

Civil Rights County Checklist and Filing Guide

County Directors should use this checklist as a guide to lead faculty and staff through an annual review of progress toward the goals outlined in their County Civil Rights Plan, and to make sure their office compliance procedures and files are up-to-date. The checklist is used in the internal Civil Rights Compliance Review, as outlined in the WSU Extension Civil Rights Policies and Procedures.

The following documentation must be kept in the county civil rights file for **3 years**. All documentation must be updated annually. It is highly recommended this information be stored electronically on the designated county [Civil Rights SharePoint site](#). All faculty and staff should have access and know the location of this documentation.

1. Planning and Advisory Systems Files—Composition and Process

- County Civil Rights Plan** - The current County Civil Rights Plan has been reviewed by all faculty and staff, and updated annually.
- Advisory Systems Members** - The Advisory Systems membership lists, which includes the name of the membership lists and the ethnic background and gender of the members. This list should also include the designation of members who represent Limited English Proficiency (LEP) populations.

2. Public Notification Efforts Files

- Statement of Nondiscrimination** - WSU Extension's statement of nondiscrimination must be on all WSU Extension printed or electronic material. Include meeting announcements, email notices, flyers, brochures, actual articles or submitted copy etc. for radio and TV stations, newspapers, and web pages. Record dates of release or use, as well as a list of outlets where submitted.
- Reasonable Accommodation Statement** - WSU Extension's Reasonable Accommodation statement must be on all meeting and training announcements. Include actual articles or submitted copy to newspapers, radio and TV, flyers, brochures, newsletter announcements, etc. showing reasonable Accommodations statements. The statement must include the procedure a potential participant would use to request a Reasonable Accommodation due to a medical condition.

- Advertisements** - A list of various media outlets, including those that have potential to reach underserved audiences within our county.
- Required Posters** - A "And Justice for All" poster is prominently displayed in all main public areas and in all meeting rooms. WSU Extension faculty and staff should bring copies of the poster to post at off-site meetings, trainings, and events. If your county demographics indicate the potential for high non-English speaking audiences (10% or greater), you should display the poster in the language of that population (if available from USDA).

3. Program Implementation and Participation Files

- Reporting Contacts** - Faculty and staff in the office report outreach to underrepresented groups and people of color through the annual Reporting County Contacts spreadsheet. Balanced participation occurs when the ethnicity, race, gender, age, religion, and economic characteristics of participants across all programs are representative of the county population as a whole. WSU Extension considers that programs are in compliance when participation has reached 80%. If balanced participation was not reached, include documentation explaining the differences between the percentages of population in the county (ethnic, age, gender, etc.) and the percentages of populations reached in each strategic goal.
- Limited English Proficiency (LEP) populations** - These populations must be identified and public notification and programs have addressed the needs of these populations according to the County Civil Rights Plan.
- Mailing Lists** - If you communicate with groups and/or advertise programs by mail or email, you must keep two separate address lists. On list #1, only include the client name and address - do not include ethnicity or gender on this list. On list #2, only include the client name and their ethnicity and gender – do not include addresses on this list.
- ADA Compliance and Special Accommodations** – If you have a request for reasonable accommodations you must include the request. Include program flyer, a description of program content, meeting sites and times, and description of accommodation(s) made.
- WSU Extension Office is ADA Compliant** - WSU Extension county offices must be ADA accessible. The ADA Checklist must be completed for all spaces used, which addresses entrances and restrooms. If the area is not ADA accessible, there is a detailed site plan to address accessibility.

- Organizational Compliance Statements or Bylaws** - Documentation of nondiscrimination is required from all non-public organizations with whom we partner before providing any service to the group (e.g. a copy of by-laws with non-discrimination language included, signed statement, signed letter, or membership list showing protected classes). These must be updated every 3 years.
- Meeting Notices, Participation Rosters for Meetings, and Meeting Minutes** - Representative samples of program meeting notices, participant rosters, and meeting minutes. Include the following documents:
 - a. Advisory Systems
 - b. 4-H Leaders' Councils, Masters Programs, Beach Watchers, other
 - c. Camps
 - d. Volunteer Training Events
 - e. Public Events

4. Documentation and Reporting Files

- Training Plan and Records** - All Training documentation and training plans for faculty, staff, and volunteers around civil rights and WSU Extension's commitment to diversity must be documented. It's important to include the date and names of participants in training. Include the following training documents: ○ Separation of Church and State. ○ Civil Rights training schedule for the next year. (This may be a formal schedule, or copies of minutes from meetings that include discussion of the schedule.)
- Position Descriptions** - All position descriptions have been reviewed to make sure they include civil rights and diversity language.
- WORQS Reports, Impact Statements, Success Stories** - WSU Extension faculty and program delivery staff report outcomes related to efforts outlined in the County Civil Rights Plan through the WSU Online Review and Query System (WORQS) accessed online at <https://cahedb.wsu.edu/WORQS/login.aspx>. Document impact statements and success stories that have occurred.
- Affirmative Action Practices** - Links to the Pre-Employment Inquiry Guide and meeting the "All Reasonable Effort" guidelines are in the WSU Extension Civil Rights Policies and Procedures. Make sure all faculty, staff, and volunteers are aware of these policies and that faculty and staff have this website bookmarked.
- Complaint Procedures** - Faculty, staff, and volunteers know and understand the procedure to follow for grievances and complaints related to civil rights compliance in WSU Extension programs. Faculty, staff, and volunteers know WSU Extension's procedure for filing employment discrimination and sexual harassment complaints. Contact the Office of Equal Opportunity at 509-335-8828."Preemployment Inquiry

http://www.wsu.edu/%7Eforms/HTML/BPPM/60_Personnel/60.08_Preemployment_Inquiry_Guidelines.htm. WSU training on Preventing Sexual Harassment is available online at <http://training.newmedialearning.com/psh/washingtonstateu/>.

- Periodic Compliance Review Recommendations and Response** - Include internal audit reports and recommendations/reports and responses if the county was reviewed either by a state or federal review team.
- Policies/Laws/Regulations/Interpretations** - Include county policies if they are different from federal, state, and/or university policies. **Note:** Links to federal, state, and university policies are in the WSU Extension Civil Rights Policies and Procedures. Make sure everyone in your office has this website bookmarked, and is familiar with policies.

5. Other Notices

- Required safety-related materials must be posted** on a bulletin board in a central location.
 - 1) [“Notice to Employees”](#) for industrial insurance, 2) [“Job Safety and Health Law”](#) for occupational safety and health, and 3) [“Your Rights as a Worker in Washington State”](#) for wage and hour, family leave, and teen worker information. All posters are also available in Spanish.