

# AFFIRMATIVE ACTION PLAN

2012 - 2014

FOR THE

MINNESOTA SPORTS FACILITY AUTHORITY  
900 SOUTH FIFTH STREET  
MINNEAPOLIS, MINNESOTA 55415  
(612) 332-0386

EEO Coordinator: Mary Fox-Stroman  
Director of Finance  
Minnesota Sports Facilities Authority  
Phone: (612) 335-3311



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Ted Mondale  
Executive Director

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Date

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## DESCRIPTION OF PROJECT OR CONTRACT

Minnesota Sports Facility Authority is located at 900 South Fifth Street, Minneapolis, Minnesota. MSFA operates a statewide sports facility.

## EQUAL EMPLOYMENT OPPORTUNITY POLICY

This statement affirms the Authority's policy of providing Equal Opportunity to all employees and applicants for employment in accordance with all applicable Equal Opportunity / Affirmative Action laws, directives and regulations of federal, state, and local governing bodies or agencies.

The Authority will not discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, ancestry, sex, sexual orientation, disability, age, marital status, status with regard to public assistance, membership on a local human rights commission, protected veteran status, or any other protected characteristic.

The Authority prohibits the harassment of any employee or applicant for employment because of race, color, creed, religion, national origin, ancestry, sex, sexual orientation, disability, age, marital status, status with regard to public assistance, membership on a local human rights commission, protected veteran status, or any other protected characteristic.

The Authority also prohibits retaliation, including intimidation, threats, or coercion, because an employee or applicant has objected to discrimination or harassment or has otherwise sought to obtain his/her legal rights under any local, state, or federal Equal Employment Opportunity law.

The Authority will commit the necessary time and resources, both financial and human, to achieve the goals of Equal Employment Opportunity and Affirmative Action. Employees or subcontractors not complying with applicable equal employment opportunity / affirmative action laws may be subject to appropriate action by the Authority, including but not limited to disciplinary action, termination of employment, and termination of a contract.

The Authority has appointed an EEO Coordinator to manage the Equal Employment Opportunity Program: Mary Fox-Stroman. If you feel you have been a victim of discrimination or wish to review the Authority's Affirmative Action Plan, please contact Mary Fox-Stroman (612-335-3311).

Dated: \_\_\_\_\_

Minnesota Sports Facility Authority

By: \_\_\_\_\_



Ted Mondale  
Executive Director

## **ASSIGNMENT OF RESPONSIBILITY FOR AFFIRMATIVE ACTION PROGRAM**

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

1. Develop our EEO/AA policy statement and Affirmative Action Plan/Program, so that it is consistent with our policies, and so that it establishes our affirmative action goals and objectives.
2. Implement the Affirmative Action Plan/Program including internal and external dissemination of our EEO/AA policies and plan.
3. Conduct and/or coordinate EEO/AA training and orientation.
4. Ensure that our managers and supervisors understand it is their responsibility to take action to prevent the harassment of employees and applicants for employment.
5. Hold discussions with managers, supervisors and employees to ensure that our equal opportunity policies are being followed.
6. Ensure that all minority, female, and disabled employees are provided equal opportunity as it relates to organization-sponsored training programs, recreational/social activities, benefit plans, pay and other working conditions.
7. Review qualifications of all our employees to ensure that minorities, women and disabled employees are given full opportunities for transfers and promotions.
8. Periodically audit our training programs and hiring and promotions patterns to remove any impediments to the attainment of our goals and objectives.
9. Implement and maintain EEO audit, reporting, and record-keeping systems in order to measure the effectiveness of our Affirmative Action Plan/Program and to determine whether our goals and objectives have been attained.
10. Maintain, monitor and measure our progress toward meeting our affirmative action goals.
11. Identify problem areas and recommend solutions.
12. Coordinate the implementation of necessary affirmative action to meet compliance requirements and goals.
13. Serve as liaison between our organization and relevant governmental enforcement agencies.
14. Serve as liaison between protected class groups and our organization.
15. Coordinate the recruitment and employment of women, minorities, and people with disabilities, and coordinate the recruitment and utilization of businesses owned by women, minorities, and people with disabilities.
16. Receive, investigate, and attempt to resolve all EEO complaints.
17. Keep management informed of the latest developments in the area of EEO.

18. Disseminate Anti-Harassment Policy to all new employees and re-communicate such policy annually.

## **DISSEMINATION OF AFFIRMATIVE ACTION POLICY AND PLAN**

The Equal Opportunity/Affirmative Action Plan will be disseminated as outlined below:

### **Internal Dissemination**

The dissemination of the affirmative action plan will include, but will not be limited to, the following methods:

1. All employees will receive a copy of the Affirmative Action Policy Statement.
2. The affirmative action plan will be available at the office of the Affirmative Action Officer for review by all employees.
3. A copy of the Affirmative Action Policy Statement will be posted on bulletin boards at the receptionist area and other locations identified by the Affirmative Action Officer.
4. The Anti-Harassment Policy will be distributed to all new employees and re-communicated annually to all employees.
5. All persons with personnel responsibilities, such as the Commissioners, the Executive Director, management and employees, will be informed of their duties to communicate and explain the affirmative action plan to employees under their supervision.
6. Information about the affirmative plan will be a component of all employee orientations and other appropriate in-house training programs.
7. The informational posters, as provided by the Minnesota Department of Management and Budget will be posted in all MSFA work areas and other locations accessible to employees and all applicants for employment.

### **External Dissemination**

1. The phrase "An Equal Opportunity/Affirmative Action Employer" will be included on MSFA letterhead and all advertisements for employment or contracting.
2. All persons and organizations doing business with the MSFA will be informed of the Authority's affirmative action policy.
3. The Affirmative Action plan will be available on the MSFA web site, [www.msfa.com](http://www.msfa.com).

4. We will notify all recruitment sources, employment agencies, and labor unions of our EEO/AA policies, and we will encourage them to assist us in achieving our affirmative action objectives by actively recruiting and referring women, minorities, and people with disabilities.

## **WORKFORCE**

As of September 24, 2012, MSFA employed 95 employees. We have included a Workforce Analysis in the Support Data.

## **INTERNAL AUDIT AND REPORTING SYSTEMS**

The Minnesota Sports Facility Authority (MSFA) will develop an internal monitoring and reporting system to assist the Affirmative Action Officer (AAO) in evaluating progress essential for a successful Affirmative Action Program. Department heads, managers, and supervisors will be responsible for providing the EEO Coordinator with information and/or statistical data as necessary to measure our good faith efforts to implement our programs.

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

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

### **Identification of Problem Areas**

#### **1.1 Executive/Senior Level Officials and Managers**

This Job Group is comprised our MSFA's executives and upper level management. Our analysis reflects that the percentages of minorities, women and individuals with disabilities in this Job Group are equal to or more than would reasonably be expected given their availability percentages; therefore, no placement goals for minorities, women or individuals with disabilities have been established. If any vacancies should occur in this Job Group during the upcoming twelve months, we will make good faith efforts to recruit interested and qualified female, minority and disabled candidates.

#### **3. Technicians**

This Job Group is comprised of our technicians, including the video and scoreboard crews. Our analysis reflects that the percentages of minorities and women in this Job Group are equal to or more than would reasonably be expected given their availability percentages, therefore, no placement goals for minorities or women have been established. Our analysis further reflects that the percentage of individuals with disabilities in this Job Group is less than would reasonably be expected given their availability of 11.52%; therefore, a placement goal for individuals with disabilities has been established. If any vacancies should occur in this Job

Group during the upcoming twelve months, we will make good faith efforts to recruit interested and qualified female, minority and disabled candidates.

5. Office and Clerical Workers

This Job Group is comprised of our office workers and includes 3 employees. Our analysis reflects that the percentages of minorities, women and individuals with disabilities in this Job Group are equal to or more than would reasonably be expected given their availability percentages; therefore, no placement goals for minorities, women or individuals with disabilities have been established. If any vacancies should occur in this Job Group during the upcoming twelve months, we will make good faith efforts to recruit interested and qualified female, minority and disabled candidates.

7. Operatives

This Job Group is comprised of our parking lot attendants. Our analysis reflects that the percentages of minorities and individuals with disabilities are less than would reasonably be expected given their availability percentages of 30.78% and 11.55%; therefore, placement goals for minorities and individuals with disabilities have been established. Our analysis further reflects that the percentage of women in this Job Group is equal to or more than would reasonably be expected given their availability percentage, therefore, no placement goal for women has been established. If any vacancies should occur in this Job Group during the upcoming twelve months, we will make good faith efforts to recruit interested and qualified female, minority and disabled candidates.

9. Service Workers

This Job Group consists of our security and maintenance employees. Our analysis reflects that the percentages of minorities, women and individuals with disabilities in this Job Group are equal to or more than would reasonably be expected given their availability percentages; therefore, no placement goals for minorities, women or individuals with disabilities have been established. If any vacancies should occur in this Job Group during the upcoming twelve months, we will make good faith efforts to recruit interested and qualified female, minority and disabled candidates.

**Placement Goals**

The following are the placement goals of MSFA for the upcoming AAP year (12 months).

**Placement Goals – Minority**

Job Group 7 – 30.78%

**Placement Goals – Disabled**

Job Group 3 – 11.52%

Job Group 7 – 11.55%



*The establishment of a Placement Goal does not amount to an admission of impermissible conduct. It is neither a finding of discrimination nor a finding of a lack of good faith affirmative action efforts. Rather, the establishment of a Placement Goal is designed to be a technical targeting term used exclusively by affirmative action planners who seek to apply good faith efforts to increase in the future the percentage employment of minorities and women in a workforce.*

During the plan year, it is our goal to meet the availability percentage for women, minorities or disabled individuals in all job groups, as identified in our availability vs. incumbency analysis charts included in the Support Data. We will make specific good faith efforts to achieve the availability percentages for minorities, women or disabled individuals in any job group where underutilization is identified by our analysis.

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

Many of the Technician and Service Maintenance employees are part-time and/or seasonal and will be called back year after year and opportunities for recruiting are very limited.

Recruitment and hiring activities, if any, may result from filling positions which are open due to unanticipated turnover and attrition. Goals have been established to allow progress in the areas identified as underutilized if unanticipated turnover or attrition occurs.

1. Workforce Composition. Monitoring of job groups and openings will facilitate affirmative hiring practices if necessary.
2. Applicant Flow Composition. There is no statistically significant adverse impact. Efforts will be undertaken to review and improve the applicant flow if opportunities to recruit occur.
3. Total Selection Process. The Affirmative Action Officer will continue to aggressively monitor as well as proactively assist hiring managers with outreach, advertising and selection to ensure they have the ability to capitalize on bringing in qualified minority, female and disabled applicants to fill any unanticipated vacancies. MSFA will review all new job descriptions, hiring policies and procedures to eliminate potential discrimination.
4. Transfer and Promotion. There were no transfers or promotions during this AAP year.
5. Organization Facilities and Employer-Sponsored Activities. There is no discrimination in facilities, or in employer-sponsored activities based upon protected class's status. Reasonable accommodation will continue to be made for persons with disabilities to ensure full access to facilities and activities.
6. Employer Training Programs. MSFA will hold training classes for MSFA supervisory and management staff on key human resource issues in order to be in compliance with federal, state and local civil/human rights laws.

7. Workforce Survey. MSFA will conduct a periodic survey of the Authority's workforce to determine employee attitudes toward implementation of the plan.
8. Employee Committee. MSFA will create a committee to advise on implementation of the plan and on any changes needed in the plan.
9. Performance Evaluation. MSFA will evaluate supervisory and managerial employee's performance in implementing the Authority's affirmative action plan and in preventing forbidden discrimination in the workplace.
10. Workforce Attitude. No problem identified. MSFA through its management and the Affirmative Action Officer will monitor workforce attitude throughout the plan term and take action appropriate where necessary.
11. Retention and Promotion Plan. MSFA will establish a retention and promotion plan for protected groups to minimize the potential loss of these employees. The plan provides for training opportunities for protected group members, to the extent necessary to eliminate underutilization in specific parts of the workforce.

#### **MEASURES TO FACILITATE IMPLEMENTATION OF EQUAL EMPLOYMENT OPPORTUNITY POLICY AND AFFIRMATIVE ACTION PROGRAMS**

In order to facilitate the implementation of our commitment to Equal Employment Opportunity and Affirmative Action, MSFA will take the following positive steps:

##### **Recruitment of Employees**

1. All solicitation or advertisements for employees placed by or on our behalf or our subcontractors will state that all qualified applicants will receive consideration for employment regardless of their race, color, creed, religion, national origin, sex, sexual orientation, disability, age, marital status, status with regard to public assistance or membership or activity in a local human rights commission. Copies of advertisements for employees will be kept on file.
2. We will not indicate, in help-wanted advertisements, a preference, limitation, specification, or discrimination based on sex unless sex is a bona fide occupational qualification for a particular job. The placement of an advertisement in columns classified by publishers on the basis of sex, such as columns headed "Male" or "Female" is considered an expression of a preference, limitation, specification or discrimination based on sex.
3. We and our subcontractors will make job opportunity information equally available to potential applicants from both protected and non-protected class groups, unless there is a bona fide occupational requirement for a particular job.
4. We will encourage present minority, female and disabled employees to recruit other minorities, women and disabled individuals.

5. Recruitment brochures pictorially presenting work situations will include minority, female and disabled members of our workforce.
6. Special efforts will be made to have minorities, women and disabled employees on the personnel relations staff.

### **Training Programs**

1. We will provide training programs leading to promotions for protected class employees.
2. Minority, female and disabled employees will be afforded a full opportunity and will be encouraged to participate in all organization sponsored educational and training programs.
3. On-the-job training programs as well as other training and educational programs to which we give support or sponsorship, will be reviewed to ensure that minority, female and disabled employees are given equal opportunity to participate.
4. Appropriate steps will be taken to give active encouragement to minority, female and disabled employees to increase their skills and job potential through participation in available training and educational programs.
5. We will ensure that qualified minority, female and disabled employees are included in supervisory training classes.

### **Retention and Promotion Plan**

MSFA will establish a retention and promotion plan for protected groups to minimize the potential loss of these employees. The plan provides for training opportunities for protected group members, to the extent necessary to eliminate underutilization in specific parts of the workforce.

### **Pre-Employment Review Process**

The Affirmative Action Officer will generate annually Affirmative Action data reports indicating current disparities and will distribute them to department supervisors and managers. When filling a vacancy in an occupational category in which a disparity exists, we will follow these procedures.

1. Upon notification by the hiring manager that an opening exists, the Affirmative Action Officer will determine whether a disparity exists for that position.
2. The Affirmative Action Officer will work with the hiring supervisor, monitoring the hiring process, to ensure that available protected group candidates for whom there are disparities are included.

3. Where a disparity exists, protected group candidates are available and the intended hiring selection is not a protected group member, the hiring supervisor must provide rationale with the Affirmative Action Officer to substantiate his/her decision.
4. The Affirmative Action Officer will review the rationale and attempt to resolve the hiring situation. If agreement cannot be reached, the Executive Director will approve or deny the selection. All decisions will be made in writing and will be maintained on file in the Office of the Affirmative Action Officer.

#### **Reasonable Accommodation to Physical and Mental Limitations**

MSFA makes reasonable accommodations to the physical and mental limitations of employees or applicants to the extent that such accommodation does not impose an undue hardship on the conduct of its business. When an employee with a known disability is having significant difficulty performing his or her job and it is reasonable to conclude that the performance problem may be related to the known disability, the employee will be notified of the performance problem and asked if the problem is related to the disability. If the employee indicates the performance problem is related to his or her disability, the employee will be asked if reasonable accommodation is needed.

## **SUPPORT DATA**

1. Workforce Analysis
2. Job Group Analysis
3. Availability Analysis
4. Incumbency vs. Availability – Minorities and Females
5. Incumbency vs. Availability – Individuals with Disabilities
6. Summary of Prior Year Affirmative Action Program Results
7. Religion, National Origin Discrimination and Accommodation for Religious Observance and Practice Policy, Sex Discrimination Guidelines and Prevention of Harassment and Discrimination Policy and Problem Resolution Policy

# 1. Workforce Analysis

MINNESOTA SPORTS FACILITIES AUTHORITY  
 WORKFORCE ANALYSIS SUMMARY

9/24/12

Department					Male								Female								
	Total Employees	Total Male	Total Female	Total Minority	White	Hisp	Black	AI/AN	Asian	NH/PI	2 & 2+	Unk.	White	Hisp	Black	AI/AN	Asian	NH/PI	2 & 2+	Unk.	
Administration	9	2	7	0	2								7								
Maintenance	13	13	0	1	12			1													
Parking	12	10	2	1	9		1						2								
Scoreboard	5	5	0	0	5																
Security	2	1	1	1	1										1						
Video	54	42	12	4	38		3					1	11				1				
TOTAL	95	73	22	7	67		4	1				1	20		1		1				
PERCENTAGE	100.00%	76.84%	23.16%	7.37%	70.53%		4.21%	1.05%				1.05%	21.05%		1.05%		1.05%				

MINNESOTA SPORTS FACILITIES AUTHORITY  
WORKFORCE ANALYSIS

9/24/12

Dept: Administration

Job Title	Comp	EEO	Department Totals			Male							Female										
			Total Employees	Total Male	Total Female	Total Minority	White	Hisp	Black	AI/AN	Asian	NH/PI	2 & 2+	Unk.	White	Hisp	Black	AI/AN	Asian	NH/PI	2 & 2+	Unk.	
CEO/Executive Director	J	1.1	1	1	0	0	1																
Director of Facilities & Engineering	I	1.1	1	1	0	0	1																
Chair	H	1.1	1	0	1	0																	
Director of Finance	H	1.1	1	0	1	0																	
Director of Communications	G	1.1	1	0	1	0																	
Event Svcs Manager	G	1.1	1	0	1	0																	
Finance Assistant	F	5	1	0	1	0																	
Executive Assistant-PT	E	5	1	0	1	0																	
Operations Assistant-PT	E	5	1	0	1	0																	
TOTAL			9	2	7	0	2																
PERCENTAGE			100.00%	22.22%	77.78%	0.00%	22.22%																

Dept: Maintenance

Job Title	Comp	EEO	Department Totals			Male							Female										
			Total Employees	Total Male	Total Female	Total Minority	White	Hisp	Black	AI/AN	Asian	NH/PI	2 & 2+	Unk.	White	Hisp	Black	AI/AN	Asian	NH/PI	2 & 2+	Unk.	
Technical Services Manager	G	1.1	1	1	0	0	1																
Technical Maintenance	F	3	6	6	0	1	5			1													
General Maintenance	F	9	4	4	0	0	4																
Part Time Maintenance	E	9	2	2	0	0	2																
TOTAL			13	13	0	1	12			1													
PERCENTAGE			100.00%	100.00%	0.00%	7.69%	92.31%			7.69%													

Dept: Parking

Job Title	Comp	EEO	Department Totals			Male							Female										
			Total Employees	Total Male	Total Female	Total Minority	White	Hisp	Black	AI/AN	Asian	NH/PI	2 & 2+	Unk.	White	Hisp	Black	AI/AN	Asian	NH/PI	2 & 2+	Unk.	
Parking Lot Supervisor	F	7	1	1	0	0	1																
Parking Attendant - PT	E	7	11	9	2	1	8			1													
TOTAL			12	10	2	1	9			1													
PERCENTAGE			100.00%	83.33%	16.67%	8.33%	75.00%			8.33%													



MINNESOTA SPORTS FACILITIES AUTHORITY  
WORKFORCE ANALYSIS

9/24/12

Dept: Scoreboard

Job Title	Comp	EEO	Department Totals				Male							Female									
			Total Employees	Total Male	Total Female	Total Minority	White	Hisp	Black	AI/AN	Asian	NH/PI	2 & 2+	Unk.	White	Hisp	Black	AI/AN	Asian	NH/PI	2 & 2+	Unk.	
Scoreboard Crew - PT	E/F	3	5	5	0	0	5																
TOTAL			5	5	0	0	5																
PERCENTAGE			100.00%	100.00%	0.00%	0.00%	100.00%																

Dept: Security

Job Title	Comp	EEO	Department Totals				Male							Female									
			Total Employees	Total Male	Total Female	Total Minority	White	Hisp	Black	AI/AN	Asian	NH/PI	2 & 2+	Unk.	White	Hisp	Black	AI/AN	Asian	NH/PI	2 & 2+	Unk.	
Lead Security Guard-Loading Dock	F	9	1	1	0	0	1																
Security	F	9	1	0	1	1																	
TOTAL			2	1	1	1	1																
PERCENTAGE			100.00%	50.00%	50.00%	50.00%	50.00%																

Dept: Video

Job Title	Comp	EEO	Department Totals				Male							Female									
			Total Employees	Total Male	Total Female	Total Minority	White	Hisp	Black	AI/AN	Asian	NH/PI	2 & 2+	Unk.	White	Hisp	Black	AI/AN	Asian	NH/PI	2 & 2+	Unk.	
Video Crew - PT	E/G	3	54	42	12	4	38		3						1		11						
TOTAL			54	42	12	4	38		3						1		11						
PERCENTAGE			100.00%	77.78%	22.22%	7.41%	70.37%		5.56%						1.85%		20.37%						

Minnesota Sports Facilities Authority  
Salary/Wage Range Chart

Compensation Code Ranges

Code	Hourly Rate	Yearly Rate
A	\$4.25 - \$4.80	\$8,840 - \$10,000
B	\$4.81 - \$7.20	\$10,000 - \$15,000
C	\$7.21 - \$9.61	\$15,000 - \$20,000
D	\$9.62 - \$11.99	\$20,000 - \$25,000
E	\$12.00 - \$24.03	\$25,000 - \$50,000
F	\$24.04 - \$36.05	\$50,000 - \$75,000
G	\$36.06 - \$48.07	\$75,000 - \$100,000
H	\$48.08 - \$60.09	\$100,000 - \$125,000
I	\$60.10 - \$84.12	\$125,000 - \$150,000
J	\$84.15 - \$84.12	\$150,000 - \$175,000

## 2. Job Group Analysis

MINNESOTA SPORTS FACILITIES AUTHORITY  
 JOB GROUP ANALYSIS SUMMARY

9/24/12

Job Group	EEO	Total Emp.	Total Male	Total Female	Total Minority	Male							Female							
						White	Hisp	Black	AI/AN	Asian	NH/PI	2 & 2+	Unk.	White	Hisp	Black	AI/AN	Asian	NH/PI	2 & 2+
Executive/Senior Level Officials and Managers	1.1	7	3	4	0	3								4						
Technicians	3	65	53	12	5	48		3	1				1	11				1		
Office and Clerical	5	3	0	3	0									3						
Operatives	7	12	10	2	1	9		1						2						
Service Workers	9	8	7	1	1	7										1				
TOTAL		95	73	22	7	67		4	1			1	20			1		1		
PERCENTAGE		100%	76.84%	23.16%	7.37%	70.53%		4.21%	1.05%			1.05%	21.05%			1.05%		1.05%		

MINNESOTA SPORTS FACILITIES AUTHORITY  
JOB GROUP ANALYSIS

9/24/12

Job Group: 1.1 - Executive/Senior Level Officials Managers

Job Title	Total Emp.	Total Male	Total Female	Total Minority	Male								Female							
					White	Hisp	Black	AI/AN	Asian	NH/PI	2 & 2+	Unk.	White	Hisp	Black	AI/AN	Asian	NH/PI	2 & 2+	Unk.
CEO/Executive Director	1	1	0	0	1															
Chair	1	0	1	0									1							
Director of Communications	1	0	1	0									1							
Dir. of Facilities & Engineering	1	1	0	0	1															
Director of Finance	1	0	1	0									1							
Event Svcs Manager	1	0	1	0									1							
Technical Services Manager	1	1	0	0	1															
<b>TOTAL</b>	<b>7</b>	<b>3</b>	<b>4</b>	<b>0</b>	<b>3</b>								<b>4</b>							
<b>PERCENTAGE</b>	<b>100%</b>	<b>42.86%</b>	<b>57.14%</b>	<b>0.00%</b>	<b>42.86%</b>								<b>57.14%</b>							

MINNESOTA SPORTS FACILITIES AUTHORITY  
JOB GROUP ANALYSIS

9/24/12

Job Group: 3 - Technicians

Job Title	Total Emp.	Total Male	Total Female	Total Minority	Male								Female							
					White	Hisp	Black	AI/AN	Asian	NH/PI	2 & 2+	Unk.	White	Hisp	Black	AI/AN	Asian	NH/PI	2 & 2+	Unk.
Scoreboard Crew - PT	5	5	0	0	5															
Technical Maintenance	6	6	0	1	5			1												
Video Crew - PT	54	42	12	4	38		3					1	11				1			
<b>TOTAL</b>	<b>65</b>	<b>53</b>	<b>12</b>	<b>5</b>	<b>48</b>		<b>3</b>	<b>1</b>				<b>1</b>	<b>11</b>				<b>1</b>			
<b>PERCENTAGE</b>	<b>100%</b>	<b>81.54%</b>	<b>18.46%</b>	<b>7.69%</b>	<b>73.85%</b>		<b>4.62%</b>	<b>1.54%</b>				<b>1.54%</b>	<b>16.92%</b>				<b>1.54%</b>			

MINNESOTA SPORTS FACILITIES AUTHORITY  
 JOB GROUP ANALYSIS

9/24/12

Job Group: 5 - Office and Clerical

Job Title	Total Emp.	Total Male	Total Female	Total Minority	Male								Female							
					White	Hisp	Black	AI/AN	Asian	NH/PI	2 & 2+	Unk.	White	Hisp	Black	AI/AN	Asian	NH/PI	2 & 2+	Unk.
Executive Assistant-PT	1	0	1	0									1							
Finance Assistant	1	0	1	0									1							
Operations Assistant - PT	1	0	1	0									1							
<b>TOTAL</b>	<b>3</b>	<b>0</b>	<b>3</b>	<b>0</b>									<b>3</b>							
<b>PERCENTAGE</b>	<b>100%</b>	<b>0.00%</b>	<b>100.00%</b>	<b>0.00%</b>									<b>100.00%</b>							

MINNESOTA SPORTS FACILITIES AUTHORITY  
JOB GROUP ANALYSIS

9/24/12

Job Group: 7 - Operatives

Job Title	Total Emp.	Total Male	Total Female	Total Minority	Male							Female								
					White	Hisp	Black	AI/AN	Asian	NH/PI	2 & 2+	Unk.	White	Hisp	Black	AI/AN	Asian	NH/PI	2 & 2+	Unk.
Parking Lot Supervisor	1	1	0	0	1															
Parking Attendant - PT	11	9	2	1	8		1						2							
<b>TOTAL</b>	<b>12</b>	<b>10</b>	<b>2</b>	<b>1</b>	<b>9</b>		<b>1</b>						<b>2</b>							
<b>PERCENTAGE</b>	<b>100%</b>	<b>83.33%</b>	<b>16.67%</b>	<b>8.33%</b>	<b>75.00%</b>		<b>8.33%</b>						<b>16.67%</b>							



MINNESOTA SPORTS FACILITIES AUTHORITY  
JOB GROUP ANALYSIS

Job Group: 9 - Service Workers

9/24/12

Job Title	Total Emp.	Total Male	Total Female	Total Minority	Male								Female							
					White	Hisp	Black	AI/AN	Asian	NH/PI	2 & 2+	Unk.	White	Hisp	Black	AI/AN	Asian	NH/PI	2 & 2+	Unk.
General Maintenance	4	4	0	0	4															
Lead Security Guard-Loading Dock	1	1	0	0	1															
Part Time Maintenance	2	2	0	0	2															
Security	1	0	1	1											1					
<b>TOTAL</b>	<b>8</b>	<b>7</b>	<b>1</b>	<b>1</b>	<b>7</b>										<b>1</b>					
<b>PERCENTAGE</b>	<b>100%</b>	<b>87.50%</b>	<b>12.50%</b>	<b>12.50%</b>	<b>87.50%</b>										<b>12.50%</b>					

### 3. Availability Analysis

**MINNESOTA SPORTS FACILITIES AUTHORITY**  
Availability Analysis

Source of Statistics: 2000 Census Data

9/24/12

Job Group: 1.1					Value Weight				Reason for Weighting
Executive/Senior Level Officials and Managers		Minority %	Female %	Male %		Minority %	Female %	Male %	
1	Percent of females or minorities with requisite skills in the reasonable recruitment area	4.04%	37.53%	62.44%	100.00%	4.04%	37.53%	62.44%	100% of placements into this group are made from external hires.
2	Percent of females or minorities among those promotable, transferable, and trainable within the firm	0.00%	57.14%	42.86%	0.00%	0.00%	0.00%	0.00%	0% of placements into this group are made from internal placements.
<b>Totals:</b>					100.00%	4.04%	37.53%	62.44%	<<--Final Factor

Job Group: 3					Value Weight				Reason for Weighting
Technicians		Minority %	Female %	Male %		Minority %	Female %	Male %	
1	Percent of females or minorities with requisite skills in the reasonable recruitment area	10.20%	12.00%	87.90%	100.00%	10.20%	12.00%	87.90%	100% of placements into this group are made from external hires.
2	Percent of females or minorities among those promotable, transferable, and trainable within the firm	7.69%	18.46%	81.54%	0.00%	0.00%	0.00%	0.00%	0% of placements into this group are made from internal placements.
<b>Totals:</b>					100.00%	10.20%	12.00%	87.90%	<<--Final Factor

Job Group: 5					Value Weight				Reason for Weighting
Office and Clerical Workers		Minority %	Female %	Male %		Minority %	Female %	Male %	
1	Percent of females or minorities with requisite skills in the reasonable recruitment area	8.33%	83.57%	16.43%	100.00%	8.33%	83.57%	16.43%	100% of placements into this group are made from external hires.
2	Percent of females or minorities among those promotable, transferable, and trainable within the firm	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0% of placements into this group are made from internal placements.
<b>Totals:</b>					100.00%	8.33%	83.57%	16.43%	<<--Final Factor

Job Group: 7					Value Weight				Reason for Weighting
Operatives		Minority %	Female %	Male %		Minority %	Female %	Male %	
1	Percent of females or minorities with requisite skills in the reasonable recruitment area	30.78%	14.13%	85.59%	100.00%	30.78%	14.13%	85.59%	100% of placements into this group are made from external hires.
2	Percent of females or minorities among those promotable, transferable, and trainable within the firm	8.33%	16.67%	83.33%	0.00%	0.00%	0.00%	0.00%	0% of placements into this group are made from internal placements.
<b>Totals:</b>					100.00%	30.78%	14.13%	85.59%	<<--Final Factor

Job Group: 9					Value Weight				Reason for Weighting
Service Workers		Minority %	Female %	Male %		Minority %	Female %	Male %	
1	Percent of females or minorities with requisite skills in the reasonable recruitment area	20.99%	25.91%	73.84%	100.00%	20.99%	25.91%	73.84%	100% of placements into this group are made from external hires.
2	Percent of females or minorities among those promotable, transferable, and trainable within the firm	12.50%	12.50%	87.50%	0.00%	0.00%	0.00%	0.00%	0% of placements into this group are made from internal placements.
<b>Totals:</b>					100.00%	20.99%	25.91%	73.84%	<<--Final Factor

## 4. Incumbency vs. Availability – Minorities and Females

MINNESOTA SPORTS FACILITIES AUTHORITY  
INCUMBENCY VS. AVAILABILITY

9/24/12

Job Group	Total Incumbents	Category	Incumbents (#)	Incumbency (%)	Availability (%)	Job Group Size	Less than Reasonably Expected?
1.1 Executive/Senior Level Officials and Managers	7	Minority	0	0.00%	4.04%	Small	No
		Female	4	57.14%	37.53%		No
		Male	3	42.86%	62.44%		Yes
3 Technicians	65	Minority	5	7.69%	10.20%	Small	Yes
		Female	12	18.46%	12.00%		No
		Male	53	81.54%	87.90%		Yes
5 Office Support	3	Minority	0	0.00%	8.33%	Small	No
		Female	3	100.00%	83.57%		No
		Male	0	0.00%	16.43%		No
7 Operatives	12	Minority	1	8.33%	30.78%	Small	Yes
		Female	2	16.67%	14.13%		No
		Male	10	83.33%	85.59%		No
9 Service Workers	8	Minority	1	12.50%	20.99%	Small	Yes
		Female	1	12.50%	25.91%		Yes
		Male	7	87.50%	73.84%		No
Facility Total	95	Minority	7	7.37%			
		Female	22	23.16%			
		Male	73	76.84%			

*The establishment of a "Placement Goal" does not amount to an admission of impermissible conduct. It is neither a finding of unlawful discrimination nor a finding of a lack of good faith affirmative action efforts. Nor does the establishment of a "Placement Goal" permit unlawful discrimination. Rather, the establishment of a "Placement Goal" is a technical targeting term used exclusively by affirmative action planners who seek to apply good faith efforts to increase, in the future, the percentage utilization of minorities and women in a workforce.*

## 5. Incumbency vs. Availability – Individuals with Disabilities

MINNESOTA SPORTS FACILITIES AUTHORITY  
 INCUMBENCY VS. AVAILABILITY OF INDIVIDUALS WITH DISABILITIES

9/24/12

Job Group	Total Incumbents	Disabled Incumbency (%)	Disabled Availability (%)	Less than Reasonably Expected?
1.1 Executive/Senior Level Officials and Managers	7	0.00%	11.31%	No
3 Technicians	65	0.00%	11.52%	Yes
5 Office Support	3	0.00%	11.56%	No
7 Operatives	12	0.00%	11.55%	Yes
9 Service Workers	8	25.00%	11.30%	No
Facility Total	95			

*The establishment of a "Placement Goal" does not amount to an admission of impermissible conduct. It is neither a finding of unlawful discrimination nor a finding of a lack of good faith affirmative action efforts, nor does the establishment of a "Placement Goal" permit unlawful discrimination.*

## 6. Summary of Prior Year Affirmative Action Program Results



**MINNESOTA SPORTS FACILITIES AUTHORITY**

**SUMMARY OF PRIOR YEAR AAP RESULTS**

Minnesota Sports Facilities Authority had no goals in the prior AAP year, therefore, no summary is necessary.

7. Religion, National Origin Discrimination and  
Accommodation for Religious Observance and  
Practice Policy, Sex Discrimination Guidelines  
and Prevention of Harassment and  
Discrimination Policy and Problem Resolution  
Policy

## POLICY AGAINST DISCRIMINATION, HARASSMENT, AND OFFENSIVE BEHAVIOR

It is the Authority's policy and commitment to maintain a workplace environment that is free from discrimination; harassment; offensive, degrading or discriminating remarks or actions; and any unwelcome conduct that is based on an individual's race, color, creed, religion, national origin, ancestry, sex, sexual orientation, disability, age, marital status, status with regard to public assistance, membership on a local human rights commission, protected veteran status, or any other protected characteristic. Offensive behavior prohibited by this policy includes, but is not limited to, requests for any employee to engage in illegal, immoral or unethical conduct. Offensive, harassing, discriminatory or any otherwise intimidating behavior by any employee or other person performing services for the Authority, including any supervisor, manager, coworker, sub-contractor, vendor, client or customer will not be tolerated by the Authority and is prohibited. The Authority will not tolerate retaliation or intimidation of any kind against anyone making a report or complaint of harassment, discrimination, or offensive behavior or participating in an investigation of such complaint.

Harassment consists of unwelcome conduct, whether verbal, written, physical or visual that is based on a protected group status. The Authority will not tolerate verbal or physical conduct by any employee that harasses, disrupts or interferes with another's work performance, or that creates an intimidating, offensive, or hostile work environment.

Sexual harassment is one specific form of offensive behavior. Sexual harassment includes but is not limited to:

- Unwanted and unwelcome physical contact of any kind including sexual advances, requests for sexual favors and other physical, verbal, written or visual conduct of a sexual nature that affects hiring or employment decisions, interferes with an individual's work performance or otherwise creates an intimidating, hostile or offensive working environment.

If any Authority employee is subjected to offensive behavior of any kind, employees are strongly encouraged to object to the behavior and should immediately report it to their respective supervisor or other designated person(s) identified in the Authority's harassment policy.

Allegations of discrimination, offensive behavior, harassment, and/or retaliation will be promptly and thoroughly investigated by the Authority in as objective and confidential manner as possible. The facts discovered by the investigation will determine the response to each incident reported. Any employee found to have violated the Authority's Policy Against Discrimination, Harassment, and Offensive Behavior may be disciplined up to and including termination from employment. Retaliation or any other intimidation toward anyone reporting offensive behavior, harassment or discrimination will not be tolerated by the Authority.

## **Harassment Policy**

It is the Authority's policy to provide all individuals with a work environment that is free from disruptive elements such as sexual harassment and any other type of harassment. The Authority recognizes that harassment undermines morale and interferes with productivity and will not be tolerated by the Authority. This policy is intended to allow all Authority employees to work in an environment free from all forms of harassment. Employees are expected to comply with this policy not only at their regular work locations but in all situations where they are representing the Authority, are attending Authority-sponsored events or any other related activities.

Harassment as any other offensive behavior can be based on race, color, creed, gender, age, religion, national origin, sexual orientation, marital or public assistance status, pregnancy, disability, protected veteran status, or any other status or characteristic protected by law. Harassment can occur in a single incident or through a pattern of behavior; it does not need to be deliberate or intentional to constitute a violation of this Policy.

Harassment can result from a broad range of actions that could include but are not be limited to, the following:

- **Unwanted Sexual Advances or Requests for Sexual Favors (whether directed toward a person of the opposite or same sex) May Be:**
  - Unwanted physical contact or conduct of any kind, including sexual flirtations, touching, patting, pinching or brushing against another person's body.
  - Sexual oriented "kidding" or "teasing", practical jokes and obscene printed visual or graphic material, including e-mail.
  - Explicit sexual propositions.
  - Sexist remarks about a person's body, sexual activities or gestures.
  - Unwanted staring or leering.
- **Requesting Sexual Favors Accompanied By Implied or Overt Threats Concerning an Individual's Employment**
- **Granting Employment Benefits or Opportunities Because of an Individual's Submission to a Supervisor's or Manager's Sexual Advances or Requests for Sexual Favors**
- Racial or Ethnic Insults or Derogatory Remarks or "Jokes"
- Religious "slurs"

### **Reporting Procedure:**

Every employee is expected to avoid any behavior or conduct that could be reasonably interpreted by an ordinary person as prohibited discrimination or harassment. Everyone is also expected to inform any person in the workplace whose conduct the employee finds unwelcome or offensive.

The Authority Harassment Policy applies to each and every employee of the Authority. All employees have a personal responsibility to conduct themselves in compliance with this policy and to report any observations of conduct inconsistent with the policy. Anyone who has questions regarding the policy should contact the Director of Finance.

If an employee feels harassed or offended by another employee, by a supervisor, by a manager, by a customer, or by any other person whom the employee may encounter in the course of employment, whether the opposite sex or same sex, and if the employee does not feel able to confront the offending person directly, she/he should report the incident to her/his direct supervisor or the Director of Finance. It is NOT SUFFICIENT to merely discuss a complaint with any person other than your supervisor or the Director of Finance as a means of reporting it to the Company.

**AN EMPLOYEE MUST NOTIFY HER/HIS SUPERVISOR OR THE DIRECTOR OF FINANCE.**

### **Non-Retaliation**

The Authority will not tolerate retaliation or intimidation of any kind against anyone making a report or complaint of harassment, discrimination, or offensive behavior or participating in an investigation of such complaint. No employee who reports a violation of this Policy in good faith will be subject to any adverse employment action because of the reporting. Retaliation is prohibited against an employee because he or she has opposed discriminatory practices including complaining of discrimination or harassment through the internal complaint procedures; filing a charge of discrimination with any municipal, state, or federal equal employment opportunity agency; or participating in an investigation of a charge or complaint of discrimination or workplace harassment. Such retaliation and intimidation is prohibited.

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

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

1. Recruitment resources are informed of our commitment to provide equal employment opportunity without regard to national origin or religion.
2. Our employees are informed of our policy and their duty to provide equal opportunity without regard to national origin or religion.

3. Employment practices exist and are reviewed to ensure that we implement equal employment opportunity without regard to national origin or religion.
4. The religious observances and practices of our employees are accommodated, except where the requested accommodation would cause undue hardship on the conduct of our business.
5. We do not discriminate against any qualified applicant or employee because of race, color, creed, disability, age, sex, sexual orientation, marital status, or status with regard to public assistance in implementing the policy concerning non-discrimination based on national origin or religion.

### **PROBLEM RESOLUTION POLICY**

In any organization, dissatisfaction may arise because an employee does not know, understand, or agree with certain policy interpretations or management decisions. Such dissatisfactions are commonly referred to as grievances. At the Authority, we believe that if any employee has a grievance concerning his/her wages, hours of work, or other terms or conditions of employment, the matter should receive consideration of all concerned.

An employee who feels aggrieved is urged to take the matter up immediately with his/her supervisor. Your supervisor is required to investigate your grievance and provide you a response or decision within a reasonable period of time. This investigation may consist of, but is not limited to, gathering information from other employees involved, reviewing company policy, and any other action necessary to become familiar with the situation.

If you are not satisfied with the response/decision from your immediate supervisor, you are encouraged to go to the next level of supervision, both orally and in writing. This next level of supervision will also have a reasonable period of time in which to investigate the issue and respond to you in writing.

If, after these steps are taken, you believe inadequate action has been taken to resolve your complaint, contact the Director of Finance. It is the policy of the Authority to respond to any reasonable complaint and take the necessary actions to settle the issue.

There will be no adverse action taken against a complaining employee as a result of making the complaint, regardless of the outcome of the investigation.

If you have a problem which is more specifically addressed by the Anti-Harassment Policy, please follow the procedure described there.