

CIVIL RIGHTS REVIEW SYSTEM

Michigan State University Extension

Due to the MSUE reorganization in 2010 from being regionally-focused to being programmatically focused, we have revised some of how the overall administration of the MSUE Civil Rights Review Systems is handled.

Updated 2011; Reviewed 2014

CIVIL RIGHTS REVIEW SYSTEM: INSTRUCTIONS/EXPECTATIONS

To comply with civil rights and USDA National Institute of Food and Agriculture (NIFA) regulations and to review progress made in assuring equal opportunity and affirmative action, compliance reviews are conducted each year. MSUE has revised its Civil Rights Review System to effective September 1, 2011. The particulars of this system, which is integrated into the MSUE Performance Development System (PDS) and the Michigan Planning and Reporting System (MIPRS), are outlined below.

As a general rule, the District Coordinator, in conjunction with the of all local staff members and with oversight by the Institute Directors, will assume the role and activities previously performed by the former County Extension Directors and Regional Directors. As always, it takes the full support of everyone in the organization to meet and adhere to our civil rights plan.

MSUE policy prohibits discrimination in employment, program access and participation on the basis of race, color, national origin, gender, gender identity, religion, age, height, weight, disability, political beliefs, sexual orientation, marital status, family status, or veteran status. Further, MSUE operates under an Affirmative Action Program which encourages workforce and program representation by members of the underrepresented groups.

- Individual educators, in conjunction with the Work Teams in each of the institutes will integrate Civil Rights concepts outlined in each area below into each of their individual initiatives. This is a continuous process that will require regular review and updating.
 - Goal Area I: Administration and Operations
 - Goal Area II: Program Planning
 - Goal Area III: Program Outreach
 - Goal Area IV: Human Resources: Recruitment, Employment, Development
- Oversight for each of the Standards outlined in the four goal areas has been assigned to the District Coordinators, in conjunction with individual effort from all of the educators. These Standards serve as accomplishment guides. MSUE Human Resources, the MSU Extension Diversity/CR team, individuals on each of the work teams and all other individual staff members all have the responsibility to implement and uphold the spirit of the Civil Rights legislation and all have a part in fulfilling some specific aspect of the plan.
- Individual educators are expected to integrate Civil Rights goals into each of their logic models and individual plan of work, respectively, at the start of the planning and PDS year. Individual staff members will work with other members of their Work Team to assure that Civil Rights goals are coordinated and relevant to the programming plan being developed. District Coordinators will follow-up with staff in their districts to assure that Civil Rights goals and expectations are implemented and documented.
- Each educator reports educational initiative achievements and accomplishments in the MIPRS Progress section monthly or as appropriate. Staff members report on all progress made regarding their civil rights plans in their MIPRS reports as appropriate and as needed. All progress should be reported in a timely manner and may be inputted more than monthly.

- As part of the annual evaluation process, the appropriate Institute Director will review all individual Civil Rights initiatives developed and included in individual Logic Models, and will evaluate goal achievement, including assessing whether all Goal Area Standards were adequately addressed.
- Individual educators enter summary of overall Civil Rights plans and results in the final MIPRS Progress section at the end of the year.
- Institute Directors discuss the Logic Models with individual educators, including their Civil Rights plans and accomplishments during the annual PDS review session.

CIVIL RIGHTS REVIEW SYSTEM: GOAL AREA I.

Administration & Operations

STANDARDS

1. The District Coordinator is designated as administratively responsible for all county Extension civil rights related matters.
2. An MSUE provost-appointed staff member is designated as an alternate responsible for civil rights matters in the absence of the District Coordinator.
3. All county Extension staff are advised regarding civil rights policies and procedures through new staff orientation and periodic updates during the year.
4. All county Extension staff are fully familiar with proper procedures for handling civil rights complaints of discrimination.
5. A central Civil Rights File accessible to all staff is maintained on the MSU Extension OD site.
6. Maintain a forum for continuing mutual consultation among top officials of 1862 and 1994 institution. Establish a coordinated and mutually beneficial system of extension programs with 1862 and 1994 Land Grants where appropriate.
7. Staff should be aware that in accord with the requirements of "The Civil Rights File" the following are all available on the MSU Extension Civil Rights web site at http://od.msue.msu.edu/civil_rights_diversity_multiculturalism/civil_rights_compliance.
 - ___ Civil Rights act of 1964.
 - ___ 7CFR 15: USDA Rules and Regulations, Title VI Civil Rights Act.
 - ___ Equal Employment Opportunity Act (1972).
 - ___ 7CFR 18: EEO in-state Extension Services (1968).
 - ___ Procedures for Handling Civil Rights Complaints (1999).
 - ___ Title IX - Nondiscrimination on the basis of sex (1979).
 - ___ USDA Regulations - Nondiscrimination on the basis of Handicap (1982).
 - ___ Americans with Disabilities Act (ADA) Summary of Guidelines.
 - ___ Public Notification Policy (Department Regulation 4300-13, 1999).
 - ___ Civil Rights Policy for USDA (Department Regulation 4300-6, 1999).
8. The County Civil Rights File should contain:
 - ___ County racial, socio-economic data.
 - ___ Potential recipient data by race and gender.
 - ___ Previous annual civil rights compliance reports and reviews.
9. All office facilities and resources are available on a nondiscriminatory basis to staff and clientele.
10. The nondiscrimination poster ...And Justice for All... is prominently displayed in the all of the county Extension offices and program sites.

CIVIL RIGHTS REVIEW SYSTEM: GOAL AREA II.

Program Planning

STANDARDS

1. The composition of each program advisory, planning and development committee organized by Extension is generally representative of the potential audience of the program emphasis area to which it relates by race and gender. **Run committee composition to review racial/gender representation.**
2. Committee selection guidelines and criteria are established and maintained on file for each committee.
3. Committee members are regularly informed of MSUE's civil rights policies regarding equal program opportunity.
4. Attendance records and minutes of committee meetings are maintained on file.

CIVIL RIGHTS REVIEW SYSTEM: GOAL AREA III.

Program Outreach

STANDARDS

1. The county staff carries out the provisions of a Public Notification Plan to advise potential recipients of program availability and requirements of nondiscrimination on the basis of race, color, national origin, gender, gender identity, religion, age, height, weight, disability, political beliefs, sexual orientation, marital status, family status, or veteran status as follows:
 - a) A list of local grass roots organizations is maintained, and information related to Extension programs, activities and events is provided to them.
 - b) Appropriate media, including those which target minority audiences, is utilized to promote Extension programs, activities and events.
 - c) Affirmative action "success" stories are submitted to local media to convey the message of equal opportunity.
 - d) Photos and other illustrations of involvement in Extension programs are used where appropriate to convey equal opportunity.
 - e) All informational materials and announcements or program offerings released to the public include the statement: "MSU Extension programs and material are open to all without regard to race, color, national origin, gender, gender identity, religion, age, height, weight, disability, political beliefs, sexual orientation, marital status, family status, or veteran status."
2. A list of organizations, association and groups with which county staff work is maintained to determine whether any practice discrimination based on race, color, national origin, gender, gender identity, religion, age, height, weight, disability, political beliefs, sexual orientation, marital status, family status, or veteran status.
3. All county staff ascertain whether organizations or groups which requesting significant service follow discriminatory practices before program assistance is provided.
4. Participation policies and procedures assure nondiscrimination on the basis of race, color, national origin, gender, gender identity, religion, age, height, weight, disability, political beliefs, sexual orientation, marital status, family status, or veteran status.
5. Programs, events and activities are made accessible to persons with disabilities.
6. Program announcements contain the following statement:
"Accommodations for persons with disabilities may be requested by calling (person/office) at (telephone number) by (date) to ensure sufficient time to make arrangements. Requests received after this date will be met when possible."
7. Each staff member has an established system for the accurate collection and maintenance of racial and gender-based program participation data.
8. All county Extension staff are aware of the acceptable methods by which racial and gender data can be collected. MSUE utilizes the separate and optional self-identification form at sign-in as our method of collecting racial and gender data.
9. Staff communications are free of language that conveys gender bias.
10. Educational program delivery methods are used which promote and encourage racially inclusive

- and gender-neutral participation.
11. Selection and use of program content promotes and encourages proportional representation of participants by race and gender.
 12. Educational materials used promote and encourage proportional representation of participants by race and gender.
 13. Newsletters, press releases, program announcements and personal communications promote and encourage proportional participation in programs by race and gender.
 14. Training opportunities designed for leaders/volunteers are offered and conducted without regard to race, color, national origin, gender, gender identity, religion, age, height, weight, disability, political beliefs, sexual orientation, marital status, family status, or veteran status.
 15. Membership requirements, enrollment procedures, constitutions, and bylaws of all 4-H units do not discriminate on the basis of race or gender.
 16. 4-H activities, projects and programs are offered and conducted on a racially inclusive and gender-neutral basis.
 17. Gender participation in competitive or noncompetitive 4-H activities are non-restrictive except in those “special cases where this is permissible under Title IX.
 18. Where 4-H club membership is composed of one gender, corrective actions and adjustments are made to expand outreach and recruitment to accommodate interests of both sexes.
 19. All 4-H clubs certify annually that they are open to all without regard to race, color, national origin, gender, gender identity, religion, age, height, weight, disability, political beliefs, sexual orientation, marital status, family status, or veteran status.
 20. “All Reasonable Efforts” are carried out to integrate 4-H clubs in interracial communities.
 21. Special efforts are made to recruit and train leaders for leadership roles for minority audiences.
 22. FCE group programs and activities are conducted on a racially inclusive and gender-neutral basis.
 23. MSUE’s policies, obligations and commitments regarding equal opportunity and affirmative action are reviewed and reinforced with all of the county based councils, committees, and advisory groups, annually.
 24. The county FCE council certifies annually that its organization is open to all without regard to race, color, national origin, gender, gender identity, religion, age, height, weight, disability, political beliefs, sexual orientation, marital status, family status, or veteran status.
 25. Special efforts are made to recruit and train leaders for leadership roles for minority audiences.
 26. Program reviews and evaluations are made by county staff to determine the status of civil rights compliance during the program year. **Run Civil Rights Quantitative Report to compare potential, targeted, actual audiences.**

CIVIL RIGHTS REVIEW SYSTEM: GOAL AREA IV.
Human Resources: Recruitment, Employment, Development

STANDARDS

1. MSUE equal employment opportunity policies and procedures are discussed periodically with county officials and other appropriate groups concerned with employment and personnel functions of all county Extension staff.
2. Extension staff members are familiar with equal employment opportunity policies and procedures.
3. The following are placed in a prominent and conspicuous location in the county Extension office.
 - a) Position Vacancy Announcements
 - b) Policy statement on Equal Employment Opportunity listing names and addresses of EEO Coordinator and EEO Counselors.
4. Personnel management related records are maintained in the MSU Extension Human Resources office:
 - ___ Position description reviews.
 - ___ Recruitment contacts.
 - ___ Vacancy announcements and distribution documentation.
 - ___ Applications.
 - ___ Reference checks.
 - ___ Interview evaluations.
 - ___ Transfers and promotions.
 - ___ Performance evaluations.
 - ___ Salary schedules.
 - ___ Training program participation.
5. Recruitment and selection procedures assure equal opportunity for all qualified applicants.
6. Position descriptions and employee performance evaluations are reviewed at least annually to determine underutilized or non-utilized skills.
7. Education and training opportunities designed to improve competencies or to assume greater responsibilities are provided on an equal opportunity basis.
8. Staff salary data is analyzed periodically to determine disparities based on race, color, national origin, gender, gender identity, religion, age, height, weight, disability, political beliefs, sexual orientation, marital status, family status or veteran status.
9. All employees are familiar with procedures for filing an employment related complaint of discrimination.