

ANR Cooperative Extension Risk Assessment Best Practices

Discrimination

A. Adherence to Affirmative Action (AA) & Americans with Disabilities Act (ADA) Policies and Procedures

1. Operate CASA reporting system to document compliance with nondiscrimination policies
2. Maintain and operate fund for ADA compliance expenditures and Disability Grant fund
3. Coordinate the ADA/AA Advisory Committee
4. Maintain an Affirmative Action state office to answer policy/procedure questions
5. Provide Affirmative Action training to staff and volunteers
6. Educate staff on AA/ADA laws and inform them of what is available through the AA office
7. Provide an updated contact list for counties of UC or UCCE personnel who address AA/ADA issues
8. Share ideas from other counties during the AA State Review visits
9. Conduct internal compliance reviews in selected counties on a routine basis.
10. Provide staff with clear reporting requirements (e.g., CASA versus DANRIS)
11. Clarify when federal policies take precedence over state law (e.g., ethnicity reporting)
12. Make information on discrimination and harassment readily available to staff on the Web

B. Addressing Discrimination/Harassment

1. Provide county and regional training to address issues of sexual and other harassment, discrimination, hostile work environments, and related areas
2. Implement policies and procedures that prohibit discrimination and that provide for a complaint process for employees, volunteers, and clientele to address alleged violations of USDA, University, and State mandates and requirements regarding nondiscrimination (e.g., investigating complaints)
3. Revitalize EEO/PERS Counselor Program to focus on resolution of problems and concerns at the informal level
4. Contact ANR administration when incidents occur that are in violation of nondiscrimination requirements/statutes
5. Maintain a receptive environment so that victims of discrimination and/or any form of harassment feel they can report such without fear of repercussion

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6. Update informational and training materials (e.g. resource video library, newsletters, pamphlets, etc.)
7. Systematically train staff on what constitutes discrimination and how to react to it in the workplace and in program delivery
8. Meet with the County Directors on a regular basis to cover the main issues and underlying legislation
9. Publicize opportunities for training, consulting and other resources to support inclusion efforts (e.g., funding for sign language interpreters is provided by AA office)