

**5000.3460 GOALS AND OBJECTIVES; COMPLETION TIMETABLES.**

Subpart 1. **Factors.** The goals and timetables developed by the contractor must be attainable in terms of the contractor's analysis of its deficiencies and its entire affirmative action program. In establishing the size of its goals and the length of its timetables, the contractor shall consider the results which could reasonably be expected from its putting forth every good faith effort to make its overall affirmative action program work. In determining levels of goals, the contractor shall consider at least the factors listed in part 5000.3450.

Subp. 2. **Personnel relations.** The contractor shall involve personnel relations staff, department and division heads, and local and unit managers in the goalsetting process.

Subp. 3. **Goals.** Goals must be significant, measurable, and attainable. Goals must be specific for planned results, with timetables for completion. Goals must not be rigid and inflexible quotas which must be met, but must be targets reasonably attainable by means of applying every good faith effort to make all aspects of the entire affirmative action program work.

Subp. 4. **Expansion; contraction.** In establishing timetables to meet goals and commitments, the contractor shall consider the anticipated expansion, contraction, and turnover of and in the workforce.

Subp. 5. **Deficiencies.** Goals, timetables, and affirmative action commitments must be designed to correct any identifiable deficiencies.

Subp. 6. **Relevant percentages.** Where deficiencies exist and where numbers or percentages are relevant in developing corrective action, the contractor must establish and set forth specific goals and timetables separately for minorities and women.

Subp. 7. **Written program.** Goals and timetables, with supporting data and the analysis, must be a part of the contractor's written affirmative action program and be maintained at each establishment of the contractor.

Subp. 8. **Factor analysis.** Where the contractor has not established a goal, its written affirmative action program must specifically analyze each of the factors listed in part 5000.3450 and must detail its reason for a lack of a goal.

Subp. 9. **Separate goals; timetables.** In the event it comes to the attention of the department that there is a substantial disparity in the utilization of a particular minority group or women or men of a particular minority group, the department may require separate goals and timetables for that minority group and may further require, where appropriate, goals and timetables by sex for each group for the job classifications and organizational units specified by the department.

Subp. 10. **Support data.** Support data for the required analysis and program must be compiled and maintained as part of the contractor's affirmative action program. This data must include progression line charts, seniority rosters, applicant flow data, and applicant rejection ratios indicating minority and sex status.

Subp. 11. **Copies.** Copies of affirmative action plans or programs and copies of support data must be made available to the department upon request for the purposes as may be appropriate to the fulfillment of the department's responsibilities under the act.

**Statutory Authority:** *MS s 363.074; 363A.37*

**History:** *9 SR 2748; 17 SR 1279; 24 SR 273*

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