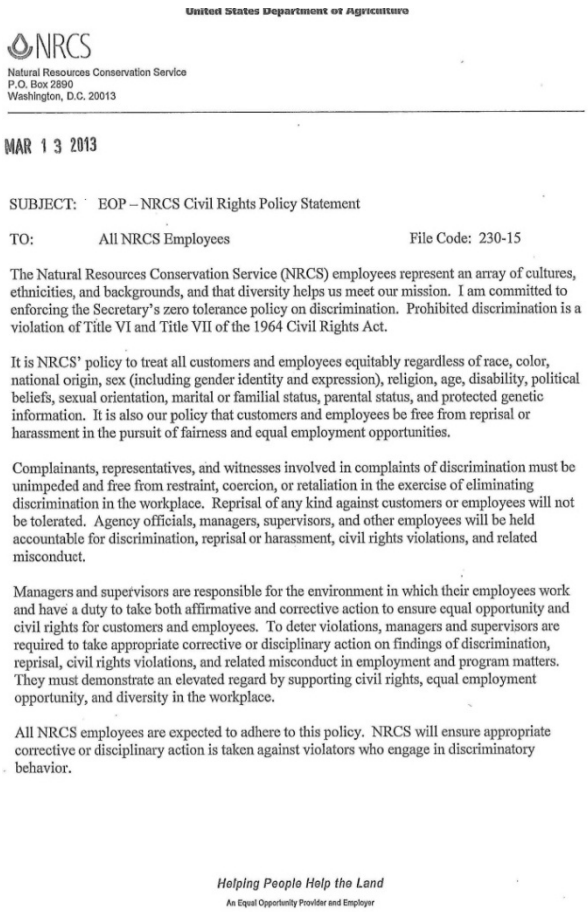

United States Department of Agriculture

NRCS

Natural Resources Conservation Service
P.O. Box 2890
Washington, D.C. 20013

MAR 1 3 2013

SUBJECT: EOP – NRCS Civil Rights Policy Statement

TO: All NRCS Employees File Code: 230-15

The Natural Resources Conservation Service (NRCS) employees represent an array of cultures, ethnicities, and backgrounds, and that diversity helps us meet our mission. I am committed to enforcing the Secretary's zero tolerance policy on discrimination. Prohibited discrimination is a violation of Title VI and Title VII of the 1964 Civil Rights Act.

It is NRCS' policy to treat all customers and employees equitably regardless of race, color, national origin, sex (including gender identity and expression), religion, age, disability, political beliefs, sexual orientation, marital or familial status, parental status, and protected genetic information. It is also our policy that customers and employees be free from reprisal or harassment in the pursuit of fairness and equal employment opportunities.

Complainants, representatives, and witnesses involved in complaints of discrimination must be unimpeded and free from restraint, coercion, or retaliation in the exercise of eliminating discrimination in the workplace. Reprisal of any kind against customers or employees will not be tolerated. Agency officials, managers, supervisors, and other employees will be held accountable for discrimination, reprisal or harassment, civil rights violations, and related misconduct.

Managers and supervisors are responsible for the environment in which their employees work and have a duty to take both affirmative and corrective action to ensure equal opportunity and civil rights for customers and employees. To deter violations, managers and supervisors are required to take appropriate corrective or disciplinary action on findings of discrimination, reprisal, civil rights violations, and related misconduct in employment and program matters. They must demonstrate an elevated regard by supporting civil rights, equal employment opportunity, and diversity in the workplace.

All NRCS employees are expected to adhere to this policy. NRCS will ensure appropriate corrective or disciplinary action is taken against violators who engage in discriminatory behavior.

Helping People Help the Land

An Equal Opportunity Provider and Employer

NRCS CHIEF'S CIVIL RIGHTS POLICY STATEMENT
Acting Chief Jason Weller
March 2013

Page 1

PUBLIC DISPLAY
Required Display: NRCS Offices.
Available at:
http://www.nrcs.usda.gov/wps/portal/nrcs/detail/ia/people/employees/?cid=nrcs142p2_008328

Page 2

The Civil Rights Division will continue to provide guidance and ensure the agency's compliance with the laws and principles of equality for employment and programs. If you have questions, concerns, suggestions, or complaints of discrimination, contact the Civil Rights Division at (301) 504-2181.

Jason A. Weller
Acting Chief

NRCS CHIEF'S CIVIL RIGHTS POLICY STATEMENT
Acting Chief Jason Weller
March 2013

Page 2

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United States Department of Agriculture

NRCS

Natural Resources Conservation Service
P.O. Box 2890
Washington, D.C. 20013

FEB 14 2012

SUBJECT: EOP – Anti-Harassment Policy Statement

TO: All NRCS Employees File Code: 230-15

The Natural Resource Conservation Service (NRCS) Anti-Harassment Policy Statement reaffirms my commitment to prohibit sexual and non-sexual harassment in the agency's work environment and program delivery.

Sexual and non-sexual harassment (a form of discrimination) based on a prohibited basis of race, color, national origin, sex (including gender identity and expression) gender, religion, age (40 and over), mental or physical disability, political affiliation or belief, sexual orientation, marital or familial status, genetic information, and reprisal (retaliation) for prior Equal Employment Opportunity activity is prohibited by the agency.

For the purpose of this policy, harassment is defined as any objectionable verbal or physical conduct, comment, or display which demeans, disparages, aggravates, intimidates, or causes humiliation or embarrassment to another person. Harassment is a reasonably known unwelcome offense and serves no legitimate work purpose. Harassment occurs based on any of the above protected characteristics when:

(a) The behavior can reasonably be considered to adversely affect the work environment (create an intimidating, hostile, or offensive work environment);

(b) An employment decision affecting the employee is based upon the employee's acceptance or rejection of such conduct;

(c) Unreasonable interference with an individual's work performance; and

(d) An individual's employment opportunities are affected.

Harassing conduct includes, but not limited to:

Physical – Actual or threatened assault including hitting, tripping, kicking, punching, or unwanted touching: malicious or insulting gestures.

Verbal – Unwelcome remarks, jokes, innuendos, or taunts causing offense or embarrassment; name calling, swearing, bullying, expressing or insinuating threats, incessant teasing, wolf whistling, or spreading rumors.

Helping People Help the Land

An Equal Opportunity Provider and Employer

NRCS ANTI-HARASSMENT POLICY STATEMENT
Chief Dave White
February 2012

Page 1

PUBLIC DISPLAY
Required Display: NRCS Offices
Available at:
http://www.nrcs.usda.gov/wps/portal/nrcs/detail/ia/people/employees/?cid=nrcs142p2_008328

Psychological – Shunning or ostracizing, stalking, staring; gesturing; preventing someone from joining in an activity; hiding, damaging, or taking another's property; and displaying objectionable materials, graffiti or pictures.

Intimidation – Use of physical or organizational power to coerce a person to perform a particular action or to instill a feeling of humiliation or intimidation. Intimidation does not include the exercise of supervisory authority in the ordinary course of agency business.

NRCS strictly prohibits the use of abuse or official authority or position to intimidate, coerce, or harass employees or customers. Managers and supervisors are subject to receive disciplinary or adverse action for tolerating harassment and failing to take appropriate and immediate action when harassment is reported.

Personnel actions that a supervisor or manager takes for valid reasons do not constitute harassment in the workplace. Please note that this notice does not limit the supervisor's right to manage effectively. All employees must be proactive in preventing harassment and promoting a discrimination free workplace.

Any employee who is subjected to or witnesses conduct which is unwelcome and perceived to be harassment, or receives a report of alleged harassment, should immediately report the incidents to a NRCS official. If an informal attempt at resolution fails or is impractical, employees may seek relief from harassment based on one or more of the above-cited prohibited basis by contacting the NRCS Civil Rights Division, Complaints Branch at 1-866-NRCS-295 or TTY at (301) 504-2439 within 45 days of the alleged incident. All other allegations of harassment (non-discriminatory) may be reported directly to an official.

As Chief of NRCS, I am fully committed to ensuring that every employee and customer is treated with respect and dignity. Managers, supervisors, and employees must remain cognizant of this policy and refrain from perpetuating acts of harassment. All employees, including contractors and others performing official work for the agency, must fully support this zero tolerance harassment policy.

Dave White

Dave White
Chief

NRCS ANTI-HARASSMENT POLICY STATEMENT
Chief Dave White
February 2012

Page 2

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http://www.nrcs.usda.gov/wps/portal/nrcs/detail/ia/people/employees/?cid=nrcs142p2_008328

United States Department of Agriculture

Office of the Secretary
Washington, D.C. 20250

Civil Rights Policy Statement

As Secretary of Agriculture, I fully support the U.S. Department of Agriculture's (USDA) civil rights, equal employment opportunity, and diversity policies and programs. Improving civil rights throughout USDA is one of my top priorities, and by pursuing this goal together in a transparent and ethical manner we can lead the way in making USDA a model organization. We can turn our challenges into opportunities to strengthen our service.

The success of today's "People's Department" requires the steadfast support and commitment of every USDA employee. We will have zero tolerance for any form of discrimination or reprisal. There exists *no reason to discriminate* based on race, color, religion, national origin, age, sex (including gender identity and expression), sexual orientation, disability, marital or familial status, political beliefs, parental status, receipt of public assistance, or protected genetic information. Our policy at USDA is not only to understand that there will be zero tolerance for any form of discrimination, but to ensure that this standard is maintained throughout the Department. This standard is *applicable to every employee and manager* at USDA and to every action taken at USDA.

USDA must become a model department of tolerance and inclusion. Only then will we live up to President Lincoln's description of USDA as "The People's Department." Strengthening "The People's Department" is my commitment to you. I expect every employee and manager to demonstrate respect for and adherence to USDA civil rights, equal employment opportunity, and diversity policies and our program civil rights responsibilities.

To this end, accountability is key. I will hold all employees and managers accountable for doing their part to ensure that all USDA applicants, customers, constituents, and stakeholders are provided equal access to the opportunities, programs, and services available through "The People's Department." Accordingly, I am counting on all senior leaders, managers, and supervisors to model appropriate behavior and to lead by example.

We must all strive to create an inclusive environment in which every employee is respected, trusted, and valued. As we approach the 50th Anniversary of the Civil Rights Act of 1964, USDA must continue to ensure that the civil rights of USDA constituents and employees are respected and protected. We have corrected past errors, learned from past mistakes, and moved into a new era of equitable service and access for all. Let us continue to cultivate and reap the benefits of a diverse USDA workforce that is rich in talent, ideas, background, and experience. The USDA mission depends on it.

Thomas J. Vilsack
Secretary
July 24, 2013

An Equal Opportunity Employer

USDA SECRETARY CIVIL RIGHTS POLICY STATEMENT
Secretary Tom Vilsack
July 24, 2013

PUBLIC DISPLAY
Required Display: NRCS Offices.
Available at:
http://www.nrcs.usda.gov/wps/portal/nrcs/detail/ia/people/employees/?cid=nrcs142p2_008328

AND JUSTICE FOR ALL

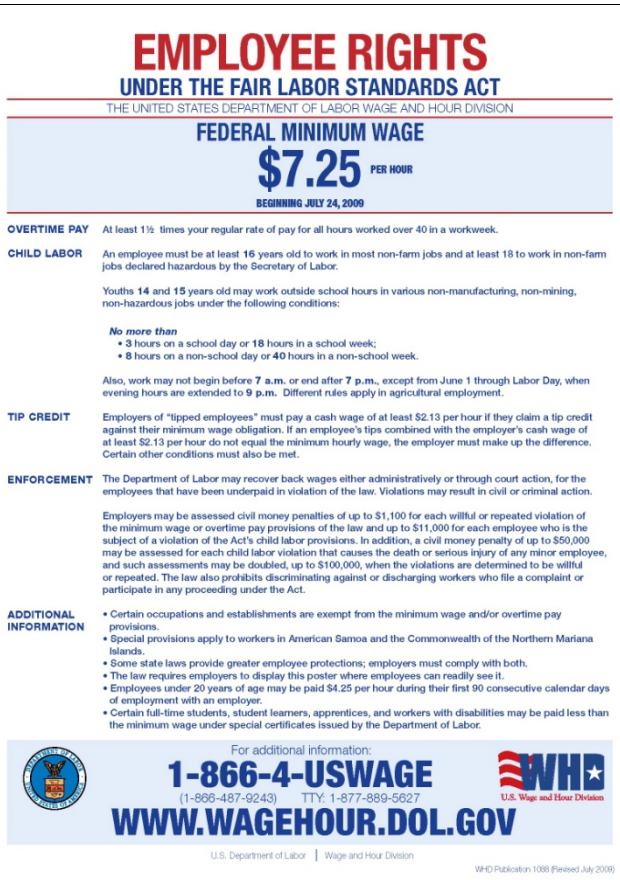
PUBLIC DISPLAY
Required Display: NRCS Offices
Red and white.
REQUIRED SIZE: 11 X 17
Available at:
http://www.nrcs.usda.gov/wps/portal/nrcs/detail/ia/people/employees/?cid=nrcs142p2_008328

NRCS EEO COUNSELING PROGRAM
January 2002

IN-HOUSE DISPLAY
Required Display: NRCS Offices
REQUIRED SIZE: 11 X 17
Available at:
http://www.nrcs.usda.gov/wps/portal/nrcs/detail/ia/people/employees/?cid=nrcs142p2_008328

USDA EQUAL EMPLOYMENT OPPORTUNITY IS THE LAW
AD-1181 Rev 09/03

PUBLIC DISPLAY
Required Display: NRCS Offices
REQUIRED SIZE: 11 X 17
Available at:
http://www.nrcs.usda.gov/wps/portal/nrcs/detail/ia/people/employees/?cid=nrcs142p2_008328



EMPLOYEE RIGHTS

UNDER THE FAIR LABOR STANDARDS ACT

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

FEDERAL MINIMUM WAGE

$7.25 PER HOUR

BEGINNING JULY 24, 2009

OVERTIME PAY At least 1½ times your regular rate of pay for all hours worked over 40 in a workweek.

CHILD LABOR An employee must be at least **16** years old to work in most non-farm jobs and at least 18 to work in non-farm jobs declared hazardous by the Secretary of Labor.

Youths **14** and **15** years old may work outside school hours in various non-manufacturing, non-mining, non-hazardous jobs under the following conditions:

No more than
- **3** hours on a school day or **18** hours in a school week;
- **8** hours on a non-school day or **40** hours in a non-school week.

Also, work may not begin before **7 a.m.** or end after **7 p.m.**, except from June 1 through Labor Day, when evening hours are extended to **9 p.m.** Different rules apply in agricultural employment.

TIP CREDIT Employers of "tipped employees" must pay a cash wage of at least $2.13 per hour if they claim a tip credit against their minimum wage obligation. If an employee's tips combined with the employer's cash wage of at least $2.13 per hour do not equal the minimum hourly wage, the employer must make up the difference. Certain other conditions must also be met.

ENFORCEMENT The Department of Labor may recover back wages either administratively or through court action, for the employees that have been underpaid in violation of the law. Violations may result in civil or criminal action.

Employers may be assessed civil money penalties of up to $1,100 for each willful or repeated violation of the minimum wage or overtime pay provisions of the law and up to $11,000 for each employee who is the subject of a violation of the Act's child labor provisions. In addition, a civil money penalty of up to $50,000 may be assessed for each child labor violation that causes the death or serious injury of any minor employee, and such assessments may be doubled, up to $100,000, when the violations are determined to be willful or repeated. The law also prohibits discriminating against or discharging workers who file a complaint or participate in any proceeding under the Act.

ADDITIONAL INFORMATION
- Certain occupations and establishments are exempt from the minimum wage and/or overtime pay provisions.
- Special provisions apply to workers in American Samoa and the Commonwealth of the Northern Mariana Islands.
- Some state laws provide greater employee protections; employers must comply with both.
- The law requires employers to display this poster where employees can readily see it.
- Employees under 20 years of age may be paid $4.25 per hour during their first 90 consecutive calendar days of employment with an employer.
- Certain full-time students, student learners, apprentices, and workers with disabilities may be paid less than the minimum wage under special certificates issued by the Department of Labor.

For additional information:

1-866-4-USWAGE

(1-866-487-9243) TTY: 1-877-889-5627

WWW.WAGEHOUR.DOL.GOV

WHD U.S. Wage and Hour Division

U.S. Department of Labor | Wage and Hour Division

WHD Publication 1088 (Revised July 2009)

NOTICE TO EMPLOYEES -- FEDERAL MINIMUM WAGE
Revised July 2009
Required by US Dept of Labor, Employment Standards Administration, Wage and Hour Division.

IN-HOUSE DISPLAY
Required Display: NRCS Offices.
Available at:
http://www.nrcs.usda.gov/wps/portal/nrcs/detail/ia/people/employees/?cid=nrcs142p2_008328

SAND CREEK GROUP, LTD.

RESOURCES WITHOUT BARRIERS

Your Employee Assistance Program

Bringing balance to your work and home life

The Employee Assistance Program (EAP) offers free, confidential assessment, short –term counseling and referral designed to assist you and your family members with:

Relationships
Work Issues
Financial Concerns
Childcare Referral
Substance Abuse
Problem Gambling
Elder Care
Stress
And Other Life Concerns

WE'RE ONLY A PHONE CALL AWAY

1-888-243-5744

24 HOURS A DAY
7 DAYS A WEEK
CONFIDENTIAL

Sand Creek Group, Ltd.
610 North Main Street, Suite 200, Stillwater, MN 55082
www.sandcreekeap.com ~ 888-243-5744 or 651-430-3383

EMPLOYEE ASSISTANCE PROGRAM POSTER
The Sand Creek Group Ltd.

IN-HOUSE DISPLAY
Required Display: NRCS Offices
Available at:
http://www.nrcs.usda.gov/wps/portal/nrcs/detail/ia/people/employees/?cid=nrcs142p2_008328

Employees' Right to Know

Under State law, any employee may request information about these materials in the workplace.

- Toxic substances
- Chemical and biological agents

You have a right to know

- The identity of any chemical and biological agents with which you work or to which you may be exposed.
- The hazardous effects of these substances.
- The precautions to observe when handling these substances.
- The procedures to follow when emergency medical treatment is needed in the event of overexposure.

Agricultural Material Safety Data Sheets (MSDS) are available at the Crop Protection Reference website, at www.greenbook.net. Pesticide Re-entry Intervals (REI) are available at http://pestdata.ncsu.edu/cropprofiles/cropprofiles.cfm

To find out more about how to request information on toxic substances used in this work area, review the Iowa NRCS Hazard Communication Plan, or contact:

Chris Knudsen, HR Manager
Safety Officer
210 Walnut Street
693 Federal Building
Des Moines, IA 50309
515-284-4587

Barb Stewart, Agronomist
Hazard Control Program Coordinator
210 Walnut Street
693 Federal Building
Des Moines, IA 50309
515-284-4370

NRCS

Poison Information 1-800-222-1222
Pesticide Team Safety Network 1-800-420-9300

EMPLOYEES' RIGHT TO KNOW

IN-HOUSE DISPLAY
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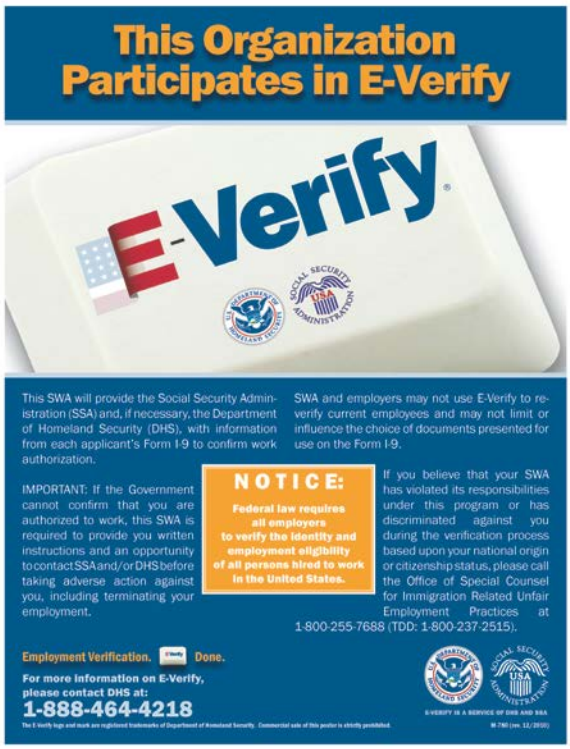


This Organization Participates in E-Verify

E-Verify®

This SWA will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each applicant's Form I-9 to confirm work authorization.

IMPORTANT: If the Government cannot confirm that you are authorized to work, this SWA is required to provide you written instructions and an opportunity to contact SSA and/or DHS before taking adverse action against you, including terminating your employment.

NOTICE:
Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States.

SWA and employers may not use E-Verify to re-verify current employees and may not limit or influence the choice of documents presented for use on the Form I-9.

If you believe that your SWA has violated its responsibilities under this program or has discriminated against you during the verification process based upon your national origin or citizenship status, please call the Office of Special Counsel for Immigration Related Unfair Employment Practices at 1-800-255-7688 (TDD: 1-800-237-2515).

Employment Verification. Done.

For more information on E-Verify, please contact DHS at:
1-888-464-4218

Employment Eligibility Verification Program (E-Verify) December 2010

PUBLIC DISPLAY
Required Display: NRCS Offices
Available at:
http://www.nrcs.usda.gov/wps/portal/nrcs/detail/ia/people/employees/?cid=nrcs142p2_008328

EMPLOYEE RIGHTS AND RESPONSIBILITIES
UNDER THE FAMILY AND MEDICAL LEAVE ACT

Basic Leave Entitlement
FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- for incapacity due to pregnancy, prenatal medical care or child birth;
- to care for the employee's child after birth, or placement for adoption or foster care;
- to care for the employee's spouse, son, daughter or parent, who has a serious health condition; or
- for a serious health condition that makes the employee unable to perform the employee's job.

Military Family Leave Entitlements
Eligible employees whose spouse, son, daughter or parent is on covered active duty or call to covered active duty status may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service-member during a single 12-month period. A covered servicemember is: (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness*; or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.*

***The FMLA definitions of "serious injury or illness" for current servicemembers and veterans are distinct from the FMLA definition of "serious health condition".**

Benefits and Protections
During FMLA leave, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Eligibility Requirements
Employees are eligible if they have worked for a covered employer for at least 12 months, have 1,250 hours of service in the previous 12 months*, and if at least 50 employees are employed by the employer within 75 miles.

***Special hours of service eligibility requirements apply to airline flight crew employees.**

Definition of Serious Health Condition
A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave
An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave
Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies.

Employee Responsibilities
Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities
Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

Unlawful Acts by Employers
FMLA makes it unlawful for any employer to:

- interfere with, restrain, or deny the exercise of any right provided under FMLA; and
- discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement
An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

FMLA section 109 (29 U.S.C. § 2619) requires FMLA covered employers to post the text of this notice. Regulation 29 C.F.R. § 825.300(a) may require additional disclosures.

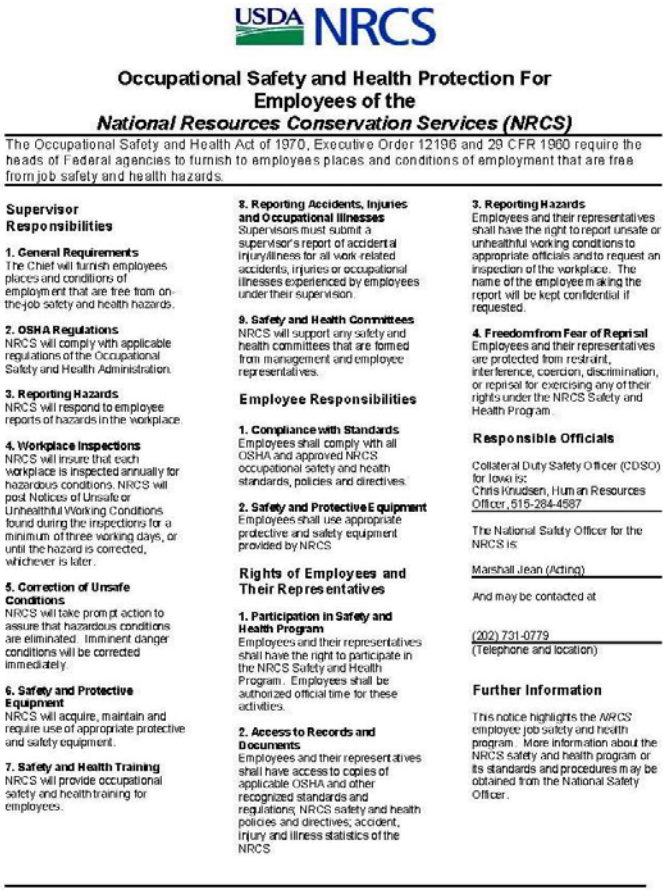
For additional information:
1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627
WWW.WAGEHOUR.DOL.GOV

U.S. Department of Labor | Wage and Hour Division

WHD Publication 1420 | Revised February 2013

FAMILY & MEDICAL LEAVE ACT
WH Publication 1420 Revised February 2013
Required by US Dept of Labor, Employment Standards Administration, Wage and Hour Division.

IN-HOUSE DISPLAY
Required Display: NRCS Offices.
Available at:
http://www.nrcs.usda.gov/wps/portal/nrcs/detail/ia/people/employees/?cid=nrcs142p2_008328



USDA NRCS

Occupational Safety and Health Protection For Employees of the *National Resources Conservation Services (NRCS)*

The Occupational Safety and Health Act of 1970, Executive Order 12196 and 29 CFR 1960 require the heads of Federal agencies to furnish to employees places and conditions of employment that are free from job safety and health hazards.

Supervisor Responsibilities

1. General Requirements
The Chief will furnish employees places and conditions of employment that are free from on-the-job safety and health hazards.

2. OSHA Regulations
NRCS will comply with applicable regulations of the Occupational Safety and Health Administration.

3. Reporting Hazards
NRCS will respond to employee reports of hazards in the workplace.

4. Workplace Inspections
NRCS will insure that each workplace is inspected annually for hazardous conditions. NRCS will post Notices of Unsafe or Unhealthful Working Conditions found during the inspections for a minimum of three working days, or until the hazard is corrected, whichever is later.

5. Correction of Unsafe Conditions
NRCS will take prompt action to assure that hazardous conditions are eliminated. Imminent danger conditions will be corrected immediately.

6. Safety and Protective Equipment
NRCS will acquire, maintain and require use of appropriate protective and safety equipment.

7. Safety and Health Training
NRCS will provide occupational safety and health training for employees.

8. Reporting Accidents, Injuries and Occupational Illnesses
Supervisors must submit a supervisor's report of accidental injury/illness for all work-related accidents, injuries or occupational illnesses experienced by employees under their supervision.

9. Safety and Health Committees
NRCS will support any safety and health committees that are formed from management and employee representatives.

Employee Responsibilities

1. Compliance with Standards
Employees shall comply with all OSHA and approved NRCS occupational safety and health standards, policies and directives.

2. Safety and Protective Equipment
Employees shall use appropriate protective and safety equipment provided by NRCS.

Rights of Employees and Their Representatives

1. Participation in Safety and Health Program
Employees and their representatives shall have the right to participate in the NRCS Safety and Health Program. Employees shall be authorized official time for these activities.

2. Access to Records and Documents
Employees and their representatives shall have access to copies of applicable OSHA and other recognized standards and regulations; NRCS safety and health policies and directives; accident, injury and illness statistics of the NRCS.

3. Reporting Hazards
Employees and their representatives shall have the right to report unsafe or unhealthful working conditions to appropriate officials and to request an inspection of the workplace. The name of the employee making the report will be kept confidential if requested.

4. Freedom from Fear of Reprisal
Employees and their representatives are protected from restraint, interference, coercion, discrimination, or reprisal for exercising any of their rights under the NRCS Safety and Health Program.

Responsible Officials

Collateral Duty Safety Officer (CDSO) for Iowa is:
Chris Knudsen, Human Resources Officer, 515-284-4587

The National Safety Officer for the NRCS is:

Marshall Jean (Acting)

And may be contacted at

(202) 731-0779
(Telephone and location)

Further Information

This notice highlights the *NRCS* employee job safety and health program. More information about the NRCS safety and health program or its standards and procedures may be obtained from the National Safety Officer.

OCCUPATIONAL SAFETY AND HEALTH PROTECTION FOR EMPLOYEES OF THE DEPARTMENT OF AGRICULTURE

Updated

IN-HOUSE DISPLAY
Required Display: NRCS Offices
Available at:
http://www.nrcs.usda.gov/wps/portal/nrcs/detail/ia/people/employees/?cid=nrcs142p2_008328

JOB SAFETY AND HELATH - OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION (OSHA)

New Poster

IN-HOUSE DISPLAY
Required Display: NRCS Offices
Available at:
http://www.nrcs.usda.gov/wps/portal/nrcs/detail/ia/people/employees/?cid=nrcs142p2_008328

Ask for a Receipt for Service.
March 2012

PUBLIC DISPLAY – Must be posted at each public entrance to each federal facility.
http://www.outreach.usda.gov/docs/RFS_Poster.En.Fem.dk150.pdf

U.S. General Services Administration

Rules and Regulations
Governing Conduct on Federal Property

November, 2005

Federal Management Regulation
Title 41, Code of Federal Regulations, Part 102-74, Subpart C

Applicability (41 CFR 102-74.365). The rules in this subpart apply to all property under the authority of GSA and to all persons entering in or on such property. Each occupant agency shall be responsible for the observance of these rules and regulations. Federal agencies must post the notice in the Appendix to this part at each public entrance to each Federal facility.

Inspection (41 CFR 102-74.370). Federal agencies may, at their discretion, inspect packages, briefcases and other containers in the immediate possession of visitors, employees or other persons arriving on, working at, visiting, or departing from Federal property. Federal agencies may conduct a full search of a person and the vehicle the person is driving or occupying upon his or her arrest.

Admission to Property (41 CFR 102-74.375). Federal agencies must:

(a) Except as otherwise permitted, close property to the public during other than normal working hours. In those instances where a Federal agency has approved the after-normal-working hours use of buildings or portions thereof for activities authorized by subpart D of this part, Federal agencies must not close the property (or affected portions thereof) to the public;

(b) Close property to the public during working hours only when situations require this action to ensure the orderly conduct of Government business. The designated official under the Occupant Emergency Program may make such decision only after consultation with the buildings manager and the highest ranking representative of the law-enforcement organization responsible for protection of the property or the area. The designated official is defined in Sec. 102-71.20 of this chapter as the highest ranking official of the primary occupant agency, or the alternate highest ranking official or designee selected by mutual agreement by other occupant agency officials; and

(c) When property or a portion thereof is closed to the public, restrict admission to the property or the affected portion, to authorized persons who must register upon entry to the property and must, when requested, display Government or other identifying credentials to Federal police officers or other authorized individuals when entering, leaving or while on the property. Failure to comply with any of the applicable provisions is a violation of these regulations.

Preservation of Property (41 CFR 102-74.380). All persons entering in or on Federal property are prohibited from:

(a) Improperly disposing of rubbish on property;
(b) Willfully destroying or damaging property;
(c) Stealing property;
(d) Creating any hazard on property to persons or things; or
(e) Throwing articles of any kind from or at a building or climbing upon statues, fountains or any part of the building.

Conformity with Signs and Directions (41 CFR 102-74.385). Persons in and on property must at all times comply with official signs of a prohibitory, regulatory or directory nature and with the lawful direction of Federal police officers and other authorized individuals.

Disturbances (41 CFR 102-74.390). All persons entering in or on Federal property are prohibited from loitering, exhibiting disorderly conduct or exhibiting other conduct on property that:

(a) Creates loud or unusual noise or a nuisance;
(b) Unreasonably obstructs the usual use of entrances, foyers, lobbies, corridors, offices, elevators, stairways, or parking lots;
(c) Otherwise impedes or disrupts the performance of official duties by Government employees; or
(d) Prevents the general public from obtaining the administrative services provided on the property in a timely manner.

Gambling (41 CFR 102-74.395). (a) Except for the vending or exchange of chances by licensed blind operators of vending facilities for any lottery set forth in a State law and authorized by section 2(a)(5) of the Randolph-Sheppard Act (20 U.S.C. 107 et seq.), all persons entering in or on Federal property are prohibited from:

(1) Participating in games for money or other personal property;
(2) Operating gambling devices;
(3) Conducting a lottery or pool; or
(4) Selling or purchasing numbers tickets.

(b) This provision is not intended to prohibit prize drawings for personal property at otherwise permitted functions on Federal property, provided that the game or drawing does not constitute gambling per se. Gambling per se means a game of chance where the participant risks something of value for the chance to gain or win a prize.

Narcotics and Other Drugs (41 CFR 102-74.400). Except in cases where the drug is being used as prescribed for a patient by a licensed physician, all persons entering in or on Federal property are prohibited from:

(a) Being under the influence, using or possessing any narcotic drugs, hallucinogens, marijuana, barbiturates, or amphetamines; or
(b) Operating a motor vehicle on the property while under the influence of alcoholic beverages, narcotic drugs, hallucinogens, marijuana, barbiturates, or amphetamines.

Alcoholic Beverages (41 CFR 102-74.405). Except where the head of the responsible agency or his or her designee has granted an exemption in writing for the appropriate official use of alcoholic beverages, all persons entering in or on Federal property are prohibited from being under the influence or using alcoholic beverages. The head of the responsible agency or his or her designee must provide a copy of all exemptions granted to the buildings manager and the highest ranking representative of the law enforcement organization, or other authorized officials, responsible for the security of the property.

Soliciting, Vending and Debt Collection (41 CFR 102-74.410). All persons entering in or on Federal property are prohibited from soliciting alms (including money and non-monetary items) or commercial or political donations, vending merchandise of all kinds, displaying or distributing commercial advertising, or collecting private debts, except for:

(a) National or local drives for funds for welfare, health or other purposes as authorized by 5 CFR part 950, entitled "Solicitation of Federal Civilian and Uniformed Service Personnel for Contributions to Private Voluntary Organizations," and sponsored or approved by the occupant agencies;
(b) Concessions or personal notices posted by employees on authorized bulletin boards;
(c) Solicitation of labor organization membership or dues authorized by occupant agencies under the Civil Service Reform Act of 1978 (Pub. L. 95–454);
(d) Lessees, or its agents and employees, with respect to space leased for commercial, cultural, educational, or recreational use under 40 U.S.C. 581(h). Public areas of GSA-controlled property may be used for other activities in accordance with subpart D of this part;
(e) Collection of non-monetary items that are sponsored or approved by the occupant agencies; and
(f) Commercial activities sponsored by recognized Federal employee associations and on-site child care centers.

Posting and Distributing Materials (41 CFR 102-74.415). All persons entering in or on Federal property are prohibited from:

(a) Distributing free samples of tobacco products in or around Federal buildings, as mandated by Section 636 of Public Law 104-52;
(b) Posting or affixing materials, such as pamphlets, handbills, or flyers, on bulletin boards or elsewhere on GSA-controlled property, except as authorized in Sec. 102-74.410, or when these displays are conducted as part of authorized Government activities; and
(c) Distributing materials, such as pamphlets, handbills or flyers, unless conducted as part of authorized Government activities. This prohibition does not apply to public areas of the property as defined in Sec. 102–71.20 of this chapter. However, any person or organization proposing to distribute materials in a public area under this section must first obtain a permit from the building manager as specified in subpart D of this part. Any such person or organization must distribute materials only in accordance with the provisions of subpart D of this part. Failure to comply with those provisions is a violation of these regulations.

Photographs for News, Advertising, or Commercial Purposes (41 CFR 102-74.420). Except where security regulations, rules, orders, or directives apply or a Federal court order or rule prohibits it, persons entering in or on Federal property may take photographs of:

(a) Space occupied by a tenant agency for non-commercial purposes only with the permission of the occupying agency concerned;
(b) Space occupied by a tenant agency for commercial purposes only with written permission of an authorized official of the occupying agency concerned; and
(c) Building entrances, lobbies, foyers, corridors, or auditoriums for news purposes.

Dogs and Other Animals (41 CFR 102-74.425). No person may bring dogs or other animals on Federal property for other than official purposes. However, a disabled person may bring a seeing-eye dog, a guide dog, or other animal assisting or being trained to assist that individual.

Breastfeeding (41 CFR 102-74.426). Public Law 108–199, Section 623, Division F, Title VI (January 23, 2004), provides that a woman may breastfeed her child at any location in a Federal building or on Federal property, if the woman and her child are otherwise authorized to be present at the location.

Vehicular and Pedestrian Traffic (41 CFR 102-74.430). All vehicle drivers entering or while on Federal property:

(a) Must drive in a careful and safe manner at all times;
(b) Must comply with the signals and directions of Federal police officers or other authorized individuals;
(c) Must comply with all posted traffic signs;
(d) Must comply with any additional posted traffic directives approved by the GSA Regional Administrator, which will have the same force and effect as these regulations;
(e) Are prohibited from blocking entrances, driveways, walks, loading platforms, or fire hydrants; and
(f) Are prohibited from parking on Federal property without a permit. Parking without authority, parking in unauthorized locations or in locations reserved for other persons, or parking contrary to the direction of posted signs is prohibited. Vehicles parked in violation, where warning signs are posted, are subject to removal at the owner's risk and expense. Federal agencies may take as proof that a motor vehicle was parked in violation of these regulations or directives as prima facie evidence that the registered owner was responsible for the violation.

Explosives (41 CFR 102-74.435). No person entering or while on Federal property may carry or possess explosives, or items intended to be used to fabricate an explosive or incendiary device, either openly or concealed, except for official purposes.

Weapons (41 CFR 102-74.440). Federal law prohibits the possession of firearms or other dangerous weapons in Federal facilities and Federal court facilities by all persons not specifically authorized by 18 U.S.C. 930. Violators will be subject to fine and/or imprisonment for periods up to five (5) years.

Nondiscrimination (41 CFR 102-74.445). Federal agencies must not discriminate by segregation or otherwise against any person or persons because of race, creed, religion, age, sex, color, disability, or national origin in furnishing or by refusing to furnish to such person or persons the use of any facility of a public nature, including all services, privileges, accommodations, and activities provided on the property.

Penalties (41 CFR 102-74.450). A person found guilty of violating any rule or regulation in this subpart while on any property under the charge and control of GSA shall be fined under title 18 of the United States Code, imprisoned for not more than 30 days, or both.

Impact on Other Laws or Regulations (41 CFR 102-74.455). No rule or regulation in this subpart may be construed to nullify any other Federal laws or regulations or any State and local laws and regulations applicable to any area in which the property is situated (40 U.S.C. 121(c)).

WARNING
WEAPONS PROHIBITED

Federal law prohibits the possession of firearms or other dangerous weapons in Federal facilities and Federal court facilities by all persons not specifically authorized by Title 18, United States Code, Section 930. Violators will be subject to fine and/or imprisonment for periods up to five (5) years.

Rules and Regulations
Governing Conduct on Federal Property
November 2005

PUBLIC DISPLAY – Must be posted at each public entrance to each federal facility. Available at: http://www.nrcs.usda.gov/wps/portal/nrcs/detail/ia/people/employees/?cid=nrcs142p2_008328

USDA
United States Department of Agriculture

SEXUAL HARASSMENT IS ILLEGAL!

It can happen to anyone, anywhere and any time!

How can you help prevent sexual harassment?

- Know and follow the Department's policy on sexual harassment.
- Keep informed by attending training.
- Know your legal rights and procedures.
- Take responsibility for your own behavior.
- Know that sexual harassment can cost you your job and more.

What To Do If You're Sexually Harassed:

If you are not comfortable in confronting the harasser directly, report the conduct to your supervisor or to the harasser's supervisor. For assistance, advice or formal avenues to report sexual harassment, contact your Agency's Civil Rights Office, Federal Women's Program Manager, designated Equal Employment Opportunity counselor, or obtain EEO information on our website: www.usda.gov/cr

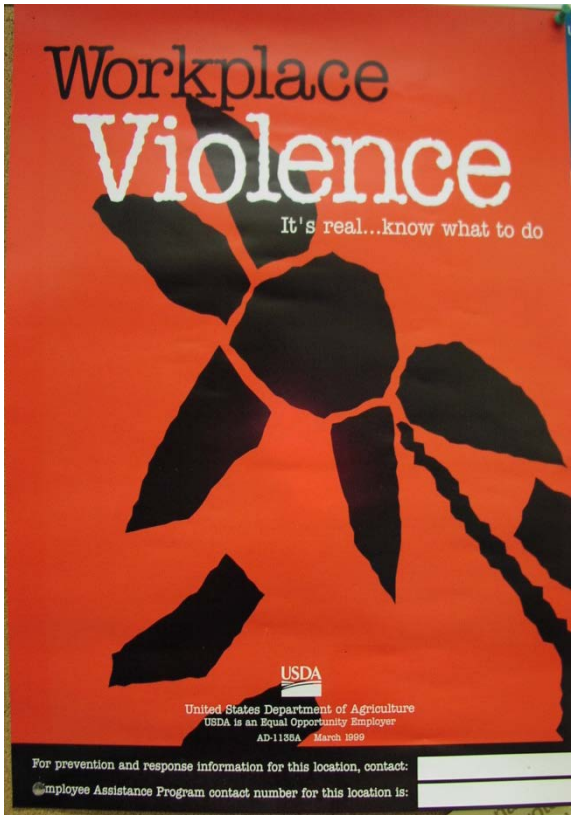
Employees may also call the USDA Inspector General (OIG) "Hotline" (calls may be made anonymously). In the Washington D.C. area, call (202) 690-1622 or (202) 690-1202 TTY; outside of the Washington D.C. area, call 1-800-424-9121.

Persons with disabilities who require alternative means of communication (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (Voice/TTY).

USDA is an equal opportunity employer

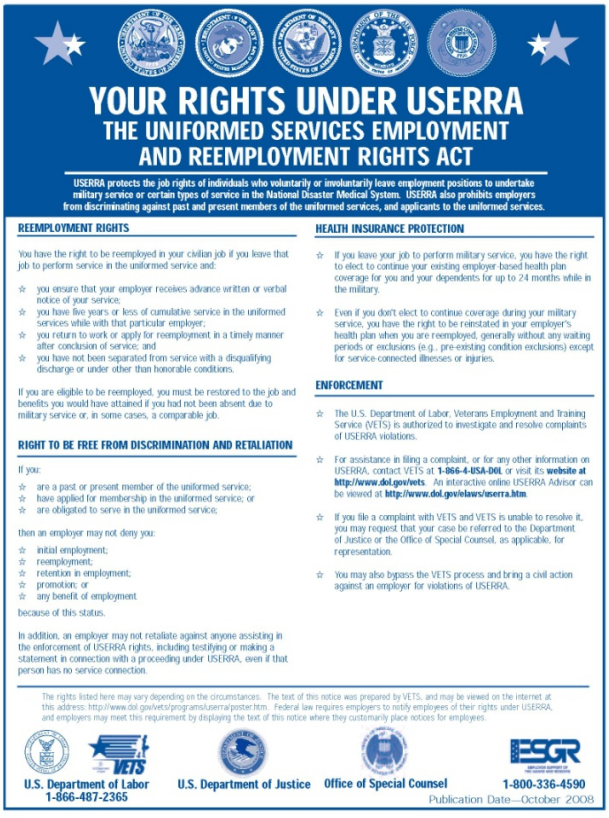
USDA SEXUAL HARASSMENT IS ILLEGAL
AD 1085, September 2003

IN-HOUSE DISPLAY
Required Display: NRCS Offices
REQUIRED SIZE: 11 X 17
Available at:
http://www.nrcs.usda.gov/wps/portal/nrcs/detail/ia/people/employees/?cid=nrcs142p2_008328



WORKPLACE VIOLENCE
AD-1135A

IN-HOUSE DISPLAY
Required Display: NRCS Offices.
NOTE: Each office must place their contact information, as contained in the USDA Service Center's or NRCS Office *Emergency Preparedness Plan.* The phone number for the EAP must be included, as well. The numbers are: **1-888-243-5744 (TDD) 1-800-627-3529**
Available at:
http://www.nrcs.usda.gov/wps/portal/nrcs/detail/ia/people/employees/?cid=nrcs142p2_008328

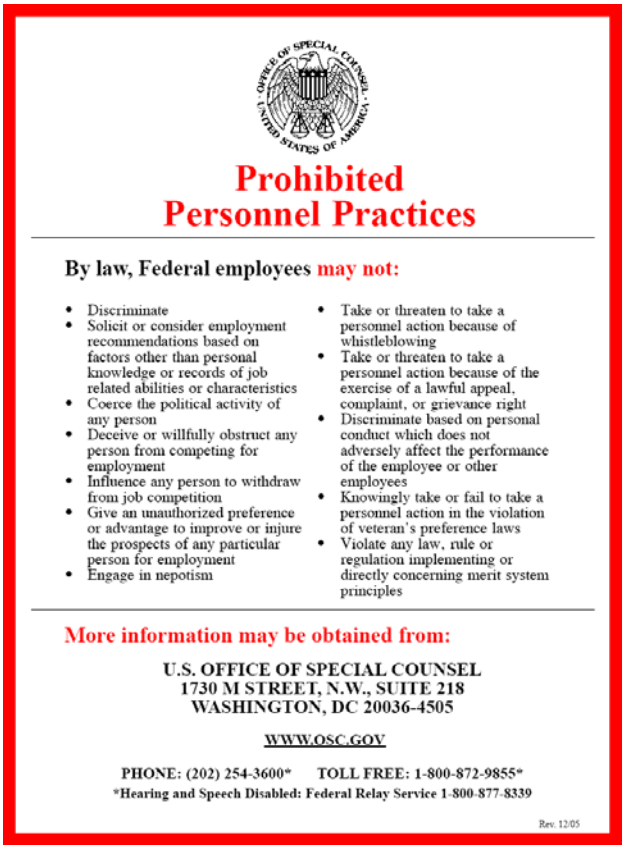


YOUR RIGHTS UNDER USERRA
Revised October 2008

IN-HOUSE DISPLAY
Required Display: NRCS Offices
Available at:
http://www.nrcs.usda.gov/wps/portal/nrcs/detail/ia/people/employees/?cid=nrcs142p2_008328

USDA HOTLINE

PUBLIC DISPLAY
Required Display: NRCS Offices
REQUIRED SIZE: 11 x 17
Available at:
http://www.nrcs.usda.gov/wps/portal/nrcs/detail/ia/people/employees/?cid=nrcs142p2_008328



Prohibited Personnel Practices

By law, Federal employees may not:

- Discriminate
- Solicit or consider employment recommendations based on factors other than personal knowledge or records of job related abilities or characteristics
- Coerce the political activity of any person
- Deceive or willfully obstruct any person from competing for employment
- Influence any person to withdraw from job competition
- Give an unauthorized preference or advantage to improve or injure the prospects of any particular person for employment
- Engage in nepotism
- Take or threaten to take a personnel action because of whistleblowing
- Take or threaten to take a personnel action because of the exercise of a lawful appeal, complaint, or grievance right
- Discriminate based on personal conduct which does not adversely affect the performance of the employee or other employees
- Knowingly take or fail to take a personnel action in the violation of veteran's preference laws
- Violate any law, rule or regulation implementing or directly concerning merit system principles

More information may be obtained from:

U.S. OFFICE OF SPECIAL COUNSEL
1730 M STREET, N.W., SUITE 218
WASHINGTON, DC 20036-4505

WWW.OSC.GOV

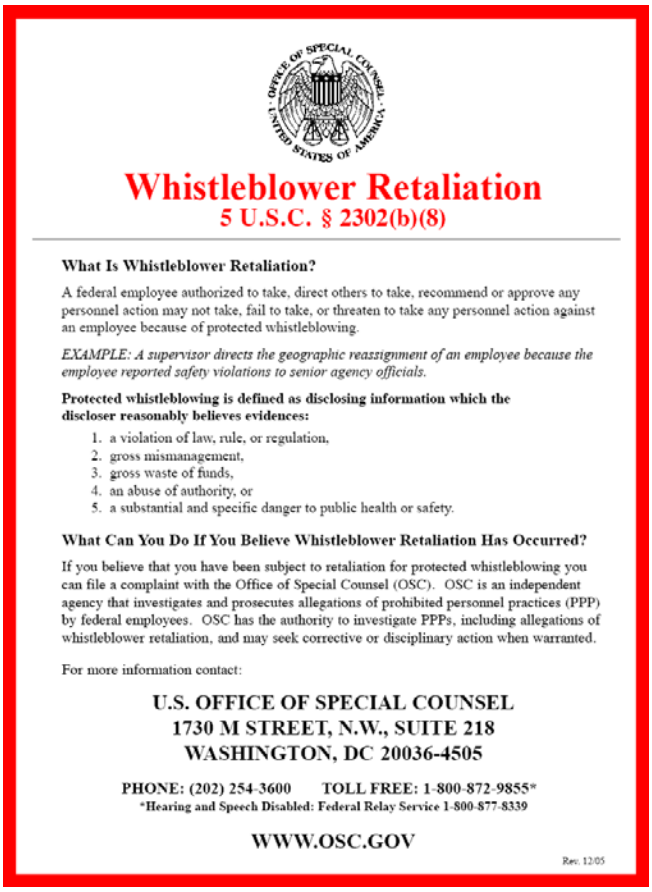
PHONE: (202) 254-3600* TOLL FREE: 1-800-872-9855*
*Hearing and Speech Disabled: Federal Relay Service 1-800-877-8339

Rev. 12/05

PROHIBITED PERSONNEL PRACTICES

Revised 12/05

IN-HOUSE DISPLAY
Required Display: NRCS Offices
Available at:
http://www.nrcs.usda.gov/wps/portal/nrcs/detail/ia/people/employees/?cid=nrcs142p2_008328



Whistleblower Retaliation
5 U.S.C. § 2302(b)(8)

What Is Whistleblower Retaliation?

A federal employee authorized to take, direct others to take, recommend or approve any personnel action may not take, fail to take, or threaten to take any personnel action against an employee because of protected whistleblowing.

EXAMPLE: A supervisor directs the geographic reassignment of an employee because the employee reported safety violations to senior agency officials.

Protected whistleblowing is defined as disclosing information which the discloser reasonably believes evidences:

1. a violation of law, rule, or regulation,
2. gross mismanagement,
3. gross waste of funds,
4. an abuse of authority, or
5. a substantial and specific danger to public health or safety.

What Can You Do If You Believe Whistleblower Retaliation Has Occurred?

If you believe that you have been subject to retaliation for protected whistleblowing you can file a complaint with the Office of Special Counsel (OSC). OSC is an independent agency that investigates and prosecutes allegations of prohibited personnel practices (PPP) by federal employees. OSC has the authority to investigate PPPs, including allegations of whistleblower retaliation, and may seek corrective or disciplinary action when warranted.

For more information contact:

U.S. OFFICE OF SPECIAL COUNSEL
1730 M STREET, N.W., SUITE 218
WASHINGTON, DC 20036-4505

PHONE: (202) 254-3600 TOLL FREE: 1-800-872-9855*
*Hearing and Speech Disabled: Federal Relay Service 1-800-877-8339

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Rev. 12/05

WHISTLEBLOWER RETALIATION

Revised 12/05

IN-HOUSE DISPLAY
Required Display: NRCS Offices
Available at:
http://www.nrcs.usda.gov/wps/portal/nrcs/detail/ia/people/employees/?cid=nrcs142p2_008328

	No Firearms of Weapons Allowed in USDA Service Center **IN-HOUSE DISPLAY** Optional: To be displayed in a front door at a Service Center Available at: http://www.nrcs.usda.gov/wps/portal/nrcs/detail/ia/people/employees/?cid=nrcs142p2_008328
	No Firearms of Weapons Allowed in USDA Office **IN-HOUSE DISPLAY** Option: To be displayed in a front door at NRCS Offices not part of a service center Available at: http://www.nrcs.usda.gov/wps/portal/nrcs/detail/ia/people/employees/?cid=nrcs142p2_008328