

Affirmative Action Plan Development Tips for Agencies with Less than 25 Employees

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Contact below if you want to request an alternative format of this worksheet and/or there are questions:

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Purpose of the Instructions

The purpose of the Affirmative Action Plan Development Tips is to provide Affirmative Action Officers, and other key staff, with detailed instructions for completing agency Affirmative Action Plans. It is important to review this document in its entirety prior to the development of your agency's plan.

Developing a Narrative Affirmative Action Plan Template

The AAP narrative template can assist agencies by simplifying AAP narrative development and allows agencies to focus more time on analyzing workforce data and content for corrective actions.

AAP must be made accessible. The following directions will assist you to develop an accessible AAP.

Bold and Red Fonts in Brackets

The AAP narrative template contains descriptions in bold and red []. The description brackets include instructions when developing your agency's AAP. After editing as the instruction indicate, delete the brackets and 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 **[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.

Hyperlink

When you create a hyperlink to the AAP template, make a hyperlink and write the URL with parentheses in case the link does not work and follow up is required.

Example:

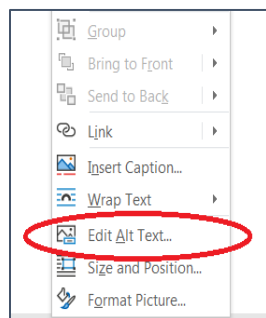
[MMB AAP](https://mmb.extranet.mn.gov/mmb-extranet/hr-toolbox/) (https://mmb.extranet.mn.gov/mmb-extranet/hr-toolbox/)

However, do not change hyperlinks in policies.

Alternate Text

Whenever a picture and/or snapshot is added, they need alternate text describing what they are.

1. Click the picture/snapshot after inserting it in the document.
2. Right click and select "Edit Alt Text".



3. "Alt Text" field will be on the right side of the document.
4. Describe what the picture/snapshot is.



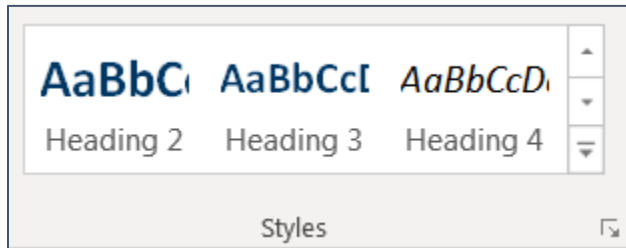
The alternate text for this picture is “Minnesota logo.”

5. Close the “Alt Text” field.

Editing the Table of Content

Making Headings Appear on the Table of Contents (TOC)

The 2020-2022 AAP template is set to show three levels in the Table of Contents (TOC). Those levels are derived from the font styles from “Styles” ribbon at the top (i.e., Heading 1, Heading 2, and Heading 3).



If you want to make the content appear as Level 1, highlight the content and select Heading 1 from the Styles list. In the template, the “Statement of Commitment” is Level 1. To make them Level 1, simply go to the content page, highlight “Statement of Commitment” and click Heading 1.

“A. Commissioner” is Level 2. Go to the content page, highlight “A. Commissioner” and click Heading 2.

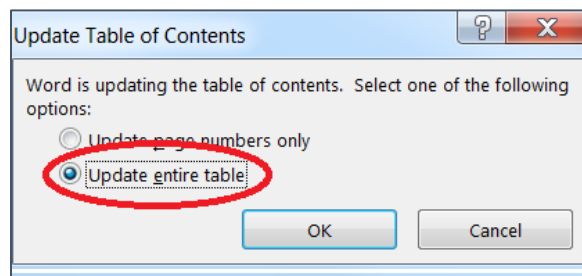
Table of Contents	
Statement of Commitment	4
Executive Summary	5
Organizational Profile	7
Individuals Responsible for Directing/Implementing the Affirmative Action Plan	8
A. Commissioner	8
B. Affirmative Action Officer	9

However, you will not see the update in the Table of Contents until you take the TOC update process shown in the next section.

Updating Table of Contents

After you have completed your document, you can update the TOC. Follow the below steps to update the TOC:

1. There are two ways to update the TOC:
 - a. Right click on anywhere on “Table of Contents” then, select “Update Field” or
 - b. Go to “References” and click “Update Table.”
2. Check “Update entire table” and click “OK.” The TOC will be updated to reflect the changes in the heading levels.



Saving the AAP Narrative in PDF

It is recommended to save the narrative AAP in pdf from word format. Refer to the following directions to save the narrative AAP in pdf.

1. Make sure the AAP in word is accessible:
 - a. Tables have “blank” in any empty cells and change to white font.
 - b. Snapshots have alternate texts.
 - c. Hyperlinks have a whole URL.
 - d. Table of Contents has been updated.
2. Go to “File” at the top-left corner.
3. Click “Save as Adobe PDF” on the left side.
4. Type a file name and select “PDF files” in the “Save as type” field.
5. Click “OK.”

Note: Select 600 dots per inch (PDI) or high resolution when you select to scan the narrative AAP. In this way, a screen reader is highly likely to be able to read the scanned file.

Checking Final Accessibility

Check accessibility of the AAP after making it in PDF by taking the steps in Saving the AAP in PDF or making it by scanning.

1. Open the PDF made from the word document.
2. Click “Tools” on top of the PDF.
3. Click “Accessibility.”



4. Click “Accessibility Check.”



You will see an “Accessibility Checker Options” window. Click “Start Checking.”

5. Right click on “Title – Failed” under “Document (3 issues)” on your left.

Approval Process

1. Submit an AAP in a word document to:
MMB (aareports.mmb@state.mn.us).
2. Receive an approval memo or update request from MMB.

If you receive an update request, make changes based on feedback provided to the AAP and/or AAP Appendix if requested; resubmit to:

MMB (aareports.mmb@state.mn.us).

3. Receive an approval memo from MMB.
4. Mail two hard copies of your educational institution’s AAP to the MN Legislative Reference Library via USPS or interoffice mail to:

MN Legislative Reference Library
645 State Office Building
100 Rev. Dr. Martin Luther King Jr. Blvd
St. Paul, MN 55155-1050

5. Post the AAP on agency’s web site and send the URL to MMB (aareports.mmb@state.mn.us).

6. Email one electronic copy of your educational institution's AAP to the MN Legislative Reference Library at reports@lrl.leg.mn.

Alternative Signatures

All Affirmative Action Officers are required to get physical signatures or certified e-signatures from signers on the final AAP.

However, sometimes it is difficult and time consuming for all to physically sign, provide certified e-signatures, or replace signed pages with the alternative pages. Such certified signatures or signature copies are not accessible when the AAP is saved into PDF even if they have alternative tests.

Given this circumstances, MMB/EOD&I Unit will accept typed signatures; however, MMB/EOD&I needs some way to verify with the signer that it's really them.

Only when a signer can't sign an AAP, please follow the below directions. AAP reviewers:

1. Request to type in the signer's name on the pages in the AAP as appropriate.
2. Request the signer to send the below statement from his/her email address to the assigned AAP reviewer:

I intend for my typewritten name on the statement of commitment and executive summary in the 2022-2024 [agency/college/university's name] Affirmative Action Plan to constitute my signature.

3. Keep a copy of the cover email with the AAP.

When we receive this message from all signers and all AAP contents are satisfactory, we will issue a certificate.

If you have any questions, please contact Eric Flak (eric.falk@state.mn.us or 651-201-8088).