

INTRODUCTION TO

CIVIL RIGHTS IN WEST VIRGINIA

A faint, large-scale background image of a pair of scales of justice, symbolizing law and equity. The scales are positioned on the right side of the slide, with the central pillar and one of the pans visible.

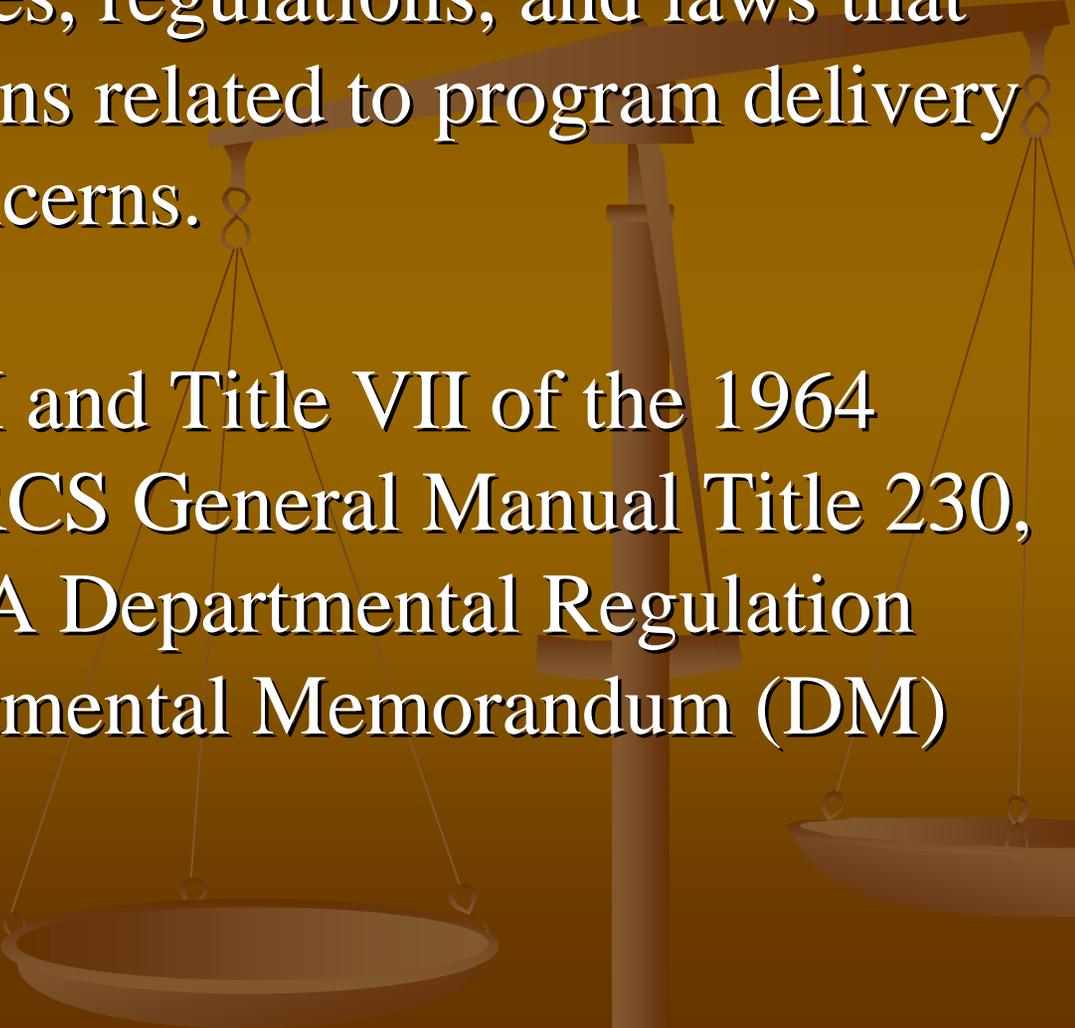
What is Civil Rights- National Overview
Civil Rights Training?
Civil Rights Structure?
The Complaint Process
West Virginia Civil Rights Committee
Special Emphasis Program Managers

Equal Opportunity Laws

Title VI and Title VII



What is Civil Rights?



A compilation of rules, regulations, and laws that govern Agency actions related to program delivery and employment concerns.

Included are Title VI and Title VII of the 1964 Civil Rights Act, NRCS General Manual Title 230, Parts 401-405, USDA Departmental Regulation (DR) 4330-3, Departmental Memorandum (DM) 4300-1, and others.

Title VI and Title VII

Title VI of the Civil Rights Act of 1964 is a federal law that prohibits discrimination on the basis of race, color or national origin in programs and activities that receive federal financial assistance.
(PROGRAMS)

Title VII of the Civil Rights Act of 1964 is a federal law that prohibits discrimination on the basis of race, color or national origin in employment.
(EMPLOYMENT)

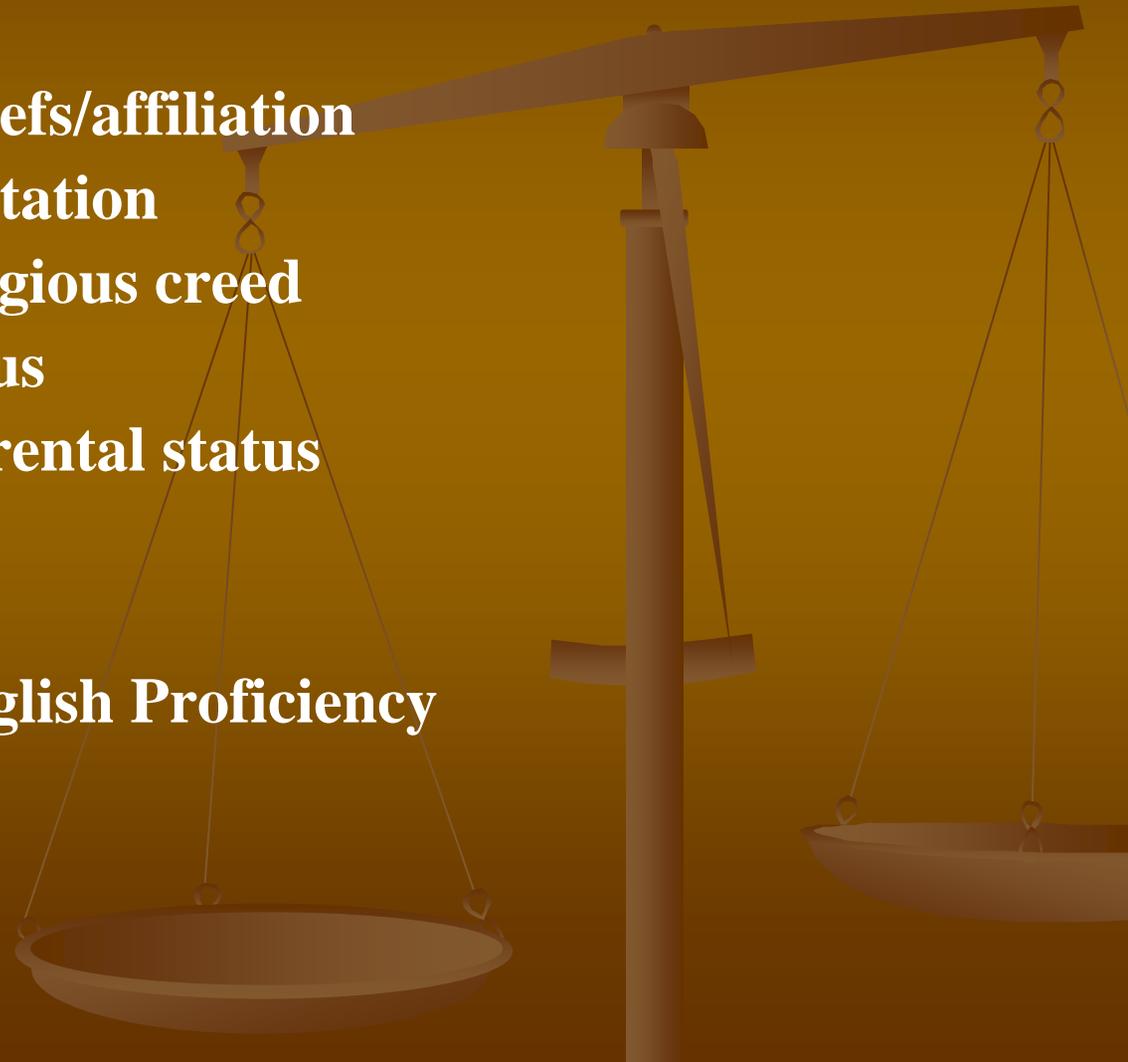
What is Discrimination?

Unequal or unfair treatment



Protected Bases Enforced by USDA

- **Race, color, national origin**
- **Disability**
- **Political beliefs/affiliation**
- **Sexual orientation**
- **Religion/religious creed**
- **Marital status**
- **Familiar/parental status**
- **Genetic info**
- **Retaliation**
- **Limited English Proficiency**
- **Sex**
- **Age**

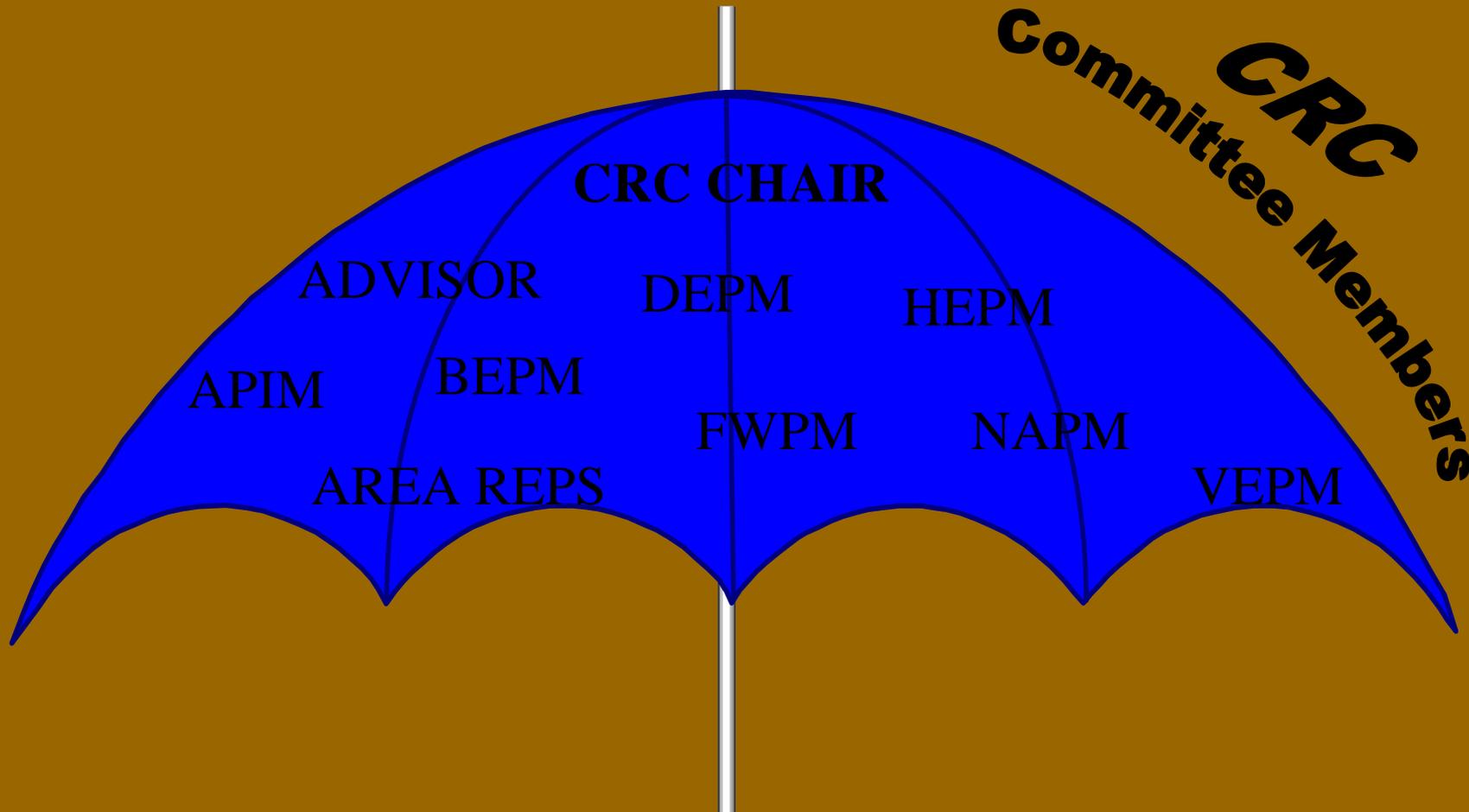


Civil Rights Program Title VII- WV

Deputy Equal Employment Opportunity Officer DEOO

Equal Opportunity Liaison Officer EOLO

CRC
Committee Members



Title VII

Points to Remember:

- Harassment is not limited to unwanted physical advances
- Anyone in the workplace can be a harasser, including the supervisor, co-worker, or customer
- A work environment is considered hostile when it is intimidating or offensive

If you have additional questions, please contact your
Human Resource Officer.

Title VI

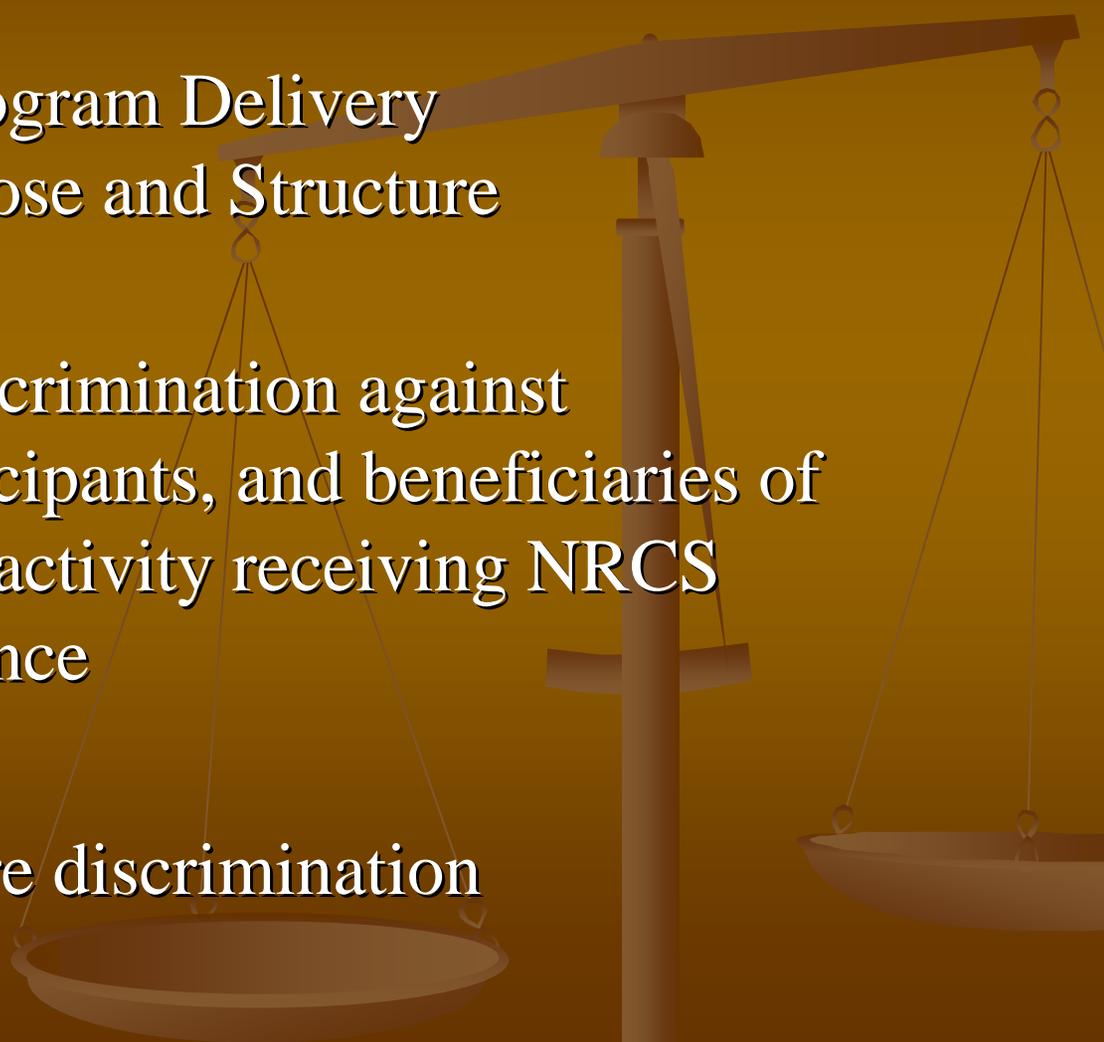
Section 504 of the Rehabilitation
Act of 1973...

...prohibits discrimination based on disability
(physical and mental) in programs conducted or
assisted by the United States Department of
Agriculture.



Title VI

Program Delivery Purpose and Structure

- To eliminate discrimination against applicants, participants, and beneficiaries of any program or activity receiving NRCS financial assistance
 - To prevent future discrimination
- 
- A large, faint, brown-toned illustration of a balance scale is positioned on the right side of the slide. The scale is tilted, with the right pan being higher than the left pan. The background of the slide is a solid dark brown color.

Title VI

Compliance with civil rights requirements is achieved by adhering to the following activities:

- Providing technical assistance, guidance, and training to encourage voluntary compliance
- Conducting regular compliance reviews of policies, procedures, and practices of programs and activities

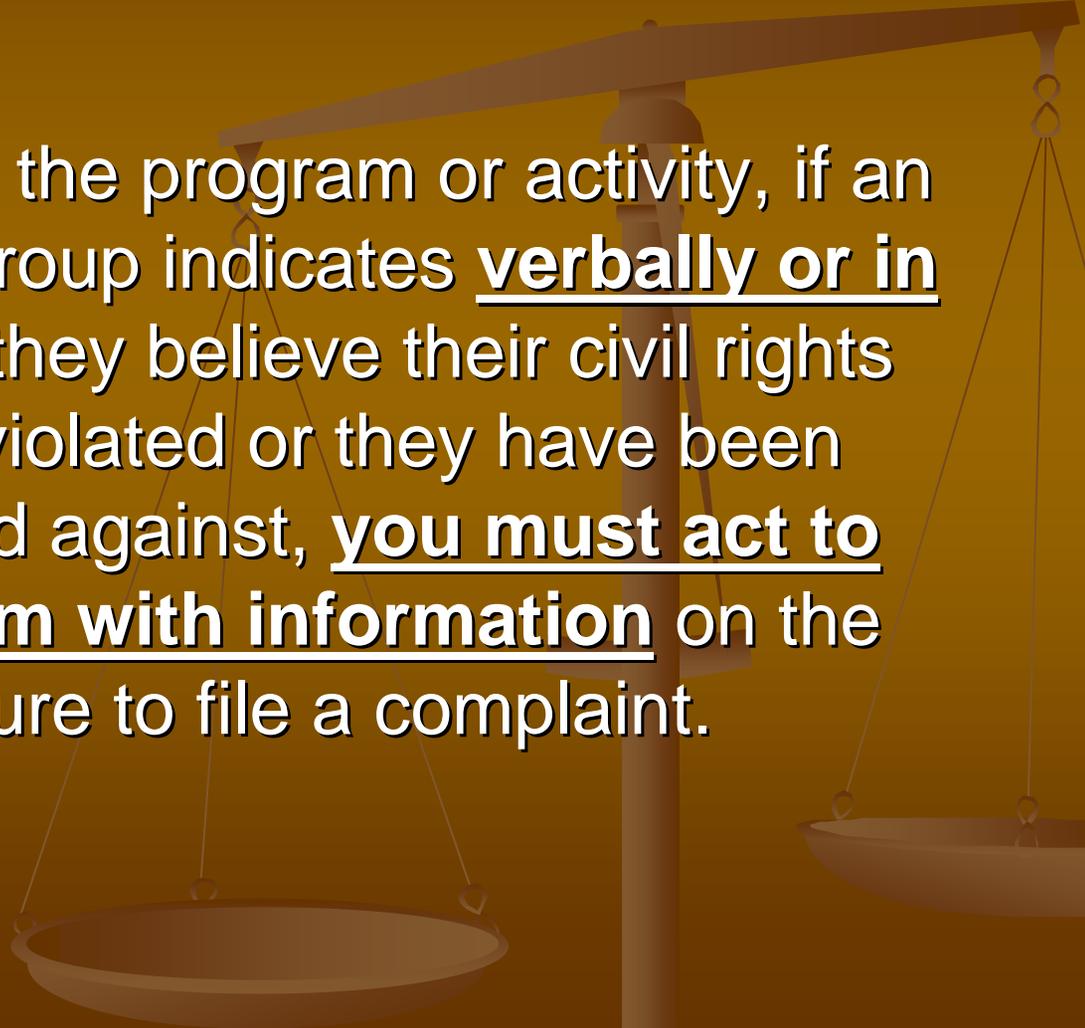
Title VI

Compliance with civil rights requirements is achieved by adhering to the following activities:

- Investigating complaints alleging discrimination
- Providing outreach and education



Complaint Process

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Regardless of the program or activity, if an individual or group indicates verbally or in writing that they believe their civil rights have been violated or they have been discriminated against, you must act to provide them with information on the procedure to file a complaint.

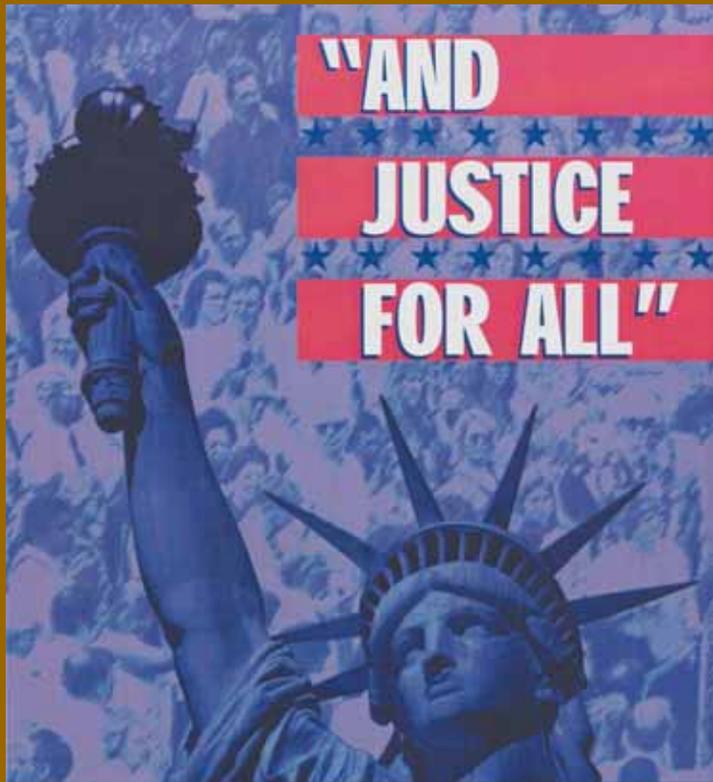
Complaint Process

- **NRCS has established procedures for filing and processing program discrimination complaints.**
- **You are responsible for having at least a general knowledge of these procedures.**



Complaint Process

Title VI



**"AND
JUSTICE
FOR ALL"**

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. (See all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD).

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 14th and Independence Avenue, SW, Washington, DC 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

El Departamento de Agricultura de los EE. UU. (USDA, siglas en inglés) prohíbe la discriminación en todos sus programas y actividades a base de raza, color, origen nacional, género, religión, edad, impedimento, credo político, orientación sexual, estado civil o familiar. (En todos los bases de prohibición aplican a todos los programas.) Personas con impedimentos que requieren medios alternativos de comunicación para obtener información acerca de los programas (Braille, tipografía agrandada, cintas de audio, etc.) deben ponerse en contacto con el Centro TARGET de USDA, llamando al (202) 720-2600 (voz y TDD).

Para presentar una queja sobre discriminación, escriba a USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 14th and Independence Avenue, SW, Washington, DC 20250-9410, o llame al (202) 720-5964 (voz y TDD). USDA es un proveedor y empleador que ofrece oportunidad igual a todos.

Refer to the posters above for direction on filing a Title VI or Title VII complaint.

Title VII

NRCS
Natural Resources Conservation Service

EEO

Equal Employment Opportunity Counseling Program

Discrimination in Employment Is Illegal!

<p>WHO</p> <p>Any employee or applicant who believes that he or she has been discriminated against on the basis of race, color, religion, national origin, sex, age (40+), physical or mental disability, retaliation (for prior participation in the EEO complaint process), sexual orientation, genetic information, political beliefs, parental status, and/or marital status may request EEO counseling.</p>	<p>WHEN</p> <p>In order to protect your civil rights, you must contact an EEO counselor within 45 calendar days of the alleged discriminatory event.</p>
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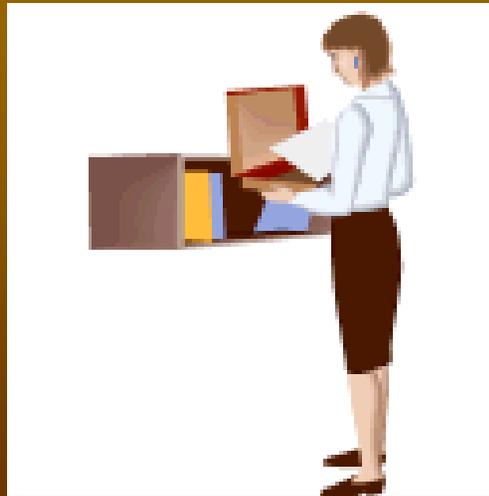
Phone: (301) 504-2181 or 1-866-NRCS395 (301) 504-2439 (voice or TTY)

Federal Relay Service: 1-800-877-8339 (voice or TTY)

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. (See all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD).

Protection from Retaliation

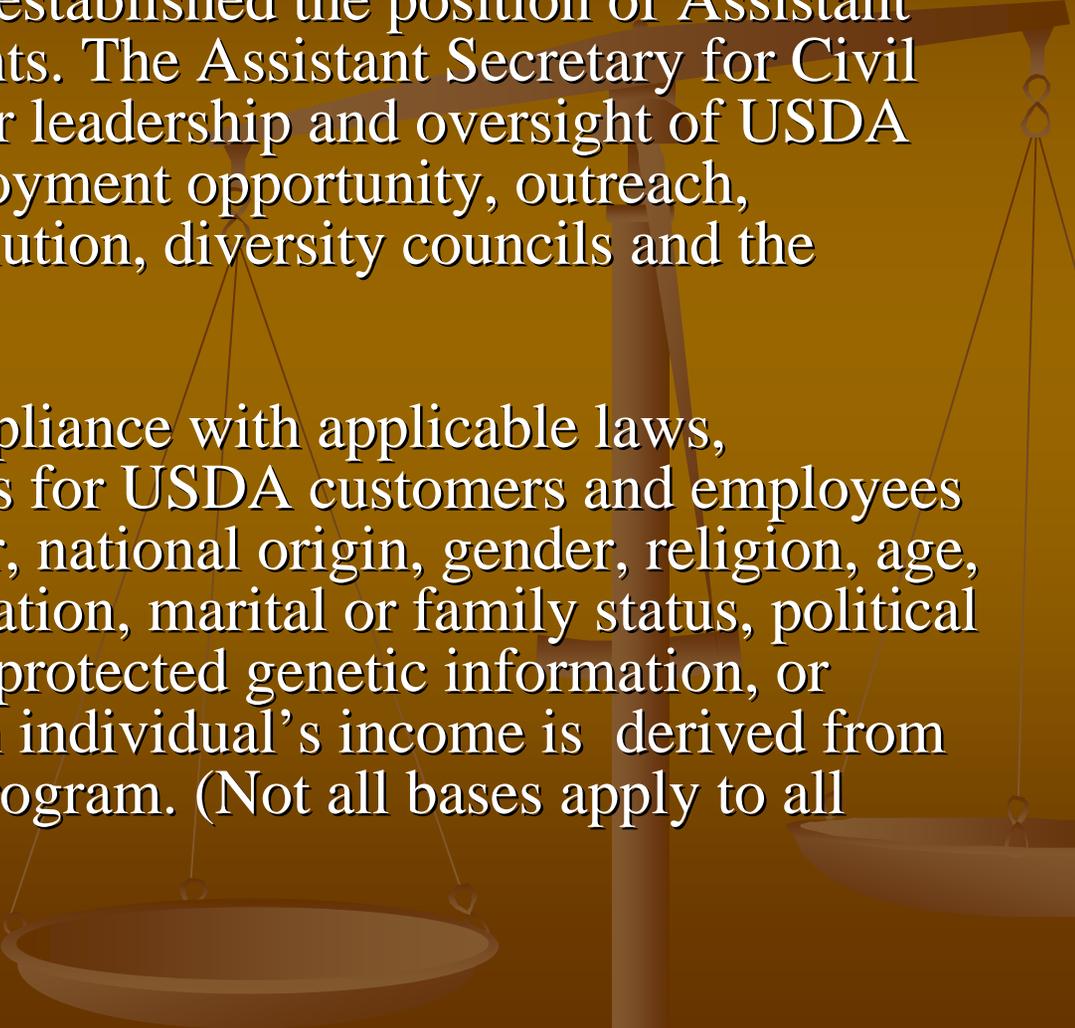
Any action that adversely effects an individual who has filed a charge of discrimination or participated in an investigation is prohibited.



So how is this accomplished within our
agency????



Office of the Assistant Secretary for Civil Rights



On March 7, 2003 USDA established the position of Assistant Secretary for Civil Rights. The Assistant Secretary for Civil Rights is responsible for leadership and oversight of USDA civil rights, equal employment opportunity, outreach, alternative dispute resolution, diversity councils and the USDA/1890 Initiative.

The office ensures compliance with applicable laws, regulations, and policies for USDA customers and employees regardless of race, color, national origin, gender, religion, age, disability, sexual orientation, marital or family status, political beliefs, parental status, protected genetic information, or because all or part of an individual's income is derived from any public assistance program. (Not all bases apply to all programs.)

Offices

- Conflict Prevention and Resolution Center
- Office of Civil Rights
- Office of Outreach
- Secretary's Diversity Advisory Council
- USDA/1890's Program



Office Civil Rights - NRCs

VISION

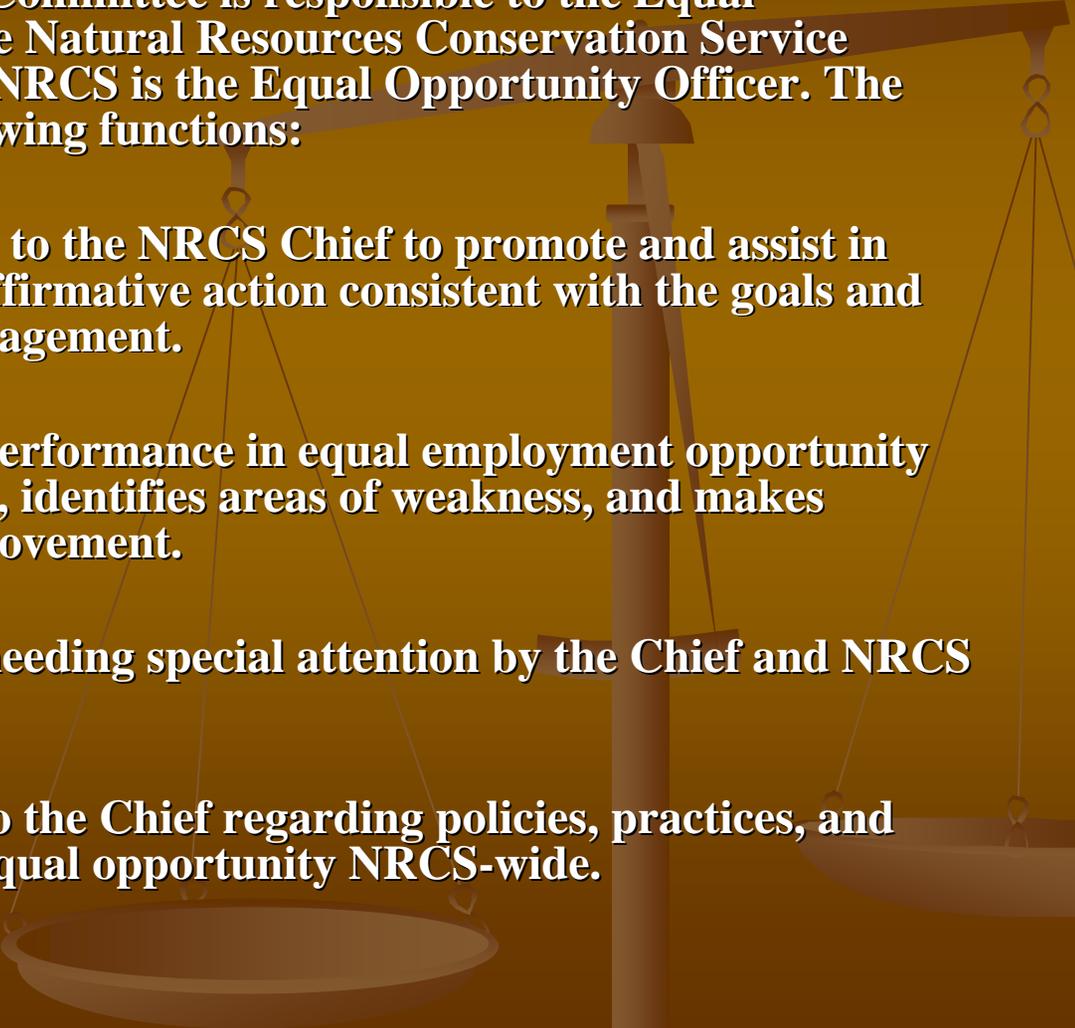
- Equity for People and Programs.

MISSION

- Ensure compliance with Agency policies for conservation and equal opportunity programs, and accountability for the delivery of quality and timely services to our customers.

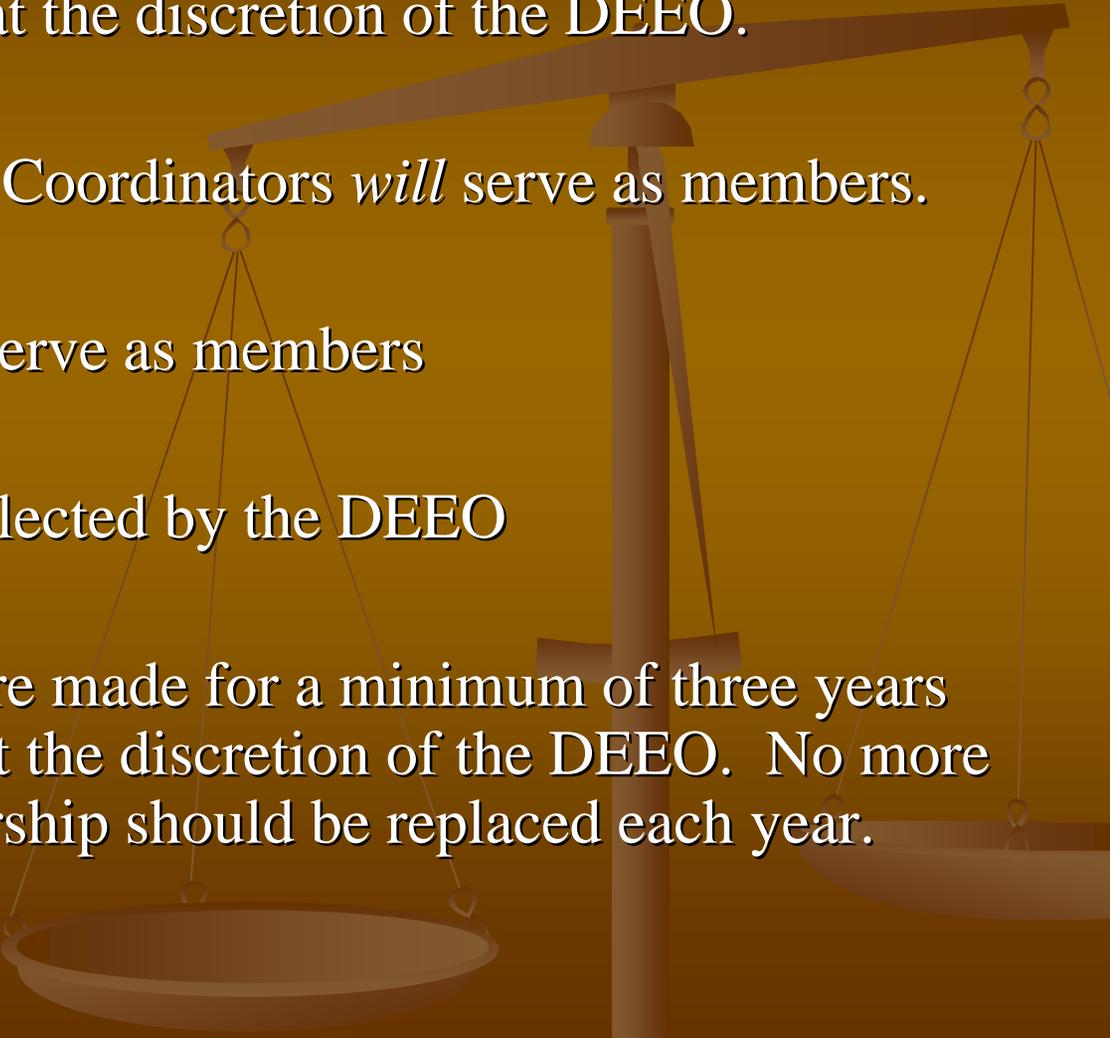


National Civil Rights Committee

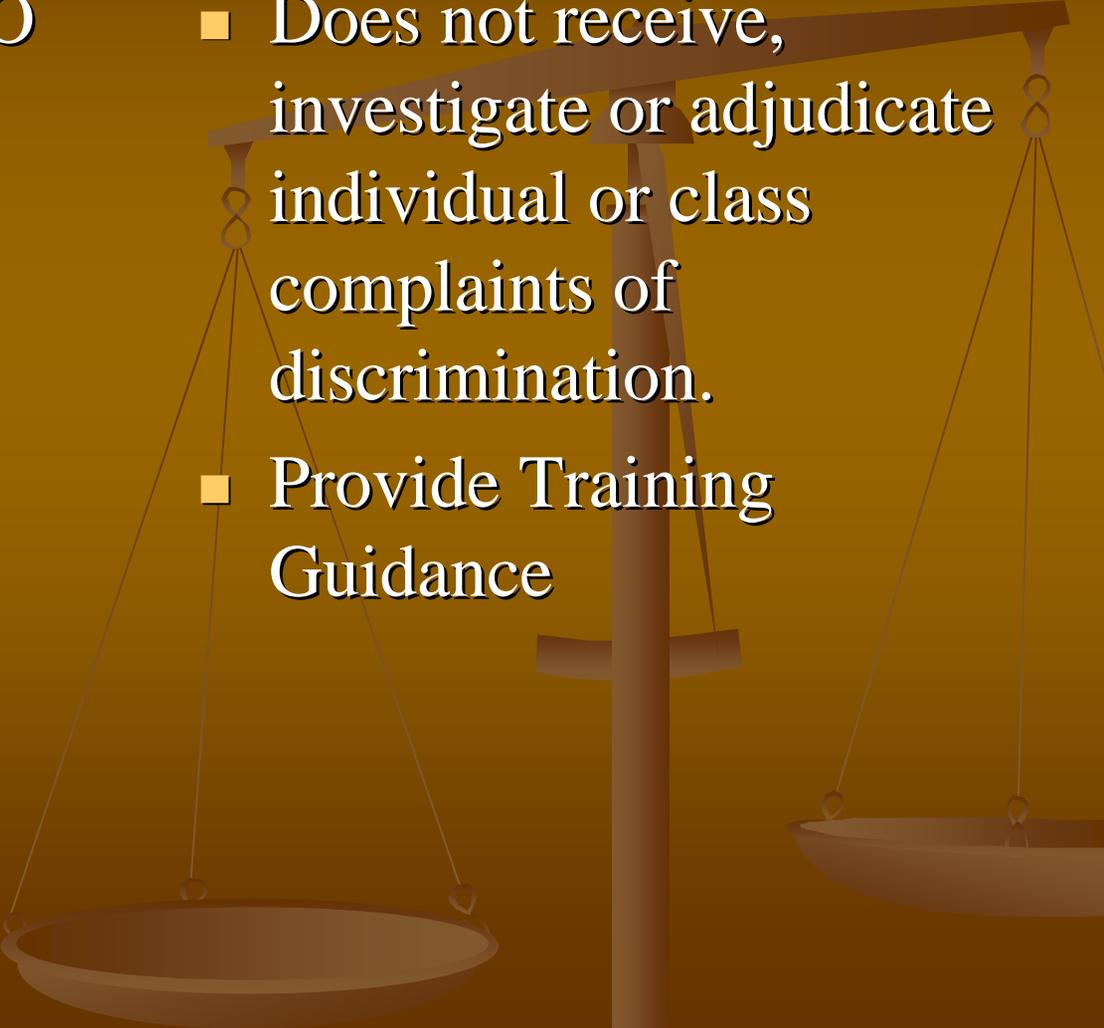


- **The National Civil Rights Committee is responsible to the Equal Opportunity Officer for the Natural Resources Conservation Service (NRCS). The Chief of the NRCS is the Equal Opportunity Officer. The Committee serves the following functions:**
- **Serves as an advisory body to the NRCS Chief to promote and assist in meaningful and effective affirmative action consistent with the goals and objectives set forth by management.**
- **Provides feedback on the performance in equal employment opportunity and civil rights compliance, identifies areas of weakness, and makes recommendations for improvement.**
- **Identifies emerging areas needing special attention by the Chief and NRCS top management.**
- **Makes recommendations to the Chief regarding policies, practices, and procedures as they affect equal opportunity NRCS-wide.**

Composition of the committee

- CRAC's will be representative of the unit's workforce. Members are selected at the discretion of the DEEO.
 - SEPMs, HR, Outreach Coordinators *will* serve as members.
 - Leadership team may serve as members
 - CRAC chair may be selected by the DEEO
 - CRAC appointments are made for a minimum of three years and may be extended at the discretion of the DEEO. No more than 1/2 of the membership should be replaced each year.
- 

Responsibilities of CRAC

- Advisor to the DEEO
 - Communicate employees views
 - Identify weaknesses
 - Maintain minutes
 - Meet as often as necessary, at least quarterly
 - Does not receive, investigate or adjudicate individual or class complaints of discrimination.
 - Provide Training Guidance
- 

Civil Rights Training

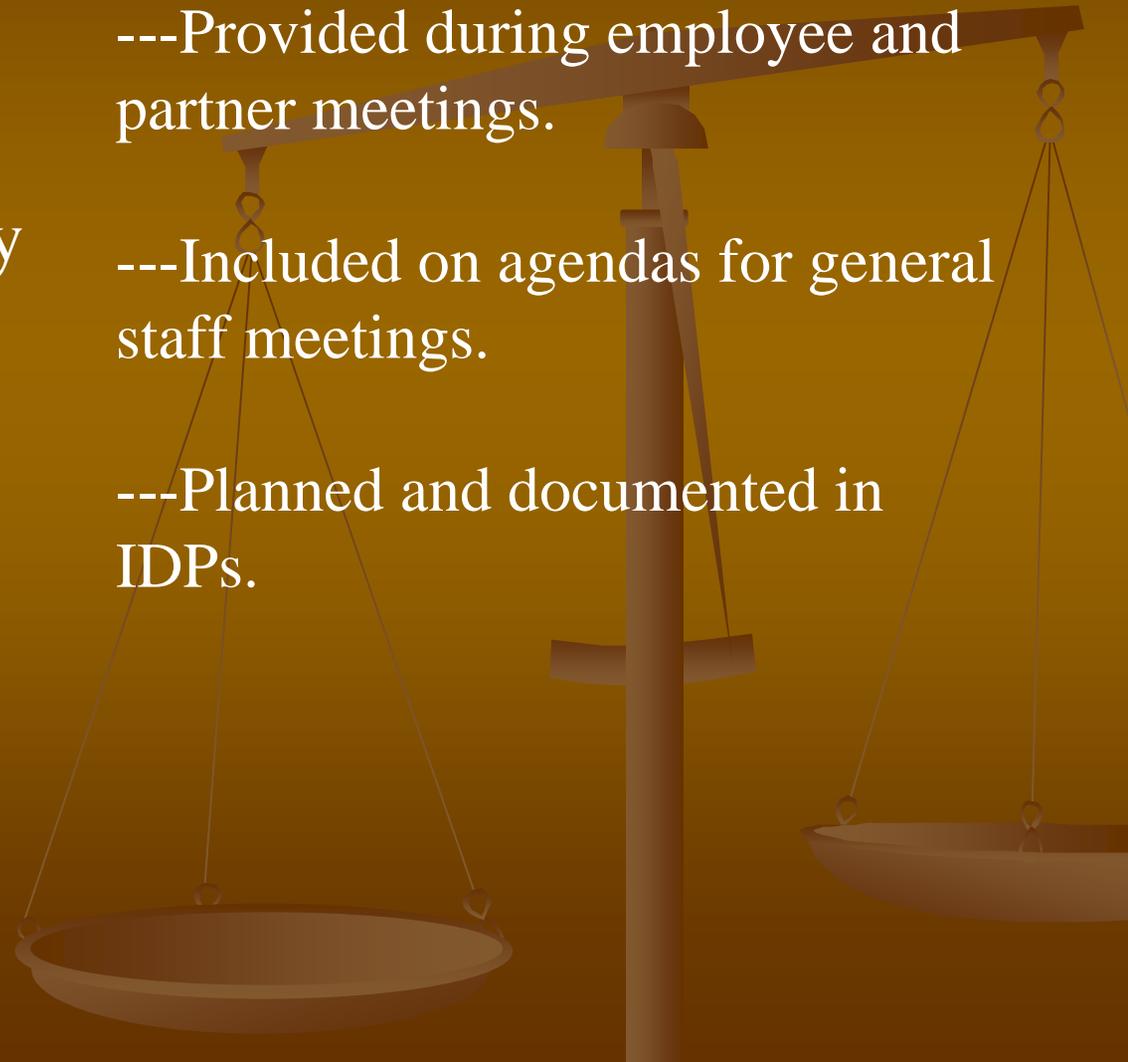
- Mandatory For All Employees
 - Stopping Sexual Harassment Before it Starts
 - Diversity in the Workplace



Training . . .

What employees should know

- Employee Rights ---Provided during employee and partner meetings.
- Complaint Process ---Included on agendas for general staff meetings.
- Workforce Diversity ---Planned and documented in IDPs.
- Sexual Harassment
- Program Delivery
- Outreach To Others



Your National Program Managers

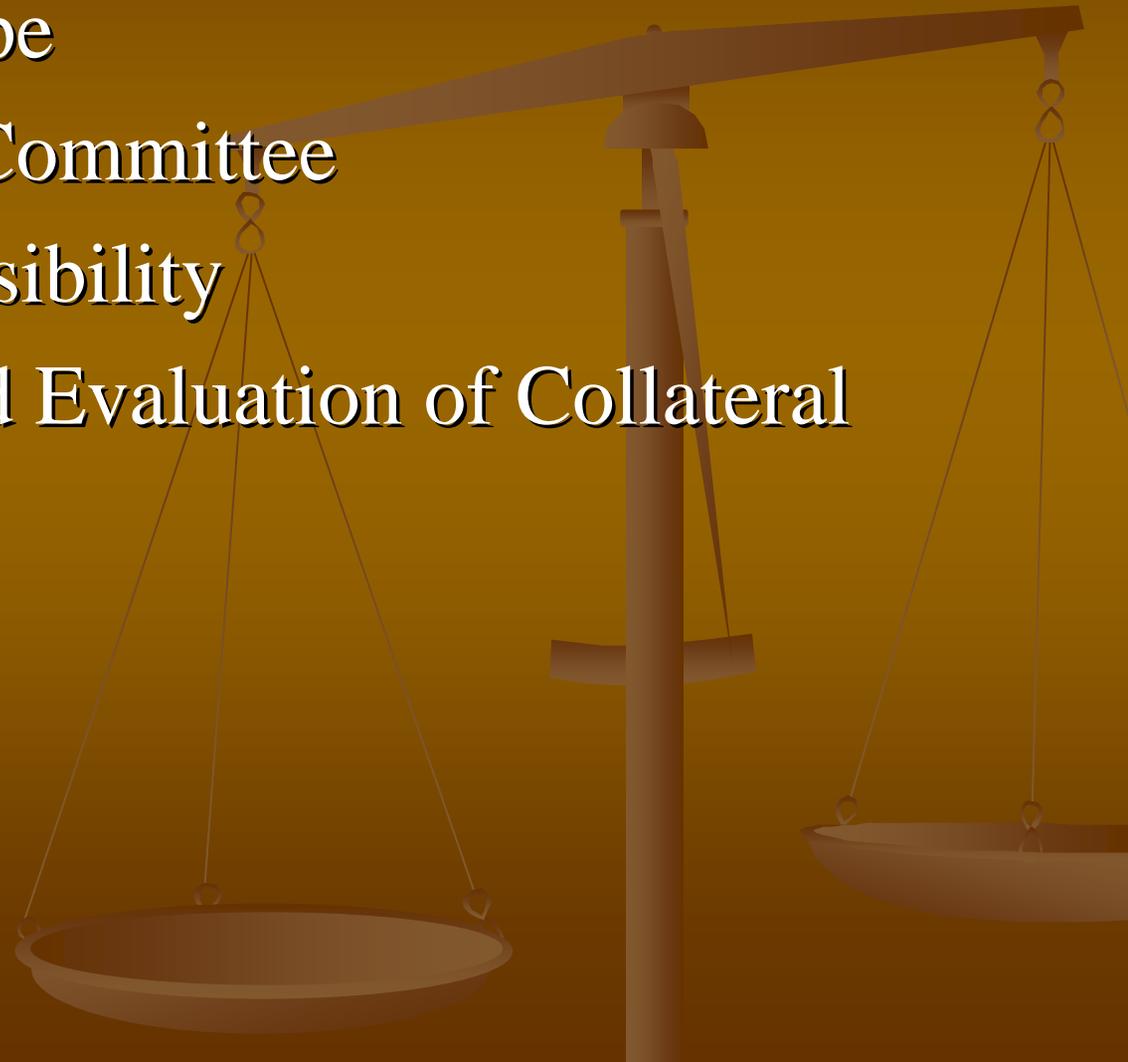


<u>Name</u>	<u>Emphasis Program</u>
• Sharyn Alvarez	Federal Women's
• Cliff Denshire	Disability/Veterans
• Gilbert Guerero	Hispanic
• *Thaddeus Hamilton	Black
• *Gerald Rouse	American Indian/Alaska Native
Virginia C. Lewis	Asian American/Pacific Islander

* *Serving as Collateral Duty*

State Civil Rights Advisory Committees

- Purpose and Scope
- Composition of Committee
- Role and Responsibility
- Documenting and Evaluation of Collateral Duty
- Guidelines



- The committee promotes equal employment and program delivery in every aspect of personnel policy and employment, development, advancement and treatment.

- Provide feedback relevant to enhancing the civil rights program to the DEEOO and WV NRCS employees.

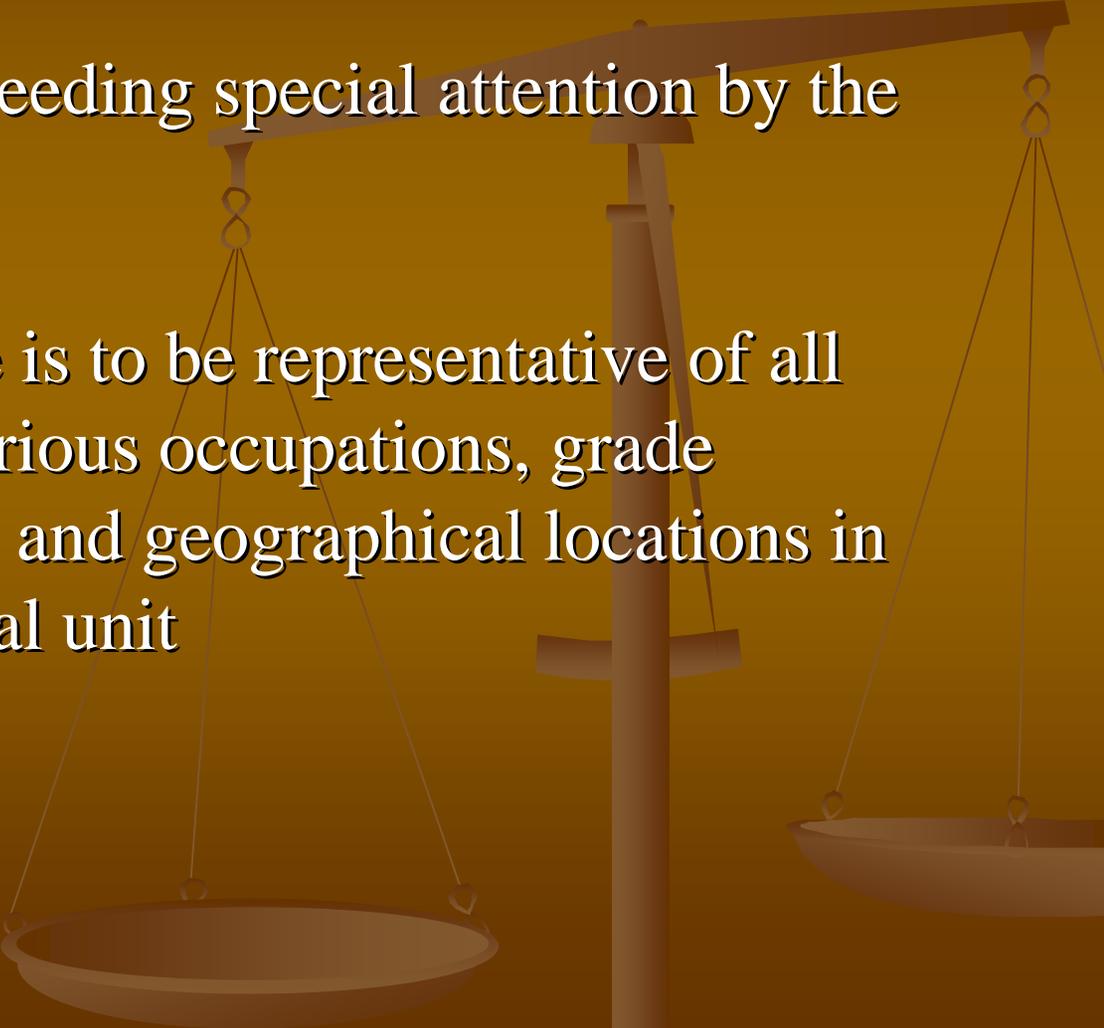


WV Civil Rights Committee

The committee serves as an advisor to the Deputy EEO Official (DEEEO) i.e. State Conservationist.

Makes recommendations to DEEEO regarding policies, practices and procedures as they affect civil rights.

WV Civil Rights Committee

- Identify issues needing special attention by the DEEEO.
 - EEO Committee is to be representative of all employees in various occupations, grade levels, sex, race, and geographical locations in the organizational unit
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WV Civil Rights Committee

- The Committee does not receive, investigate, or in any way adjudicate individual or class action complaints of discrimination.



WV Civil Rights Committee

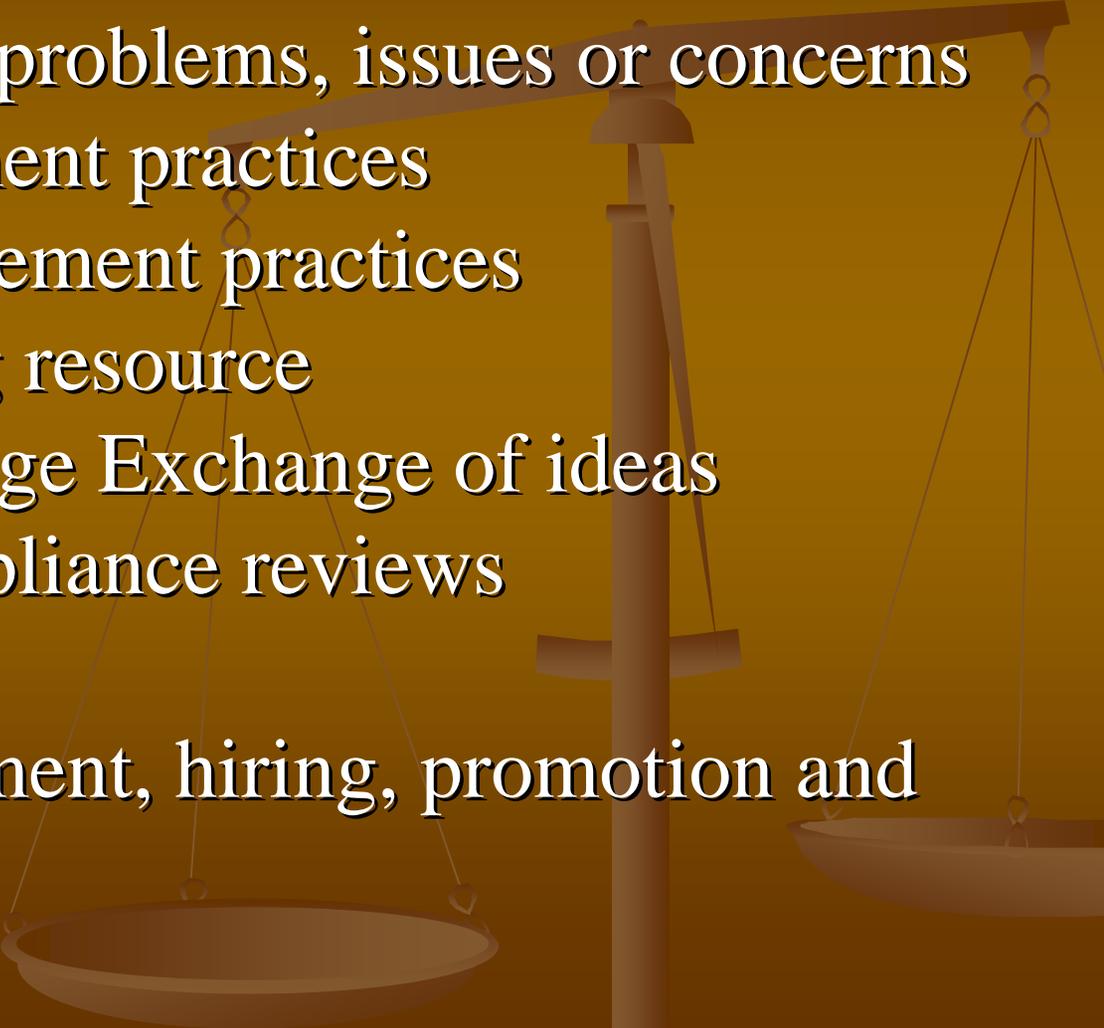
Special Emphasis Program Managers

Special Emphasis Program Managers assist with and conduct program outreach activities by working with underserved customers (internal & external) to create an awareness and understanding of all programs, benefits, and services available to them through the NRCS and USDA.



WV Civil Rights Committee

The Role of CRAC

- Identify Trends, problems, issues or concerns
 - Monitor Recruitment practices
 - Focus on Management practices
 - Provide Training resource
 - Act and Encourage Exchange of ideas
 - Participate Compliance reviews
 - Promote AEP
 - Act with recruitment, hiring, promotion and retention
- 

WV Civil Rights Committee

Special Emphasis Program Managers

- Conduct training, seminars, meetings, and recruitment
- Facilitate contacts between program managers, district boards, men, women and minority groups, and local community organizations

WV Civil Rights Committee

Special Emphasis Program Managers

- Work with local program managers to develop strategic plans designed to fully incorporate under-served communities
- Provide strategies to enhance and improve partnerships with other special emphasis programs



WV Civil Rights Committee Education

- CRAC Members are part of :
- Civil Rights Compliance Reviews
- All-Employee meetings
- EEO/CR training
- Other formal agency training to which agendas cover employee needs.



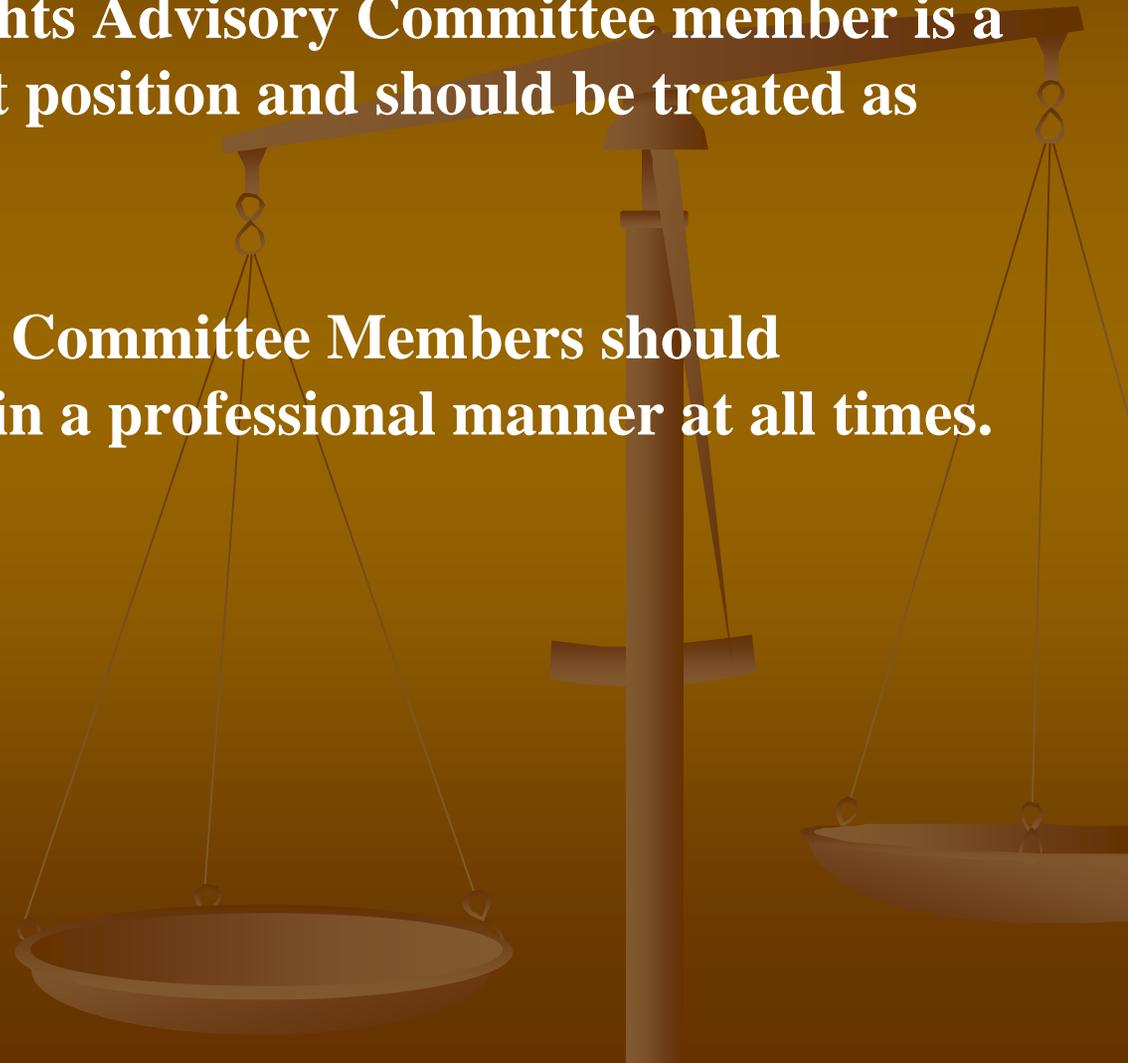
CRAC Members benefit by

- **Information exchange**
- **Personal development**
- **Career enhancement**
- **Career enrichment**
- **Skills development**
- **KSA material**



Professional Responsibilities of CRAC Members

- **Serving as a Civil Rights Advisory Committee member is a serious and important position and should be treated as such.**
- **Civil Rights Advisory Committee Members should represent themselves in a professional manner at all times.**





WV Civil Rights Committee (FY 06)

Casey Shrader - Chairperson

Carlos Cole - Co-Chairperson

James Dodson - Black Emphasis Program Manager

Rex Gardner - Hispanic Emphasis Program Manager

Michael Jones - American Indian/Alaska Native Program Manager

Barbara Broxterman - Federal Women's Program Manager

Marvin Kerr - Disability Emphasis Program Manager

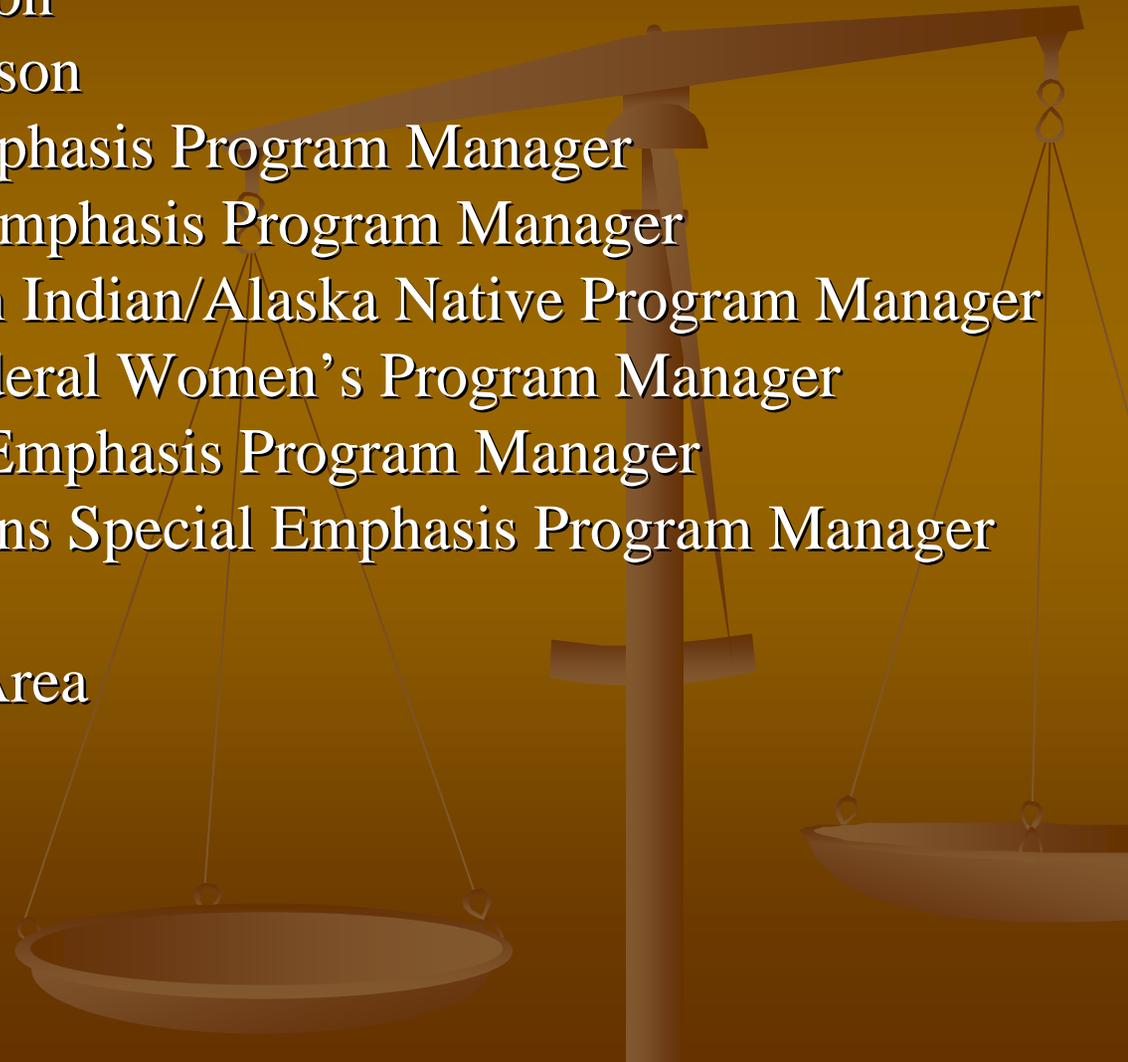
Raymond Cragar - Veterans Special Emphasis Program Manager

Leslie Sears - South Area

Corine Broomall - West Area

Ray Carr - East Area

Bryan Lee - State Office



WV Civil Rights Committee (FY 06)

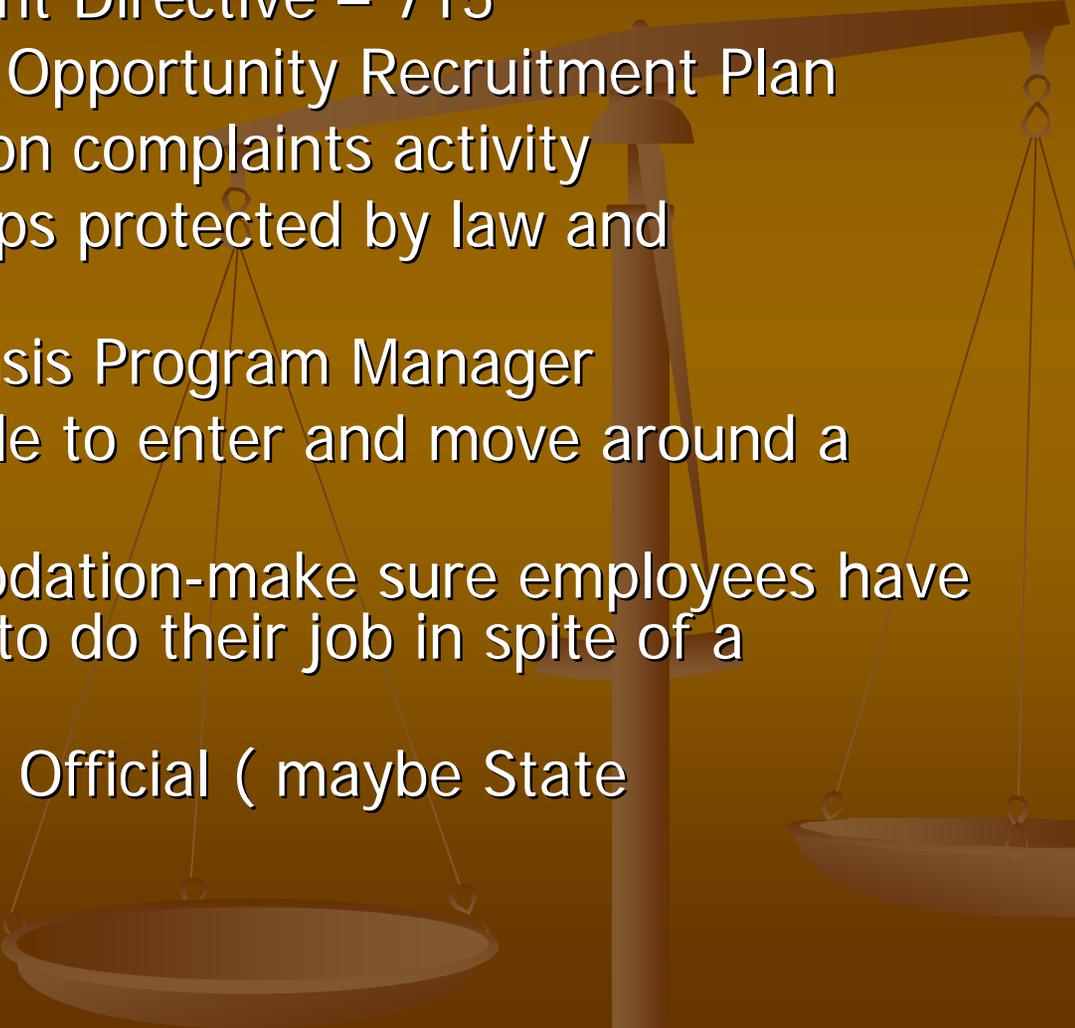


**For additional information go to our website:
<http://www.wv.nrcs.usda.gov/about/civilRights/civil.html>**

USDA Nondiscrimination Statement

- The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326W, Whitten Building, 1400 Independence Avenue, SW, Washington, DC 20250-9410, or call (202) 720-5964 (voice and TDD).

Civil Rights Glossary

- AEP – Affirmative Employment Plan
 - MD-715 – Management Directive – 715
 - FEORP-Federal Equal Opportunity Recruitment Plan
 - 462-quarterly report on complaints activity
 - Protected Bases-groups protected by law and department
 - SEPM- Special Emphasis Program Manager
 - Accessibility-being able to enter and move around a public building
 - Reasonable Accommodation-make sure employees have the tools, equipment to do their job in spite of a disability.
 - DEEOO - Deputy EEO Official (maybe State Conservationist).
- 

A large, faint, brown-toned illustration of a balance scale is centered in the background. The scale is tilted slightly to the right, with the right pan hanging lower than the left pan. The text is overlaid on this background.

The Natural Resources Conservation
Service is an equal opportunity employer
and provider.

<http://www.wv.nrcs.usda.gov/about/civilRights/civil.html>