

The University of Arizona Cooperative Extension
College of Agriculture and Life Sciences

CIVIL RIGHTS RESPONSIBILITY CHECKLIST FOR COMPLIANCE

I. CENTRAL CIVIL RIGHTS FILE CONTENTS

- File Maintenance
 - keep the marked files located in a central area where all faculty and staff can access them
 - all files should be kept for five years on a rotating basis (unless otherwise noted below)
- Laws (available in the Program & Procedural Manual, Section 4.02 <http://ag.arizona.edu/extension/employee/pandp/chap4.html#4.02>)
 - 1964 - Civil Rights Act - race, color national origin - Title VI
 - 1972 - Higher Education Act - sex discrimination in program, facilities, language - Title IX
 - 1973 - Rehabilitation Act - handicapped - Section 504
 - 1975 - Age Discrimination Act
 - 1990 - Americans with Disabilities Act (ADA) **[passed]**
 - 1992 - ADA **[took effect]**
- University of Arizona Policies
 - Equal Opportunity & Affirmative Action Office (<http://w3fp.arizona.edu/affirm/index.htm>)
 - Affirmative Action Plan for Women & Minorities (*not on line – see attached*)
 - Affirmative Action Plan for Individuals With Disabilities, Special Disabled Veterans, Veterans of the Vietnam Era, and Other Veterans (*not on line – see attached*)
 - Sexual Harassment Policy ¹ (<http://w3fp.arizona.edu/affirm/shpolicy.htm>)
- Documentation of County Demographics
 - Population
 - Ethnic Diversity
 - Communities
 - Housing Units
 - Illiteracy
 - Poverty Level
 - Median Income
 - Number of farms and ethnicity of farm operators
 - Number of acres farmed
 - Area contribution to agriculture - crops
- Annual Civil Rights Desk Audits ³
- State Civil Rights Plan ¹
- County Extension Advisory Board information—chart of members listing their program area of interest, ethnicity and gender (signed AAP4 & AAP-7) ¹
- Program Advisory Committee membership by ethnicity and gender ¹
- Correspondence file about civil rights issues, information or policy ²
- Program Documentation File
 - copies of AAP forms 1, 2, 3, 4, 5, 6, 7
 - Office Visit (AAP-6) ³
 - County Clubs/Groups (copies of AAP-2 & AAP-3 completed forms) ³
 - Annual Report - summary of AAP-5 Program Documentation for all county programs ³
- Annual comparison of potential recipients vs. actual face-to-face contacts by race and gender and by percent reached (i.e., 100,000 Hispanic/10,000 reached therefore 10% of total potential recipients reached in 2004) ²
- Documentation of Civil Rights Complaints ²

¹ most current version ² continuous ³ keep for 5 years

“And Justice for All” poster displayed in a prominent place. Faculty and staff informed that if a person indicates that he or she wishes to register a formal Civil Rights complaint, write: USDA, Director, Office of Civil Rights, Room 326-W, Whitten Bldg., 14th & Independence Avenue, SW, Washington, D.C., 20250-9410 or call 202-720-5964. Faculty or staff inform the CALS Affirmative Action Officer. The USDA Office of Civil Rights will initiate an investigation on receipt of the complaint.



- Samples of news releases showing non-discriminatory statement built into body of release.
- Copy of newspaper article showing inclusion or exclusion of statement. ³

- “All Reasonable Efforts” documentation:

Clientele are notified, direct invitation given to leaders or members of minority clientele groups, record of name of person and date, flyers distributed to places where minority clientele are likely to receive. ³

- Documentation of Civil Rights Compliance Training and Reviews by State Affirmative Action Officer ²
- Copies of Coded Mailing Lists ¹
- Copy of Annual Program of Work submitted to County Board of Supervisors ¹
- Copy of each faculty’s current position description ¹

II. FACILITIES - ADA Building Access Requirements

Offices and restrooms must be accessible by those using wheelchairs for movement.

III. KNOWLEDGE OF COMPLIANCE RESPONSIBILITIES

Ultimately, the burden of proof for civil rights compliance is held by faculty not staff. Good programming includes attention paid to inclusion of all and this action results in compliance. When a review is conducted, if there is no documentation, it never occurred.

IV. REFERENCE & TRAINING MATERIAL

- Annual Desk Audit (<http://cals.arizona.edu/extension/employee/annualdeskaudit.pdf>)
- Equal Opportunity/Affirmative Action Statements (in English & Spanish) - <http://cals.arizona.edu/extension/employee/action.html>
- Civil Rights Overview - a PowerPoint presentation (available under “Civil Rights” on the “Resources” website - <http://cals.arizona.edu/extension/employee/resources.html#>)
- Civil Rights Performance Plan 2004-2008 (<http://cals.arizona.edu/extension/employee/CECRPP%202004-2008.pdf>)

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