



# OREGON STATE UNIVERSITY EXTENSION SERVICE

## CIVIL RIGHTS Responsibilities of Faculty & Staff

NEW EMPLOYEE ORIENTATION - APRIL 2008



# TODAY'S FOCUS

## Intro to Civil Rights within Extension context

- Unique Terminology
- Roles & Responsibilities for Civil Rights Compliance



# TODAY'S FOCUS

- Documentation
- Resources



# CIVIL RIGHTS W/IN EXTENSION CONTEXT

- Core Value of Inclusion & Diversity
- Legal Requirements



# VALUING INCLUSION AND DIVERSITY

- Respect for differences in people, ideas, programs and partnerships
- Guides the development & delivery of educational programming



# VALUING INCLUSION AND DIVERSITY

- Guide behaviors & relationships in the workplace and with our clientele



# Valuing Inclusion and Diversity

- Civil Rights Focus Includes
  - ADA Activities
  - Recruiting and Hiring a Diverse Workforce
  - Affirmative Action and Equal Opportunity in the Workplace



## OSUES CIVIL RIGHTS GOAL

- To expand access to people from traditionally underrepresented groups
- Promote nondiscrimination and the valuing of differences among staff, clientele, advisors
- Supported by statement in our position descriptions



# Legal Context

- Compliance with federal and state Civil Rights Laws. Special emphasis on Title VI of the Civil Rights Act of 1964
- Federal Funding Requirement –
  - demonstrate that federally funded programs or activities are made available to the maximum possible potential audience in a given locale or area



# ACTS, LAWS & POLICIES

- Age Discrimination Act of 1975
- Civil Rights Act of 1964
- Complaint Procedures, Discrimination
- Secretary Memo #1662
- Sexual Harassment Guidelines
- Sexual Orientation, Gov. Order EO-87-20
- Summary of Civil Rights Laws, Acts & Amendments



# TERMINOLOGY

## AFFIRMATION ACTION

- Mandated by Civil Rts Act of 1964
- Requires proactive measures
- Assure Equal Opportunity

## INTENDED IMPACT

- Make Up For Historic and Continuing Discrimination
- And Its Ongoing Impact



# TERMINOLOGY

## Affirmative Action

Requires pro-active steps with regard to non-discrimination in employment

## Civil Rights

Requires pro-active steps with regard to non-discrimination in Extension Program design and delivery



# TERMINOLOGY

- PARITY

PARTICIPATION BY  
HISTORICALLY UNDER-  
REPRESENTED GROUPS

THAT REFLECTS THE  
POPULATION OF  
POTENTIAL  
PARTICIPANTS

- African American/Black, not Hispanic origin
- White, not Hispanic origin
- Asian or Other Pacific Islander
- American Indian or Alaskan Native
- Hispanic



# TERMINOLOGY

- **Under-Represented Groups**
  - Those where participation rates are not at parity
  - These are not scientific definitions or categories
  - Include participant in group to which they appear to belong, identify with or is regarded to belong to



# TERMINOLOGY

- **ALL REASONABLE EFFORT**

Concrete steps to reach out to under represented groups

- Goal of reaching parity
- Efforts are documented



# TERMINOLOGY

## DOCUMENTATION OF REASONABLE EFFORT

Written evidence of compliance efforts & results including

- Names of Parties Involved
- Dates
- What transpired
- Date the documentation was developed and by whom



# TERMINOLOGY

- **POTENTIAL AUDIENCES**
  - Persons or groups in a defined geographic area
  - May be interested or benefit from Extension educational programs
  - Major efforts of time where results are expected



# PLANNING & REPORTING

- Program Design & Delivery
- Public Notification
- Civil Rights Training
- Civil Rights Compliance Reviews
- Employment
- Complaint Resolution



# PLANNING & REPORTING

- Program Design & Delivery
  - Adapt Program Content
  - Increase participation on program planning & advisory committees
  - Increase membership in 4-H, community or special interest groups
  - Adjust content and/or locations for persons w/disabilities



# PLANNING & REPORTING

- **Public Notification**
  - Publicize as broadly as possible
  - Advise clientele that we do not discriminate
  - Display “And Justice For All” poster
  - Include non-discrimination statement on all materials



# PLANNING & REPORTING

- **Public Notification**
  - Educate cooperators of the non-discriminatory requirements of Extension
  - Convey the message of inclusion in language, photos, graphics, etc used in materials
  - Use gender neutral language



# COMPLAINT PROCEDURES

- Resolve at lowest level possible
- Complaints should be in writing
- May Submit Complaint to –
  - Any Extension Administrator, Faculty member, US Sec. of Agriculture, Oregon Civil Rights Commission



# ROLES & RESPONSIBILITIES

- OUSES Central Administration
  - Education & Training Across Organization
  - County Civil Rights Audits – 5 year cycle
  - Document Efforts



# ROLES & RESPONSIBILITIES

- **PROGRAM LEADERS**

- Incorporate civil rights focus in program planning
- Adapt program content for clientele - ESL or ADA
- Seek out those from under represented groups for advisory committees



# ROLES & RESPONSIBILITIES

- **STAFF CHAIR**

- Develop & Communicate County Civil Rights Plan
- Educate Faculty & Staff on Requirements
- Handle Complaints
- Document Efforts



# ROLES & RESPONSIBILITIES

- **STAFF CHAIR**

- Make Files Available Upon Request

- Included as a Component of Faculty & Staff Performance Evaluation



# ROLES & RESPONSIBILITIES

- **FACULTY & SUPPORT STAFF**
  - Design & adapt program content & delivery methods
  - Document Efforts
  - Maintain Contact & Mailing Lists
  - Make Files Available Upon Request



# ROLES & RESPONSIBILITIES

- **OFFICE MANAGER**
  - Maintain Required Files
  - Make Files Available Upon Request



# WORKING FILES

- DATA FILES
- DISCRIMINATION FILES
- MEETING MINUTES
- PROGRAM FILES
- TRAINING



# WORKING FILES – DATA FILES

- Annual Contact Forms
- Assessment and/or Surveys Conducted
- County racial & ethnic data
- Program Enrollments
- Racial, ethnic and other under represented groups or organizations
- Resources



## WORKING FILES – DISCRIMINATION

- Complaints about program discrimination
- Non-discrimination statements from **organization's** doing business w/Extension
- **Organizations** –
  - Leaders Associations
  - Parent Groups
  - Schools
  - Advisory Groups
  - Industry Associations



## WORKING FILES – PROGRAM

- Activities, Programs Designed Specifically To Reach Under Represented Groups
- Clientele mailing lists with race, ethnicity and gender noted
- Civil Rights topics contained in letters, memos, e-mails
- Program announcements, brochures, news releases



# WORKING FILES – TRAINING

- Staff Trainings
- Staff Development
- Training conducted for
  - Volunteers
  - Committee Members
  - Clientele



## SUMMARY

- What you do everyday should reflect a commitment to –
  - Openness, Inclusion & Service to All Oregonians
  - Regardless of their protected class
  - Doing that & documenting our efforts is what reflects our Civil Rights Record



## OSU RESOURCES

- OSU Office of Affirmative Action
  - Policies on Discrimination & Harassment
  - Complaint Procedures & Complaint Form
  - <http://oregonstate.edu/dept/affact>



# OSU RESOURCES

- **OSU Disability Resources**
  - [oregonstate.edu/dept/affact/disability-resources](http://oregonstate.edu/dept/affact/disability-resources)
- **Non-discrimination Statement (English & Spanish)**
  - [Extension.oregonstate.edu/eesc/story.php?SNo=137](http://Extension.oregonstate.edu/eesc/story.php?SNo=137)
- **ADA Statement (English & Spanish)**
  - [Extension.oregonstate.edu/eesc/story.php?No=136](http://Extension.oregonstate.edu/eesc/story.php?No=136)



# FEDERAL RESOURCES

- NATIONAL DIVERSITY CENTER
  - [Extension.org/pages/Diversity Center](http://Extension.org/pages/Diversity%20Center)
- COOPERATIVE STATE RESEARCH & EXTENSION SERVICE
  - [Csrees.usda.gov/about/offices.equalop](http://Csrees.usda.gov/about/offices.equalop)