

Staff Conference Minutes

Staff conference minutes should annually reflect review and discussion by the faculty and staff. This dialogue should cover the status of programs in meeting civil rights guidelines.

Staff Training

Extension staff members should keep a record of their participation in civil rights training programs. Include these in the FAS reporting program including the title of program, date, place, and nature of the civil rights training.

Staff Conference Minutes

- File should be kept with all staff conference minutes.
- Notation of CR discussion (particularly clientele contacts and program outreach discussion should be seen in the minutes at least once per year.
- Participation in CR Training should be noted.

Complaint Posters

The "And Justice for All" poster should be prominently displayed in the reception area(s) of the Extension Office, and in meeting rooms.

All faculty and staff should be able to inform clientele as to the proper procedure for filing complaints of discrimination in programs (write to the Secretary of Agriculture, Washington, D.C., 20250).

Complaint Poster Procedures

- One posted in reception area
- One posted in each major meeting room
- All Staff can answer the question, "Who should be contacted if there is discrimination?"

Civil Rights Files

A standardized set of Civil Rights files are maintained in every Extension Office throughout the state. (Title of each folder available in electronic form.)

These files are kept in a central and directly accessible location in each county Extension office. It is important that all county Extension employees know the location of these files and are aware of the contents.

The set of files includes the 1972 Affirmative Action Plan delineating standards, actions required, actions to be taken, target dates for implementation and compliance to remedy discrimination in Extension employment and programs.

Procedures

- Must have complete set of standardized files
- Must have a copy of the CR plan for the County
- Current year's (and five year history) should be accessible (compliance letters, registration, participation lists, mailing lists, etc.)
- All staff knows where the files are and what is in them.
- Annual reports filed with the State

Educational Materials

Educational materials must meet the level of comprehension of the target audiences, and bilingual as appropriate. Check word processing programs for tools which help analyze all written work. This specific document is analyzed at a grade level of 13.6. The sentence complexity is rated at 50 out of 100; the vocabulary level is rated at 37 out of 100. This is too high for most documents written for clientele groups.