

COUNTY OFFICE
CIVIL RIGHTS FILE KEY
11/99

12.7 Civil Rights

12.71 Federal Laws, Rules, Regulations (Required File Documents)

- 12.712 Civil Rights Act of 1964
- 12.713 7 CFR 15: USDA Rules and Regulations – Title VI Civil Rights Act (1964)
- 12.714 Equal Employment Opportunity Act of 1972
- 12.715 7 CFR 18: Equal Employment Opportunity in State Cooperative Extension Services (1968)
- 12.716 Procedures for Handling Civil Rights Complaints (1999)
- 12.717 Title IX – Nondiscrimination on the Basis of Sex (1979)
- 12.718 USDA Regulations – Nondiscrimination on the Basis of Handicap (1982)
- 12.719 Americans with Disabilities Act (ADA) – Summary of Guidelines (1995)
- 12.7191 Public Notification Policy (Department Regulation 4300-03, 1999)
- 12.7192 Civil Rights Policy for the Department of Agriculture (Department Regulation 4300-6, 1999)

12.72 County racial, socio-economic statistical data

12.73 Compliance Reviews, Progress Reports

12.74 Equal Employment Opportunity

- 12.741 State EEO Program (1971), amendments, revision, policies, instructions

- 12.742 County Office EEO Program, amendments

- 12.742.a Administration
- 12.742.b Recruitment
- 12.742.c Utilization of employee skills
- 12.742.d Training opportunities to enhance skills
- 12.742.e Community activities
- 12.742.f Discrimination complaints

- 12.743 Salary administration schedules, data

- 12.744 County Personnel Action

- 12.744.a Procedures for filling clerical, aide, assistant positions
- 12.744.b Position descriptions
- 12.744.c Vacancy announcements, dissemination
- 12.744.d Applications (include: application evaluation, reference checks, interview evaluations, reasons for selection/non-selection, selection decision communications)

- 12.75 Affirmative Action
 - 12.751 Communications, discussions of Affirmative Action policies, procedures, guidelines with:
 - 12.751.a County officials
 - 12.751.b County staff
 - 12.751.c Agencies, organizations, associations
 - 12.751.d Volunteer leaders
 - 12.751.e Clientele: study groups, clubs, etc.
 - 12.752 Overall advisory and planning committees, councils
 - 12.752.a Selection guidelines
 - 12.752.b Membership by race, sex
 - 12.752.c Meeting agendas, membership attendance
 - 12.753 Planning committees: special interest, commodity, developmental
 - 12.753.a Selection guidelines
 - 12.753.b Membership by race, sex
 - 12.753.c Meeting agendas, membership attendance
 - 12.754 Public Notification – Affirmative Action
 - 12.754.a Newspaper clippings
 - 12.754.b Newsletters
 - 12.754.c Circular letters
 - 12.754.d Radio, TV messages
 - 12.754.e Public speeches
 - 12.755 Media contacts, audience data by race
 - 12.756 Mailing lists
 - 12.757 Potential participation data by race, sex
 - 12.757.a Census data, school district enrollment data, statistical surveys, maps
 - 12.758 Actual participation data by race, sex
 - 12.758.a Individual contacts
 - 12.758.b Programs
 - 12.758.c Projects
 - 12.758.d Activities
 - 12.758.e Events
 - 12.758.f Meetings
 - 12.758.g Volunteer training activities
 - 12.759 By-laws, constitutions: study groups, clubs
 - 12.7590 Annual certification of compliance: study groups, clubs
 - 12.7591 Documentation of “all reasonable efforts”