

MONTANA PUBLIC EMPLOYEES' RETIREMENT BOARD

TITLE: Operations Analysis for Discrimination

POLICY NO: BOARD Op05 EFFECTIVE DATE: April 8, 2010

I. POLICY AND OBJECTIVE

The purpose of this policy is to ensure compliance with the Governmental Code of Fair Practices § 49-3-205(3), MCA, and initiate comprehensive programs to remedy any noncompliance that is found to exist.

II. APPLICABILITY

This policy applies to all MPERA Board, staff, and contractor operations.

III. DEFINITIONS

- A. "Age" means number of years since birth. It does not mean level of maturity or ability to handle responsibility. These latter criteria may represent legitimate considerations as reasonable grounds for discrimination without reference to age. §49-2-101, MCA.
- B. "Person" means one or more individuals, labor unions, partnerships, associations, corporations, legal representatives, mutual companies, joint-stock companies, trusts, unincorporated employees' associations, employers, employment agencies, organizations, or labor organizations. §49-2-101, MCA.
- C. "Third party" means:
1. A person with a contractual obligation to perform a function for MPERA; or
 2. A state agency with a contractual or other obligation to perform a function for MPERA.
- D. "Operations" means the day-to-day processes followed by MPERA staff, including, but not limited to:
1. The proposal and drafting of statutes, rules and policies, as well as the review of existing ones;

2. The development and updating of forms and letters;
3. Meetings, including team meetings, EIAC, Board meetings, and Board committee meetings;
4. All third party contracts and RFPs;
5. Implementation of MPERA and Board duties;
6. Other processes developed on an 'as needed' basis.

IV. PROCEDURES

- A. Initially, all MPERA supervisors will be asked to review their and their staff's workflows for discrimination. If any possible discrimination is identified, steps shall be taken to bring the operation into compliance.
- B. After the initial phase is complete, the following shall happen:
 1. All committees shall review their ongoing work processes and resultant work product for discrimination;
 2. All supervisors will review the workflows of their staff for discrimination on an annual basis during the last quarter of each fiscal year;
 3. Anti-discrimination posters from the Human Rights Bureau shall be displayed where MPERA staff has access to them.

VI. CROSS REFERENCES

The following laws, rules or policies may contain provisions that apply to this policy. The list should not be considered exhaustive – others may also apply.

Title 49, Chapter 3, Parts 1-3, MCA Governmental Code of Fair Practices
ARM 24.9.602 Membership in a Protected Class

VII. HISTORY

New Policy

VIII. APPROVAL

Approved: _____
Roxanne M. Minnehan, Executive Director
Montana Public Employee Retirement Administration

Date: _____