

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

# **CIVIL RIGHTS COMPLIANCE REVIEW GUIDE**

**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 diverse representation. Compliance reviews are regular, systematic, inspections required by USDA and the Department of Agriculture. (11)(p)8(ian0 div)41t wnt024lit pri

# **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 Fed



- ™ 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.**

## **9. COMPLAINTS AND EEO COUNSELING**

### **™ Guidelines for Handling Discrimination Complaints**

- ¾ Number of formal and informal civil rights complaints to include the names of complainants, basis, issues, and resolution.
- ¾ Complaint Discrimination Files

### **™ EEO Counselors**

- ¾ EEO Counseling Guidelines
- ¾ List of EEO Counselors by Race, Ethnicity, and Sex

### **™ Awards and Recognition**

- ¾ Procedures and Criteria
- ¾ Name of Award
- ¾ Recipient of Race and Sex
- ¾ 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