

## EEO and Civil Rights Compliance Overview

The original EEO plan was completed in the early 70's. This document can be found in the Administrative Handbook within the Civil Rights Filing Key at:

[http://www.msue.msu.edu/objects/content\\_revision/download.cfm/revision\\_id.464289/workspace\\_id.282708/12.741.pdf/](http://www.msue.msu.edu/objects/content_revision/download.cfm/revision_id.464289/workspace_id.282708/12.741.pdf/)

This document explains the intent of the plan and policy, procedures and responsibilities associated with it. It addresses the responsibilities of administration and staff and specifically those Director of Extension, the HR Director (EEO Coordinator), County Extension Directors and EEO Counselors.

MSUE policies prohibiting discrimination and defining compliance in both employment and program delivery are available within the Administrative Handbook under two brief policy statements that provide links to the more detailed guidelines, standards and procedures. These policies are labeled 1) [Civil Rights File](#) and 2) [Civil Rights Policies and Procedures](#)

- 1) The Civil Rights File Policy requires the maintenance of a central file within each county unit and provides a file key for the storage of various required documents and information that evidences compliance with the Civil Rights and EEO mandates. Contained within this are links to the file key. One is in HTML format and provides access to copies of materials considered to be elements of the permanent record.
- 2) The Civil Rights Policies and Procedures provide a summary document which gives an abbreviated overview of mandates associated with equal opportunity and non-discrimination in both the programming and employment arenas. This document also directs individuals to the central component of our Civil Rights Review System: <http://web1.msue.msu.edu/eis/CivilRightsStandards.pdf>

The four goals established annually and associated with the review process are intended to provide an area for team focus of Civil Rights compliance. However, it is assumed that all four elements will be addressed year in and year out, as staff inventory community demographics and resources, assemble advisory groups, and determine programming priorities with the benefit of diverse input and ownership for serving the educational needs and interests of a county's diverse population.