>
<td>Office/Clerical</td>
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<td>6</td>
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<tr>
<td>Technicians</td>
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<tr>
<td>Skilled Craft</td>
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<tr>
<td>Service Maintenance</td>
<td>2</td>
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</tbody>
</table>
Availability:
The university determined the recruitment area to be statewide for all job categories and nationally for officials, administrators and faculty. In conducting its underutilization analysis, the university used the one factor analysis for Officials, administrators and faculty. The university utilized the two-factor analysis for professionals, and unclassified position in alignment with bargaining unit protocols. The university determined it was best to use this type of analysis because the majority of recruitment actives for officials, administrators and faculty are external, whereas, filling classified positions are most frequently based on bargaining unit protocols, however, in addition to internal recruitment for classified positions the university consistently recruits externally.

Underutilization Analysis worksheets are attached in the appendix. Numbers less than 10 are indicated with “<10” in accordance with Minnesota Management and Budget’s guidance on data privacy.

Women:
At the university, the population of women has improved in the following job categories: Directors, Professionals, Faculty, classified professionals, classified professional supervisors and has not improved in the following job categories: Officials/Administrators, Education Administrators, classified service maintenance. The university employed aggressive recruitment strategies directed toward women when a vacancy became available. The university engaged in extensive nondiscrimination training over the AAP period. The job categories that did not show improvement were overwhelmingly top management. During the course of the AAP year there were a number of retirements and/or resignations and many of the education administrators were in interim status. The university will continue to develop more efficient and effective strategies for the recruitment of vacancies in job groups where underutilization has been identified for the reporting period. The Human Resources department in partnership with the AAO is currently in the process of reviewing and updating the university’s recruitment policy and procedures. Note: Upon approval of the updated recruitment policy and procedure this affirmative action plan will be updated to reflect change.

- The university further conducted utilization analysis of faculty for each college and school to further determine internal underutilization.

Minorities:
At the university, the population of minorities has improved in the following job categories: Officials/Administrators, professionals, faculty and has not improved in the following job categories: Education Administrators. The university employed aggressive recruitment strategies directed toward women when a vacancy became available. The university engaged in extensive nondiscrimination training over the AAP period. The filling of classified vacancies are governed by bargaining unit agreements The university will continue to develop more efficient and effective strategies for the recruitment of vacancies in job groups where underutilization has been identified for the reporting period. The Human Resources department in partnership with the AAO are currently in the process of reviewing and updating
the university's recruitment policy and procedures. Note: Upon approval of the updated recruitment policy and procedure this affirmative action plan will be updated to reflect change.

- The university further conducted utilization analysis of faculty for each college and school to further determine internal underutilization.

Individuals with Disabilities:
At the university, the population of individuals with disabilities has improved in the following job categories: Officials/Administrators, Faculty, classified professionals, Technicians and has not improved in the following job categories: Education Administrators, Directors, professionals, office clerical. The university employed aggressive recruitment strategies directed toward individuals with disabilities when a vacancy became available. The university engaged in extensive nondiscrimination training over the AAP period. The filling of classified vacancies is governed by bargaining unit agreements. The university will continue to develop more efficient and effective strategies for the recruitment of individuals with disabilities in job groups where underutilization has been identified for the reporting period. The Human Resources department in partnership with the AAO is currently in the process of reviewing and updating the university's recruitment policy and procedures. Note: Upon approval of the updated recruitment policy and procedure this affirmative action plan will be updated to reflect any subsequent changes.

Veterans:
Effective March 2013, the Office of the Federal Contract Compliance Program (OFCCP) included veterans in affirmative action. Upon adoption of this plan, this university will track the hiring and underutilization of veterans in accordance with the OFCCP regulations.
X. AFFIRMATIVE ACTION PROGRAM OBJECTIVES

In addition to the hiring goals established by the university, the affirmative action program objectives are action-oriented items that will be focused on over the next two years. The program objectives are central to the affirmative action program by which the university also measures its success, progress, and good-faith efforts in affirmative action and equal opportunity. Examples of program objectives include, but are not limited to, the following, as the university constantly seeks out programs, community partnerships and process improvement to further support and enhance the affirmative action plan and goal attainment.

In pursuing the university’s commitment to affirmative action, the university will take the following actions during 2014-2016:

Objective #1: Nondiscrimination training

Action Steps:

A. Equal Opportunity Nondiscrimination training
The university will continue its practice of conducting equal opportunity and nondiscrimination training for all administrators, staff, faculty, community faculty and students. All new hires are required to attend the equal opportunity and nondiscrimination training.

Evaluation:
In the 2012-14 AAP years the university trained over 400 administrators, staff, faculty, community faculty and students.

B. Conflict Resolution training
The university has contracted with the National Coalition Building Institute. During the previous AAP plan year administrators and 30 staff have been trained in conflict resolution. During this AAP year the university will continue with the program to increase the number of employees with these skills. The university will engage in a train-the-trainer model to insure continuation and maximization of the skills offered through this program.

Evaluation:
Ongoing

Objective #2: Establishment of University Diversity Plan and Council

During 2012-13, the University Diversity Council was established to promote and support diversity and inclusion within the university. Additionally, each division, subdivision, college, and school has been asked to identify its own action plan for pursuing these goals and this
work. The Diversity Plan identifies four overarching goals that the institution will strive to accomplish in the coming years:

**Goal 1:** Work to better serve and recruit students and employees who represent the rich racial, cultural, and experiential diversity of the Twin Cities.

**Goal 2:** Achieve workplace and learning environments in which students and employees from underrepresented groups feel valued, respected and welcome and in which they all have equitable opportunities to participate and succeed.

**Goal 3:** Provide opportunities to develop graduates and employees who have the skills and cultural competency required to successfully navigate and lead in a racially, economically, and culturally diverse world.

**Goal 4:** Create a learning community and workplace that encourages an understanding of anti-racist theory and practices in an institution of higher education that promotes civic engagement, community building, and the success of all members.

**Action Steps:**

Ongoing

**Evaluation:**

The evaluation of the university diversity plan is ongoing.

**Objective #3: Review and Updating Recruitment policy and procedure.**

**Action Steps:**

Ongoing by the Human Resources department

**Evaluation:**

Whereas there has been consistent progress made in reviewing, updating and streamlining the process, this is ongoing.

**Objective #3: Community Outreach**

**Action Steps:**

It is desirable that all university employees participate in community outreach, acting as ambassadors on behalf of the institution whenever possible and appropriate. Through community partnerships the university has hosted the Overcoming Racism Conference for three consecutive years. The conference is supported by several units within the university. The conference attracts more than 300 community members.

**Evaluation:**

The university's partnership with the community for this conference by all involved parties has been successful. The university will continue its partnership of the conference through the AAP year.
Objective #4: Targeted Recruitment of Underrepresented individuals

Action Steps:
It is desirable that all university employees participate in community outreach, acting as an ambassador on behalf of the institution whenever possible and appropriate. Through community partnerships the university has hosted the Overcoming Racism Conference for three consecutive years. The conference is support by several units within the university. The conference attracts more than 300 community members.

Evaluation:
The university’s partnership with the community for this conference by all involved parties has been successful

Objective #4: Cultural education and programing
The University continues to promote cultural programs throughout the plan year. Programs are well attended by employees and community members.

Action Steps:
Continue to work with community leaders to host the Overcoming Racism Conference and explore alternate opportunities through networking and relationship building.

Evaluation:
The university’s partnership with the community for these programs by all involved parties has been successful.
XI. METHODS OF AUDITING, EVALUATING AND REPORTING PROGRAM SUCCESS

A. Pre-Employment Review Procedure/Monitoring the Hiring Process

State Law requires an affirmative action program and requires Metropolitan State to 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 a vacancy occurs in a goal unit with unmet affirmative action goals the affirmative action officer advises them of their affirmative action responsibility as outlined below.

1. The Affirmative Action Officer notifies the supervisor or search committee of the affirmative action goals and advises them of their affirmative action responsibility as outlined below.
   - If a qualified protected group member is not selected for a vacancy for which a goal has been set, no job offer is made to any other candidate until approval is received from the president or appropriate vice president. The supervisor or search committee has the responsibility for providing a rationale when selecting the candidate they chose or for not selecting all other candidates.
   - The president or appropriate vice president, in cooperation with the affirmative action officer, reviews the rationale and either approves or denies the justification and the search committee and hiring supervisor are so notified.
   - Once it is determined at the university level that it is appropriate to offer employment to an applicant, a form entitled “Appointment Authorization Form” is completed by the search chair and forwarded for a signature as noted on the form.

The university will evaluate its selection process to determine if its requirements unnecessarily screen out a disproportionate number of women, minorities, individuals with disabilities, or veterans. The university will use the “monitoring the hiring process” form for every hire to track the number of women, minorities, individuals with disabilities, and veterans in each stage of the selection process. Directors, managers, and supervisors will work closely with human resources and the Affirmative Action Officer in reviewing the requirements for the position, posting the position, and interviewing and selection to ensure that equal opportunity and affirmative action is carried out. Directors, managers, and supervisors will be asked to document their hiring decisions and equal opportunity professionals will review for bias.

Any time the university cannot justify a hire, the university takes a missed opportunity. University leadership will be asked to authorize the missed opportunity. The university will report the number of affirmative and nonaffirmative hires as well as missed opportunities to Minnesota Management and Budget on a quarterly basis.
When candidates are offered interviews, employees scheduling interviews will describe the interview format to the candidate and provide an invitation to request a reasonable accommodation for individuals with disabilities to allow the candidate equal opportunity to participate in the interview process. For example, describe if interview questions are offered ahead of time or what technology may be used during the interview process. This allows for an individual with a disability to determine if they may need a reasonable accommodation in advance of the interview.

All personnel involved in the selection process will be trained and accountable for the university’s commitment to equal opportunity and the affirmative action program and its implementation.

B. Pre-Review Procedure for Layoff Decisions

The university will make lay-off determinations consistent with applicable collective bargaining agreements and will review all layoff decisions to determine their impact on university’s affirmative action hiring goals and timetables.

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

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

C. Other Methods of Program Evaluation

Our university submits the following compliance reports to Minnesota Management and Budget as part of our efforts to evaluate our affirmative action program:

- Quarterly “Monitoring the Hiring Process” Reports;
- Biannual Affirmative Action Plan;
- Annual Americans with Disabilities Act Report;
- Annual Internal Complaint Report; and
- Disposition of Internal Complaint (within 30 days of final disposition).
Our university also evaluates our Affirmative Action Plan in the following ways

- Monitors progress toward stated goals by job category on bi-annual basis;

- Analyzes employment activity (hires, promotions, and terminations) by job category to determine if there is adverse impact;

- Analyzes compensation program to determine if there are patterns of discrimination;

- Reviews the accessibility of online systems, websites, and ensures that reasonable accommodations can be easily requested; and

- Discusses progress with university leadership on a periodic basis and makes recommendations for improvement.
XII. RECRUITMENT PLAN

The objective of this recruitment plan is to ensure that our university recruitment programs are publicly marketed to attract and obtain qualified applicants, to enhance the image of state employment, and to assist in meeting our university affirmative action goals to achieve a diverse workforce. The university exercises decentralized recruitment plans to accommodate the unique and specialized recruitment needs of our various divisions, colleges and administrative units. All recruitment plans are designed and implemented in accordance with federal, state and university affirmative action guidelines, goals and objectives.

Recruitment costs budgeted for the 2013-2014 budget year were $34,321. In addition, during the 2013-14 academic year the interim chief human resources officer also released an additional $10,000 to support the outreach and recruitment of underrepresented individuals.

Below are various recruitment methods or strategies utilized by the university during the past year.

A. Advertising Sources
   The university routinely submits all vacancies to the following agencies. Where the university has identified underutilized job groups the university extends its recruitment and advertising efforts to target audience publications and websites such as Minority Nurses.

   MnSCU Employment Opportunities
   Metropolitan State University
   Higheredjobs.com
   The Chronicle of Higher Education
   Minnesotadiversity.com
   HERC – Upper Midwest & National
   NEOGOV.com Applicant Database

B. Job and Community Fairs
   Metropolitan State University sponsors the Annual Diversity & Job Networking job fair in November each year. This fair is open to students and alumni of the University.

   The University also participates annual in the State of Minnesota Veterans Job Fair.

   The university encourages all administrators, faculty and staff to attend job and community fairs throughout the plan year.
C. College and University Recruitment Events
The university does not currently host recruitment events as part of our overall recruitment strategy.

D. Recruitment for Individuals with Disabilities
1. Review of job postings for physical and sensory requirements and ensure that qualifications in job postings are inclusive and do not pose any unnecessary barriers. Our agency will review all job postings for physical and sensory requirements and determine if the qualifications for the position are job-related and consistent with business necessity. Additionally, our agency will edit language pertaining to physical and sensory requirements and change this language to reflect more inclusive language for job qualifications.

2. Self-Identification
At the time of application and once a year, our agency will communicate to our employees that we collect summary data related to the number of individuals who have applied for positions and who are in our workforce. We will inform employees that we collect this summary data to make determinations about where we need to improve in terms of recruitment, selection, or retention of individuals with disabilities.

3. Accessibility Matters Campaign
Our agency will distribute marketing material and resources to our staff to remind them to create accessible electronic documents and systems, so that employees with disabilities coming into the workforce can contribute to the workforce and will be able to access similar information and resources as other employees.

4. Reasonable Accommodations
We will prominently display on our career site that we will provide reasonable accommodation to qualified individuals with a disability who apply for our positions where needed. Once hired, we will educate employees, supervisors, and managers on accommodating employees in the workplace.

5. Strategic Partnerships
Our agency will build strategic partnerships with DEED - Vocational Rehabilitation Services ("VRS"), DEED - State Services for the Blind ("SSB"), and other state agency partners to conduct job evaluations and to assist in recruitment or referral of candidates to open positions. Our agency will work to inform VRS or SSB when a position is posted or prior to a posting, if possible, about the positions. Additionally, we will post positions for at least 7 days to ensure equal opportunity to apply for the position.

6. Self-Analysis
Our agency will conduct periodic self-checks to determine if our systems or documents are accessible, language in our job postings is inclusive, and reasonable accommodations have been provided and staff have been trained on how to provide reasonable accommodations.

7. Reporting
Our agency will conduct a quarterly analysis of the number of individuals with disabilities who have applied for positions and the number of individuals with disabilities hired.

E. Relationship Building and Outreach
The university encourages all administrators, faculty and staff to build relationships with community organizations and community members.

F. Supported Employment (M.S. 43A.191, Subd. 2(d))
This university supports the employment of individuals with disabilities and will review vacant positions to determine if job tasks can be performed by supported workers. We will work with community organizations that provide employment services to individuals with disabilities to recruit for these positions.
XIII. RETENTION PLAN

Our university is committed to not just the recruitment of women, minorities, individuals with disabilities, and veterans, but also to the retention of these protected groups.

A. Individual Responsible for University’s Retention Program/Activities

Susan Raddatz, Interim Chief Human Resources Officer, 651-793-1278, susan.raddatz@metrostate.edu, is the person responsible for retention. The human resources office collects and reports information on employee turnover to the equal opportunity and affirmative action office. The equal opportunity and affirmative action office analyzes the data in order to assess whether there is evidence of adverse impact on protected group employees.

B. Separation and Retention Analysis by Protected Groups

Employee turnover data AY12-14 appears in Appendix D. Employees who held temporary or other limited term appointments are not included.

C. Methods of Retention of Protected Groups

Methods used to retain protected group employees are largely those used to retain all employees. New faculty, for example, are routinely assigned a more senior faculty mentor to assist the new employee in understanding and becoming more successful at the university. Assignment of mentors for new administrators and staff varies, depending on unit. Informal employee networks such as the African American Employee Caucus and the Women’s Commission provide an essential source of support for new protected group employees. In addition, the Diversity Council’s antiracism subcommittee routinely hosts university-wide issues forums.
APPENDIX

A. Complaint of Discrimination/Harassment Form

COMPLAINT OF DISCRIMINATION/HARASSMENT FORM
Metropolitan State University
Discrimination/Harassment Complaint Form

Date: ______________________

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

Address (local): ____________________________________________

Address (residence): _________________________________________

City: _____________________________ State: _______ Zip: _____________

Phone: (work) ____________________ (home) _____________________

Status: □ Student □ Faculty □ Staff □ Administrator □ External/Non-Campus

TYPE OF COMPLAINT: □ DISCRIMINATION □ HARASSMENT □ RETALIATION

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

□ Race □ Sex □ Color □ Creed □ Gender Identity
□ Age □ National Origin □ Disability □ Religion □ Gender Expression
□ Reliance on Public Assistance □ Sexual Orientation □ Marital Status □ Membership/Activity in Local Commission

I believe I was discriminated/harassed/retaliated against by:
Name of RESPONDENT: _______________________________________
(if more than one respondent, list complete information for each)

Address (local): ____________________________________________

Address (residence): _________________________________________

City: _____________________________ State: _______ Zip: _____________

Phone: (work) ____________________ (home) _____________________

Status: □ Student □ Faculty □ Staff □ Administrator □ External/Non-Campus
B. Employee/Applicant Request for ADA Reasonable Accommodation Form

State of Minnesota – Metropolitan State University
Employee/Applicant Request for ADA Reasonable Accommodation Form

The State of Minnesota is committed to complying with the Americans with Disabilities Act (“ADA”) and the Minnesota Human Rights Act (“MHRA”). To be eligible for an ADA accommodation, you must be 1) qualified to perform the essential functions of your position and 2) have a disability that limits a major life activity or function. The ADA Coordinator/Designee will review each request on an individualized case-by-case basis to determine whether or not an accommodation can be made.

Employee Name: ___________________________ Job Title: ___________________________

Work Location: _________________________________________________________________

Data Privacy Statement: This information may be used by the system office, college, or university human resources representative, ADA Coordinator or designee, the system office, college, or university legal counsel, or any other individual who is authorized by the system office, college, or university to receive medical information for purposes of providing reasonable accommodations under the ADA and MHRA. This information is necessary to determine whether you have a disability as defined by the ADA or MHRA, and to determine whether any reasonable accommodation can be made. The provision of this information is strictly voluntary; however, if you refuse to provide it, the system office, college, or university may refuse to provide a reasonable accommodation.

Questions to clarify accommodation requested.

1. What specific accommodation are you requesting?

2. If you are not sure what accommodation is needed, do you have any suggestions about what options we can explore?
   a. If yes, please explain.

Questions to document the reason for the accommodation request (*please attach additional pages if necessary*).

1. What, if any job function are you having difficulty performing?

2. What, if any employment benefit are you having difficulty accessing?
State of Minnesota – Metropolitan State University

Reasonable Accommodation Request Form, Page 2

3. What limitation, as a result of your physical or mental impairment, is interfering with your ability to perform your job or access an employment benefit?

4. If you are requesting a specific accommodation, how will that accommodation be effective in allowing you to perform the functions of your job?

Information Pertaining to Medical Documentation

In the context of assessing an accommodation request, medical documentation may be needed to determine if the employee has a disability covered by the ADA and to assist in identifying an effective accommodation.

The ADA Coordinator/Desigee in each college or university is tasked with collecting necessary medical documentation. In the event that medical documentation is needed, the employee will be provided with the appropriate forms to submit to their medical provider. The employee has the responsibility to ensure that the medical provider follows through on requests for medical information.

This authorization does not cover, and the information to be disclosed should not contain, genetic information. “Genetic Information” includes: Information about an individual’s genetic tests; information about genetic tests of an individual’s family members; information about the manifestation of a disease or disorder in an individual’s family members (family medical history); an individual’s request for, or receipt of, genetic services, or the participation in clinical research that includes genetic services by the individual or a family member of the individual; and genetic information of a fetus carried by an individual or by a pregnant woman who is a family member of the individual and the genetic information of any embryo legally held by the individual or family member using an assisted reproductive technology.

Employee Signature: ________________________________ Date: ____________________
Appendix C

Underutilization Analysis Worksheets

Due to some of the data/numbers resulting in less than 10, the underutilization analysis charts are removed from this version of the plan. The charts are on file.
Appendix D

Separation Analysis by Protected Groups Worksheets

Due to some of the data/numbers resulting in less than 10, the separation analysis charts are removed from this version of the plan. The charts are on file.
Section 1. Purpose Statement

The purpose of this procedure is to provide a process for the recruitment, screening and selection for Inter Faculty Organization (IFO) positions. Consistent with University Policy 08, this procedure establishes the steps to be followed when conducting a search for tenure-track/probationary and fixed-term positions within the IFO bargaining unit.

Section 2. Scope

This procedure shall not supersede other federal and state laws, rules, and regulations, other university policies and procedures, or bargaining unit agreements and plans. This procedure is intended to address the recruitment, screening and selection for IFO positions only. It does not address the IFO salary placement process.

Section 3. Authority

This university policy is established in accordance with the applicable provisions of the collective bargaining agreements between the Minnesota State Colleges & Universities (MnSCU) and the IFO and MnSCU Board policies.

Section 4. Effective Date

This university procedure becomes effective immediately upon the signature of the President and remains in effect until modified or expressly revoked.

Section 5. Responsibility

The responsibility for implementation of this procedure is assigned to hiring managers/supervisor, the Chief Human Resource Officer and his/her designees in cooperation with the Director of Affirmative Action and his/her designees.
Section 6. Notification and Publication

The university shall inform all employees involved in the recruitment, screening and selection for IFO positions of the established policy and procedure. The policy and procedure shall be available on the university portal and be distributed all employees involved in the IFO search process.

Section 7. Objective

This procedure sets forth the basic IFO recruitment, screening, and selection steps and is designed to accomplish the following:

1. Recruit, select, and hire the most qualified candidates for IFO positions;
2. Meet the university's commitment to affirmative action;
3. Create sufficient documentation of the university's selection decision-making with regard to each hire;
4. Comply with state and federal laws regarding affirmative action and equal employment opportunity;
5. To protect the university and those involved in the process from exposure to liability; and
6. To ensure all applicants fair and consistent treatment in the university’s selection processes.

Section 8. Definitions

A. Position Request form: A Position Request form is submitted when a new position is to be established or a vacant position is requested to be filled.
B. President's Council (PC): The University’s executive leadership team consisting of the President, Vice Presidents, Chief Human Resource Officer, and his/her Special Assistant/Director of Government Relations.
C. Recruitment Plan Form (RPF): A form that indicates the composition of the search committee, the recruitment and advertising plan, and the Affirmative Action goal(s), if any.
D. Notice of Vacancy (NOV): Also known as “job posting.” The NOV outlines the minimum or required and desired qualifications for the position. The NOV is drafted by HR and the hiring manager/supervisor and provided to the search committee for comment and feedback before posting.
E. Office of Affirmative Action (OAA): The Director of Affirmative Action and his/her unit are responsible for all affirmative action compliance matters related to the screening and selection of candidates for IFO bargaining unit positions.
F. Hiring manager/supervisor: The individual who has the authority to plan, direct, and monitor the work of the position (Executive Director, Dean, Provost, etc.)
G. Appointment Authorization Form: The form that must be completed by the search committee chair and hiring manager/supervisor upon completion of the search.
H. Prior Work Experience collection form: A form that captures candidates’ prior academic and non-academic employment and volunteer experience(s). The information is used to determine the candidate’s salary placement.
Section 9. Initiating a national/regional search

1. Hiring manager/supervisor submits a Position Request form to the Provost and/or President’s Council for permission to initiate a search.
2. The search is approved/disapproved; the form is sent to HR and the hiring manager/supervisor.
3. The hiring manager/supervisor designates the chair of the search committee.
4. The hiring manager/supervisor determines the composition of the search committee as follows:
   - The committee will be comprised of no fewer than three members.
   - Someone designated as providing administrative support to the search committee; and
   - The search committee members must reflect diversity.
7. For the completion of Recruitment Plan Form (RPF), the hiring manager/supervisor in consultation with the hiring department determines:
   - Where any additional advertising will be done;
   - Budget implications of the additional advertising and candidate reimbursement
8. After consultation with HR, the hiring manager/supervisor completes the Recruitment Plan Form (RPF) and returns the RPF to HR.
9. HR reviews the RPF and discusses with the hiring manager/supervisor and search committee underutilization (if any) and diversity goals related to the filling of the position with the hiring manager/supervisor and search committee.
10. Hiring manager/supervisor and HR finalize the NOV and provide to search committee chair for review and comment by the search committee. Search committee chair provides comments back to the hiring manager/supervisor.

Section 10. Exceptions to conducting a national/regional search

1. **Community faculty positions:** The University may fill its community faculty positions without conducting a search in accordance with University Policy #5010 or Procedure #501.
2. **Limited Search:** Under rare and special circumstances, the President may determine it is in the best interest of the University to conduct a limited search and may waive the national/regional search requirement. With the President’s approval, such a search may be limited to posting the vacancy for university applicants only, conducting a local search only, or considering only a single applicant. This provision would apply to emergency replacements, spousal hires, visiting professors, or special hires that uniquely advance the institution.

Section 11. Recruitment

1. HR posts the NOV in accordance with the RPF.
2. HR provides search committee members with training on best practice, using the online applicant tracking system, confidentiality in the search process, roles and responsibilities of the parties involved in the search process, and any Affirmative Action considerations for the search process.
3. The search committee develops the questions for interviews and reference checks using the sample questions provided by HR, and submits the questions to HR for approval.
Section 12. Screening
1. HR will determine whether an applicant is able to avail him/herself of prior consideration, transfer, or the retrenchment provisions of the IFO agreement. HR will notify the hiring manager/supervisor and committee chair in the event these agreement provisions apply.
2. If the pool contains no individual eligible to avail him/herself of prior consideration, transfer, or the retrenchment provisions of the IFO agreement, HR notifies committee when the pool of candidates is ready for committee review.
3. The committee screens applications for minimum qualifications. Applications not meeting minimum qualifications are excluded from further consideration.
4. The committee determines ratings for applicants in the pool of those who meet minimum qualifications. Committee selects from the pool those qualified for an initial interview and submits the group of applicants to HR for Affirmative Action compliance.
5. HR either approves the pool for initial interviews or makes recommendations for the pool.
6. The committee conducts the initial interviews and submits finalist recommendations to HR for Affirmative Action compliance. HR will confer with AAO as needed.
7. The committee conducts reference checks for finalists' listed references.
8. Support staff person schedules on-campus interviews for those finalists with favorable references.
9. On-campus finalist interviews are conducted by the committee and hiring manager/supervisor.
10. All finalists are provided with a "Release of Information" forms for signature.
11. All finalists are provided the Prior Work Experience form and asked to return them to HR.
12. Hiring manager/supervisor conducts additional reference checks as needed.

Section 13. Selection
1. Committee reviews and collects all materials collected and generated during process, completes the Strengths & Weaknesses and Appointment Authorization form, and submits to hiring manager/supervisor.
2. Hiring manager/supervisor reviews Strengths & Weaknesses document and may request a meeting with the committee should s/he be seeking additional feedback from the committee on the finalists.
3. Hiring manager/supervisor makes decision on candidate to be hired. If the hiring manager/supervisor determines none of the finalists are acceptable for hire, the hiring manager/supervisor must contact HR to discuss and send an email confirmation to HR and AAO declaring a failed search and why the search was failed.
4. Hiring manager/supervisor submits the Strengths & Weaknesses and the completed Appointment Authorization (with its attachments) forms to HR.
5. HR routes aforementioned documents (and the NOV) to AAO for signature.
6. After receiving a fully executed Appointment Authorization form, HR will contact the hiring manager/supervisor to review and discuss the candidate's Prior Work Experience form and determine a salary offer for the candidate.
7. Hiring manager/supervisor extends offer to the candidate.
8. If the candidate declines the offer and the hiring manager/supervisor does not wish to offer the position to any of the other finalists, the hiring manager/supervisor must contact HR to discuss and send an email confirmation to HR declaring a failed search and why the search was failed.

Section 14. Review

This procedure is subject to review on an annual basis, or as needed.

Section 15. Approval

Issued on this date: October 8, 2014

[Signature]

Devinder Malhotra
Interim President
Section 1. Purpose Statement

The purpose of this procedure is to provide a process for the recruitment, screening and selection for Minnesota State University Association of Administrative Service Faculty (MSUAASF) positions. Consistent with University Policy #5020, this procedure establishes the steps to be followed when conducting a search for a position within the MSUAASF bargaining unit.

Section 2. Scope

This procedure shall not supersede other federal and state laws, rules, and regulations, other university policies and procedures, or bargaining unit agreements and plans. This procedure is intended to address the recruitment, screening and selection for MSUAASF positions only. It does not address the MSUAASF classification and/or salary placement processes.

Section 3. Authority

This university policy is established in accordance with the applicable provisions of the collective bargaining agreements between the Minnesota State Colleges & Universities (MnSCU) and Minnesota State University Association of Administrative and Service Faculty (MSUAASF) and MnSCU Board policies.

Section 4. Effective Date

This university procedure becomes effective immediately upon the signature of the President and remains in effect until modified or expressly revoked.

Section 5. Responsibility

The responsibility for implementation of this procedure is assigned to hiring managers/supervisors, the Director of Human Resources and his/her designees in cooperation with the Director of Affirmative Action and his/her designees.
Section 6. Notification and Publication

The university shall inform all employees involved in the recruitment, screening and selection for MSUAASF positions of the established policy and procedure. The policy and procedure shall be available on the university portal, and be distributed all employees involved in the MSUAASF search process.

Section 7. Objective

This procedure sets forth the basic MSUAASF recruitment, screening, and selection steps and is designed to accomplish the following:

1. Recruit, select, and hire the most qualified candidates for MSUAASF positions;
2. Meet the university's commitment to affirmative action;
3. Create sufficient documentation of the university's selection decision-making with regard to each hire;
4. Comply with state and federal laws regarding affirmative action and equal employment opportunity;
5. Protect the university and those involved in the process from exposure to liability; and
6. Ensure all applicants fair and consistent treatment in the university’s selection processes.

Section 8. Definitions

1. Position Request form: A Position Request form is submitted when a new position is to be established or a vacant position is requested to be filled.
2. Position description (PD): A document that defines a position’s duties, responsibilities, working relationships, performance expectations, and the knowledge, skills, and abilities required to perform them.
3. Position Analysis Questionnaire (PAQ): A document that accompanies the PD for MSUAASF positions that assists in describing a position’s duties, responsibilities, working relationships, and performance expectations.
4. President’s Council (PC): The University’s executive leadership team consisting of the President, Vice Presidents, Chief Human Resource Officer, and his/her Special Assistant/Director of Government Relations.
5. Recruitment Plan Form (RPF): A form that indicates the composition of the search committee, the recruitment and advertising plan, and the Affirmative Action goal(s), if any.
6. Notice of Vacancy (NOV): Also known as “job posting.” The NOV outlines the minimum or required and desired qualifications for the position as described in the PD. The NOV is drafted by HR and the hiring manager/supervisor and provided to the search committee for comment and feedback before posting.
7. Office of Affirmative Action (OAA): The Director of Affirmative Action and his/her unit are responsible for all affirmative action compliance matters related to the screening and selection of candidates for MSUAASF bargaining unit positions.
8. Hiring manager/supervisor: The individual who has the authority to plan, direct, and monitor the work of the position.
9. Appointment Authorization Form: A form that must be completed by the search committee chair and hiring manager/supervisor and signed by the OAA, HR, and the President to finalize the hiring of the selected finalist.
10. Creditable Work Experience worksheet: A form that captures candidates’ prior academic and non-academic employment and volunteer experience(s). The information is used to determine the candidate’s salary placement.

Section 9. Initiating a national/regional search

1. Hiring manager/supervisor submits a copy of the PD/PAQ, current organizational chart, and Position Request form to the President’s Council for permission to initiate a search.
2. PC approves/disapproves the request and returns it to the hiring manager/supervisor.
3. The hiring manager/supervisor designates the chair of the search committee.
4. The hiring manager/supervisor determines the composition of the search committee as follows:
   - The committee will be comprised of no fewer than three members.
   - At least one (1) search committee representative appointed by the local MSUAASF association;
   - Someone designated as providing administrative support to the search committee;
   - The committee members must reflect racial, ethnic, and gender diversity.
5. For the completion of Recruitment Plan Form (RPF), the hiring manager/supervisor determines:
   - Where any additional advertising will be done;
   - Budget implications of the additional advertising and candidate reimbursement
6. After consultation with HR, the hiring manager/supervisor completes the Recruitment Plan Form (RPF) and submits RPF and signed Position Request Form to HR.
7. HR reviews the RPF and discusses with the hiring manager/supervisor and search committee underutilization (if any) and diversity goals related to the filling of the position.
8. Hiring manager/supervisor and HR finalize the NOV and provide to search a committee chair for review and comment by the search committee. The minimum qualifications listed on the NOV are derived directly from the PD. The Search Committee Chair provides comments back to the hiring manager/supervisor.

Section 10. Exceptions to conducting a national/regional search

1. Limited Search: When the President determines it is in the best interest of the university, a vice president and his/her designee may determine to conduct a limited search for a MSUAASF position in accordance with the applicable provisions of the MSUAASF agreement. Such a search may be limited to posting the vacancy for university applicants only OR for university MSUAASF members only.
2. Fixed-term Appointments: In accordance with the MSUAASF agreement, fixed-term appointments may be filled without a search only when the recruitment and selection policy and procedure cannot be implemented due to time constraints (an emergency fill), to meet peak work demands, or for special projects. The hiring manager/supervisor must submit a justification to the President for his/her approval for such an appointment without a search.

Section 11. Recruitment

1. HR posts the NOV in accordance with the RPF.
2. HR provides search committee members with training on best practice, using the online applicant tracking system, confidentiality in the search process, roles and responsibilities of the parties involved in the search process, and any Affirmative Action considerations for the search process.
3. The committee develops the questions for interviews and reference checks using the sample questions provided by HR and submits the questions to HR for approval.

Section 12. Screening

1. HR will determine whether the pool of candidates contains a MSUAASF member who has either been notified of layoff or is presently on the statewide layoff list; if it does, HR will consult with the hiring manager/supervisor and committee chair on next steps.
2. If the pool contains no MSUAASF member who has either been notified of layoff or is presently on the statewide layoff list, HR notifies the committee when the pool of candidates is ready for committee review.
3. The committee screens applications for minimum qualifications. Applications not meeting minimum qualifications are excluded from further consideration.
4. The committee determines ratings for applicants in the pool of those who meet the minimum qualifications. Committee selects from the pool those qualified for an initial interview and submits the group of applicants to HR for Affirmative Action compliance.
5. HR either approves the pool for initial interviews or makes recommendations for the pool.
6. The committee conducts the initial interviews and submits semifinalist recommendations to the AAO for Affirmative Action compliance.
7. The committee conducts reference checks for finalists' listed references.
8. Support staff person schedules on-campus interviews for those finalists with favorable references.
9. On-campus finalist interviews are conducted by the committee and hiring manager/supervisor.
10. All finalists are provided with a the “Release of Information” forms for signature.
11. All finalists are provided the Creditable Work Experience form and asked to return them to HR.
12. Hiring manager/supervisor conducts additional reference checks as needed.
Section 13. Selection

1. Committee reviews and collects all materials collected and generated during process, completes the Strengths & Weaknesses and Unclassified Appointment Authorization forms, and submits to hiring manager/supervisor.

2. Hiring manager/supervisor reviews Strengths & Weaknesses document and may request a meeting with the committee should s/he desire additional feedback from the committee on the finalists.

3. Hiring manager/supervisor makes decision on candidate to be hired. If the hiring manager/supervisor determines none of the finalists are acceptable for hire, the hiring manager/supervisor must contact HR to discuss and send an email confirmation to HR and AAO declaring a failed search and why the search was failed.

4. Hiring manager/supervisor submits the Strengths & Weaknesses and the completed Unclassified Appointment Authorization (with its attachments) forms to HR.

5. HR routes aforementioned documents (and the NOV) to AAO and President for signature.

6. After receiving a fully executed Unclassified Appointment Authorization form from the President’s Office, HR will contact the hiring manager/supervisor to review and discuss the candidate’s Creditable Work Experience form and determine a salary offer for the candidate.

7. The hiring manager/supervisor extends the offer to the candidate.

8. If the candidate declines the offer and the hiring manager/supervisor does not wish to offer the position to any of the other finalists, the hiring manager/supervisor must contact HR to discuss and send an email confirmation to HR and AAO declaring a failed search and why the search was failed.

Section 14. Review

This procedure is subject to review on an annual basis, or as needed.

Section 15. Approval

Issued on this date: June 13, 2014

[Signature]

President (Sue K. Hammersmith)
Section 1. General Statement of Policy

The university ensures a process that supports the recruiting and hiring of highly qualified and diverse candidates for unclassified positions within the Inter Faculty Organization (IFO) collective bargaining unit. Therefore, the university establishes this Recruitment, Screening, and Selection Policy.

Section 2. Procedures

This policy shall be implemented by University Procedure #5010

Section 3. Scope

This policy shall not supersede other federal and state laws, rules, and regulations, other university policies and procedures, or bargaining unit agreements and plans.

Section 4. Authority

This university policy is established in accordance with the applicable provisions of the collective bargaining agreements between the Minnesota State Colleges & Universities (MnSCU) and Inter Faculty Organization (IFO) and MnSCU Board policies.

Section 5. Effective Date

This university policy becomes effective immediately upon the signature of the President and remains in effect until modified or expressly revoked.

Section 6. Responsibility

Responsibility for implementation of this policy is assigned to the Director of Human Resources.
**Section 7. Notification and Publication**

The university shall inform all employees involved in the recruitment, screening and selection for IFO positions of the established policy and procedure. The policy and procedure shall be available on the university portal, and be distributed all employees involved in the IFO search process.

**Section 8. Review**

This policy will be reviewed and modified as appropriate.

**Section 9. Signature**

Issued on this 16th day of May, 2012.

Dr. Sue K. Hammersmith  
President
University Policy #5020

Section 1. General Statement of Policy

The university ensures a process that supports the recruiting and hiring of highly qualified and diverse candidates for unclassified positions within the Minnesota State University Association of Administrative and Service Faculty (MSUAASF) collective bargaining unit. Therefore, the university establishes this Recruitment, Screening, and Selection Policy.

Section 2. Procedures

This policy shall be implemented by University Procedure #502.

Section 3. Scope

This policy shall not supersede other federal and state laws, rules, and regulations, other university policies and procedures, or bargaining unit agreements and plans.

Section 4. Authority

This university policy is established in accordance with the applicable provisions of the collective bargaining agreements between the Minnesota State Colleges & Universities (MnSCU) and Minnesota State University Association of Administrative and Service Faculty (MSUAASF) and MnSCU Board policies.

Section 5. Effective Date

This university policy becomes effective immediately upon the signature of the President and remains in effect until modified or expressly revoked.

Section 6. Responsibility

Responsibility for implementation of this policy is assigned to the Director of Human Resources and his/her designees.
Section 7. Notification and Publication

The university shall inform all employees involved in the recruitment, screening and selection for MSUAASF positions of the established policy and procedure. The policy and procedure shall be available on the university portal, and be distributed all employees involved in the MSUAASF search process.

Section 8. Review

This policy will be reviewed and modified as appropriate.

Section 9. Signature

Issued on this 16th day of May, 2012.

______________________________
Dr. Sue K. Hammersmith
President
Section 1. Purpose

It is the purpose of this policy to provide guidelines to be followed in case of a major emergency or disaster in order to protect the safety of students and employees and to safeguard property on university owned campus locations.

Section 2. Policy

This policy establishes that in the event of a major emergency or disaster that poses a significant threat to public safety and/or health at Metropolitan State University, the university Emergency Operation and/or Crisis Plan will be activated to respond to and recover from these threats.

The president of the university, or a designee, has the authority and responsibility to define an incident as a major emergency or disaster and initiate the campus Emergency Operation and/or Crisis Plan. The responsibility may be delegated to the following persons in the following order:

1) Vice President for Academic Affairs/Provost
2) Vice President for Administrative Affairs

In the absence of the three officers, the person acting as the chief operating officer at the time will have the responsibility to define an incident as a major emergency or disaster and initiate the campus Emergency Operation Plans.

Section 3. Authority

This policy is issued pursuant to the authority granted by Minnesota State Colleges and Universities (MnSCU) Board of Trustee Policy 1A.1, part 6, subpart g.

Section 4. Effective Date

This policy shall become effective upon signature of the President and shall remain in effect until modified or expressly revoked.
Section 5. Responsibility

The responsibility for implementation of this policy is assigned to the President, the Vice President of Administrative Affairs and the Director of Safety and Security.

Section 6. Implementation

In the event the president or designee declares an incident to be a major emergency or disaster, the procedures for implementation are established in the current Emergency Operation and/or Crisis Plan. This Plan will be reviewed and updated no less frequently than once every five years. Administrators and key support staff will receive ongoing training as needed to be able to carry out their responsibilities in keeping with that plan.

7. Review

This policy will be subject to review every five years, or more frequently as needed.

8. Signature

Issued on this date: May 8, 2104

[Signature]

President, Metropolitan State University

Issued: May 17, 1994
Revised: May 8, 2014
Emergency Procedures

www.metrostate.edu/security

Fire/Medical/Police  9-911
Saint Paul Safety Officer
   CELL  651-775-0444
   SAFETY DESK  651-793-1717
   LIBRARY AND LEARNING CENTER
   SAFETY OFFICER  651-775-0715
Minneapolis MCTC Safety Officer
   NONEMERGENCY  612-659-6910
   EMERGENCY  612-659-6900
Midway Center Safety Officer
   CELL  651-775-6122
   Safety and Security Office  651-793-1725
   24 Hour Answering Service  651-793-1700
   TTY  651-772-7687

Dial **11 on Saint Paul Campus and Midway Center phones to call the safety officer.
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Mission Statement

Safety and Security Office
The mission of the Metropolitan State University Safety and Security Office is to provide a safe and secure environment for all members of the community, which enables students, faculty, staff and guests to pursue their educational or occupational goals.
Security Services
Security services are contracted from professional security agencies. Safety officers are uniformed and trained on a variety of security and safety-related procedures. They are authorized to take appropriate action to assure the safety and security of all students, faculty, staff and visitors. Security services are augmented by local police, fire and ambulance response units. Responses from safety staff or emergency professionals will be as timely as possible, yet could be delayed due to other safety-related interests.

Metropolitan State University encourages all university community members to be fully aware of the safety issues on the campus and to take action to prevent and to report illegal and inappropriate activities. Personal awareness and applying personal safety practices are the foundation of a safe community.

Emergency Notification
The university may notify students, employees and guests of campus emergencies related, but not limited, to medical emergencies, tornado warnings, terrorist threats, bomb threats, chemical or hazardous related incidents, active shooters, fires or emergency evacuations.

Notifications may include the use of building public address (PA) systems, e-mails, fire alarms, internet or Web messages, posting safety alerts on doors and bulletin boards, internal phone system or verbal messages. Notifications may inform university members on the nature of the incident and outline any specific instructions related to appropriate actions and safety or security.

Reporting Emergencies and Crimes
Medical, rescue, fire and police should be contacted during an emergency by dialing 9-111. Metropolitan State security staff and/or local municipal police and emergency personnel will respond to emergencies occurring in facilities used by Metropolitan State. After calling 9-111 it is important that security be reached by calling the safety officer at your campus and giving the name of the facility that you are calling from and requesting security service, or by calling the safety officer's cell phones for the Minneapolis and Saint Paul campuses and the pager for the Midway Center at the numbers on the main cover of this book.

Dial 9-111 to:

- Report a situation requiring a police officer at the scene
- Summon an ambulance for medical assistance
- Report a fire
- Report a suspicious activity; and
- Report criminal activity.
Remember to:
• Stay calm;
• State the problem;
• State the location/building, floor and room number;
• Answer the operator’s questions;
• Stay on the line until the 911 operator terminates the call;
• Call 9-911 back if the situation changes and;
• Inform the safety officer that outside authorities have been contacted and will be arriving on campus. Security has procedures to assist with the incident and/or direct the fire/police-ambulance to the area.

Campus Security Report
Each year the Safety and Security Office creates and publishes an annual Campus Security Report offering three years of campus crime statistics. The Crime Awareness and Campus Security Act requires that this report include crime categories relating to homicides, sex offenses (forcible and nonforcible), robbery, aggravated assault, burglary, motor vehicle theft, arson, liquor/drug weapon offenses and hate crimes or crimes of prejudice. This report further includes policy statements, program descriptions and procedures to follow in response to criminal activities. Information relating to the notification of registered sex offenders that are enrolled or employed by this university can be obtained by visiting the Minnesota Department of Public Safety Bureau of Criminal Apprehension’s Premonitory Offender Registration and Tracking Program at www.dps.state.mn.us/bcrinvest/Documents/Rege-07.html.

The Metropolitan State End of Year Crime Report is located at the following Web address: www.metrostate.edu/security. It can be obtained in a hard copy form from the safety literature display cases on the St. Paul and Minneapolis campuses and Midway Center, or from the Security Office in Founders Hall on the St. Paul Campus. Upon request to 651-793-1725, it can be mailed to students, prospective students and employees. It is also available in alternative formats through Disability and Special Services at 651-793-1525 or 651-772-7687 (TTY).

Requesting Emergency Medical Services

Medical Emergency
9-911 Call the Emergency Communication Center. Give the dispatcher the following information.
Nature of the medical emergency:
• number of injured; and
• breathing, bleeding, broken bone, pain status

Location of the situation:
• exact building address and building name;
• room number, floor number; and
• telephone number.

651-793-1700 Call the Administrative Affairs Office:
• give the same information provided to the Emergency Center
dispatcher; and
• evenings and weekends, ask the answering service to contact
security/administrative personnel.

Do not attempt to move the victim. If you are properly trained, administer
CPR and/or first aid as appropriate. Never do more than you are trained to do.

Make certain someone meets the emergency response unit in the lobby.
Normally, the Safety and Security Office will arrange to meet the response
unit. Verify this when you call.

Inform the safety officer that outside authorities have been contacted and
will be arriving on campus. The officer has procedures to assist with the
incident and/or direct the fire/police-ambulance to the area.

Directions to First Aid kits and CPR masks are located on the Emergency
Evacuation Floor Plans. These are located throughout Metropolitan State floors

Fire Emergency

If smoke or fire is present
9-911 Call the Emergency Communication Center. Give the dispatcher the
following information:

Nature of the fire status:
• smoke; and
• confirmed fire

Location of the situation:
• exact building address and building name;
• room number, floor number; and
• telephone number.

651-793-1700 Call the Administrative Affairs Office.
• give the same information provided to the Emergency Center
dispatcher; and
• evenings and weekends, ask the answering service to contact
safety/administrative personnel.

For a small trash fire, fire extinguishers may be used, but never do more than
you are trained to do. Never place the fire between you and the exit.

Evacuate the area immediately if significant fire or smoke is present. Do not
use the elevators; use stairways only!

Fire alarm sounding and flashing status: evacuate the building immediately.
Do not stop to call the Fire Department. Metropolitan State buildings are
fire-panel monitored for this type of alarm and the Emergency
Communication Center is notified automatically.

Physically-challenged individuals are to report to stairwell landings as a safe
haven to wait for assistance from the responding fire department and/or
safety officer. Able-bodied individuals may notify fire fighters and the Safety
and Security Office of the location of the waiting physically-challenged
individuals and, as appropriate, their attendant.

Inform the safety officer that outside authorities have been contacted and will be
arriving on campus. The Safety and Security Office has procedures to assist with
the incident and/or direct the fire-police-ambulance to the area.

Fire pull stations, fire extinguishers, primary and secondary evacuation routes
are on all the Emergency Evacuation Floor Plans.

Evacuation Procedures
If building evacuation is declared by fire, police or administration, please leave
the building area by posted routes. Do not stand around in hallways or on the
sidewalks near the building. Move a safe distance away and into the tunnel
system during inclement weather. Do not reenter the building until the safety
officer gives the “all clear.”
Should a partial, or full, building evacuation become necessary, the Safety staff and Emergency Response will communicate evacuation information to appointed emergency evacuation coordinator to direct the evacuation. In case of fire, the emergency siren will sound.

The following procedures need to be followed for safe and orderly evacuation of floors and buildings:

- listen and react to the emergency communication and/or sounding siren;
- proceed by stairwell to a safe floor or exit as directed;
- physically-challenged individuals will be assisted by two predetermined assistants and
- one assistant moves the physically-challenged individual into the fire exit stairwell landing and remains with the individual until rescue personnel respond. The second assistant will immediately seek and inform a firefighter/security officer of the exact location of the individual needing evacuation.

Do:

- listen for announcements over building emergency system or directions from Safety staff;
- remember that orderliness and cooperation are more important than speed;
- follow the instructions of your floor captains or coordinators;
- use only the stairwells to evacuate;
- assist in moving physically-challenged individuals to stairwell landings;
- prepare to merge in the stairwell with people evacuating from other floors; and
- watch for firefighters coming up stairwells to handle the emergency.

Do not:

- use the elevator;
- run, push or create panic; and
- return to your office until Safety staff gives the “all clear”.

Arrival at safety zone/exit:

- wait for further instructions;
- remain calm and listen for further evacuation announcements; and
- emergency personnel will assist with evacuation of physically-challenged individuals.
Personal Safety

Call for an escort. The University Safety and Security Office can be contacted during regular business hours. Patrol and escort services are available during evening classes scheduled at the Minneapolis and St. Paul campuses as well as the Midway Center. Day escorts are available by request at the St. Paul and Minneapolis campuses by Safety and Security.

Protect your office.
- a. Lock your door and desk—even if you are going out for only a short time or going only a short distance. It takes only seconds to walk into your open room and steal your valuables.
- b. Do not prop open locked exterior building doors. These doors are locked for your protection and the protection of other community personnel.
- c. Never open exterior doors of the building for strangers. Always escort your guests to and from the main entrance doors.

Protect your automobile.
- a. Always lock your car doors and never leave your keys in the vehicle.
- b. Try to park your car in a well-lit area.
- c. Avoid leaving property where it is visible.

Protect yourself at night.
- a. Avoid walking alone at night.
- b. Refrain from taking shortcuts; walk where there is plenty of light and traffic.
- c. Call for an escort: Minneapolis—612-659-6810; St. Paul—651-793-1717 (desk) or 651-775-0444 (cell); Library—651-775-0716 (cell); Midway—651-775-6122 (cell); or TTY—651-772-7697.

Protect yourself walking.
- a. Avoid walking alone after dark. If you must travel alone at night, use the escort service for your campus to escort you to your on-campus destination or locations near campus.
- b. Walk along well-lit routes.
- c. Be alert to your surroundings. If you suspect you are being followed, run in a different direction, go to the other side of the street and yell for help, or head quickly for a lighted area or a group of people.
- d. Have your keys ready when returning to your vehicle and keep your personal or valuable items concealed and close to your body.
Policy Regarding Sexual Assault
Programs and Procedures

**Policy:**

1. Metropolitan State University's policy on sexual abuse and harassment is governed by the Minnesota State Colleges and Universities system's policy. In support of the system policy, Metropolitan State reaffirms the policy that sexual abuse and harassment will not be tolerated. Every effort will be made to assure that all members of the university community are provided an atmosphere free from sexual abuse and harassment. To prevent sexual abuse and harassment, educational efforts will be undertaken to inform employees and students of their responsibilities regarding such behavior, how to identify and eliminate potential sexual abuse and harassment and what steps can be taken if instances of sexual abuse and harassment are experienced.

2. Metropolitan State conducts a number of programs aimed at preventing sexual offenses and making the community aware of the potential of such crimes. These programs include nightly security patrols of the campus, providing escorts, inspecting the campus for potentially dangerous areas and implementing programs to inspect campus lighting and shrubbery. In addition, educational programs concerning sexual assault awareness are provided by university security, student services and counseling offices. The university also conducts a sexual harassment program called "The Invisible Line" for members of the university community.

3. Information relating to the notification of registered sex offenders that are enrolled or employed by this university can be obtained by visiting the Minnesota Department of Public Safety Bureau of Criminal Apprehension's Predator Offender Registration and Tracking Program at http://www.dps.state.mn.us/bca/Invest/Documents/Page-07.html and by visiting the Minnesota Department of Corrections Level 3 Predator Offender Information at http://www.cdc.state.mn.us/level3/level3.asp.
Help Us Protect You

Watch for suspicious persons in and around university buildings and in parking lots. Do not pursue them. Call university security immediately. Call university security if you should enter your office and find a stranger, regardless of the "cover story" supplied.

1. Suspicious activity:
   a. If you see any suspicious activity or people on or near campus, call university security immediately. Do not assume that what you observe is an innocent activity or that it has already been reported.
   b. Do not assume the person is a visitor or university staff member that you have not seen before.

2. Suspicious people may be:
   a. loitering about at unusual hours and locations; running, especially if something of value is being carried.
   b. exhibiting unusual mental or physical symptoms. Person(s) could be under the influence of drugs or otherwise needing medical or psychiatric assistance.
   c. carrying property that might be suspicious, depending on the circumstances, going from room to room trying door handles.

Door-to-door soliciting is not permitted in university facilities. Violations of this rule should be reported to university security immediately. Report all thefts and property loss immediately to university security. Be security conscious at all times.

Fire Extinguishers

Scope: This instruction applies to all personnel working as employees of Metropolitan State University, as well as appropriate vendors providing services to Metropolitan State University.

Reference Information: All fire extinguishers will be rated 2A:40BC or higher. Locations of extinguishers are identified on a building emergency evacuation floor plan (BEFP) and a current list is maintained by facilities services. Copies of the plan and the list are kept by the Safety and Security Office.

Monthly inspections: A contracted service will inspect each fire extinguisher for serviceability and initial the inspection tag on each extinguisher during the first week of the month.

Serviceability: Any fire extinguisher found to be unserviceable (or missing) will be exchanged or replaced immediately by maintenance, security staff or contracted service.
Operation and use
1. The contents are discharged by pressure. Do not discharge at a person’s face—stand a minimum of six to 10 feet from the fire.
2. Hold the extinguisher firmly in an upright position; twist and remove the pin.
3. Stay low to avoid inhalation of smoke and aim discharge just under the flames, using a side-to-side motion, sweeping the entire width of the fire. For wall fires, start at the bottom, sweep from side to side, and progress upward. For floor fires, sweep from side to side and move forward as the fire diminishes to reach the far edge of fire.
4. Never move into the area where fire was burning even though it appears to have been extinguished. You could be trapped and burned if the fire reignites.
5. Never use water extinguishers on electrical fires.
6. Never use extinguishers at distances of less than six to 10 feet.

Elevator Malfunction
In the event of an elevator malfunction, first attempt to restart the elevator by pressing a floor location button. Do not attempt to force the elevator doors open.

If the elevator does not restart, open the telephone panel or call box located in the elevator and call the emergency number listed or press the emergency button.

If a recording does not play a recorded message, give the operator the following information:
• building location;
• elevator number (displayed in phone panel);
• floor number (if known);
• number of persons in the elevator; and
• direction the car was moving.

Remain calm. Press the emergency or alarm button to notify building occupants. Do not attempt any unusual method of leaving the elevator or of starting the elevator.
Homeland Security

While Metropolitan State University is not considered a high-risk target for terrorism, following the tragic aftermath of Sept. 11, 2001, the university recognizes the importance of proactively addressing related interests. In preparing for and responding to emergencies, involving terrorists or otherwise, education, information and open communications are key components in the preparation and prevention of those emergencies. The Safety Office will offer threat protection advice from federal and state emergency management agencies during periods of national emergency that relate to campus safety.

Feelings of stress, fear and tension are natural during times when national safety is uncertain. Keeping your thoughts and actions in perspective and not becoming controlled by possible terrorist activities are key components in maintaining one’s peace of mind. We are taking positive and proactive steps in adjusting our emergency response procedures and working with the local emergency management system to better assure university members are safe in the event of local incidents. We ask that all university members familiarize themselves with our internal emergency procedures and report any suspicious or unusual activities to the Safety Office and/or contact public emergency services.

The U.S. Department of Homeland Security has created a five-level warning system. This national system offers information on terrorist risk levels and attempts to coordinate federal, state, local, corporate and public efforts against these threats. Different colors are represented at each terrorist risk level and are as follows: Green (Low Condition); Blue (Guarded Condition); Yellow (Elevated Condition); Orange (High Condition); and Red (Severe Condition). Below are informational Web locations that address a diverse blend of these safety and security recommendations.

U.S. Department of Homeland Security Home Page
http://www.dhs.gov/ dspublic/

http://www.fema.gov/ areyouready/

American Red Cross: Homeland Security Advisory System
http://www.redcross.org/services/disaster/beprepared/hseas.html

Minnesota Office of Homeland Security
http://www.dps.state.mn.us/homesa/mohomesa.asp
Weather Emergency

A severe weather warning is an alert issued by the National Weather Service and/or local community. Public warnings will be given by five-minute steady siren sounds over the County Civil Defense Warning System.

Tornado watch means the weather conditions for tornadoes exist within the specific area. No outdoor warnings will be sounded. When the weather turns hot and humid and looks unsettled, staff should tune radios to one of the following broadcast stations for weather information.

<table>
<thead>
<tr>
<th>AM Stations</th>
<th>FM Stations</th>
</tr>
</thead>
<tbody>
<tr>
<td>WCCO – 830</td>
<td>KQRS – 92</td>
</tr>
<tr>
<td>KQRS – 860</td>
<td>KDWB – 94.5</td>
</tr>
<tr>
<td>KSTP – 1500</td>
<td>KNOW – 91.1</td>
</tr>
<tr>
<td>KFAN – 1130</td>
<td></td>
</tr>
<tr>
<td>KDWB – 630</td>
<td></td>
</tr>
<tr>
<td>WWTC – 1280</td>
<td></td>
</tr>
</tbody>
</table>

Tornado warning means that a tornado or high winds have been spotted in the area. An alert signal is sounded outside to warn individuals to take shelter inside a building. When the siren is heard, all members of the community should seek protection inside a building, away from doors and windows.

A basement is preferred and offers the best protection. If no basement area exists, seek shelter in the interior stairwells of the buildings. If possible, stay tuned to one of the broadcast stations. Do not leave a protected area until the station advises that it is safe to do so, or Security/Facilities staff gives an “all clear.” Directions to tornado shelter areas are located on the Emergency Evacuation Floor Plans.

In the event of a tornado or severe storm warning, immediately:
- move away from the perimeter of the building and glass areas;
- go to enclosed areas in the building core and/or to the interior lower level areas and;
- do not remain in areas with glass exposed to the outside;
- remain in the safety zones until you hear the “all clear” sound from the emergency sirens or when an “all clear” is announced, or when Security/Facilities staff notifies you of the “all clear.” You may then return to normal work functions.
Winter Emergencies
When leaving from Metropolitan State during a winter storm, employees should use caution and consider the following winter safety tips.

If you must go outside or drive:
- Wear several layers of clothing. Layers keep you warmer than a single heavy coat. Gloves and a hat keep you from losing body heat.
- Let someone know when you expect to arrive and what route you plan to take. If your car gets stuck along the way, they can send out help along your predetermined route.
- Keep your gas tank full for emergency use and to prevent the fuel line from freezing.
- Have your Family Disaster Supplies Kit in the car trunk, along with blankets and a small shovel. Additionally, a small bag of sand can be used for extra traction if you get stuck.

Watch for signs of frostbite:
- Signs include the loss of feeling and a white, pale appearance in fingers, toes, nose or ear lobes.

When driving in icy conditions:
- Slow down. If you don’t have antilock brakes, pump, don’t slam on your brakes. Brake only when your car is in a straight position before a curve. Release the brake before you steer into a curve. Accelerate only after you decrease the steering angle to exit the curve.

If you get stuck while driving:
- Stay with your car. Do not try to walk to safety.
- Tie a brightly-colored cloth to the antenna and raise it high enough for rescue to see.
- Start the car and use the heater sparingly—about 10 minutes every hour. Keep the exhaust pipe clear so fumes won’t back up into the car.
- Leave the overhead light on when the engine is running so that you can be seen.
- As you sit, keep moving your arms and legs to keep blood circulating and to stay warm.
- Keep one window slightly open to let air in. Open the window away from the blowing wind.
How will you be warned?

- Winter weather advisory—when a significant winter storm or hazardous winter weather is occurring, imminent, or is an inconvenience.
- Winter storm warning—a significant winter storm or hazardous winter weather is occurring, imminent or likely, and is a threat to life and property.
- Heavy snow warning—issued if snowfall of more than four inches is expected within a 12-hour period or six or more inches is expected within a 24-hour period. (In areas where snow is uncommon, a heavy snow warning may be issued if only two or three inches are expected.)
- Blizzard warning—winds that are at least 35 mph or greater, blowing snow that will frequently reduce visibility to one-quarter mile or less for a duration of at least three hours, and dangerous wind chills are expected in the warning area.
- Wind chill index—the calculation of temperature that takes into consideration the effects of wind and temperature on the human body. This is not the actual air temperature.

Beware of hazards.

- Be careful walking on snowy, icy surfaces.

Telephone Threats

Bomb and terrorist threats are normally just that—threats. However, each situation should be considered individually. In the event of such a threat, remain calm. Gather as much pertinent information as you can to assist Security and the Police Department Bomb Unit in evaluating the risk level of the caller. Use the Bomb Threat Telephone Checklist on the following pages to obtain information from the caller or to document what you remember was stated if caller hangs up.

9-9-11 Call the Emergency Communication Center. Give the dispatcher the following information:

1. Nature of the threat or emergency state:
   - exact threat statement of caller; and
   - time perimeters stated by caller.

2. Location of the situation:
   - exact building address of the statement threat;
• room number, floor number of the statement threat;
• your exact location, building address, room and floor number; and
• your telephone number.

3. Notify your supervisor or university management immediately;
   • Give the same information as provided to the Emergency Communication Center dispatcher;
   • Do not touch any suspicious objects; and
   • Do not evacuate unless told to do so by proper authorities.

Call the following numbers:

Fire/Medical/Police ..................... 9-911
Saint Paul
   Cell: ................................ 651-775-0444
   Safety Desk: .......................... 651-793-1717
Library and Learning Center (cell) .... 651-775-0715
Minneapolis MCTC Safety Officer
   Nonemergency ..................... 612-659-6910
   Emergency: .......................... 612-659-6900
Midway Center
   Cell: ................................. 651-775-6122
Safety and Security Office ............ 651-793-1725
24 Hour Answering Service ............. 651-793-1700
TTY .................................... 651-772-7687
Bomb Threat Telephone Checklist

If you receive a bomb threat, remain calm. Have a prearranged signal alerting your supervisor to pick up the phone and monitor the call. If possible, record the message. Inform the caller that the bomb may injure innocent people.

Obtain as much of the following information as possible: ____________

Where is the bomb? ____________________________

When (what time) is the bomb set to go off? ____________________________

What does the bomb look like? ____________________________

What kind of package or box? ____________________________

What kind of bomb is it? ____________________________

What will cause the bomb to explode? ____________________________

Why did you set the bomb? ____________________________

Exact wording of the call: ____________________________

__________________________

See and complete questions on page 18.
Number at which call was received:
Time of call: ___________ Length of call: ___________
Date of call: ___________

Judge the voice: Man _______ Woman _______ Child _______
Loud __________ Soft _______ Deep __________
Raspy __________ Stunned _______ Disguised _______
Calm _______ Excited _______

Judge the speech: Rapid _______ Slow _______
Distinct _______ Distorted _______ Accent _______
Stutter _______ Lisp _______

Threat language: Well spoken _______ Foul _______
Irrational _______ Incoherent _______ Taped _______
Message read by threat maker _______

Origin of call: Local _______ Long distance _______
Internal _______ Booth _______

Background sounds: Music _______ Street noise _______
House noise _______ Machine noise _______
Animal noise _______ PA system _______
Other _______

Remarks _______

Call immediately reported: 
To: ____________________
Phone: __________________

Name of person receiving call: ____________________
Position: ____________________
Phone: ____________________
Date: ____________________

Signature of person receiving call and completing form: ____________________ Date: ___________
Dealing with Hostile/Angry Customers

Some Metropolitan State employees, students and guests can react with anger because of difficulty in finding help with their situations, emotional pain or discomfort, fear and anxiety.

1. React and respond to the individual in a calm but firm manner.
2. Use lower volume of voice to help the customer calm down.
3. Rehearse ahead of time what you would say or do in these situations.
4. Do not tolerate abusive behavior.
5. Make command statements in a firm but nonchallenging tone, saying what you want or do not want. "I understand that you are upset." "It sounds like you really are angry about this." "I do not want to argue with you." "I want you to leave."
6. Use strong body language. When standing, place your feet slightly apart, one foot slightly in front of the other. Relax your joints and position your shoulders over your feet.
7. If you are sitting down, use the same stance, body upright, ready to move.
8. Think over situations that could occur and how you would react. Go through the movements you would need to make to get help or get out of the situation. Practice. One strategy might be to keep a desk, chair or other object between you and the person to keep distance.
9. If you anticipate problems with an individual, let coworkers know ahead of time.
10. If you feel you may be in jeopardy, leave the area. Go somewhere else and notify the safety officer.

Purse and Wallet Thefts

A serious interest for office workers is purse and wallet theft. Thieves can be in and out of your workspace in just minutes and know just where to look. They may try to access your workspace by asking to use a restroom or asking for directions to a specific location, or they could even be coworkers.

1. Never leave your purse or wallet unattended, even for a moment.
2. Look your purse or wallet somewhere secure, such as a desk drawer or file cabinet if you cannot take it with you.
3. Lock your office door every time you leave the office unattended.
4. Do not bring any more cash to work than you need for the day.
5. If you need to carry credit cards, make sure you inventory them, listing card numbers and phone numbers to call in the event of their theft. (Suggestion: on one sheet of paper make a photo copy of your drivers license, blank check, and all credit cards.) Keep this list or photocopy in a safe place. Never carry your Social Security card with you; it could be used by a thief.
6. Be alert to anyone who tries to get you to leave your desk for errands. Some thieves pose as clients and try to get you to go to another room for a copy, and so on. Do not leave your desk unattended. If this is unavoidable, look it before you walk away from it.

7. Be alert to all people in your workspace. If you see someone you do not know, unaccompanied by a coworker, offer the “Friendly Challenge.” (see below)

8. If theft occurs, immediately report the crime to the safety officer. Time is of essence. Immediately call credit card companies and banks to report the theft. Extreme amounts of financial charges can be placed against your accounts within minutes of the theft.

The Friendly Challenge
If you see someone you do not know, offer a friendly challenge. The easiest way to do the friendly challenge is simply ask, “May I help you?” If the person is a legitimate client, you will then be able to escort him where he needs to go, provide directions, or phone ahead to the person or office that the individual is inquiring about. Offering assistance with detailed communication in attempting to relay a message improves quality services to the legitimate client and acts as a deterrent to the individual with ulterior motives.

The person intent on crime has received the message that he can be identified, and the communication between departments is precise enough to acknowledge individual movement in the building and on campus. If individuals do not belong in the building, they may offer a vague excuse. In most cases, a suspicious person will leave as soon as he knows he has been observed. If he does not, you may ask for identification, or go to the nearest courtesy phone and call the safety officer.

Requesting Nonemergency Support Services
Contact the safety officer for immediate assistance with:

- lockouts
- escort services
- basic first aid
- incident reports

Contact Administrative Affairs for safety and maintenance assistance on:

- room temperature
- water leaks
- broken items
- custodial services
RU Ready?
RU Ready? is a one-stop Web page for safety alerts and offers valuable information on a variety of emergency preparation procedures. You will always be able to find the latest alert information at http://www.metrostate.edu/READY

The RU Ready? Web page will be constantly updated with the latest campus alert and safety information.

Protecting Metropolitan State employees, students, and property is the shared responsibility of the entire university community. We can prepare ourselves for emergencies by taking simple steps such as reading and reviewing safety information, becoming informed about emergency plans and procedures, and getting involved in preparing our community.

The RU Ready? Web page provides information you will need to be prepared and also serve as a place on the internet that you can use to quickly find updates on campus situations like

- Bomb Threats
- Classroom Emergency and Safety
- Emergency Evacuation Procedures—Tornado, Fire, Bomb and Chemical
- Emergency Public Address Notification
- Lock Down and Active Shooter
- Medical Emergencies
- Pandemic Planning
- Weather Related Class Cancellation and Closing

Pandemic Planning and Information
Metropolitan State University is aware of the impact an influenza pandemic could have on our campuses. To prepare, a committee of university leaders have worked with local and county officials to create a coordinated operations and response plan.

The RU Ready? Web page provides information and links about pandemic influenza and gives you some practical, common sense measures to reduce your risk of contracting the flu.

In the unlikely event of an influenza pandemic, the RU Ready? Web page, as well as the main Metropolitan State home page, will be updated with the latest news and important information about university events and activities. At this time we recommend that you emphasize basic infection prevention measures. The measures include

- covering mouth and nose with a tissue when coughing or sneezing,
- washing hands often with soap and water or an alcohol-based hand rub, and
- staying home when you are sick.

Metropolitan State University will monitor all influenza developments and its review plans and processes to keep our community safe.

For additional information, go to the following Web site,
http://www.metrostate.edu/READY/pandemic.html

### Description of a Person
To assist the security officer and/or police officer, the most useful information to obtain when describing a person is:

<table>
<thead>
<tr>
<th>Sex</th>
<th>Race</th>
<th>Age</th>
</tr>
</thead>
<tbody>
<tr>
<td>Height</td>
<td>Weight</td>
<td>Build</td>
</tr>
</tbody>
</table>

**Hair/face:**
- Color
- Style
- Facial hair
- Eyes
- Glasses

**Clothing:**
- Hat
- Shirt
- Coat
- Tie
- Pants
- Shoes

**Speech/body:**
- Impediments/accents
- Tattoos, scars, marks, amputations
- Distinctive gait/limp

### Description of a Vehicle
To assist the security officer and/or police officer, the most useful information to obtain when describing a motor vehicle is:

<table>
<thead>
<tr>
<th>License plate number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Make</td>
</tr>
<tr>
<td>Color</td>
</tr>
<tr>
<td>Body style</td>
</tr>
<tr>
<td>Year</td>
</tr>
<tr>
<td>Accessories</td>
</tr>
<tr>
<td>Identifying marks</td>
</tr>
</tbody>
</table>
Crisis Intervention
The following organizations offer services and support programs to individuals experiencing difficulties. These services consist of professional individuals in the areas of crisis management to include psychology, social or sexual difficulties, chemical dependency, marriage and family crisis, stress management, conflict resolution, academic related concerns and many other personal interest areas. Individuals seeking support are welcome to contact the Safety Officer at 651-793-1725 for additional information on the below services.

State Employee Assistance Program (EAP) is to provide confidential, accessible services to individual employees and state agencies in order to restore and strengthen the health and productivity of employees and the workplace. 651-296-0765 or 800-657-3719

Metropolitan State University offers a variety of counseling, consultation and educational services designed to assist students with concerns that might interfere with their experience at Metropolitan State University. 651-793-1558

Other related support services
Ramsey County Adult Mental Health Services 651-793-7900

Crisis Intervention Center
Hennepin County Medical Center
612-347-3161 (Crisis Line)

STAR Alert - Emergency Mass Notification System
STAR Alert messages will alert you to a variety of campus related emergency notifications via text message to your personal cell phone and/or your email address. The messages will be sent should any emergency or incident arise which could threaten life, safety or impact normal campus operations.

Employee register
http://entry.inspirionlogistics.com/mnsu/metro_state/wens.cfm?ap_id=faculty
Student register
http://entry.inspirionlogistics.com/mnsu/metro_state/wens.cfm?ap_id=student
Community Faculty register
http://entry.inspirionlogistics.com/mnsu/metro_state/wens.cfm?ap_id=community