

**WORKFORCE REPORTING FORM**  
MURRAY COUNTY, MINNESOTA

TO: BIDDERS ON THIS CONTRACT

To conform with:

1. Title VII of the Federal Civil Rights Acts of 1964 as amended by the Equal Employment Opportunity Act of 1972.
2. The Federal Age Discrimination in Employment Act of 1967.
3. The Minnesota Human Rights Act.

The County of Murray, Minnesota, is hereby notifying all subgrantees, contractors, and vendors with which it does business that it has adopted a policy that it will not discriminate in employment practices on the basis of race, sex, color, religion, national origin, marital status, and status with regard to public assistance; that it has agreed to take affirmative action to recruit minorities and women into its employment; and that it will transact business only with firms who have adopted similar non-discriminatory and Affirmative Action Policies.

PLEASE INFORM US OF THE FOLLOWING:

1. The number of employees in your firm \_\_\_\_\_.  
(If your firm has 39 or less employees every day in the last 12 months, it is not necessary to complete items 2, 3 and 4.)
2. Has your business filed the most recent yearly Annual Compliance Report, which is due each year of your company's 4-year certification period on the anniversary date of your company's Certificate of Compliance?  
Yes \_\_\_\_\_ No \_\_\_\_\_
3. Has your business adopted a written Affirmative Action Program?  
Yes \_\_\_\_\_ No \_\_\_\_\_  
  
If yes, has your plan been subject to federal equal opportunity review?  
Yes \_\_\_\_\_ No \_\_\_\_\_
- 4a. Submit your Workforce Certificate of Compliance as issued by the Minnesota Department of Human Rights with your bid. More info can be found here: <https://mn.gov/mdhr/certificates/workforce-certificate/>
- 4b. Or, my company has applied for a Workforce Certificate of Compliance with the Department of Human Rights on \_\_\_\_\_ and is still pending. My business will submit the certificate to Murray County prior to contract execution.

\_\_\_\_\_  
Signature of Firm Representative

AN EQUAL OPPORTUNITY EMPLOYER

# EQUAL PAY REPORTING FORM

TO THE

COUNTY OF MURRAY, MINNESOTA

DEPARTMENT OF HIGHWAYS

*"I hereby certify that I am either in compliance with Minn. Stat Section 363A.44 or am not subject to it, because my company (check one of the three below, as applicable):*

☐

Had 39 or less full-time employees every day in the last 12 months and therefore is not subject to the above law.

☐

Has an Equal Pay Certificate issued by the Department of Human Rights. Your Equal Pay Certificate as **issued by the Commissioner of Human Rights must be submitted with your bid.** More info can be found here: <https://mn.gov/mdhr/certificates/equalpay/>

☐

Has applied for an Equal Pay Certificate with the Minnesota Department of Human Rights and the application is still pending. My business will submit the certificate to Murray County prior to contract execution.

\_\_\_\_\_  
Signature of Bidder

POSITION\_\_\_\_\_

NAME OF COMPANY\_\_\_\_\_

DATE\_\_\_\_\_

This form may be used to furnish proof of necessary compliance with Minnesota Statutes, Section 363, implementing the rules and regulations of the Minnesota Department of Human Rights. All questions should be referred to the Minnesota Department of Human Rights, Freeman Bldg., 625 Robert St. No., St. Paul, MN 55155, Telephone 651-539-1100 or 800-657-3704.