

3905.0700 REPORTING REQUIREMENTS.

Subpart 1. **Quarterly reports.** Agency heads with 25 or more employees shall submit quarterly to the commissioner a report of the agency's efforts to meet affirmative action goals and the progress resulting from those efforts. Agency heads with fewer than 25 employees shall submit such a report to the commissioner semiannually. Reports are due 30 days following the close of the reporting period.

Subp. 2. **Biennial reports.** Each agency head shall submit to the commissioner, concurrently with the agency's biennial budget request, a report on the results of the agency's affirmative action plan. The commissioner shall submit these reports to the governor and the legislature.

Statutory Authority: *MS s 43A.04*

Published Electronically: *August 7, 2009*