

Civil Rights Training

Human Resource Management

General Requirements

Four Perspectives:

- *What I'm required to do*
- *How I am protected*
- *Responsibilities in my position*
- *Obligation to Coworkers*

Employees are required to report violations to either the unit head or the HRM Office. Unit heads should seek guidance from HRM.

Retaliation is always prohibited! AgCenter policies can be found at the [LSU AgCenter web site](#). The EEO web site is located [here](#).

A. BASIC EEO LAWS AND REQUIREMENTS

1. **Title VI** of the **Civil Rights Act of 1964** - prohibits discrimination on the basis of race, color, and national origin in programs and activities receiving federal financial assistance.
2. **Title VII** of the **Civil Rights Act of 1964** - makes it unlawful to discriminate or base employment decisions on an individual's race, color, religion, sex, or national origin.
3. **Title IX** of the Education Amendments of 1972 - prohibits discrimination on the basis of sex in any federally funded education program or activity. LSU System PM-73 covers this law including the prohibition of sexual misconduct and sexual discrimination, along with policies and procedures to prevent and address acts of sexual misconduct and sexual discrimination, which include which includes sexual assault, sexual harassment, dating violence, domestic violence, stalking and retaliation.
4. **Sexual harassment** is harassment on the basis of sex and is a violation of Title VII and Title IX.
5. **Age Discrimination** in Employment Act of 1967, as amended - makes it unlawful to discriminate or base employment decisions on an individual's age if the individual is 40 years or older. It is also unlawful to give preference because of age to one person over another even if both are 40 or older.
6. **Americans With Disabilities Act (ADA)** - designed to remove barriers which prevent qualified individuals with disabilities from enjoying the same employment opportunities and program services that are available to persons without disabilities. The law requires employers to make reasonable accommodations to qualified individuals who can perform the essential duties of the job in question with or without accommodation. The law also requires that reasonable accommodations be made to provide program services to individuals who have an ADA covered disability.
7. Title VII requires reasonable accommodations for individual **religious practices and beliefs**. Examples of accommodations are flextime; floating holidays; permitting employees to make up time lost due to religious observance; voluntary changes in assignments; modifying workplace practices or procedures.
8. **AgCenter PS-23 and other university, state and federal regulations and laws** collectively make it unlawful to discriminate based on sexual orientation, marital status or veteran's status.
9. **The AgCenter also must provide its programs and services in a manner that is not discriminatory.**
10. **AgCenter PS-23** expresses the AgCenter's commitment to equal opportunity and provides complaint procedures.
11. Remember that all issues of civil rights can impact AgCenter employees, clientele, volunteers, business associates or members of the general public who are involved with the AgCenter in connection with a program or with an AgCenter business or administrative matter.
12. **Complaint Procedure** - Members of the public who would like assistance with AgCenter employment, program or service issues involving Civil Rights or who wish to file a related complaint should contact the HRM Office at 225-578-2258 or 225-578-4161. They may also contact the Vice President for Agriculture, the appropriate program leader, or for 4-H matters, the 4-H department head. Contact information is on the AgCenter's web site.

B. SEXUAL MISCONDUCT AND HARASSMENT

1. Sexual harassment is defined **as unwelcome verbal or physical behavior of a sexual nature**. It includes both quid pro quo and hostile environment forms.
2. **Quid pro quo sexual harassment** involves situations where unwelcome sexual advances and requests are made explicitly or implicitly a term or condition of an individual's employment and the individual's submission or rejection is used as a basis for employment decisions.

3. **Hostile environment sexual harassment** is unwelcome verbal or physical conduct of a sexual nature which has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. **Examples** include:
 - unwelcome touching or suggestive comments
 - offensive language, display of sexually oriented materials, obscene gestures
 - demeaning or intimidating sexually oriented behavior
4. **Title IX** requires universities to take affirmative steps to deal with sexual misconduct, which includes sexual harassment and sexual violence. **AgCenter PS-19** and **PM-73** establish resolution procedures and give each employee responsibilities in this area. Employees must take training annually.

C. AMERICANS WITH DISABILITIES ACT (ADA)

1. The ADA requires employers to make reasonable accommodations to qualified individuals who can perform the essential duties of the job in question with or without accommodation. Existing employees may also develop a disability that requires an accommodation
2. Programs and services must be provided to individuals with disabilities and those individuals should have the same experience as individuals without disabilities. This may require accommodations.
3. AgCenter buildings should be assessed and monitored for accessibility issues.
4. Remember to include persons with disabilities on advisory committees and boards.
5. Remember that materials for events should always include a statement providing the person to contact if an accommodation is needed and the date by which such contact should be made.
6. Contact the HRM Office if assistance is needed with accommodations.
7. Remember to periodically review the information on working with individuals with disabilities. This is available on the EEO web site.

D. FEDERAL GRANT REQUIREMENTS

Many federal grant programs, such as SNAP-Ed and EFNEP, have special provisions involving Civil Rights. Grant PI's and their unit heads should carefully review grant documents to ensure these provisions are being met. Typical requirements are:

1. Annual training on Civil Rights is required. New employees must receive training within 30 days. Applies to all staff, including unpaid staff and their supervisors.
2. Public Notification – must notify potential eligible people and the general public about:
 - Program availability, services, eligibility requirements, service locations and hours
 - Client and applicant rights and responsibilities
 - Nondiscrimination policy
 - Discrimination complaint process
3. The public notification can be accomplished by displaying the *And Justice For All* poster at programs. Posters may be obtained from the AgCenter HRM Office.
4. Include the nondiscrimination statement on all materials developed with federal funds – *This institution is an equal opportunity provider* or *The AgCenter provides equal opportunity in programs and employment*.
5. If you receive a complaint, be open and understanding, provide the AgCenter complaint procedure, point out the USDA complaint procedure, contact the program manager to explain the situation, and contact HRM.
6. While complaints should include who, what, where, when, and how details, you are encouraged to avoid assuming that a complaint doesn't need to be addressed if it isn't in writing or isn't detailed.
7. Distinguish complaints based on discrimination from those based on the program itself. Both are important.
8. Make the program accessible – adequate public facilities with accessible parking, entrances and restrooms; offer materials in Spanish if you can; offer the option for special accommodations when advertising programs.
9. Collect race and ethnicity information in each participant so we can determine how effectively the program is reaching potentially eligible populations and identify areas where outreach is needed. Explain that the data is for statistical reasons and does not affect their eligibility for the program. No names are shared.

HRM CONTACT INFORMATION:

Address: 103 Efferson Hall, 110 LSU Union Square, LSU AgCenter, Baton Rouge, LA 70803-0106

Telephone: 225/578-2258; FAX: 225/578-8284

Website:

- [LSU AgCenter website](#)
- [LSU AgCenter Intranet](#)
- [LSU AgCenter EEO web site](#)