



Civil Rights Compliance Self-Assessment Tool County Based Employee Version

Under each general category consider the compliance statement then assess your basic knowledge. If you are not basically knowledgeable, then develop a personal improvement plan. File this tool in both your county civil rights file (II-D) and in your personal civil rights file, for future reference.

1. Knowledge of Laws, Rules and Regulations	<i>Basic Knowledge</i>	<i>Need Improvement</i>	<i>Doesn't Apply to Me</i>
A. I am knowledgeable and skilled in the implementation of the objectives of equal opportunity regulations relative to the consideration and treatment of customers for participation in Extension programs regardless of their race, color, national origin, gender, age, or disability.			
B. I can determine if fellow Extension employees, based on their role statement and assignments, are limited to working in subject matter or geographical areas which tend to maintain a strict racial identity between the employees and minority customers. [Based on Role Statement and Assignment]			
C. I can review and analyze my personal Face-to-Face contact reports or other activity reports to determine the extent which services are provided across race and gender lines.			
D. My official role statement contains duties and responsibilities for implementing equal opportunity in civil rights.			
2. Procedure for Processing Program Discrimination Complaints			
A. I know and can practice the prompt, fair, and impartial processing of civil rights complaints, including the adequacy of complaint procedures.			
B. I am aware of sound standards of due process for program complaints for clientele that insure fair treatment where discrimination is alleged.			
C. I can explain the extent and ways which Extension staff, leaders, clientele, and the general public have been informed on the procedures for filing program and/or employment complaints.			
3. Statewide Equal Opportunity/Diversity Plan			
A. I can determine the extent to which my educational methods create accessibility to all interested customers, including outreach to individuals, groups, and communities that are underserved or not being served. I examine plans and procedures for publicizing and encouraging attendance or enrollment in Extension programs and activities.			
B. I consistently plan with my Extension partners and document those plans for publicizing and encouraging attendance or enrollment in Extension programs and activities to reach the underserved.			

Appendix A

	<i>Basic Knowledge</i>	<i>Need Improvement</i>	<i>Doesn't Apply to Me</i>
C. I have a knowledge about our county Extension plan to obtain civil rights assurance documents from collaborators and cooperators.			
D. I can document the extent to which membership of each county Extension committee reflects the social composition of the community or areas served by Extension staff.			
E. I am knowledgeable of county Extension maintaining a review and evaluation system for measuring the overall status of civil rights compliance by employees.			
4. Staff Training			
A. As an Extension employee I have awareness of whether equal access and opportunity to participate in training programs for professional improvement is applied in this county.			
B. I am aware of staff conference plans and proceedings, county staff meetings, training agenda(s), the Extension Civil Rights Website, and other training opportunity announcements in which civil rights matters were included and discussed to update my civil rights training.			
5. Mailing Lists (Electronic and Non-Electronic)			
A. I use written instructions and guidelines on the maintenance and use of county clientele mailing lists.			
B. I can review the makeup of my county mailing lists and determine if racial/ethnic minorities and both sexes are representative of county diversity.			
6. Office Facilities			
A. I can determine if county Extension work facilities are fully accessible to disabled persons.			
B. I can determine if county Extension office space and the use of equipment and office supplies are provided in a nondiscriminatory manner to employees.			
C. I can determine if educational materials and electronic technology (computers, telephones, etc.) are available to county staff on a nondiscriminatory basis.			
D. I can determine that county office entrances and routing of clients are such that discrimination on the basis of race, color, national origin, gender, age, or disability does not occur.			
E. I believe that the availability of secretarial help and other support resources are provided to county staff on a nondiscriminatory basis.			
F. I can determine if county work facilities are consistent with rehabilitation Americans with Disabilities Act (ADA) regulations.			
7. Extension Staff Assignments			
A. I can review present county position assignments of secretarial, clerical and technician staff to determine if they work across racial/gender lines.			
B. I can review previous county staffing changes to determine if a pattern of employment exists whereby minorities are replacing minorities.			
8. Program Accessibility			

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A. Based on my Extension role statement I can determine the total number of persons by race that are potential recipients of county Extension programs and whether these programs are fully accessible to all people.			
B. I can determine if equal access exists in all aspects of county Extension programs and the delivery of service is being implemented in a nondiscriminatory manner.			
C. I am aware of the USU Extension Plan of Work. For areas in the Plan, I can determine the civil rights compliance efforts and accomplishments being made at present in this county.			
D. I can show through my records, brochures, letters, newspaper articles, membership rolls, and program participation data that there is nondiscrimination on the basis of race, color, national origin, gender, age, or disability in the administration of educational programs and activities.			
E. I can describe county steps taken to eliminate barriers for disabled people to fully participate in Extension programs.			
F. I can show documentation that reasonable accommodations are being made for the known eligible disabled clientele to participate in county Extension educational programs. [See County Civil Rights File IV -H2]			
G. I can find and review data on the total number of clubs/groups and membership by race, the number of clubs/groups in interracial communities and membership by race, and the number of clubs/groups in non-interracial communities and membership by race. [See ES237 4H Report]			
H. I have reviewed my records, and know what "all reasonable efforts" means and have made such efforts to integrate clubs/groups serving interracial communities.			
I. I can review the extent to which club/group participation and membership is open to males and females with respect to "Title IX, Nondiscrimination on the Basis of Sex" including any recognition program.			
J. I can review the records to determine the extent to which the 4-H "Expansion and Review Committee" has functioned to increase minority participation in the program and related activities including enrollment in 4-H clubs in this county.			
K. I can review and evaluate audience participation in county camps or other resident workshops to determine if housing is integrated by race. [See County Civil Rights File II -B]			
L. As an Extension employee I have communicated with county group/club members, officers, leaders, and volunteers regarding the value of diversity and the expectations for equal opportunity requirements.			
M. I can determine whether group/club officers and volunteer leaders are provided written guidelines on equal opportunity requirements. Volunteers are expected to affirm and note an assurance statement of nondiscrimination.			
N. I am confident that membership in all county groups/clubs is open to both males and females.			
O. I am aware that county club/group recruitment committees are diverse by race and gender.			

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9. Internal Compliance Reviews			
A. I am aware of policies and procedures for conducting county internal civil rights compliance reviews. [See County Civil Rights File II -A]			
B. I have reviewed my civil rights compliance review records and reports for technical sufficiency [This self-assessment tool and my personal Civil Rights Files], findings, recommendations, and follow-up actions needed.			
10. Title IX – Nondiscrimination on the Basis of Gender			
A. I am aware that county Extension programs, methods, content, and places of services are implemented in a manner that insures nondiscrimination on the basis of gender for all participants.			
B. I am aware that this county Extension program does not use discrimination in providing benefits or services to customers on the basis of gender.			
C. I practice the removal and elimination of gender-stereotype language and illustrations from my Extension publications, educational materials, promotional literature, forms, announcements, brochures, and other documents.			
D. I can determine if any county Extension programs and/or recognitions are segregated by gender.			
11. Ongoing Administration of Programs			
A. I am aware of USU administrators currently in place to help me carry out my responsibility for civil rights, rules, and regulations.			
B. I am knowledgeable of those assigned responsibility for civil rights in USU Extension.			
12. Extension Program Participation Data			
A. I am aware of the total number of persons by race who are potential county Extension customers and the percentage of potential customers attributable to each racial group.			
B. I can determine whether any county racial group's percentage is less than that which is being served in our county. [See County Civil Rights File IV- E]			
13. Public Notification			
A. I am aware of the public notification policy that is in use informing the public, particularly minorities and the underrepresented/underserved, of all Extension program benefits and of the protection against discrimination.			
B. I can verify that a nondiscrimination statement is used on county Extension printed publications, including bulletins, leaflets, brochures, fact sheets, program announcements, and miscellaneous publications.			
C. I can verify that the USDA "And Justice for All" poster showing the nondiscrimination policy statement and how to file a civil rights complaint is properly displayed and visible to the public.			
14. Advisory Committees and Boards			

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A. I am aware that internal and external advisory boards and committees are diverse and /or are representative of the population of the county. [See County Civil Rights File IV- A3]			
B. I am aware of selection and appointment processes that are used to staff county committees and advisory boards. [See County Civil Rights File IV-B]			
15. Limited English Proficiency (LEP)			
A. I am aware of the LEP Executive Order (Executive Order 13166) which states that people who are LEP should have meaningful access to federally conducted and federally funded programs and activities.			
B. I track in my Face-to-Face contact reports the individual number of people I serve in Extension programs who are persons with LEP.			
C. I can identify Extension efforts to provide relevant research and programs to people with LEP.			

For the Areas Marked “Need Improvement” - My Improvement Plan

Area # _____ Letter _____

Name _____

County _____

Title _____

Date _____

Please file a copy of this record with your Personal Civil Rights reference material and file a copy in the county central Civil Rights file II-D as a tool utilized to access civil rights compliance. Periodically reassess your standing and the improvement plan created.

Appendix A