

ORGANIZATIONAL EXPECTATIONS - CIVIL RIGHTS

Organizational Civil Rights Policy

"The Colorado State University Cooperative Extension Service shall not discriminate in the development and delivery of program services or in the internal management of organizational affairs. As county, state and federal employees, every staff member has a moral as well as legal obligation to uphold all laws and resulting regulations prohibiting discrimination because of race, color, national origin, religion, sex, handicap or age hereafter referred to as civil rights."

The principles of organizational openness and program access for all people applies regardless of race, color, national origin, religion, sex, handicap or age. The actual openness of a program activity may be questioned if participants are of one sex or of one race. The availability of information should not be limited to any one group because of a factor such as age. (4-H literature and/or project manuals must be available to any age group if requested.) Whatever arrangements are necessary should be made to assure office and program access for the handicapped. This may mean delivering program and/or materials to them. Office access is a given. These same principles plus the concept of parity apply to individuals from minority groups.

The ultimate goal for the involvement of different races is parity in employment and program activities. The four-year plan of work should contain the necessary data and narrative analysis to determine relationships to parity for each program area. If the data (potential audience compared to contacts or membership) indicates parity has been reached, the continued maintenance of an open system is assumed and no further attention to details in the plan of work is necessary. If the data indicates that parity has not been reached, Form C should be used in the plan of work to further clarify actions to be taken. Problems that may be identified out of the Situation Analysis and stated on Form C will probably fall in one or all of the following three areas in one or all of the five program areas.

1. Development of an appropriate membership balance of overall and program advisory structures taking into account the race, color national origin, sex, handicap or age of the potential audience.
2. Plans for moving toward parity. (This will include realistic four-year target data for the county or area records on the Ethnic and Sex Analysis Form by program areas as well as narrative analysis on Form C statement.) In 4-H and home economics plans, the plan should cover contacts and membership.
3. Efforts to be made in integrating groups with which we work and/or obtaining appropriate exclusions.

Regardless of the situation in the county regarding parity, it is a given that:

1. "All reasonable efforts" will be maintained in those counties with less than 100 total minority population.
2. Use of the nondiscrimination poster and nondiscrimination statement shall be continued.

3. Employment practices will meet the principles of openness and objective decision making.
4. Accurate and complete participation records will be determined and maintained.

ECOP "all reasonable efforts" Guidelines

1. Make personal contact, annually, with minority group members to inform them of programs and to encourage their active participation.
2. Place minority group members on appropriate mailing lists to receive information on a continuing basis regarding program activities.
3. Extend invitations through letters, personal contact and newspapers to minority group members to attend and participate in scheduled educational programs and activities.
4. Direct information on programs and activities to sources of business and social contacts of minority group members.
5. Identify and utilize various mass media outlets which serve to disseminate information to minority group members.
6. Maintain documentation of these efforts to involve minority group members.