

2022-2024 Affirmative Action Development Training

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Training Objectives

- ❑ **Know MN regulations for Affirmative Action (AA) and the Affirmative Action Program (AAP)**
 - Minnesota Statutes and Administrative Rules
 - Purpose of Affirmative Action Plan
 - Agency and MMB's roles

- ❑ **Understand:**
 - Changes in the 2022-2024 AAP template
 - Availability and Underutilization

- ❑ **Become familiar with data worksheets**
 - New data worksheets
 - Data collection best practice
 - Use of each worksheet and results

Equal Opportunity & Affirmative Action

Equal Employment Opportunity is a principle that asserts that **all people should have the right to work and advance on the bases of merit and ability**, regardless of their race, sex, color, religion, disability, national origin, age, genetics, status with regard to public assistance, creed, marital status, familial status, sexual orientation, membership or activity in a local human rights commission.

Affirmative Action are employment programs required by state & federal statutes and regulations designed to remedy discriminatory practices in hiring protected group members; i.e., positive steps designed to eliminate existing and continuing discrimination, to remedy lingering effects of past discrimination, and to create systems and procedures to prevent future discrimination.

Frame of Affirmative Action Plan (AAP) in MN

❑ MS 43A.19 Affirmative Action

- Affirmative Action for the protected groups (i.e., females, racial/ethnic minorities, and individuals with disabilities) in MN

❑ MS 43A.191 Affirmative Action Programs

- Each executive agency w/ 1,000+ must have at least 1 full-time Affirmative Action Officer (AAO).
- Each executive branch agency must prepare/implement an AAP
- Affirmative Action Programs implementation obligation

❑ **Minnesota Administrative Rules 3905.0400 and 3905.0600**

- Requirements for agency Affirmative Action Plans

❑ Administrative Procedure 19.1

- Determined an AAP submission by July 31 of each even-numbered year.

Related Executive Orders

- **Executive Order 19-01**: Establishing a One Minnesota Council on Diversity, Equity, and Inclusion
- **Executive Order 19-15**: Providing for Increased State Employment of Individuals with Disabilities.
- **Executive Order 19-20**: Supporting the Selection and Employment of Veterans (FYI)

Affirmative Action Program Overview

Affirmative Action Program and Diversity/Equity/Inclusion

Affirmative Action

Remedial actions by Laws,
Regulations, Policies

Positive steps to get qualified
individuals who were historically
discriminated in employment

Quantitative / Reactive

Focus: Race, Sex, IWD, etc.

Diversity, Equity, & Inclusion

Inclusive concept & include
individuals of various
backgrounds

How the diversity in the
workplace works to change the
culture within.

Qualitative / Proactive

Focus: Similarities, Differences

BALANCE AND COMPLEMENTARY TOWARD THE SAME GOALS



- ❑ **Affirmative Action Plan (AAP) is a tool to ensure the playing field is even.**
 - If the above statement is true, further examine your agency strategies:
 - ✓ **How does your workforce actually look compared to the workforce your agency wants?**
 - Trends? – If the prior year's data is too of a small, analyze the past five or more years-accumulated data to determine trends
 - ✓ **Are there any potential indicator(s) of barrier(s) in our practices? – If so, we need to take action!**
 - Hiring/recruiting
 - Separation/retention
 - Promotion
 - Training
 - ✓ **Did our efforts make a positive impact on the workforce? – If not, what else should we do?**
 - Past efforts – if they work, keep and credit them. If not, choose different strategies.

MMB and Agency's Roles

MMB

- Provide:
 - AAP template, tools, resources, and related information/updates
 - Training and technical assistance
- Oversee:
 - Agencies' AAP submission and plan approval
 - Report submission
- Monitor regulatory changes and adjust practices/AAP content
- Collaborate agencies, System Office, and Metropolitan agencies

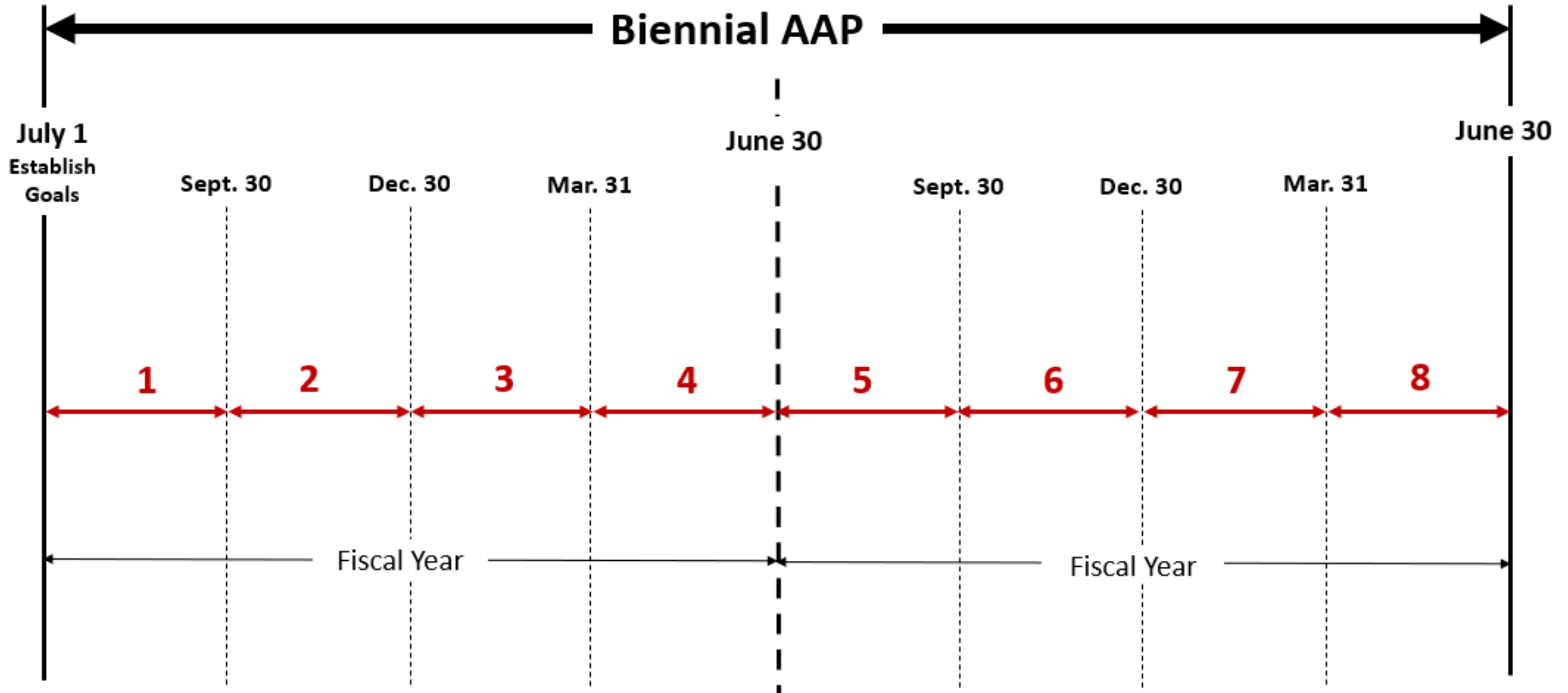
Agencies

- Implement and submit AAP by July 31, 2022 for 2022-2024 plan
- Post approved AAP on the agency's website and report the link to MMB.
- Submit approved AAP to the Legislative Library.
- Direct the agency complaint process and procedure.
- Submit reports to MMB (audit & sanction)
 - Quarterly Monitoring the Hiring Progress (QMHP)
 - Annual ADA
 - Internal Complaint Disposition Report
 - Annual Internal Complaint
 - Annual Veteran's report

Agency Reporting Obligations

Report	Statutes	Due Date
Monitoring the Hiring Progress Quarterly Report	<u>M.S. 43A.191</u> ; <u>Minn. Rule 3905.0700</u>	Q1 (Jan./Mar): 3 rd Friday April Q2 (Apr./June): 3 rd Friday July Q3 (July/Sept.): 3 rd Friday Oct. Q4 (Oct./Dec.): 3 rd Friday Jan.
Annual Internal Complaint Report	<u>M.S. 43A.04, subd. 3</u> ; <u>Minn. Rule 3905.0500</u>	Reported by calendar year; due January 30 th annually
Annual ADA Report	All State Agencies <u>M.S. 43A.191</u> ; <u>Exec. Order 96-9</u> ; <u>Title I and Title II of the Americans with Disabilities Act (“ADA”)</u>	Reported by fiscal year; due September 1 st annually
Annual Veteran’s Report	<u>Executive Order 10-13 Supporting the Selection and Employment of Veterans</u> and <u>Laws of Minnesota 2009, Chapter 94, Article 3, Section 22</u>	Reported by fiscal year; due November 11 th
Internal Complaint Disposition Report	All State Agencies <u>M.S. 43A.04, subd. 3</u> ; <u>Minn. Rule 3905.0500</u>	Ongoing; within 30 days of final disposition of complaint

Relations with AAP Cycle and QMHP Report



Monitoring the Hiring Progress and Monitoring the Hiring Process Reports

☐ Quarterly Monitoring the Hiring Progress (QMHP)

- Requirement: Agencies with 25 or more employees
- Track Competitive and Noncompetitive appointments
- Underutilized EEO job group(s) and protected groups
- Analyze if the identified underutilization areas have attained the established goals identified in the current MMB approved AAP.

If not, review your efforts and consider other efforts to improve the area(s).

☐ Monitoring the Hiring Process – HR/recruiter use

- Track each appointment by hiring steps and protected group
 - Total Applicants
 - Met minimum qualifications
 - Interviewed
 - Position offered
 - Hired

• **Best Practice**

Track **ALL** appointment decisions

Documents, Documents, Documents!

Annual Internal Complaint Report and Internal Complaint Disposition Report

Annual Internal Complaint Report

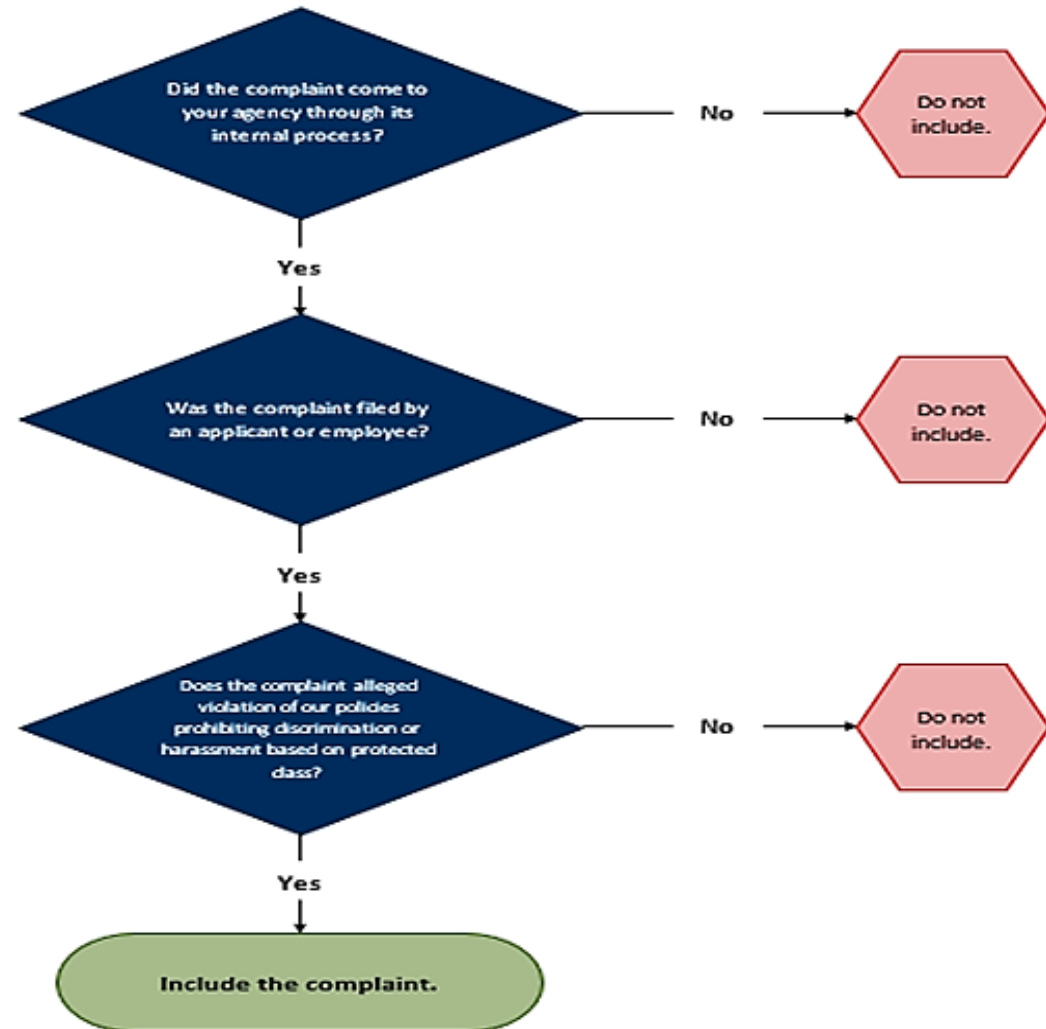
- A summary of the internal complaint disposition reports during the reporting period

Internal Complaint Disposition Report

- Report each internal complaint report within 30 days of final determination of the complaint

FAQs are coming!

Quick Decision Flow Chart



Affirmative Action Program Final Availability

Final Availability: What We Should Look Like

- ❑ Final availability is referred to “What we should look like.”
 - An estimate percentage of **qualified** females, racial/ethnic minorities, or individuals with disabilities available for employment in the relevant labor market who are available for posttensions in a given job category
 - A combination of two-factor data (i.e., external and internal data) used to identify what the qualified workforce in the job category **supposed** to look like
- ❑ Final availability will be compared to the job category headcounts to determine the existence of underutilization.

Two Factor Analysis

Factor 1 External Availability

C. Job category
worksheet

Weighted within EEO Job Category

- Head counts –
Total
- Head counts by
Census
Occupation Code
(COC)

Weight the
COC
availabilities

External
Availability for
the EEO Job
Category

E. Determining
Availability
worksheet

Weighted
external &
internal
availabilities

Final
Availability
for the EEO
Job
Category

Factor 2 Internal Availability

D. Feeder jobs
worksheet

Weighted within EEO Job Category

- Identify feeder jobs
- Head counts –
Total of the feeders
- Head counts by
protected group

Weight the
protected
group

Internal
Availability for
the EEO Job
Category

External: Census Occupational Code Data

MINNESOTA

Census occupation code	Census title	SOC	Labor force total	Male (%)	Female (%)	White (%)	Minority (%)	No disability (%)	disability (%)
Labor Force total			3,052,368	52.2	47.8	87.1	12.9	94.0	6.0
	All Management Occupations	11-0000	318,272	60.7	39.3	93.2	6.8	96.0	4.0
0010	Chief executives and legislators	11-1011 / 11-1031	24431	74.8	25.2	96.4	3.6	93.5	6.5
0020	General and operations managers	11-1021	17522	66.8	33.2	94.6	5.4	97.4	2.6
0040	Advertising and promotions managers	11-2011	1216	36.1	63.9	99.6	0.4	99.4	0.6
0051	Marketing managers	11-2021	12097	37.8	62.2	96.7	3.3	97.9	2.1
0052	Sales managers	11-2022	10695	67.5	32.5	94.1	5.9	98.1	1.9
0060	Public relations and fundraising managers	11-2030	1708	25.8	74.2	85.3	14.7	93.4	6.6
0101	Administrative services managers	11-3012	1332	27.4	72.6	100.0	0.0	94.5	5.5
0102	Facilities managers	11-3013	2054	75.6	24.4	92.3	7.7	97.6	2.4
0110	Computer and information systems managers	11-3021	15103	70.0	30.0	84.2	15.8	97.2	2.8
0120	Financial managers	11-3031	24636	47.6	52.4	93.9	6.1	97.9	2.1
0135	Compensation and benefits managers	11-3111	383	0.0	100.0	89.0	11.0	99.0	1.0
0136	Human resources managers	11-3121	9148	36.7	63.3	91.3	8.7	96.6	3.4
0137	Training and development managers	11-3131	1396	41.5	58.5	98.0	2.0	92.1	7.9
0140	Industrial production managers	11-3051	6044	80.5	19.5	93.2	6.8	97.1	2.9
0150	Purchasing managers	11-3061	3668	52.2	47.8	97.4	2.6	96.6	3.4

Census Data (External Availability) Selection

EEO Job Category: Officials and Administrators - Minorities

* Given the example: the total employees is 100; race/ethnic minority is 7.

Census Occupation Code (COC)	Census Title	USA Data (%)	MN Data (%)	Rochester MSA Data (%)	Racial/Ethnic Minorities in Workforce (%)
N/A	All Management Occupations	16.90	6.80	3.70	7.00*
0020	General and Operations Managers	14.20	5.40	3.90	7.00*
0136	Human Resources Managers	20.00	8.70	0.90	7.00*

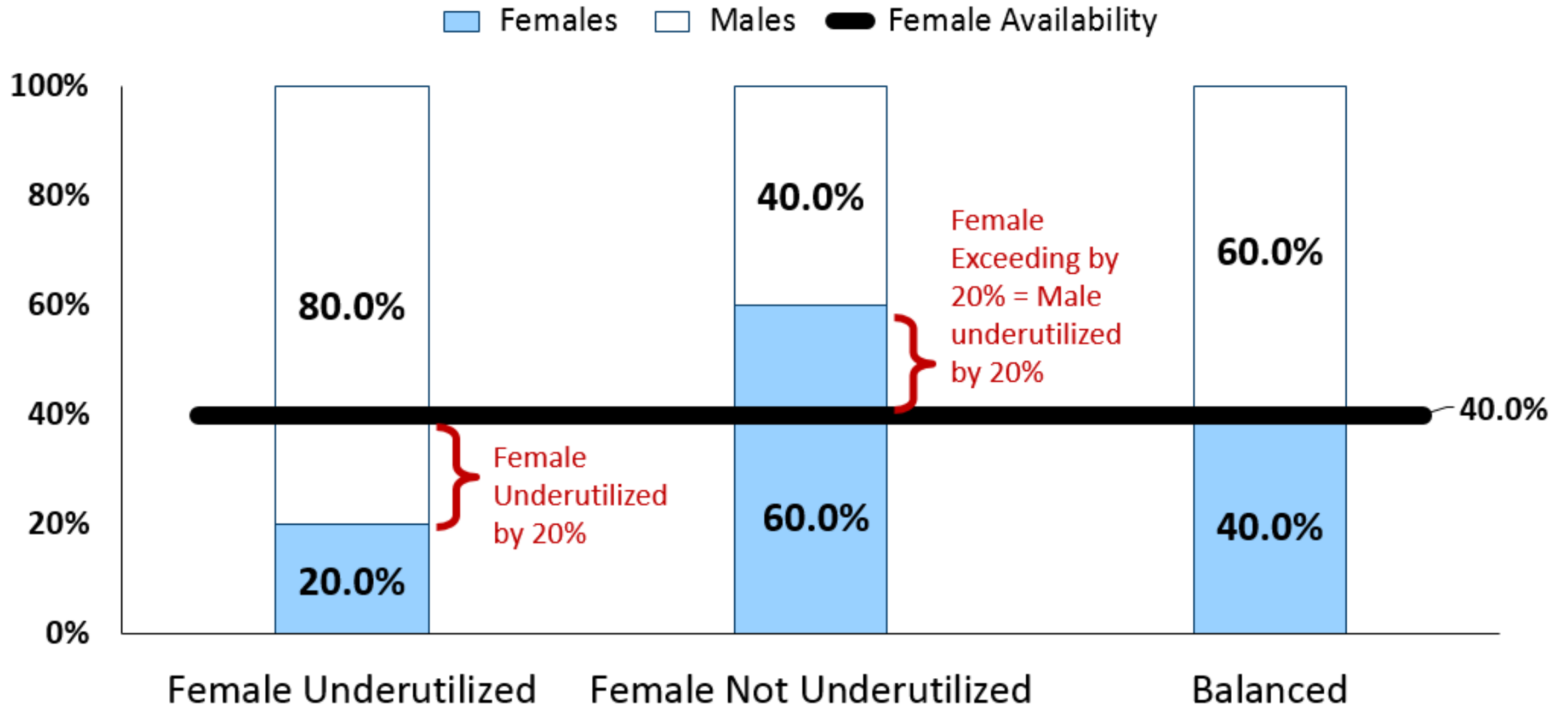
External Availability – External/Internal Weighting

EEO Job Category: Officials and Administrators - Minorities

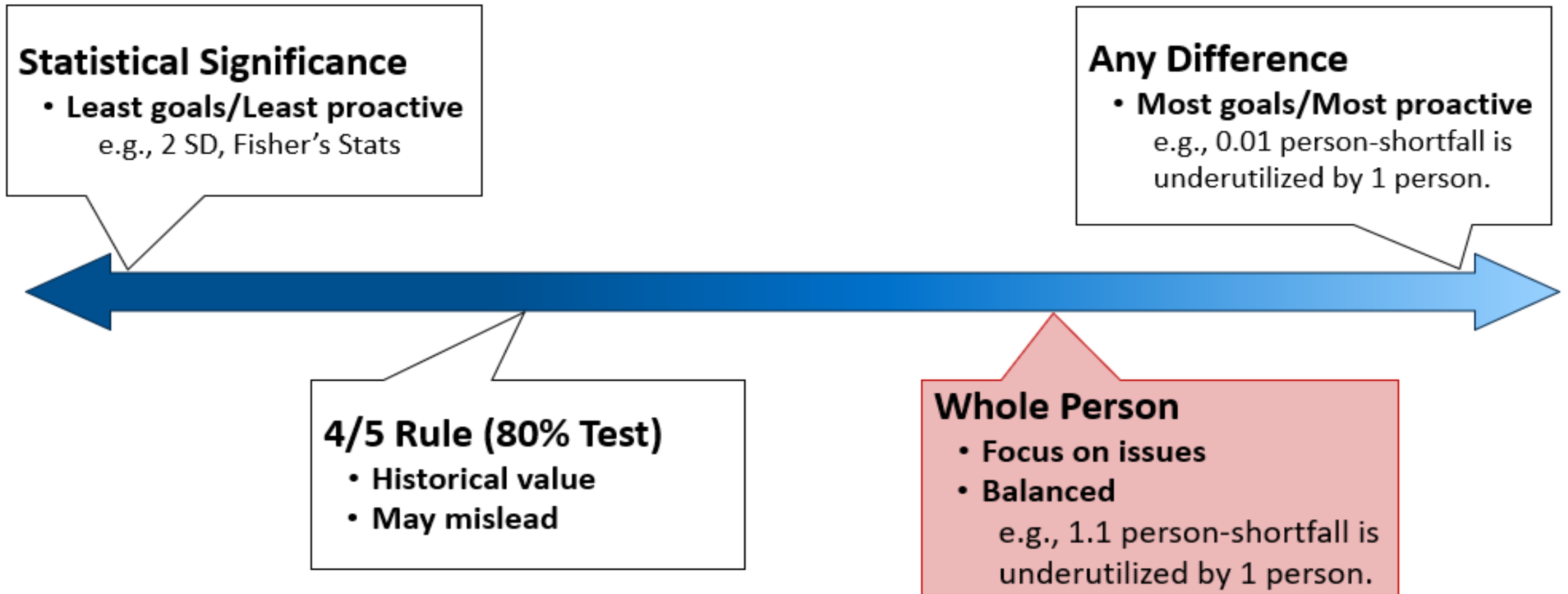
* Given the example: the total employees is 100; race/ethnic minority is 7; Internal availability for race/ethnic minority is 14%.

COC	Census Title	MN Data (%)	Race/Ethnic minority in workplace (%)	External/Internal Weighting 100/0 Final Avail. (%)	External/Internal Weighting 80/20 Final Avail. (%)	External/Internal Weighting 20/80 Final Avail. (%)	External/Internal Weighting 0/100 Final Avail. (%)
N/A	All Management Occupations	6.80	7.00*	6.80	8.24	12.56	14.00*
0020	General and Operations Managers	5.40	7.00*	<u>5.40</u>	7.12	12.28	14.00*
0136	Human Resources Managers	8.70	7.00*	8.70	9.76	12.94	14.00*

Final Availability and Underutilization



Method to Determining Underutilization



Keep in Mind: Identification of underutilization is **NOT** an identification of discrimination.

Established Goals

- ❑ Established goals are **NOT**
 - Quotas
 - A justification to extend preference to any individual on the basis of any protected characteristics
 - Hire more protected groups of people
 - Hire regardless of qualifications
- ❑ Hiring efforts toward the established goals should be by outreach and recruitment.
 - Increase the number of qualified applicants to increase a chance we hire most qualified applicants in protected group(s).

10-minute break

- Get coffee, snack
- Stretch
- Go to bathroom
- Anything you want

Come back on time!

Data Sets and Summary of Templates for AAP

2022-2024 AAP Template Changes

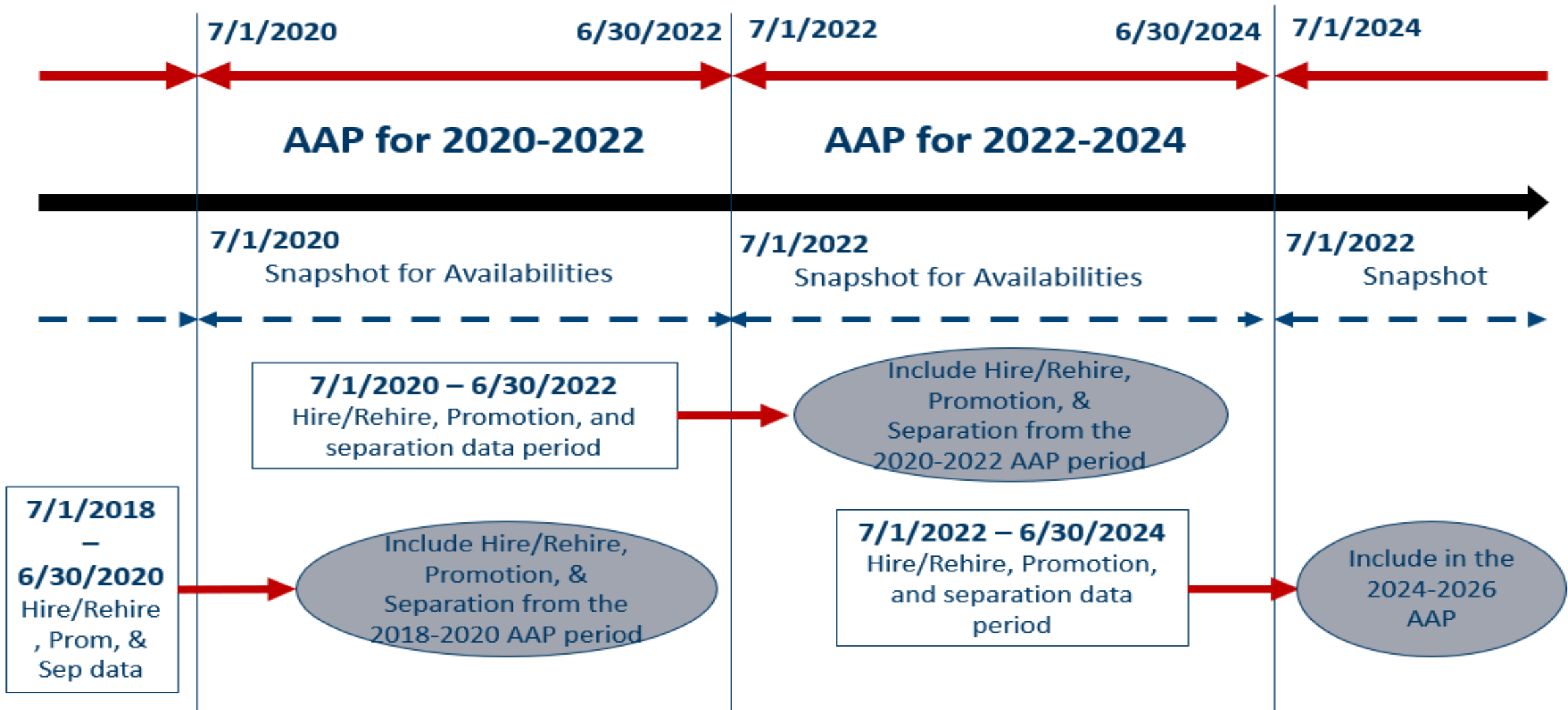
❑ **Evolutionary AAP Availability Worksheets and Narrative**

- Simple data entries and consistence
- No need to count employees manually any more
- Alignment each state job code to Occupation Census Code (OCC) in American Community Survey (ACS) with weighted representation for external and internal availabilities
- Data redaction tables are ready for your publication
- Better accessibility for AAP narrative

❑ **NEW AAP Instruction Manual**

- Step by step instructions

Relations with AAP Cycle and AAP Data



Required Data for AAP Development

Data Name	Data Details	When to Use
Data Snapshot Date	<p><u>All active classified and unclassified, including temporary unclassified</u> employees by EEO job category as of 7/1/2022.</p> <p>It is acceptable for a different snapshot date, but it should be as close date as possible.</p>	<ul style="list-style-type: none"> ▪ Underutilization ▪ Job Category Analysis ▪ Feeder Group Analysis ▪ Internal Availability
Hires/ Rehires	<p><u>All classified and unclassified, including temporary unclassified, hires/rehires</u> during 7/1/2020 – 6/30/2022 (FY2021-2022) by EEO job category.</p> <p>It is acceptable for a different data period, but it should be as close dates as possible.</p>	<ul style="list-style-type: none"> ▪ Progress Report
Promotions	<p><u>All classified and unclassified, including temporary unclassified promotions</u> during 7/1/2020 – 6/30/2022 (FY2021-2022) by EEO job category.</p> <p>It is acceptable for a different data period, but it should be as close dates as possible.</p>	<ul style="list-style-type: none"> ▪ Progress Report
Separations	<p><u>All classified and unclassified, including temp unclassified, separations</u> during 7/1/2020 – 6/30/2022 (FY2021-2022) by EEO job category.</p> <p>An employee who moved to a different college/university does not constitute a separation.</p> <p>It is acceptable for a different data period, but it should be as close dates as possible.</p>	<ul style="list-style-type: none"> ▪ Separation Analysis

Data Collection for AAP

❑ Pulling Data

- Log in the Administrative Portal, Data Warehouse Reporting, and Data Warehouse.
- Go to “Catalog,” shared folders, AgencyReportExchange, and EODI.
- Then, look for the report name for the below data.

Data Name	Report Name
Data Snapshot Date	EEO4 Detailed Protective Class Report 2 (New) Last Modified 10/29/2021
Hires/Rehires/ Promotions	Hired Employee Demographics (Detailed Two Factor Analysis Data) 2 Last modified 10/28/2021
Separations	Separated Employee Demographics (Detailed Separation Analysis) Last Modified 11/3/2021

2022-2024 Availability Workbook Template Changes

2020-2022 AAP	2022-2024 AAP
Availability Worksheets <ul style="list-style-type: none">▪ There were 12 worksheets in one workbook▪ Must work with the 12 worksheets	Availability Worksheets <ul style="list-style-type: none">▪ There 2 workbooks with data redaction worksheets<ol style="list-style-type: none">1. AAP Appendix A-B2. AAP Appendix C-D-E-F
Separation and Retention Analysis by Protected Groups <ul style="list-style-type: none">▪ Analyze separation by separation type	Separation and Retention Analysis by Protected Groups <ul style="list-style-type: none">▪ Analyze separation by separation type▪ Analyze separation by protected group
Publication in the final AAP <ul style="list-style-type: none">▪ Only percentages	Publication in the final AAP <ul style="list-style-type: none">▪ Data redaction (both numbers and percentages for less than 10)▪ Accessible appendices

AAP Appendix Workbooks

□ AAP Appendix A-B

- **A. Data** (hires/rehired/promotion)
- **A. Progress Report**
- **Publish-A. Progress Report**
- **B. Separation Analysis**
- **Publish-B. Separation Analysis**

□ AAP Appendix C-D-E-F

- **Data**
- **Run Macro**
- **C. Job Category analysis**
- **Feeder Jobs**
- **Determining Availability**
- **Utilization-Goals**
- **Publish-F. Utilization-Goals**

AAP Appendix Workbooks (cont.)

❑ Before you start developing your agency AAP, please review:

- AAP Template Instructions

❑ Read the instructions first.

- Data collection definitions
- Directions for how to use the workbook
- Analysis tips

❑ **IMPORTANT!**

Enter data pulled from OBIEE as directed.

- All worksheets are linked each other based on the Data you entered.

Do NOT delete any rows and columns.

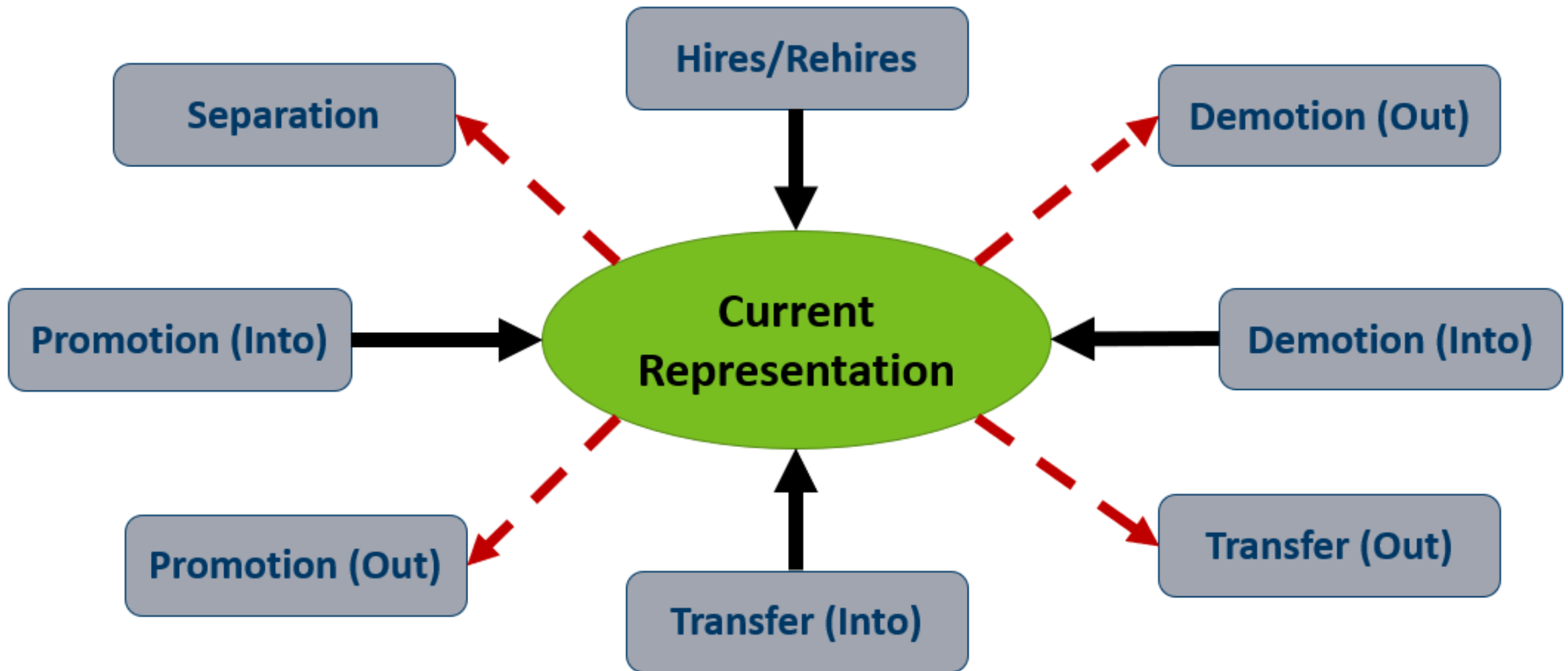
❑ All cells have been locked for except cells for data entry.

- Refer to the “Remarks” worksheet for unlock process.
- Recommend keeping worksheet locked.

AAP Appendix Workbook Demo

Data Analyses - Deciphering the Results

Current Representation and Personnel Transactions



Review the Prior Year AAP

- **It is critical to review the prior year AAP**
 - What have you worked in the past?
 - ✓ What has worked and what has not?
 - ✓ Do you need to abandon the past actions/efforts? Are they too soon to see the result of the actions?)
 - ✓ Is outreach a right solution? How about training? Is it a right solution?
 - **Build an historical narrative to demonstrate your strong good faith efforts.**

Look for Progress

☐ Identify areas of concern and obstacles:

- Outreach, job descriptions, separation, reorganization, business/economic conditions, EEO category change, etc.
- Patterns you see in comparing to the past AAPs – do you always have goals for the same EEO categories and/or protected group? Same units?

☐ Analyze progress

- Met or Not met a goal? – why is this?
- Sufficient/insufficient opportunities?
- A few hires – 30% is a hiring goal. Two hires and one of them was female. Does it tell a story?
- Established goals in previous AAP became “monitor” indicators?

☐ Analyze changes in representation of the protected groups

- More/less protected group representation in your workforce? – Are the previous plan activities working?
- Decreased protected groups? – New activities need to be developed or too early to determine?
- Protected group’s hiring/promotion rate exceeding rate more current employee representation?

Look for Progress (cont.)

❑ Review feeder groups

- Do other jobs have skills as a feeder group to an EEO job category? If not, what can you do to increase the future pipeline?

❑ Analyze applicant flow (Step Analysis)

- Did the outreach activities bring qualified applicants?
- Did the percentage of applicants in particular group increased?
- What was the hiring rate from the applicants by the activities? (the Monitoring the Hiring Process form is helpful to conduct a step analysis)
- Examine your hiring processes. Do you see processes in which applicants in protected group(s) were removed? Are there other barriers to processes like, screening steps or interview steps?

❑ Review the effectiveness of training

- Who can benefit from training? How does the training assist employees' career development? Other additional trainings?
- Do you have measurement to analyze the training effectiveness?

- ❑ Do not stuck in the weeds.
 - 1 female hire out of 2 hires toward the goals of 30% of females. Is it meaningful?
 - 2 minority separations out of 3 entire separation (66% of minority separation). Is it meaningful? – you many need to review your workforce and historical data.
- ❑ Prioritize the areas identified.
- ❑ Track all good faith efforts you made relating to the goals. Use them to tell the story in your AAP.
- ❑ Continue the efforts/actions made in the prior AAP if your agency determine progress has been made. Cite the progress in the AAP. If there was no progress, develop different actions.

Developing an Effective AAP Narrative

- ❑ After you analyze the data, what are your areas of concerns.
- ❑ Describe:
 - Actions to address the concerns
 - Timeline
 - What does success look like?
- ❑ Consider other actions if there is no progress.

Areas for Further Monitoring	Corrective Actions
<p>Officials/Managers</p> <ul style="list-style-type: none"> • <i>Racial/Ethnic Minorities and Individuals with Disabilities are underutilized.</i> • <i>Lower promotional rate into this job category for females and individuals with disabilities, which contributes to the underutilization for these protected groups.</i> 	<ul style="list-style-type: none"> • <i>By June 30, 2021, develop an awareness or training strategy for racial/ethnic minorities and individuals in the officials/managers job category to prepare for promotional opportunities.</i> • <i>By December 31, 2020, partner with racial/ethnic minorities and individuals with disabilities community organizations to establish relationships to develop talent pipelines to positions in this job category. Evaluate the success of these activities at the end of this plan year.</i>
<p>Professionals</p> <ul style="list-style-type: none"> • <i>The agency needs to “monitor” racial/ethnic minorities because underutilization may occur by some employee movement.</i> • <i>Individuals with Disabilities are underutilized.</i> • <i>Data shows racial/ethnic minority professionals disproportionately leave voluntarily by resignation.</i> 	<p><i>Even though there is no underutilization of racial/ethnic minorities in this job category, it is an area that potentially will be underutilized if protected group members separate.</i></p> <ul style="list-style-type: none"> • <i>By June 30, 2021, provide workshops on career ladders and develop a mentor program to support career development.</i> • <i>Immediately review agency exit survey data for racial/ethnic minorities and conduct an analysis. Develop a plan to address any significant issues.</i> • <i>Utilize the State of Minnesota Connect 700 program to increase exposure to state jobs in the disability community.</i>

AAP Narrative Template Instructions

Technical AAP Narrative Instructions

❑ Example 1:

- This statement reaffirms **[Insert agency name]** is committed to Minnesota's statewide affirmative action efforts....

update to

This statement reaffirms *Minnesota Management and Budget* is committed to Minnesota's statewide affirmative action efforts....

❑ Example 2:

- The agency's Affirmative Action Plan is available to all employees on the agency's internal website at **[Insert internal website URL and hyperlink here.]** or in print copy to anyone who requests it.

update to:

The agency's Affirmative Action Plan is available to all employees on the agency's internal website at [MMB AAP \(https://mmb.extranet.mn.gov/mmb-extranet/hr-toolbox/\)](https://mmb.extranet.mn.gov/mmb-extranet/hr-toolbox/) or in print copy to anyone who requests it.

Technical AAP Narrative Instructions (cont. 1)

Job Categories	Females	Racial/ Ethnic Minorities	Individuals with Disabilities
Officials & Administrators	x	-	-
Professionals	-	x	x
Technicians	-	-	-
Paraprofessionals	-	x	-
Office/Clericals	-	-	-
Service Maintenance	x	x	x

Accessible Table

- Type a “ - ” (a dash sign) in a cell when there is no data in the cell.
- Do **NOT** merge any rows or columns except very first row. – Better to follow the AAP narrative template.

Technical AAP Narrative Instructions (cont. 2)



Alt Text ▼ ×

How would you describe this object and its context to someone who is blind?
(1-2 sentences recommended)

Minnesota logo

Generate a description for me

Mark as decorative ⓘ

Accessible Snapshots, pictures, etc.

- Insert alternative texts
- Check the “Mark as decorative” box if the inserted snapshot/picture is a just cosmetic purpose.

Copy and Paste Data to AAP Narrative

FEMALES (Promotion includes both promoted into and within the job category.)

Job Category	Prior AAP Total Employee #	Prior AAP Total Females #	Prior AAP Total Females %	Prior AAP Availability Females %	Total Hires & Promotions #	Total Hired #	Males Hired #	Females Hired #	Unknown Hired #	Females Hired %	Total Promoted #	Males Promoted #	Females Promoted #	Unknown Promoted #	Female Promoted %	Actual Females Hiring (%)	Females Had Goals in Prior AAP?	Females Goal Met?
Officials/Administrators	78	26	33.33%	33.03%	13	<10	<10	<10	<10	**.**%	13	<10	<10	<10	**.**%	**.**%	-	-
Professionals	2377	849	35.72%	30.57%	468	344	209	130	<10	37.79%	124	75	49	<10	39.52%	38.25%	-	-
Technicians	26	10	38.46%	28.44%	<10	<10	<10	<10	<10	**.**%	<10	<10	<10	<10	**.**%	**.**%	-	-
Protective Services: Sworn																		
Protective Services: Non-sworn																		
Paraprofessionals	16	<10	**.**%	43											**.**%	**.**%	-	-
Office Clerical	11	11	100.00%	95.80%	<10	<10	<10	<10	<10	**.**%	<10	<10	<10	<10	**.**%	**.**%	-	-
Skilled Craft																		
Service Maintenance																		
Total	2508	904	36.04%		502	365	220	140	<10	38.36%	137	82	55	<10	40.15%			

COPY DATA CELLS ONLY

Job Category	Prior AAP Total Employee #	Prior AAP Total Females #	Prior AAP Total Females %	Prior AAP Availability Female %	Total Hires & Promo #	Total Hired #	Male Hired #	Females Hired #	Un-known Hired #	Females Hired %	Total Promo #	Male Promo #	Females Promo #	Un-known Promo #	Female Promo %	Actual Female Hiring (%)	Female Had Goals in Prior AAP?	Female Goal Met?
Officials/Administrators																		
Professionals																		
Technicians																		
Protective Services: Sworn																		
Protective Services: Non-sworn																		
Paraprofessionals																		
Office Clerical																		
Skilled Craft																		
Service Maintenance																		
Total																		

SELECT ALL DATA CELLS

1. Go to AAP Appendix workbook.
2. Select the worksheet you want to copy & paste.
3. **Shade all data areas ONLY** in the AAP Appendix workbook.
4. Go to the Appendices section in the AAP narrative
5. **Shade all cells** in the appropriate table in the narrative AAP.
6. Paste the data.
7. Delete unnecessary job category rows.

When pasting the data, use the simple paste function.

Do NOT use other paste functions such as "values" or "formula."

Process: from Agency AAP Submission to Approval

AAP Narrative Submission and Approval

- ❑ **AAP submission – by July 31, 2022**
 - Submit to **MMB** (aareports.mmb@state.mn.us)
 - ✓ AAP narrative (all data tables must be included in the appendices section) in **Word** format.
 - ✓ AAP Appendix workbooks (both A-B and C-D-E-F) in **Excel** format.

- ❑ **Response from MMB – within 60 calendar days after receipt**
 - Either an approval memo or modification request.
 - Continue modifications until your plan is approved.

- ❑ **AFTER received an approval memo from MMB:**
 - Make the approved AAP narrative in word to PDF (it must include all required signatures).
 - Check accessibility of the approved AAP narrative in PDF.
 - Send copies of the accessible AAP narrative to the Legislative Reference Library.
 - Upload it on your web site.
 - Report the URL of the AAP and AAP Appendix to **MMB** (aareports.mmb@state.mn.us)

Template, Instructions, and Related Resources

❑ HR Toolbox:

<https://mmb.extranet.mn.gov/mmb-extranet/hr-toolbox/recruitment-and-retention/equal-opportunity/affirmative-action/templates-checklists-worksheets.jsp>

❑ MMB AAP web page:

<https://mn.gov/mmb/employee-relations/equal-opportunity/affirmative-action/resources.jsp>

Available:

- ❑ AAP narrative template
- ❑ AAP Appendix Workbooks
- ❑ AAP Training PowerPoint
- ❑ Recorded AAP training session
- ❑ Resources
 - Availability by geographical areas

Questions?

Contact Eric Falk (Eric.Falk@state.mn.us or 651-201-8088)

Thank You!

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