


DATE: August 3, 2005

TO: State Supervisors
Human Resource Directors/Designees
Labor Relations Directors/Designees

FROM: Carolyn Trevis
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RE: Administrative Procedure 1.2

As part of the negotiations with MAPE for the 2005-2007 Agreement, we had discussions regarding harassment and the need for procedures for internal resolution of such complaints.

I am writing to remind you of Administrative Procedure 1.2 which provides to agencies some guidelines on harassment. It provides in part:

In order to provide and maintain a productive work environment consistent with merit principles, free of discriminatory practices, and in accord with M.S. 43A.01, subd. 2 (Precedence of Merit Principles and Nondiscrimination) it is necessary to remove and eliminate all forms of harassment. Harassment is a form of discrimination and in general is a display of behavior by one employee toward another employee which has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment. Of particular concern is sexual harassment which is unwelcome sexual advances by an employee toward another employee, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

An employee's submission to such conduct is made either explicitly or implicitly a term or condition of an individual's performance.

An employee's submission to or rejection of such conduct is used as the basis for employment decisions affecting such individual.

If you have any questions, please contact your Labor Relations Representative.