

SUMMARY OF

CIVIL RIGHTS POLICIES AND PROCEDURES

MICHIGAN STATE UNIVERSITY EXTENSION

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A. **Purpose**

1. Michigan State University Extension (MSUE) staff should be familiar with this summary of civil rights laws, regulations and guidelines regarding equal opportunity and affirmative action and how they apply to their roles and responsibilities.

B. **Civil Rights Policy**

1. MSUE policy prohibits discrimination in employment and 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.
2. Further, MSU operates under an Affirmative Action Program, which encourages workforce and program representation by members of underrepresented groups.

MSU is an affirmative-action, equal-opportunity employer. Michigan State University Extension programs and materials 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. (Abbreviated Version)

C. **District/County Office Administration and Operations**

1. The District Director is designated as administratively responsible for civil rights training matters and Civil Rights archive folder information. All other Civil Rights matters should be referred to the MSUE Office of Diversity, Equity and Inclusion or MSUE Human Resources.
2. All academic and non-academic MSUE and county staff should be familiar with MSUE's civil rights policies and procedures. All newly employed staff should be given orientation to MSUE's civil rights policies and procedures. Civil rights policies and procedures should be periodically reviewed with all employees.
3. A central Civil Rights reference file is accessible to all staff on the MSUE Civil Rights web site (http://od.msue.msu.edu/civil_rights_diversity_multiculturalism) for staff reference purposes. Required documents are listed in file and data are

maintained electronically in the Civil Rights Archives (kept by each district).

4. The USDA nondiscrimination poster “.... And Justice For All....” should be prominently displayed in all county Extension offices, wherever programming is being conducted or displayed at the beginning and end of all Power Point presentations
(https://www.canr.msu.edu/od/civil_rights_diversity_multiculturalism/resources_and_helpful_documentation).
5. All office facilities and resources should be available on a nondiscriminatory basis to staff and clientele.
6. All staff should develop and maintain a system to collect, document and report their individual program planning, development, delivery, outreach, participation and evaluation efforts and activities. This requirement includes the identification of the potential audience by race and gender for each educational program initiative of the staff member and reporting the actual audience reached by race and gender through the MSUE reporting system.
7. To comply with civil rights and USDA NIFA regulations and to review progress made in assuring equal opportunity and affirmative action, on-site compliance reviews are conducted in Michigan counties periodically.
8. All staff should be familiar with civil rights complaint procedures.

D. Committees/Councils

1. The composition of each advisory, planning, and program development committee and council organized by MSUE should be generally representative of the potential audience of the program to which it relates by race and gender.
2. Committee member selection criteria and guidelines should be established to ensure that selection decisions are made on a nondiscriminatory basis. Committee selection criteria, guidelines, membership composition by race and gender, attendance records and meeting minutes should be maintained on file.
3. Committee members should be informed of MSUE’s civil rights policies regarding equal program opportunity and affirmative action by staff who work with these committees. Such policies should be periodically reviewed and discussed with committees.

E. Equal Program Opportunity

1. Staff cannot work with organizations that practice discrimination. Staff should confirm that an organization which requests service follows nondiscriminatory practices before “significant” program assistance is provided.

2. Staff should comply with the provisions of the MSUE Public Notification Plan which is designed to sufficiently inform potential program recipients of MSUE's equal opportunity policy and to promote full participation in programs and activities as follows:
 - a. All informational materials and announcements of program offerings released to the public are to include the statement:
 - b. *“Michigan State University Extension programs and materials 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.”*
 - c. Media which specifically reaches minority audiences should be utilized to promote MSUE programs, activities and events.
 - d. Positive examples of program participation by minorities, women and other protected groups should be used in visual public information materials.
3. Program content materials and delivery methods should promote and encourage inclusive participation.
4. Volunteers should be fully informed about MSUE's civil rights and nondiscrimination policies.
5. Membership requirements, enrollment procedures, constitutions and by-laws of all MSUE sponsored clubs and organizations must be in compliance with MSUE's equal opportunity policies. Such clubs and organizations must submit a certification to this effect annually.
6. The Americans with Disabilities Act as Amended (ADAAA) requires that MSUE programs be accessible to persons with disabilities and that reasonable accommodations be provided. All staff should be familiar with the MSUE [ADAAA Policy available in the Administrative Handbook](#).
 - a. The following statement is required on all program announcements:
“Accommodations for persons with disabilities may be requested by calling (person or office) at (telephone number) by (date) to ensure sufficient time to make arrangements. Requests received after this date will be met when possible.”
7. MSUE's policy statement on Equal Employment Opportunity, which lists the names and addresses of the EEO Coordinator and EEO Counselors, is required to be placed in a prominent and conspicuous location in the county Extension office.
8. MSUE Off-campus staff are required to follow a prescribed set of procedures to ensure equal employment opportunity relative to the filling of non-academic positions. (Refer to: Employment Procedures – Non-Academic, Administrative Handbook.)

9. [Policy on Relationship Violence and Sexual Misconduct \(RVSM\) and Tile IX \(pdf\)](#)

The Michigan State University Policy on Relationship Violence and Sexual Misconduct, or RVSM, is a subset of the ADP, which prohibits University community members from engaging in relationship violence, stalking, and sexual misconduct. The RVSM also describes the process for reporting violations of the policy, outlines the process used to investigate and adjudicate alleged violations of policy, and identifies resources available to members of the University community who experience relationship violence, stalking, or sexual misconduct.