



U.S. Department of Agriculture
National Institute of Food and Agriculture
Washington, DC 20250

CIVIL RIGHTS COMPLIANCE REVIEW GUIDE

*Equal Employment Opportunity Compliance
Review in the Cooperative Extension Service
Cooperating with the U. S. Department of
Agriculture and County Governments.*

Civil Rights Compliance Review Guide*

This civil rights compliance review guide is for NIFA-USDA Equal Opportunity Specialists use in conducting State Extension Reviews. The guide also serves as the primary document to help Extension administrators, faculty and staff prepare for a civil rights review. Equally important, the guide serves as an educational document that reminds us of what is necessary to assure that we are working in compliance with equal opportunity policies in the implementation of our Extension programs, that every customer and colleague are treated with fairness, equality, and respect, and that we are inclusive and have adequate diversity. Compliance reviews are regular, systematic, inspections required by USDA and the Department of Justice civil rights regulations.

NIFA's Equal Opportunity Specialist will use the guide as the basis for the Equal Employment Opportunity compliance review. Additional information, data, and/or documentation will be requested as needed. State partners should not send program information and data prior to an on-site review without consulting with the Director of NIFA-Equal Opportunity staff.

* NIFA developed this review guide with input, direction, guidance, and technical assistance from State land-grant universities faculty members and administrators, including representatives from ECOP.

EXTENSION SERVICE EMPLOYMENT COMPLIANCE REVIEW

PREAMBLE

The employment review is a component of the Civil Rights Review conducted by the United States Department of Agriculture, National Institute of Food and Agriculture (NIFA) Equal Opportunity Office. The Employment review will determine whether the Extension Director and/or 1890 Administrator are fulfilling his/her obligations of nondiscrimination and affirmative action in Extension employment. NIFA Civil Rights Employment reviews are conducted consistent with the following major statutes and Departmental Regulations:

- ❖ Title VI of the Civil Rights Act of 1964
- ❖ Title VII of the Civil Rights Act of 1964
- ❖ The Age Discrimination Act of 1967, as amended
- ❖ Title IX of the Education Amendments of 1972
- ❖ The Equal Pay Act of 1963, as amended
- ❖ The Rehabilitation Act of 1973
- ❖ American with Disabilities Act of 1990
- ❖ The Civil Rights Act of 1991
- ❖ Other relevant Federal laws and regulations.

The equal employment opportunity review is intended as part of a proactive effort, to determine how well Extension employment policies and practices are ensuring that all employees and job applicants have equal access and opportunities in every aspect of Extension employment activities. These activities include but not limited to the following: employment, promotion, demotion, transfer, recruitment; layoff or termination; rates of pay or other forms of compensation; and training (to include apprenticeships). NIFA will also review employment policies, procedures, and activities as they relate to the delivery of Extension programs. The review will examine the equal employment opportunity efforts of all employees responsible for employment decisions. It will determine whether employment decisions are based on any employee or applicant's race, color, religion, sex, national origin, age, or disability.

EXTENSION SERVICE ITEMS FOR TITLE VII COMPLIANCE REVIEW

1. MANAGEMENT ORGANIZATION

- ❖ Current Organizational Charts
 - Cooperative Extension Service (CES) Organization Chart
 - University Organization Chart That identifies CES
- ❖ Latest Directory of Personnel
- ❖ State map (include Regions/Districts)

2. STAFFING PROFILE

List of all current Extension Service Employees ¹ separately for each employment category showing:

- Name
- Sex
- Race
- Ethnicity
- Year or Date of Birth, or Age
- Current Salary (full-time annual equivalent)
- Current Job Category
- Current Job Title
- Personnel Action Resulting in Current Job Title (new hire, promotion, transfer, demotion)
- Date of Personnel Action Resulting in Current Job Title
- Previous Job Title
- Employment Status (full-time, part-time, tenured, non-tenured, etc.)
- Education Level
- Organization Unit Where Employed
- Date of Initial Hire

3. NEW HIRES

List all new hires, separately for each employment category for the past three (3) years showing:

- ❖ Position Vacancy Announcements
- ❖ Total Applicants by Job, Race, and Sex
- ❖ Employment Goals by Race and Sex
- ❖ Race and Sex of New Hires
- ❖ Race and Sex of Person Vacating the Position

¹ This will include a list of employees hired by counties, cities or other entities assigned to the local Extension office.

- ❖ Minority and Female Employment Where None had been Previously Employed
- ❖ Total of Minority Hires Replacing Minority
- ❖ Total of Female Hires Replacing Female

4. PROMOTIONS

List of all promotions for each employment category for the past three (3) years showing:

- ❖ Procedures: Internal Transfer or Promotions
- ❖ Procedures for Evaluation of Applicant Credentials
- ❖ Promoted Employees by Race and Sex
- ❖ Employees Replaced by Race and Sex

5. SEPARATIONS/RETENTION

List separately each type of separation for the past three (3) years showing:

- ❖ Reason for Leaving
- ❖ Person by Race and Sex
- ❖ Exit Conference Procedures and Results

6. RECRUITMENT AND HIRING STRATEGY

- ❖ Position Descriptions for Major Job Category
- ❖ Recruitment Committee Guidelines
- ❖ Demographic Makeup of Recruitment Committees by Race, Ethnicity, and Sex
- ❖ Recruitment Activities for Minorities and Women Showing:
 - Institutions visited, personnel involved, and the number of contacts by race and sex for the last three (3) years.
 - Policy Guidelines for Recruitment Requirements
 - Advertising

7. EQUAL OPPORTUNITY POLICIES AND DIRECTIVES

- ❖ All Civil Rights Policy Directives Issued by the State
- ❖ EEO/Affirmative Action Plan
- ❖ Internal Compliance Review Policy
- ❖ Copies of Compliance Review Reports
- ❖ Organization Directives on Civil Rights and Affirmative Action

8. STAFF DEVELOPMENT AND TRAINING

- ❖ Civil Rights
- ❖ Sexual Harassment Prevention
- ❖ Americans With Disabilities Act (ADA)
- ❖ Diversity

9. COMPLAINTS AND EEO COUNSELING

- ❖ Guidelines for Handling Discrimination Complaints
 - Number of formal and informal civil rights complaints to include the names of complainants, basis, issues, and resolution.
 - Complaint Discrimination Files
- ❖ EEO Counselors
 - EEO Counseling Guidelines
 - List of EEO Counselors by Race, Ethnicity, and Sex
- ❖ Awards and Recognition
 - Procedures and Criteria
 - Name of Award
 - Recipient of Race and Sex
 - Committee by Race and Sex

10. SALARY ADMINISTRATION

All guidelines and procedures for:

- ❖ Salaries
- ❖ Promotion
- ❖ Performance appraisals
- ❖ Awards
- ❖ Merit pay
- ❖ Cost of Living Increases
- ❖ Bonuses
- ❖ Most Recent Salary Analysis

11. SPECIAL PROGRAMS

- ❖ Intern Program
- ❖ Agent-In-Training
- ❖ Diversity Initiatives