

EEO
COUNTY MODEL

12.742

AFFIRMATIVE ACTION PLAN
for
EQUAL EMPLOYMENT OPPORTUNITY

() County
Cooperative Extension Service

Date

SIGNATORY

Submitted by:

County Extension Director

Date: _____

Approved by:

Director of Extension

Date: _____

Effective Date: _____

Authority: Title 7 - Agriculture, Subtitle A - Office of the Secretary,
Part 18 and the Michigan Cooperative Extension Service
"Program for Equal Employment Opportunity."

AFFIRMATIVE ACTION PLAN

Definitions

For purpose of this program:

- A. "Secretary" means the Secretary of Agriculture of the United States or his designee.
- B. "Cooperative Extension Service" means the Cooperative Extension organization and programs of Michigan State University and the cooperating counties in Michigan. "Cooperative Extension Service" is used interchangeably with "Extension Service" and "Extension."
- C. "Director" means the Director of the Cooperative Extension Service, G. S. McIntyre.
- D. "Coordinator" means the Equal Employment Opportunity Coordinator for the Cooperative Extension Service, F. J. Peabody, Extension Personnel Director.
- E. "County Director" means the individual in the Cooperative Extension Service who performs certain county administrative and supervisory functions for Extension personnel located in the county offices.
- F. "Extension Personnel" means all persons irrespective of employee level, location or sources of supporting funds who are performing official duties in support of County Cooperative Extension Service programs.
- G. "Discrimination" includes discrimination on the basis of race, color, national origin, sex, or religion.
- H. "Employment Program for EEO" means a comprehensive Equal Employment Opportunity Program submitted by the President of the University in satisfaction of Title 7 - Agriculture, Subtitle A - Office of the Secretary, Part 18.
- I. "7 CFR 18" refers to Title 7 - Agriculture, Subtitle A - Office of the Secretary, Part 18 - Equal Employment Opportunity in the State Cooperative Extension Services.

- J. "Affirmative Action" means 1) Section XI of the Cooperative Extension Service's affirmative commitment to assure equal employment opportunity in all aspects of its operations affecting employees and applicants for employment which satisfies paragraph 18.4(c) of 7 CFR 18, submitted and updated on a fiscal year basis. 2) Affirmative commitment at the County level, submitted to the Director and updated on fiscal year basis.
- K. "Complaint" means 1) an employee's, former employee's, or an applicant's for employment dissatisfaction with, and request for redress from, an action or failure to act on the part of management which has affected him personally; 2) general discriminatory practices filed by an organization.
- L. "Employment" includes hiring, assignment, transfer, promotion, compensation, discipline, and discharge and all other conditions, terms and privileges of employment.

I. STATEMENT OF POLICY

It is the policy of the Cooperative Extension Service of (_____) County to provide equal opportunity in employment and personnel management for all persons, to prohibit discrimination because of race, color, national origin, sex or religion, and to promote the full realization of equal employment opportunity through a continuing Affirmative Action Plan. This policy is based on and complies with the provisions of 7 CFR 18; the Annotated Code Act 251 of Public Acts of 1955, as amended, of the General Laws of Michigan; the Cooperative Extension Service "Program for Equal Employment Opportunity: as approved by the Secretary of Agriculture December 14, 1971; and is consistent with the Anti-Discrimination policies and procedures of Michigan State University as approved by the University Board of Trustees February 28, 1970.

II. APPLICABILITY AND COVERAGE

The Michigan Cooperative Extension Service "Program for Equal Employment Opportunity" relates to all phases of employment, for all professional and non-professional persons of the Cooperative Extension Service and establishes policy consistent for all positions regardless of sources of supporting funds.

Thus this program applies to the (_____) County Cooperative Extension Service, and to all positions and employees provided by (_____) County and other political subdivisions in support of Cooperative Extension Service programs.

III. A POSITIVE AFFIRMATIVE ACTION PLAN TO ASSURE EQUAL OPPORTUNITY IN EMPLOYMENT

In furtherance thereof of the Michigan Cooperative Extension Service "Program for Equal Employment Opportunity" as approved by the President of Michigan State University and concurred in by the Secretary of Agriculture, the (_____) County Cooperative Extension Service agrees to develop and implement an Affirmative Action Plan to assure equal employment opportunity. The Action Plan identifies persons responsible for carrying out each activity, and target dates as they seek to recruit, employ, and retain a competent staff.

IV. ADMINISTRATION

The County Extension Director is designated by the Extension Director to be responsible for the implementation and compliance of the program at the county level under the supervision and guidance of the EEO Coordinator.

The County Extension Director will be responsible for:

- 1) presenting and discussing the State Program for Equal Employment Opportunity and Affirmative Action Plan with county personnel offices, county government officials and other appropriate groups contributing to the employment and personnel functions of all County Extension staff.
- 2) submitting a report summarizing the above to the EEO Coordinator.
- 3) submitting an Affirmative Action Plan for activities at the county level to the Extension Director by May 1, 1972 and an updated Plan annually thereafter.

- 4) submitting an annual report to the Extension Director summarizing the implementation and operation of the program at the county level by July 1, 1972 and annually thereafter.
- 5) Instructing employees as per the contents of the State EEO Program and Action Plan and providing access to it by filing in the County Administrative Handbook under "Policies."
- 6) Placing in a prominent, conspicuous location all promotional literature and vacancy announcements including the poster: "And Justice for All."
- 7) Informing applicants, who feel that they have been discriminated against, of the name and address of the EEO Coordinator and Counselors for the locality in which employment is sought.

Other Extension Employees

Extension Agriculture Agents, Extension Home Economists, Extension 4-H - Youth Agents, Multi-County Agents, and District Agents (housed in the County Office) will be responsible for activities assuring equal employment opportunity as indicated in the County Affirmative Action Plan.

V. MAINTENANCE OF RECORDS

Decisions made relating to employment activities at the county level will be forwarded to the Extension Personnel Office and will be maintained for a minimum of two years. Such records shall reflect reasons for selection and reasons for non-selection.

VI. NON-COMPLIANCE

It is understood that the (_____) County Cooperative Extension Service will be in violation of 7 CFR 18 and Act 131, Public Acts of

1955 of the General Laws of Michigan as set forth in the Michigan Cooperative Extension Service "Program for Equal Employment Opportunity" and will be subject to possible withholding of funds or other appropriate disciplinary action as required by law if personnel fail to carry out the provisions of this Action Plan.

VII. AFFIRMATIVE ACTION PLAN

() County

COOPERATIVE EXTENSION SERVICE

County

Fiscal Year Ending June 30, 1972

Activity	Action By	Target Date(s) to Implement
<p>1. <u>Administration of the Action Plan at the County Level</u></p> <p>A. Assign staff member(s) to carry out the responsibilities of the County Affirmative Action Plan for progress in Equal Employment Opportunity and to achieve goals within stated deadlines. The staff so assigned must be responsible for the EEO activities under their jurisdiction.</p>		March 1, 1972
<p>2. <u>Ensure that Recruitment Activities are Designed to Reach, Attract and Employ Candidates for All Positions from Minority as well as Majority Group Member Sources.</u></p> <p>A. Establish and maintain recruitment contacts with predominately minority groups, women's groups, schools and organizations. Provide recruitment assignments for women and minority group employees. Utilize vacancy announcements and other appropriate media to attract minority group and women candidates. Examine needs of applicants and employees, particularly women, for position adjustments, such as part-time work, or irregular duty hours, etc.</p>		March 1, 1972, and continuously March 1, 1972 March 1, 1972 April 1, 1972
<p>3. <u>Ensure the Fullest Possible Utilization of the Present Skills of Employees.</u></p> <p>A. Conduct employee skills utilization surveys to determine those with underutilized or nonutilized job skills, experience and potential. Review job descriptions, performance reviews, personal interviews, etc., in relation to the results of such surveys.</p>		December 1, 1972

Activity	Action By	Target Date(s) to Implement
<p>B. Provide employee education and training whenever needed in employee's current position or to facilitate his assignment to another position with greater responsibility or to more fully utilize his capability.</p>		<p>March 1, 1972, and continuously</p>
<p>C. Provide equal access for all employees to information on promotional opportunities and position qualification requirements.</p>		<p>March 1, 1972</p>
<p>D. If appropriate, give career guidance to employees with underutilized or nonutilized skills and otherwise help them prepare for more effective placement or promotion.</p>		<p>December 31, 1972</p>
<p>4. <u>Ensure that Equal Opportunity is Available to All Employees to Enhance Skills to Perform at Highest Potential and to Advance in Accordance with Abilities.</u></p>		
<p>A. Conduct at least annually a review at the County level of all actions taken on training, special assignments, promotion, and reassignments to determine that minority groups and women employees have received appropriate consideration.</p>		<p>December 1, 1972</p>
<p>B. Analyze, modify and use a performance evaluation system to assure objective and equitable consideration for all in selecting employees to fill vacancies, including giving each affected employee a copy of his evaluation.</p>		<p>December 1, 1972</p>
<p>C. Analyze all positions and, where feasible, redesign those positions involving use of both higher and lower skills to better utilize the higher skills of the incumbents.</p>		<p>October 1, 1972</p>
<p>D. Evaluate job qualifications and examining standards and eliminate those which unfairly discriminate against minority groups and women.</p>		<p>March 1, 1972</p>
<p>E. Identify, train and develop for promotion or more effective assignments interested and qualified employees through:</p>		<p>March 1, 1972</p>
<p>(1) Training to upgrade clerical and technical skills.</p>		<p>June 1, 1972, and continuously</p>

Activity	Action By	Target Date(s) to Implement
(2) Special training, coaching and work experience when needed.		June 1, 1972, and continuous
(3) Basic or special education when needed.		June 1, 1972, and continuous
(4) Projects to improve skills and employability.		June 1, 1972, and continuous
(5) Training supervisors and potential supervisors to assure that employees are given assignments which will afford them opportunity to use their skills and training to maximum advantage.		June 1, 1972, and continuous
5. <u>Participate in Improving Community Conditions Which Affect Employability.</u>		
A. Assist employees or prospective employees who find lack of suitable housing, transportation, child care, etc., a barrier to acceptance of employment for which they are qualified.		March 1, 1972
B. Issue memo to all county staff encouraging their voluntary, personal participation in community efforts toward improvement of EEO.		April 1, 1972
C. As appropriate work with predominately minority and women's colleges, technical schools, vocational schools and high schools to review and make changes in curriculum which will better qualify students for Extension Service employment.		October 1, 1972, and continuously
6. <u>Assure the Prompt, Fair and Impartial Processing of Complaints of Discrimination and Equal Employment Opportunity Counseling.</u>		
A. Make available to all employees information relating to Equal Employment Opportunity that is applicable to employees at the county level as outlined in the Michigan Cooperative Extension Service Program for Equal Employment Opportunity.		March 1, 1972, and continuously
B. Inform complainants of the names and address of the EEO Coordinator and regional EEO Counselors and their availability.		March 1, 1972, and continuously