Form C 2021

**University of Wyoming Extension**

*Affirmative Action/Civil Rights*

*Compliance Training Review*

**Standard Agenda – VIRTUAL Meetings\***

\*Or as scheduled by review team leader with the County Extension Coordinator.

Goal: Work in compliance with equal opportunity policies in the implementation of Extension programs, treat every customer and colleague with fairness, equality, and respect and to be inclusive and have adequate diversity.

Objectives:

UW Extension employees will:

* Understand their managerial responsibilities for civil rights compliance
* Increase knowledge of how laws, rules, and regulations apply to programming efforts
* Actively carry out all reasonable efforts to ensure active participation by underrepresented groups in programs
* Adequately document requests for accommodations
* Identify areas and processes to intentionally increase program participation of underrepresented groups

Please complete the following to prepare for the Civil Rights Training:

* Watch the Civil Rights Training video (30 minutes)
* Review the US Census Bureau Quick facts for your county
* Be prepared to discuss the questions outlined in the Civil Rights Training and Review – Group Discussion Questions

**9:00 – 10:30 a.m.** Welcome and Highlight Purpose of Civil Rights Training and Review

Group discussion with all employees:

* Please be prepared to discuss the questions from the Civil Rights Training and Review – Group Discussion Questions

**10:45 a.m. – 12:15 p.m**.

* Discuss potential barriers that might keep individuals from participating in your Extension programs based upon the seven federally protected classes (Race/Color, National Origin, Religion, Disability, Age, Gender/Sex, and Status as a protected Veteran)
* Please be prepared to share examples of accommodations you have made for individuals to participate in Extension programs or receive Extension services.
* Share examples of the following that demonstrate commitment to civil rights (e-mail to Kim Reaman for inclusion in the county civil rights file):
	+ Public notification statements (nondiscrimination statement) on printed publications such as bulletins, fact sheets, program announcements, newsletters, etc.
	+ Printed publications free of stereotype language and illustrations
	+ Signed assurances from partner groups
	+ Electronic and non-electronic mailing list by gender, race, ethnicity
	+ ES237 for 2019-20 year
	+ List of civil rights trainings completed/participated in by employee

**12:15 – 1:00**

**1:00 – 1:30 pm**

* ADA Compliance checklist and tour
* Individual Interviews with office personnel and educators
* Review team prepares comments which will formulate the Post Civil Rights Training Review Report

**2:00 pm**

* Group discussion with all employees to share the review team comments