

## **Extension Employees Civil Rights Personal Plan of Work Statements to Consider**

**Title:** Civil Rights-General Plan

**Primary Emphasis Area:** Civil Rights

**Secondary Emphasis area:** Optional Area or Civil Rights

**Scope:** In-state extension

**Beginning Date:** Today's date    **Ending Date:** December 31, 2007

### **Problem Statement / Technical Summary:**

As an employee of Utah State University Extension, it is required that all public programs which are planned, designed, developed, and offered will serve individuals regardless of race, color, religion, sex, national origin, age, disability, veteran's status, and sexual orientation. When individuals with disabilities request accommodation, Extension employees will make every reasonable accommodation that allows program participation. Extension programs will be designed to include minority and under-served groups.

Annual performance reviews for Extension employees will measure efforts undertaken to ensure implementation of the Civil Rights Laws, USDA Civil Rights requirements, and USU Affirmative Action/Equal Opportunity Policy (USU Policy 303).

### **Inputs**

To reach potential underserved populations access to language translation services will be necessary to ensure that programs designed, developed and delivered can meet the needs of individuals with limited English proficiency. An updated county and statewide mailing list database will be necessary for adequate tracking of potential contacts of underserved audience. Collaborative partnerships with minority advocates will be needed to be successful in reaching underserved minority populations. Support from county/state governmental units will be needed to help meet the ADA requirements for those requiring accommodations.

### **Outcome/Impact Assessment**

Adapted curricula materials will be utilized in reaching those with low literacy and language barriers for the programs developed. A 10% increased number of minority and under-served face-to-face contacts will be generated this year as a result of concerted efforts applying "all reasonable effort". Better personal civil rights documentation records of audiences served will be maintained detailing actions specific to accommodations made. Marketing pieces will more accurately reflect the required civil rights statements, non-sexist language and images, inclusive tone, and the ADA accommodations request box.

### **Collaborators**

All local churches in the area; the Latino, Asian/Pacific Islander, Native American and Black organizations which serve our area; other federal and state agencies that our programs collaborate and partner with. Add others that may apply to your specific program assignment.

### **Target Audiences**

Programs will be targeted to \_\_\_\_\_ specify specific type of groups unique to your over-all program areas.

### **Program Impact Area**

Check all that may apply to your specific program assignment

**Program Methods (Direct)**

Check all that you may utilize in delivering programs to your specific program audiences.

**Program Methods (Indirect)**

Check all that you may utilize in delivering programs to your specific program audiences.

**Evaluation Methods Used**

Check evaluative techniques that may be applied with the programs developed.