

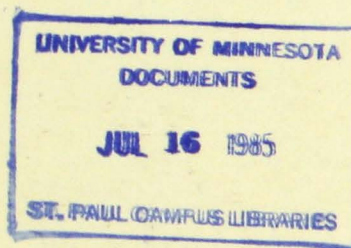
February 1972

Program for

# Equal Employment Opportunity



in the  
**AGRICULTURAL EXTENSION SERVICE, UNIVERSITY OF MINNESOTA**  
cooperating with the  
**U.S. DEPARTMENT OF AGRICULTURE, and COUNTY GOVERNMENTS**



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SIGNATORY

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Secretary of Agriculture

Effective Date: FEB 5 1972

Authority: Title 7 - Agriculture, Subtitle A - Office of the Secretary, Part 18 - Equal Employment Opportunity in the State Cooperative Extension Services (Appendix 1).

363.03 Subdivision 1 of the Minnesota Statutes which prohibits discrimination with respect to race, color, national origin, sex or religion in matters of employment. (Appendix 2)

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## Section I-1 -- Definitions

For the purpose of this program:

- A. "Secretary" means the Secretary of Agriculture of the United States or his designee.
- B. "Cooperative Extension Service" means the Agricultural Extension organization and programs of the University of Minnesota and of the cooperating counties in Minnesota.
- C. "University" means the University of Minnesota.
- D. "President" means the President or chief executive of the University of Minnesota or his designee.
- E. "Dean" means the administrative head of each college or institute of the University of Minnesota.
- F. "Director" means the Director of the Minnesota Agricultural Extension Service.
- G. "Department Head" means the chairman of an academic department, division, or an administrative unit in the University of Minnesota.
- H. "Personnel Officer" means the Personnel Officer in the Agricultural Extension Service, University of Minnesota.
- I. "District Supervisors" means the individuals in the Minnesota Agricultural Extension Service organization who supervise county and area personnel.
- J. "Program Directors" means the individuals in the Minnesota Agricultural Extension Service organization who coordinate policies and programs between other units and the Director.
- K. "EEO Coordinator" means the Equal Employment Opportunity Coordinator for the Minnesota Agricultural Extension Service.
- L. "Counselors" means individuals who are designated by the Director of the Minnesota Agricultural Extension Service to informally consider and attempt to resolve complaints regarding equal employment opportunity.
- M. "State EEO Committee" means the committee which is assigned responsibility for developing an Equal Employment Opportunity Program for the Minnesota Agricultural Extension Service including provisions for EEO complaint and appeals procedures. Membership reflects a cross section of staff units, especially including minority group members, women and others concerned with EEO.

- N. "Extension Agent" means the individual in the Minnesota Agricultural Extension Service organization who performs certain administrative and supervisory functions for Extension personnel located in a county.
- O. "Extension Personnel" means all persons irrespective of location or sources of supporting funds who are performing official duties in support of Agricultural Extension Service programs.
- P. "Applicant" describes any individual who indicates in writing an interest in employment with the Minnesota Agricultural Extension Service.
- Q. "County Extension Committee" means a nine member committee appointed by the Board of county commissioners in each county according to Minnesota statutes. This committee represents county people and assists Extension agents plan, implement and evaluate county Extension programs.
- R. "Discrimination" includes discrimination on the basis of race, color, national origin, sex or religion.
- S. "Employment" includes hiring, assignment, transfer, promotion, compensation, discipline, and discharge and all other conditions, terms and privileges of employment.
- T. "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.
- U. "Program" means a comprehensive Equal Employment Opportunity Program submitted by the President in satisfaction of Title 7 - Agriculture, Subtitle A - Office of the Secretary, Part 18.
- V. "7 CFR 18" refers to Title 7 - Agriculture, Subtitle A - Office of the Secretary, Part 18 - Equal Employment Opportunity in the State Agricultural Extension Service.
- W. "Action Plan for Progress" means Section II of the Minnesota Agricultural 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 (Appendix 1).

#### Section I-2 -- Purpose, Applicability, and Coverage

- A. Purpose - The Equal Employment Opportunity Program in the Minnesota Agricultural Extension Service establishes policies and procedures in employment and personnel management providing equal opportunity to each individual without regard to race, color, national origin, sex, or religion as stipulated in 7 CFR 18. Those policies and pro-



cedures providing equal opportunity in employment on the basis of merit and fitness and prohibiting discrimination in employment on the basis of irrelevant factors, and the extent to which those policies are applicable, are set out in this document.

This program relates to all phases of employment, as defined above, for all persons (professional and non-professional) of the Minnesota Agricultural Extension Service and for establishing overall general policy that is consistent regarding all positions regardless of the sources of supporting funds.

- B. Applicability - This program applies to the Minnesota Agricultural Extension Service at the University of Minnesota and throughout the State.
- C. Coverage - This program applies to all positions in all units of Minnesota Agricultural Extension Service, and to employees provided by county and other political subdivisions in support of Agriculture Extension Service programs.

Section I-3 -- Development and Adoption of Equal  
Employment Opportunity Program and Action Plan  
for Progress

- A. Development - This program, its policies and procedures were promulgated through the Ad Hoc Advisory and Review Committee for Development of the Minnesota Agricultural Opportunity Program involving the Director and ten members of the Administrative-Supervisory staff, four members of the county Extension staff, two members of the state specialist staff, two members of the area agent staff, two community program assistants, one department head, three clerical staff members of the University and two county clerical staff members and approved by the President of the University of Minnesota, and concurred in by the Secretary of Agriculture.
- B. Amendment - Amendments or revisions to the Equal Employment Opportunity Program of the Minnesota Agricultural Extension Service will be developed by the Director of Extension, approved by the President of the University of Minnesota and submitted to the Secretary for concurrence. The Secretary shall confer with the President concerning amendments and revisions which he feels are needed to improve the effectiveness of the program. The President will furnish such mutually agreed upon amendments and revisions to the Secretary within 30 days for concurrence.
- C. Revision to Action Plan for Progress - The Action Plan for Progress (Section II) for the Minnesota Agricultural Extension Service shall be updated and filed with the President and the Secretary on a fiscal year basis. Modification to these "Action Plans" is made as a result of periodic evaluations of the effectiveness of such plans.

- D. Effective Date - This EEO Program for Minnesota Agricultural Extension Service becomes policy and is effective on the date(s) identified on Signatory, page 1.

Section I-4 -- Elements of the Program

- A. Statement of Policy Prohibiting Discrimination in Employment - It is the policy of the Minnesota Agricultural Extension Service 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 Action Plan for Progress in the organization. This policy is based on and complies with the provision of 7 CFR 18 and of the provisions of 363.03 Subdivision 1 of the Minnesota statutes and is an integral part of every aspect of personnel policy and practice in the employment, development, advancement, and treatment of employees (Appendix 2).
- B. Administrative Procedure Enforcing This Policy - The Director is the designated administrative official of the University of Minnesota to initiate and carry out this program among the units, departments and administrative divisions of the University of Minnesota and with the cooperation of the counties (Appendix 3).

The Director shall exercise personal leadership (1) in maintaining a continuing Action Plan for assuring equal employment opportunity, (2) in making his administrative, supervisory, and management staff responsible for effectiveness of this program, (3) in reviewing and evaluating managerial and supervisory performance in a manner which insures a continuing affirmative application and vigorous enforcement of this policy, and (4) in providing sufficient resources to administer this program in a positive and effective manner.

The implementation and compliance of the EEO program by the Minnesota Agricultural Extension Service at the University of Minnesota is the responsibility of the Director. Those staff members, including department heads, district supervisors, the coordinator, extension agents and other various county authorities to whom the duties and responsibilities for implementation and compliance of the EEO program have been delegated, are accountable to the Director.

The Director of Extension is responsible for executing the following duties:

- (1) Discuss and publish periodically the policy, procedure, action plan for progress, and all other aspects of the EEO Program of the Minnesota Agricultural Extension Service with all employees and solicit their full cooperation.

(2) Inform in writing each department head, State program director, district supervisor, the Personnel officer and the Coordinator of his responsibility for implementing and enforcing the policies and procedures of the EEO programs; for complying with provisions of 7 CFR 18, and 363.03 Subdivision 1 of the Minnesota statutes in all aspects of employment and personnel management.

(3) Keep other top administrative officials of the University apprised of performance and encourage their continuing support.

(4) Inform in writing the State Extension Administrative and Specialist staffs, district supervisors and Extension agents of the responsibilities they have in a counseling role with Personnel Committees, County Extension Committees, and other groups contributing to the employment and personnel functions of all staff of the Agricultural Extension Service.

(5) Notify in writing the County Extension Committees regarding the EEO program for all county Extension employees.

(6) Request the County Extension Committees to meet annually with members of the Minnesota Agricultural Extension Service staff to review the EEO Program.

(7) Communicate, through appropriate recruitment brochures, literature and other means, this policy to applicants for employment in the Agricultural Extension Service.

(8) Inform applicants of the name and address of the Coordinator and the Counselor in the locality in which employment is sought and their availability to applicants who believe they have been discriminated against.

(9) Provide a copy of the Minnesota Agricultural Extension Service EEO Program and Action Plan for Progress to each employee and to other selected officials as appropriate.

(10) Establish a state EEO committee and meet periodically with it to provide systematic feedback and consultation concerning all aspects of the program.

(11) Assure adequate coverage of all areas of equal employment opportunity in induction and inservice training programs for all employees.

William A. Milbrath, Coordinator, Expanded Food and Nutrition Program, is designated by the Director as the staff member responsible for coordinating all activities relating to this program (Appendix 4). He shall:

(1) Advise the Director on the preparation of plans, procedures, regulations, reports, and other matters pertaining to the program.

(2) Evaluate periodically the sufficiency of the program and report such evaluations to the Director with recommendations for improvement or correction.

- (3) Make changes in programs and procedures, when authorized by the Director, to eliminate discriminatory or unfair practices and to improve the EEO Program.
- (4) Provide a system for counseling any aggrieved employee or applicant for employment who believes he has been discriminated against, and for attempting to resolve informally the matter raised by the aggrieved person. This system must be extended to organizations that bring class action cases regarding general discriminatory practices.
- (5) Arrange for the receipt and investigation of individual complaints of discrimination.
- (6) Arrange for the receipt and investigation of general allegations by organizations or other third parties of discrimination which are unrelated to an individual complaint of discrimination.
- (7) When authorized by the Director, take corrective measures that are necessary on individual complaints, including recommendation for any disciplinary action that is warranted when an employee has been found to have engaged in a discriminatory practice.
- (8) Review the file on any individual complaint, before decision is made under the complaint procedure, and make any recommendations to the Director that he considers desirable, including any disciplinary action that is warranted by the circumstances.

The State EEO Counselor (s) is designated by the Director as the Counselor to informally consider and help resolve EEO related complaints for Extension employees other than those employees located in county offices (Appendix 5).

The off-campus District EEO Counselors are designated by the Director to informally consider and help resolve EEO related complaints for all Extension employees located off the Twin Cities Campus of the University of Minnesota. (Appendix 6).

The Extension Agent is designated by the Director to be responsible for the implementation and compliance of the program at the county level under the supervision and guidance of the District Supervisor.

All responsible personnel will furnish to the Director a written report documenting their discussions of the EEO Program with committees, county government officials and other groups.

- C. A Positive Affirmative Action Plan to Assure Equal Opportunity in Employment - Due to the decentralized nature of the Minnesota Agricultural Extension Service, certain specific administrative and supervisory responsibilities for personnel actions relating to various groups of staff are delegated to designated persons in the organization (Appendix 7 - Organization Chart). The Action Plan for Progress in Equal Employment Opportunity for the Minnesota Agricultural Extension Service, Section II of this document, identifies those persons responsible for carrying out each activity, including its target date, as they seek to find, recruit, employ, and retain a competent staff. The Action Plan for Progress for

the State will be developed by summarizing Action Plans from all offices and filed according to Section I-3c, page 3.

#### Initial Implementation Action

(1) The EEO Coordinator or his designee is responsible for presenting and discussing the Program with County Extension Committees, county government officials, and other groups, County Extension employees, administrative, supervisory and specialist staffs, department heads, and the Minnesota State Department of Human Rights.

(2) The EEO Coordinator is also responsible for presenting and discussing the "Action Plan for Progress" with all staff in the Minnesota Agricultural Extension Service.

(3) A summary report of these presentations and discussions will be furnished to the Director.

#### Continuing Action (Administrative)

In addition to those responsibilities prescribed elsewhere in this document, the Director will call for an annual report summarizing the implementation and operation of this program from each County Extension Office.

The Director will file a report with the President of the University and the Secretary six months after the effective date of this program and annually thereafter, summarizing the implementation and operation of this program.

#### D. Procedure for Identifying and Eliminating Employment Practices Which Create or Continue Discrimination in Employment

(1) Personnel Management - All functions relating to personnel management shall reflect the full intent of the policy stated in the purpose, Section I-2, page 3. All records, including action taken and decisions made, related to every aspect of personnel management are forwarded to the Personnel Officer and retained for a minimum of two years.

a. Recruitment and Selection - Develop and implement a comprehensive recruitment program designed to attract women and minority group members for employment consideration for all positions. This includes:

-- Identifying and assigning women and minority group employees to assist in the recruitment of prospective candidates for employment.

- Identifying those schools, colleges, organizations, women's groups and other sources where minority group members can be contacted regarding employment opportunities.
- Establishing and maintaining, on a regular basis, recruitment contacts with those sources for prospective candidates for employment of women and minority group members.
- Preparing recruitment literature and position announcements which:
  - clearly state the EEO policy.
  - describe qualification standards appropriate to positions.
  - identify the EEO Coordinator and EEO Counselors, their addresses, and their availability to counsel applicants.
- Disseminating information through recruitment literature, position announcements, personal contact and visitations, and other appropriate means, to officials at all sources of qualified applicants applicable to the State regarding:
  - those conditions which would increase employment opportunities of students.
  - the qualifications essential for competent Extension employees (professional and non-professional) as a basis for strengthening and improving curriculum.
- Selecting candidates for employment from among applicants based upon a comparison of each applicant's qualifications in relation to identified relevant factors and standards for the position.

Such factors for professional positions include:

- educational attainment.
- academic average.
- scholarly achievement.
- professional experience.
- leadership ability.
- understanding of problems with which the position is to deal and knowledge of subject matter to deal with related problems.
- appropriate technological ability.
- demonstrated ability to work effectively with people.
- demonstrated drive and initiative.
- demonstrated ability to communicate orally and in writing.

Factors for non-professional positions include:

- educational attainment.
- appropriate tests of skills.
- work experience.
- demonstrated ability to work effectively with people.
- understanding of problems with which the position is to deal and knowledge of subject matter to deal with related problems.

- Maintaining an adequate record system which reflects actions taken and decisions made including:
  - receipt and disposition of applications.
  - application information evaluation.
  - reference checks and related evaluations.
  - interviews and evaluation of information.
  - analysis of comparison between the applicant's qualifications and job factors and standards.
  - reasons for selection and reasons for non-selection.

b. Assignment, Transfer and Promotion

In general position vacancies are to be filled at the level they occur by promotion from within the organization encouraging promising employees to seek advancement, utilize their unique skills and abilities, and/or to assume greater responsibility. For position vacancies not filled through this process, suitable candidates are to be acquired through the recruitment and selection procedure stated above. The following conditions are to be met:

- Position vacancy announcements distributed to all Extension staff within the State.
- Announcements carry duties and responsibilities, authorities of the position, location of position headquarters, qualifications needed by the applicant, date and methods for filing, salary range, and to whom the application is made.
- Applications accepted, recorded, and evaluated from all interested employees.
- Employees' competencies evaluated against position requirements.
- Consideration to past performance evaluations and reviews, ability or potential performance on other jobs, recommendations of colleagues and others in a position to evaluate candidate, and length of service where this is a factor for promotion, transfer or assignment.
- Record decisions and reasons for them for inclusion in employee's State personnel folder or in a separate case file.

Position requirements and incumbent qualifications are to be analyzed periodically to determine adjustments needed, to either or both, which maximize the skills, abilities and experience of employees and to enhance their potential to advance accordingly. Such analyses will encompass:

- Skills inventory of incumbents in all positions to assess appropriate utilization of human resources, to identify training and career counseling needs, and to project human resource needs in shortage category positions.

- Modifying or redesigning positions to more nearly fit the underutilized and nonutilized position skills.
- Identifying persons whose position requires both high and low skills and redesign those positions to better utilize the high level skills of those employees.
- Shifting those lower skills from various positions, regroup and tailor positions to the needs and competencies of individuals assigned to those positions.
- Evaluating position qualifications and examining standards to assure equal opportunity to minority group members and women.

c. Position Administration and Compensation

Formal performance evaluations are to be made at least annually of each Extension staff member's performance. The performance evaluation program will reflect those criteria judged to be pertinent to successful performance in the various positions and measure or evaluated against acceptable standards of performance for those positions.

Each member will be made aware of his evaluation and counseled with by his immediate superior or other appropriate and qualified staff member regarding positive accomplishments and future professional improvement and training needs.

A salary schedule detailing minimum salaries by rank or job classification for all professional and non-professional positions within the Minnesota Agricultural Extension Service will be in effect and will be adjusted annually insofar as the Extension Service has authority to determine salary levels. To the extent that the Extension Service is able to influence salary decisions within the system salary levels will be determined on an equitable basis.

Salary and wage adjustments are considered annually based upon the results of the individual's performance evaluation and the availability of funds.

d. Training and Leave Policies

Training programs and opportunities are to be uniformly administered throughout the organization and made available to each category of staff in order to:

- Correct those deficient areas in an employee's background and training which are essential to successful job performance.
- Contribute to continued career advancement of each individual.
- Help the individual contribute to the achievement of the program goals of the organization.
- Improve the educational services to clientele.



Each employee is encouraged to assume a positive posture regarding his own personal professional development which will supplement and complement the more formal training offered by the organization.

The State Leader-Staff Development will work closely with administrative, supervisory, and program staffs to incorporate training requirements needed to implement and sustain this EEO Program into the induction, inservice and graduate training programs.

Individual staff members may request to participate or be requested by the Director to participate in training programs. Criteria such as the individual's program or job responsibilities, level of professional or skill preparation, previous inservice participation record, present and possible future assignments, applicable leave policy and availability of funds will be considered in determining approval to participate.

Leave policy to pursue training opportunities when approved by the Director will follow the established policies of the University of Minnesota and the Minnesota Agricultural Extension Service and shall be equitably administered (Appendix 9).

Leave policy covering annual, sick, military, maternity, leave without pay, and other types of leave are to be equitably administered according to policies established by the University of Minnesota and the Minnesota Agricultural Extension Service (Appendix 10).

Insofar as resources permit, financial aid in terms of scholarships, fellowships, work-study programs, field experience programs, and similar intern or practices training arrangements are to be made available to employees which will prepare them for promotion or other advancement opportunities in the organization.

e. Community Related Activity

Employees are encouraged to participate at the community level, with technical, vocational, and high schools, colleges, and with other public and private groups in cooperative action to improve employment opportunities and community conditions that affect employability.

As appropriate, employees are encouraged to convey to administrative heads of predominantly minority group schools and colleges, technical, vocational, and high schools the qualifications essential for competent Extension employees, and to encourage their review to effect changes in curriculum which will better qualify students for employment.

f. Awards and Recognition

Policies are not self-enforcing. All levels of management must perceive these policies not as transitory phenomena but as pervasive devices which seek to elicit the cooperation of all employees for working toward their full implementation.

The Director will consider ways and means for providing motivational incentives to those staff members who make notable contributions to the EEO Program and other programs through appropriate recognition and awards.

He will analyze current recognition and awards programs to maximize their contribution to employee motivation and morale, and to assure their equitable administration. He will include responsibilities for carrying out the EEO program in position descriptions of administrative and supervisory staff, program directors, and Extension Agents and incorporate appropriate evaluation criteria into present performance evaluations.

g. Discipline

Those Extension employees who have been found to have engaged in discriminatory practices against another employee, or applicant for employment are subject to appropriate disciplinary action. The action to discipline is the responsibility of the Director. Such action will be uniformly administered in keeping with the policies of the University of Minnesota. Appropriate records will be kept, showing the cause for and disciplinary action taken, and a copy placed in the permanent personnel file of the employee involved.

E. Procedure for Evaluating the Success of the Program - The EEO

Coordinator is designated to evaluate six months after the effective date of this program (Signatory, page 1) and annually thereafter, the adequacy of employment and personnel management procedures of the Minnesota Agricultural Extension Service at the University of Minnesota and throughout the State. Recommendations for improvement of procedures and policies are to be made to the Director.

The Director shall file a copy of the summary report with the President and the Secretary on an annual basis.

The evaluation results will be discussed with administrative, supervisory, program staff, Extension Agents and other employees as appropriate.

Each Extension employee is responsible for helping to maintain continuous surveillance on the effectiveness of this program in order to provide current and adequate feedback for evaluative purposes.

Criteria for a comprehensive evaluation program must be sufficient to reflect progress, adequacy, and shortcomings of the total program. In many instances application of the criteria must be tailored to those offices with limited personnel management and employment authority in order to result in more valid evaluation of activities carried out in these offices.

Criteria are to be developed for each of the major areas set out in this program including the "Action Plan for Progress" which subjects them to inquiry and evaluation.

The inquiry and evaluation procedure will make use of one or a combination of analysis methods which best meet specific needs and circumstances. Some of these methods include:

- Onsite visits by management and program staff.
- Special task force for overall or specific area review.
- Program committee with continuing review and report responsibility.
- Written reports by subordinate levels.
- Periodic review and analysis of statistical data (personnel records, position inquiries, candidates considered and employed, etc.).
- Continuing review of personnel programs (recruitment, selections, promotion, transfer, training, etc.) and related actions.
- Periodic reviews of EEO complaints and related actions.
- Periodic review of policies, procedures, delegation and coordination.
- Interviews with employees, supervisors and management.
- Administration of voluntary questionnaires to sample of employees.
- Review of input from minority groups, women's organizations, local government offices, and other special interest groups.

- F. Adequate Provision for Publicizing the Program to Include Dissemination of Information to All Those Covered by These Regulations - The Director will remind, in writing, all employees at all levels in the organization once a year or more often, as appropriate, of the need for maintaining an equal employment policy for staff members. This communication document shall be made a part of the permanent record. The EEO Program will appear in the revised Extension Employees Handbook.

Appropriate reference to this program and its policies will be incorporated into the information provided on all revised recruitment brochures and other related literature and promotional materials. A poster and other appropriate informational literature will be displayed on bulletin boards or in other conspicuous places in Extension offices. Information indicating where grievances and complaints can be filed shall be displayed in locations and in such a manner which make them accessible to public view.

Each new employee will be informed about the EEO Program during his induction training experience.

Inservice training programs shall include an explanation of the EEO policy and program to the extent necessary to inform all employees of it. At reasonable intervals the policy shall be included in staff conferences and seminars.

Each applicant for a Minnesota Agricultural Extension appointment, as well as new and existing employees, will be provided with a copy of the EEO Program.

Copies of the EEO Program will be distributed to officials of the University, officials of county governments, and members of the public who are affected by this policy. As appropriate, discussions regarding the EEO Program will be held with the above-named persons.

- G. A Procedure for Prompt Processing of Complaints Assuring No Less Than Minimum Rights Prescribed in 7 CFR 18 (18.5) - All grievances and complaints will be channelled to the EEO Coordinator by the responsible administrators for appropriate handling. The EEO Coordinator will counsel with and guide the complainant in the prompt filing and processing of his case. Counselors will act to mediate or conciliate informal complaints at the lowest possible supervisory level, thereby removing the necessity for their movement through channels to the EEO Coordinator.
- H. Adequate Provisions for the Protection of Complainants, Employees, Witnesses, and Representatives from Interference, Harassment, Intimidation and Reprisal - All employees shall be free from any or all restraint, interference, coercion, or reprisal on the part of their associates or supervisors in making any complaint or appeal, in serving as representatives of an appellant, in appearing as witnesses, or in seeking information in accordance with these procedures. The above principles apply with equal force after a complaint has been adjudicated. Should these principles be violated, the facts shall be brought to the attention of the Equal Employment Opportunity Coordinator, 240 Coffey Hall, University of Minnesota, St. Paul, Minnesota 55101 by the appellant, his representative or the person affected so that appropriate action may be taken.
- I. A Procedure for Informal Resolution of Complaints - The Equal Employment Opportunity Coordinator, 240 Coffey Hall, University of Minnesota, St. Paul Minnesota 55101 is designated to act in an effort to mediate or conciliate informal complaints. However, informal complaints shall be adjudicated generally at the lowest possible supervisory level through the off-campus Equal Employment Opportunity Counselors. It is appropriate for any off-campus Extension employee to register complaints with any off-campus counselor regardless of location. The names and addresses of those Counselors are as follows:

Counselors for Off-Campus Staff

<u>Name</u>	<u>Address</u>
<u>Sharon Gilsrud</u> , Blue Earth County, Extension Home Economist, Courthouse, Mankato 56001	
<u>Judith Nord</u> , W. Ottertail County, Extension Home Economist, Courthouse, Fergus Falls 56537	
<u>Clorasteen Wilson</u> , Program Assistant, Expanded Nutrition Program, 476 Federal Building, 110 S. 4th St., Minneapolis 55401	
<u>Gerald Sullivan</u> , Itasca County Extension Agent, Courthouse, Grand Rapids, 55744	
<u>J. Eugene Ellis</u> , Area Extension Agent-Soils, Courthouse Annex, Litchfield 55355	
<u>Roger Bultman</u> , Cottonwood County, Associate Extension Agent, Post Office Building, Windom 56101	
<u>Matthias Metz</u> , Wabasha County Extension Agent, Post Office Building, Wabasha 55981	
<u>Terrance Courneya</u> , Pennington County Extension Agent, Courthouse, Thief River Falls 56701	
<u>Rachel Barrett</u> , Program Assistant, Expanded Nutrition, Red Lake Indian Reservation, Redlake 56671	

Counselors for Campus Staff

The counselors for Extension employees other than those employees located off-campus are Bill Miles, Extension Forester, 102 Green Hall, St. Paul Campus, and Thelma Baierl, Extension Specialist Clothing, 32 North Hall, St. Paul Campus.

If satisfaction to the complainant is not received at this level, he may proceed through the supervisory channels to the next higher level. Any informal complaint not adjudicated to complainant satisfaction by the EEO Coordinator must thereafter be handled through the formal complaint procedures. When an informal complaint is received by a counselor, a memorandum shall be prepared by the counselor to the Coordinator advising him of the complaint and the circumstances of such complaint with a discussion of attempts to adjudicate such complaint. If the case was satisfactorily handled, he should so state; if further action appears necessary, he should so advise.

All informal complaints will be heard and a decision made by the counselor in consultation with the EEO Coordinator within ten work days after receipt. If no decision is rendered the complainant within this time limit, it shall constitute justification for the complainant to proceed to the next higher supervisory level.

In any case where the complainant feels that he cannot present his complaint, or would not receive proper consideration of his complaint at the immediate supervisory level, he may, without prejudice, move up the supervisory channel to any level or directly to the EEO Coordinator.

- J. A Procedure for Recording Receipt and Disposition of All Complaints  
The EEO Coordinator will keep a record of all complaints filed through counselors and other sources. A report on the filing and disposition of formal complaints shall be forwarded to the Secretary within 30 days of the receipt of the complaint. The record shall include any statement from the complainant indicating the reason for withdrawal.

Section I-5 -- Formal Complaint Procedure

The procedure for processing of formal complaints of applicants and of Extension full and part time employees and other qualified complainants is as follows:

If the informal procedures do not attain a result satisfactory to the complainant or if the complainant does not desire to follow the informal procedure, he may file a formal complaint. A formal complaint shall be submitted in writing, signed, and should also state the basis for the complaint, and indicating whether the alleged discrimination was based on race, color, national origin, sex, or religion. However, a statement from the complainant describing the conduct complained of with greater particularity may be required.

- A. Who May File - A complaint may be filed by an employee, former employee or applicant for employment in the Minnesota Agricultural Extension Service who believes that discrimination in employment has been practiced against him or that an employment practice in the Extension Service has or will result in discrimination in employment against him. A complaint of general discriminatory employment practices may also be filed by an employee, former employee or applicant for employment or by an organization. However, upon request of the Director, the complainant shall furnish to him names of individuals who are adversely affected by those practices.
- B. Right of Representation - A complainant may designate in writing, an individual or an organization to represent him in the processing of his complaint, and is entitled to the advice of counsel at his cost at all stages in the proceeding. If the representative designated as counsel by the complainant is an employee of the U.S. Department of Agriculture or of the Agricultural Extension Service, such employee, as well as an employee-complainant, shall have a reasonable amount of official time with pay, if he is in pay status, for the purpose of appearing at any hearing on the complaint or conciliation effort. The rights and privileges set forth in this paragraph shall also be available to any person whose alleged conduct is the cause of the complaint.
- C. Where Filed - Formal complaints by or on behalf of all Agricultural Extension Service employees, both professional and nonprofessional, and other qualified complainants will be filed in writing with the Equal Employment Opportunity Coordinator, 240 Coffey Hall, University of Minnesota, St. Paul, Minnesota 55101, or with the Secretary of Agriculture. Those complaints filed with the Secretary or the Equal Employment Opportunity Coordinator will be sent to the Director for adjudication under this program. Based upon the facts furnished by the complainant or any other information gathered by the Director, he will adjudicate the case within 30 days and advise the complainant of his decision. In the event that the claim is not adjudicated within 30 days, the complainant may request a review by the President. However, if at the time of filing the formal complaint, the complainant requests a hearing or the Director requests a hearing the procedure in Section I-5E will be followed.

- D. When Filed - A complaint shall be submitted within 90 days of the conduct giving rise to the complaint. The Director or the Secretary may extend the time limit for good cause.
  
- E. Hearing - A complainant filing a formal complaint or the EEO Coordinator may request a hearing which shall be transcribed or recorded. The hearing shall be conducted within 60 days from the date the hearing is requested, during regular working hours in the county where the alleged discrimination occurred, or at a time and place agreed to by the EEO Coordinator and the complainant. The EEO Coordinator, the complainant and any person whose alleged conduct is the cause of the complaint shall have the right to call and cross-examine witness under oath. The hearing shall be provided by the EEO Coordinator, and shall be presided over by the Chairman of the State EEO Committee or his designee before a Committee of five selected from and by the membership of the State EEO Committee of the Minnesota Agricultural Extension Service whose chairman shall submit a proposed decision including findings of fact, conclusions, and recommendations within 30 days of the conclusion of the hearing, to the Director for action.
  
- F. Action by the Director - The Director will review the entire file on the complaint, including the transcript of the hearing, if a hearing was held. He shall approve the proposed decision, remand it to the EEO Coordinator for further action, or otherwise dispose of it within 10 days of its submission to him, and notify the complainant, in writing, of the decision or disposition of the complainant and of the complainant's right to request, in writing, a review by the Secretary within 30 days of receipt of the Director's decision.

Section I-6 -- Review and Decision

Within 30 days of notification of the disposition of complaint by the Director, or within 30 days of any refusal of the Director to accept a complaint or to act on a complaint in accordance with the program, the complainant may request a review by the Secretary. Any request shall be in writing. The Director, upon request by the Secretary, shall furnish to the Secretary the complete file, including the transcript of any hearing together with whatever other information the Secretary requests. The Secretary may review the file on the record, request supplemental information from the Director, order further investigation by the Office of the Inspector General, USDA, or hold a hearing under such procedure and on such issues as he determines appropriate to obtain information which would assist him in making a decision as to whether the Director's decision of disposition of the complaint was proper. The decision of the Secretary shall be in writing and shall be sent to the Director for appropriate action. A copy of the Secretary's decision shall also be furnished the complainant.

Section I-7 -- Reports

Within six months of the effective date of this program and annually thereafter, the Director will submit to the President of the University and to the Secretary a report summarizing implementation and operation of the program.

Section I-8 -- Maintenance of Records

All documentation, records and reports will be retained for a minimum of two years.

These records will be subject to review at any time by the Office of the Director, the President, and representatives of the U.S. Department of Agriculture authorized by the Secretary or his designee.

Section I-9 -- Non-Compliance

It is understood that the Minnesota Agricultural Extension Service will be in violation of 7 CFR 18 and 363.03 subdivision 1 of the Minnesota Statutes if its responsible personnel fail to carry out the provisions of this program.

Section I-10 -- Sanctions

If the Director finds that any units of the Minnesota Agricultural Extension Service or any Department or unit of University of Minnesota who are in support of Agricultural Extension Service programs, have violated the provisions of this program, he may initiate action to refuse to authorize payment of funds for the Agricultural Extension Service or take other appropriate action as provided by law.



S E C T I O N   I I

ACTION PLAN FOR PROGRESS  
IN  
EQUAL EMPLOYMENT OPPORTUNITY  
FOR  
STATE COOPERATIVE  
EXTENSION SERVICES



The "Action Plan for Progress" is a written commitment of the Minnesota Agricultural Extension Service and its personnel to be responsive to policy requirements, affirmative positive action concepts, EEO Program objectives and to local conditions, situations and needs. It identifies those rather specific activities to be undertaken in each major area of the Plan. It calls for the identification of those officials (Positions) who are responsible for implementing each activity for each level or operating unit in the organization. In addition, a target date for implementing each activity is to be identified for each level or operating unit.

Specific activities listed under each major area are not necessarily applicable to all levels or operating units due to the variation among offices regarding their limited personnel management and employment authority. However, each unit is encouraged to utilize each staff member's imaginative and creative talents to seek ways in which he can contribute to program objectives. In addition, there are certain of those specific activities listed for implementation that are the prerogative of the Director.

Those specific activities listed under each major area may be further divided into smaller task units to avoid gaps and omissions and to insure full implementation and effectiveness.

A copy of the State's "Action Plan for Progress" developed with inputs from all levels or operating units shall be provided to each office annually.

ACTION PLAN FOR PROGRESS IN EQUAL EMPLOYMENT OPPORTUNITY  
 FOR STATE COOPERATIVE EXTENSION SERVICES  
 (This applies to 7 CFR, Part 18; 18.4 1c/)

State<sup>1/</sup> Minnesota

Fiscal Year Ending June 30, 1972

Activity	Action by	Target Date(s) to Implement
<p>1. <u>Organization and Resources to Administer the EEO Program in a Positive and Effective Manner.</u></p>		
<p>A. Develop a Plan for Progress in Equal Employment Opportunity. The Plan will reflect the operations of and be tailored to the Minnesota Extension Service and its problems. It will be applicable to the State Office, State Extension Specialists' Offices, District Offices, Area Offices, and County Offices. Also, the Plan will contain short and long range goals, and identify the person responsible for timely action on each activity.</p>	<p>Ad Hoc Advisory and Review Committee for Development of the Minnesota Agricultural Extension Service Equal Employment Opportunity Program</p>	<p>September 1, 1971</p>
<p>B. Implement and revise EEO Program in accord with the regulations concerning EEO in the State Extension Service, 7 CFR, Part 18, issued under authority of the Smith-Lever Act, which will involve:</p>	<p>EEO Coordinator            Director of Extension            State EEO Committee</p>	<p>June 30, 1972</p>
<p>(1) Preparation and adequate distribution of instructions on implementing this EEO Program for minority groups and women.</p>	<p>EEO Coordinator            Director of Extension</p>	<p>January 1, 1972</p>
<p>(2) Development of provisions for EEO complaint and appeals procedures.</p>	<p>State EEO Committee</p>	<p>December 1, 1971</p>

<sup>1/</sup> May be modified for use at the District, Area, County, or other smaller operational unit levels

Activity	Action by	Target Date(s) to Implement
(3) Development of provisions for reports and evaluation of EEO Program.	State EEO Committee and Director of Extension	January 1, 1972
(4) Development of provisions for coordinating employment activities to insure effective decision-making in regard to EEO Program activities.	State EEO Committee and Director of Extension	January 1, 1972
C. Distribute copies of the Program to all organizational units and individuals.	Director of Extension	January 1, 1972
D. Meet with Extension Personnel and University officials to emphasize the need for awareness of and continuing positive actions toward the goals outlined in the Action Plan for Progress in EEO.	Direction of Extension	September 1, 1971
E. Develop minimum requirements for EEO training of all persons in supervisory positions in the organization and conduct such training to assure managerial and supervisory understanding of and knowledge of EEO Programs	EEO Coordinator and Program Director-Staff Development	January 1, 1972
F. Establish and meet at least quarterly with an internal EEO State Committee whose membership reflects a cross section of staff units, especially including minority group members, women and others concerned with EEO.	Director of Extension and/or EEO Coordinator	December 1, 1971
G. Discuss EEO policy with all employees (State, District and county Staff) and communicate its content using various media, such as, training programs, staff meetings, newsletters, bulletins, and regulations. A bulletin board appropriately placed should be utilized for public communication.	EEO Coordinator and Program Director-Staff Development	February 1, 1972
H. Assign staff member(s) at each program level to carry out the specific responsibility and authority for the EEO Program and to achieve goals within stated deadlines. The staff so assigned must be responsible for the EEO activities under their jurisdiction.	Director of Extension	December 1, 1971

Activity	Action by	Target Date(s) to implement
<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 regular recruitment contact with many groups, i.e., predominantly minority groups, women's groups, schools, colleges, colleges with significant minority student population and other organizations.</p>	Personnel Officer	September 1, 1971
<p>B. Call the attention of administrative heads, deans and faculty of the colleges within Minnesota to those conditions which would increase the employment opportunity of students.</p>	Personnel Officer	January 1, 1972
<p>C. Convey to administrative heads of predominantly minority group colleges and schools, the qualifications essential for competent Extension employees in order to improve and strengthen curriculum</p>	Personnel Officer	January 1, 1972
<p>D. Provide recruitment assignments for women and minority group employees.</p>	Personnel Officer	September 1, 1971
<p>E. Review of all placement and promotion decisions by someone other than the immediate supervisor to ensure that minority group candidates and women are receiving full consideration.</p>	Personnel Officer EEO Coordinator	May 1, 1972
<p>F. Utilize recruitment leaflets, booklets and brochures designed to attract minority group and women candidates; distribute to schools and organizations. Utilize such publications in carrying out 2A and B above.</p>	Personnel Officer	March 1, 1972
<p>G. Examine needs of applicants and employees, particularly women, for position adjustments, such as part-time work, or irregular duty hours, etc.</p>	Personnel Officer in consultation with University Civil Service Office	September 1, 1971

Activity	Action by	Target Date(s) to Implement
3. <u>Assure the Fullest Possible Utilization of the Present Skills of Employees.</u>		
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.	Program Director- Staff Development Personnel Officer	April 30, 1972
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.	Program Director- Staff Development Program Director-Extension Research and Graduate Studies Personnel Officer	September 1, 1971
C. Provide equal access for all employees to information on promotional opportunities and position qualification requirements.	Personnel Officer	September 1, 1971
D. Consider employees at all pay levels when identifying persons for education, training, or special assignments that will further utilize their past experience, education and training and prepare them for more effective placement or promotion.	Personnel Officer Program Director- Staff Development	September 1, 1971
E. Designate and train persons in supervisory positions for career counseling at State and District levels. If appropriate, give career guidance to employees with underutilized or nonutilized skills and otherwise help them prepare for more effective placement or promotion.	Program Director- Staff Development	January 1, 1972
F. Identify shortage-category positions. As feasible provide financial aid and other incentives for participation in special undergraduate and graduate programs using work-study, part-time, assistant, aids or other training arrangements to prepare persons to fill vacancies.	Program Director- Staff Development Program Director- Extension Research and Graduate Studies Personnel Officer	December 31, 1971

Activity	Action by	Target Date(s) to Implement
<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 State 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>	EEO Coordinator	April 15, 1972 and annually thereafter
<p>B. Analyze, modify and use a formal 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>	All Supervisory Personnel Program Director-Extension Research and Graduate Studies	April 15, 1972
<p>C. Analyze all positions and, where feasible, re-design those positions involving use of both higher and lower skills to better utilize the higher skills of the incumbents.</p>	All Supervisory Personnel Program Director-Extension Research and Graduate Studies	April 15, 1972
<p>D. Evaluate job qualifications and examining standards and eliminate those which unfairly discriminate against minority groups and women.</p>	EEO Coordinator	January 1, 1972
<p>E. Identify, train and develop for promotion or more effective assignments interested and qualified employees through:</p>	Personnel Officer and Program Director- Staff Development	September 1, 1971
<p>(1) Training to upgrade clerical, technical, and professional skills.</p>	same as above	already implemented
<p>(2) Special training, coaching and work experience when needed.</p>	same as above	already implemented
<p>(3) Basic or special education when needed.</p>	same as above	already implemented
<p>(4) Projects to improve skills and employability.</p>	same as above	April 15, 1972



Activity	Action by	Target Date(s) to Implement
(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.	same as above	January 1, 1972
(6) Provisions for moving low-graded employees out of "dead-end" jobs into positions with promotion potential.	same as above	April 15, 1972
5. <u>Utilize Incentive Awards, Recognition and Performance Evaluation Programs to Support the Equal Employment Opportunity Concept.</u>		
A. Provide recognition to those who contribute notably to the organization's EEO Program.	EEO Coordinator	April 15, 1972
B. Establish criteria to be used in the evaluation of each supervisor's performance in working toward EEO objectives.	EEO Coordinator	April 15, 1972
C. Analyze employee awards system and take necessary action to assure that women and minority group employees receive appropriate consideration for awards and recognition.	EEO Coordinator	April 15, 1972
6. <u>Participate in Improving Community Conditions Which Affect Employability.</u>		
A. Continue to 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.	Supervisory Personnel	already implemented
B. Issue letter to all employees encouraging their voluntary, personal participation in community efforts toward improvement of EEO. (Give examples of worthwhile community activities.)	Director of Extension	December 1, 1971

Activity	Action by	Target Date(s) to Implement
C. As appropriate expand work with predominantly 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.	Personnel Director Program Director - Staff Development	March 31, 1972
7. <u>Provide for the Establishment and Maintenance of an Internal Program Evaluation System.</u>		
A. Utilize SEMIS reporting procedures and other statistical information gathering capability to assist in managing the EEO Program.	EEO Coordinator Program Director - Systems Development	October 1, 1971
B. Integrate EEO Program and evaluation effort into overall personnel program.	Personnel Officer	December 1, 1971
C. Review current Action Plan for Progress in EEO and make any necessary recommendations for change for the forthcoming year.	EEO Coordinator EEO State Committee	April 30, 1972
D. Review all internal and external EEO reports to determine achievement and status of the EEO Program. Follow-up as appropriate.	EEO Coordinator	April 30, 1972
E. Prepare statistical reports which detail progress in EEO Program on each item in Action Plan according to paragraph 18.7 of CFR 18.	Director of Extension EEO Coordinator	June 30, 1972
F. Meet with immediate program, supervisory and administrative staff to discuss EEO goals, achievements and programs.	Director of Extension EEO Coordinator	October 15, 1971
8. <u>Assure the Prompt, Fair and Impartial Processing of Complaints of Discrimination and Equal Employment Opportunity Counseling.</u>		
A. Establish an EEO complaint and appeals procedure in accordance with the regulations concerning Equal Employment Opportunity in the State Cooperative Extension Service, 7 CFR, Part 18.	EEO Coordinator EEO State Committee	December 1, 1971

Activity	Action by	Target Date(s) to Implement
B. Train a sufficient number of accessible EEO Counselors to informally resolve EEO related complaints. Counselors should include appropriate minority groups and women members.	Director of Extension EEO Coordinator	February 1, 1972
C. Designate and train sufficient personnel, including minorities and women, to perform timely, competent, and objective investigation-information gathering with regard to formal complaints.	Director of Extension EEO Coordinator	March 31, 1972
D. Provide complainant with copy of investigation-decision. In connection with any hearing make complaint file available to the complainant.	EEO Coordinator	as appropriate
E. Review all factors associated with action taken on each formal complaint. Take action to correct any improper or delayed handling.	EEO Coordinator	as appropriate
F. Periodically discuss with EEO Counselors, personnel designated to gather information about complaints and others, experiences in handling EEO complaint activities and investigations as a means for improving the EEO Program.	EEO Coordinator	December 31, 1971 and periodically thereafter
G. Arrange for appropriate corrective or disciplinary action to be taken where improper or discriminatory action has been taken against an employee based on race, color, religion, sex or national origin.	Director of Extension Personnel Officer EEO Coordinator	as appropriate

## APPENDICES

1. Title 7 - Agriculture, Subtitle A - Office of Secretary, Part 18 - Equal Employment Opportunity in the State Cooperative Extension Services.
2. Minnesota Statute 363.03
3. Letter of Designation from the President of the University of Minnesota Delegating Authority to the Director.
4. Letter of Designation from the Director Delegating Staff Responsibilities to the Coordinator of Equal Employment Opportunity Program.
5. Letters of Designation from the Director Delegating Responsibilities to Counselors for Extension Employees on the St. Paul Campus.
6. Letters of Designation from the Director Delegating Responsibilities to Counselors for Extension Employees located in areas outside of the St. Paul Campus.
7. Organization Chart for the Minnesota Agricultural Extension Service.
8. Minnesota Agricultural Extension Service of the University of Minnesota Salary Situation for Extension Employees.
9. Leave Policy to Pursue Training for Minnesota Agricultural Extension Service Employees.
10. Leave Policy for Employees of the Minnesota Agricultural Extension Service.

# Rules and Regulations

## Title 7—AGRICULTURE

### Subtitle A—Office of the Secretary of Agriculture

#### PART 18—EQUAL EMPLOYMENT OPPORTUNITY IN THE STATE COOPERATIVE EXTENSION SERVICES

Notice was given at 33 F.R. 7455 (May 18, 1968) that the Secretary of Agriculture planned the addition of a new Part 18 to Title 7, Subtitle A, of the Code of Federal Regulations.

Interested persons were invited to submit suggestions for improvement of the proposed new part for consideration prior to its issuance. All suggestions received having been considered, and certain changes made, Part 18 of Title 7, Subtitle A, is hereby issued, reading as follows:

Sec.

- 18.1 Definitions.
- 18.2 Purpose, applicability, and coverage.
- 18.3 Development and adoption of equal employment opportunity programs.
- 18.4 Elements of program.
- 18.5 Formal complaint procedure.
- 18.6 Review and decision.
- 18.7 Reports.
- 18.8 Noncompliance.
- 18.9 Sanctions.

**AUTHORITY.** The provisions of this Part 18 issued under 5 U.S.C. 301, and Sec. 1-10, 38 Stat. 372, as amended, 7 U.S.C. 341-349.

##### § 18.1 Definitions.

For the purpose of this part:

(a) "Secretary" means the Secretary of Agriculture of the United States or his designee.

(b) "Cooperative Extension Service" means the Cooperative Extension Service of each Land-Grant University.

(c) "President" means the President or chief executive of each Land-Grant University or his designee.

(d) "Discrimination" includes discrimination on the basis of race, color, national origin, sex, or religion.

(e) "Employment" includes hiring, assignment, transfer, promotion, compensation, discipline, and discharge and all other conditions, terms and privileges of employment.

(f) "Program" means a comprehensive Equal Employment Opportunity plan submitted by a President in satisfaction of the requirements of § 18.3.

##### § 18.2 Purpose, applicability and coverage.

(a) **Purpose.** This part provides a cooperative procedure involving the President and Secretary to assure that the Cooperative Extension Service provides equal opportunity in employment to each individual without regard to race, color, national origin, sex, or religion.

(b) **Applicability.** The regulations in this part apply to every Land-Grant Uni-

versity operating a Cooperative Extension Service.

(c) **Coverage.** This part applies to all positions in all units of the Cooperative Extension Service, and to employees provided by county and other political subdivisions in support of Cooperative Extension Service programs.

##### § 18.3 Development and adoption of equal employment opportunity programs.

(a) **Submission.** Within 90 days after the effective date of this part, the President shall furnish to the Secretary a positive continuing program to assure that employment is provided without discrimination.

(b) **Development.** The President and the Secretary may consult with each other at any time regarding the development and evaluation of the program in order to better effectuate the purpose of this part. The program may be a part of a general program establishing employment procedures for employees of the university and may cover other rights and privileges of employees.

(c) **Concurrence.** The Secretary may concur with the program proposed by the President. If the Secretary does not concur with the proposed program, he shall inform the President and make suggestions for improvement. The President will have 30 days thereafter to furnish a satisfactory proposal.

(d) **Amendment.** After concurrence has been obtained on the program, the President may make recommendations to amend the program to improve its effectiveness and furnish them to the Secretary for concurrence. If the Secretary, at any time finds that a program, as implemented, does not achieve the purposes described in § 18.2, he shall confer with the President concerning needed improvements and changes. The President will furnish a satisfactory amendment to the Secretary within 30 days for concurrence.

(e) **Effective date.** The program or amendments to it shall be made effective by the President not later than 30 days from the date of concurrence.

##### § 18.4 Elements of program.

A satisfactory program shall include:

(a) A statement of policy prohibiting discrimination in employment;

(b) An administrative procedure enforcing that policy;

(c) A positive affirmative action plan designed to assure equal opportunity in employment;

(d) A procedure for identifying and eliminating employment practices tending to create or continue discrimination in employment;

(e) A procedure for evaluating the success of the program;

(f) Adequate provision for publicizing the program including dissemination of

information to all those covered by these regulations;

(g) A procedure for prompt processing of complaints assuring no less than minimum rights prescribed in § 18.5;

(h) Adequate provisions for the protection of complainants, employees, witnesses, and representatives from interference, harassment, intimidation and reprisal;

(i) A procedure for the informal resolution of complaints; and,

(j) A procedure for recording receipt and disposition of all complaints. A report of the receipt and a report of the disposition of all formal complaints will be sent promptly to the Secretary.

##### § 18.5 Formal complaint procedure.

A procedure shall be provided for the filing of a formal written complaint if a complainant is not satisfied with the result of informal procedure or if the complainant does not desire to follow the informal procedure. A complaint procedure shall contain the following minimum provisions for the processing of formal complaints.

(a) **Elements of the formal complaint.** The formal complaint shall be in writing and state the name and address of the complainant; the basis of the claim; and indicate whether the alleged discrimination was based on race, color, national origin, sex, or religion.

(b) **Time limits for processing.** The procedure will include time limits for the orderly processing of complaints.

(c) **Who may file.** A complaint may be filed by an employee, a former employee, or an applicant for employment who believes that discrimination in employment has been practiced against him or that an employment practice in the Cooperative Extension Service has or will result in discrimination in employment against him. An employee, a former employee, or an applicant for employment, or an organization may file a complaint of general discriminatory practices: *Provided, however,* That upon request of the President, the complainant shall furnish to him names of individuals who are adversely affected by those practices.

(d) **Right of representation.** A complainant may designate in writing, an individual or an organization to represent him in the processing of his complaint, and is entitled to the advice of counsel at his expense at all stages of the proceeding. If the representative designated by the complainant is an employee of the U.S. Department of Agriculture, or of a Cooperative Extension Service, such employee, as well as an employee-complainant, shall have a reasonable amount of official time with pay, if he is in a pay status, for the purpose of appearing at any hearing on the complaint or conciliation effort. The rights and privileges set forth in this paragraph shall also be

available to any person whose alleged conduct is the cause of the complaint.

(e) *Where filed.* The procedure shall clearly state the persons, and their locations, with whom complaints may be filed. It shall also state that complaints may be filed with the Secretary. Complaints filed with the Secretary shall be promptly forwarded to the President or his designee for processing.

(f) *When filed.* A complaint shall be submitted within 90 days of the conduct giving rise to the complaint. The President or the Secretary may extend the prescribed time limit for good cause shown by the complainant.

(g) *Hearing.* A complainant or the President may request a hearing which shall be transcribed or recorded. The hearing shall be conducted promptly during regular working hours in the county where the alleged discrimination occurred or at a time and place agreed to by the President and the complainant. The President, the complainant and any person whose alleged conduct is the cause of the complaint shall have the right to call and cross-examine witnesses under oath. The hearing shall be provided by the President, and shall be conducted by an impartial board or hearing officer who shall promptly submit a proposed decision including findings of fact, conclusions, and recommendations for action to the President.

(h) *Decision by the President.* The President shall review the entire file on the complaint, including the record of the hearing if a hearing was held, and shall promptly:

- (1) Remand to the hearing board or officer for further action; or
- (2) Make a decision on the complaint; or
- (3) Otherwise dispose of the complaint.

The President shall notify the complainant of his decision or disposition and of his right to request in writing a review by the Secretary and the time limit in which such request for review must be made.

#### § 18.6 Review and decision.

(a) *Review.* The complainant may request a review of his complaint by the Secretary:

- (1) Within 30 days of notification of disposition of his complaint by the President;
- (2) Within 30 days of notification of refusal by the President to accept his complaint; or
- (3) Upon failure of the President to act on the complaint in accordance with the program.

The Secretary may extend the prescribed time limit for good cause.

Any request shall be in writing. The President upon request by the Secretary, shall furnish to the Secretary the complete file, including the transcript of any hearing together with whatever other information the Secretary requests. The Secretary may request supplemental information from the President, order further investigation by the Office of the

Inspector General, U.S. Department of Agriculture, remand the complaint to the President for further action, and if circumstances warrant, hold a hearing under such procedure and on such issues as he determines appropriate to obtain information which would assist him in making a decision as provided under § 18.6(b).

(b) *Decision.* After the Secretary completes his review of the President's disposition of the complaint, he shall make a decision as to whether the President's decision or disposition of the complaint is proper. The decision of the Secretary shall be in writing and shall be sent to the President for appropriate action. A copy of the decision shall also be furnished to the complainant.

#### § 18.7 Reports.

Within 6 months of the program going into effect and thereafter at least annually, the President shall submit a summary report to the Secretary on implementation and operation of the program. The Secretary may request additional reports as he deems advisable.

#### § 18.8 Noncompliance.

A university conducting a Cooperative Extension Service will be in violation of this part:

- (a) If the President fails to file a program in which the Secretary concurs under § 18.3, or fails to file an appropriate amendment in accordance with § 18.3 (d);
- (b) If after concurrence in the President's program the Secretary finds that a university has failed to administer such program according to its terms;
- (c) If the university or the President does not take appropriate action on the decision under § 18.6(b) which is satisfactory to the Secretary; or
- (d) If the Secretary finds that any officer of the university has intimidated, coerced, or improperly pressured a complainant, employee, representative, or witness exercising the rights given him by this part or any program adopted pursuant thereto, and that corrective action has not been taken.

#### § 18.9 Sanctions.

(a) When the Secretary finds that any noncompliance with this part has occurred, he may initiate action to refuse to authorize payment of funds for the Cooperative Extension Service, or take other appropriate action provided by law.

(b) The remedies available to the Secretary under this part, and remedies made available to any person under a program adopted pursuant to this part do not exclude any others which may be available under law.

*Effective date.* These regulations shall be effective 30 days after publication in the FEDERAL REGISTER.

Done at Washington, D.C., this 23d day of August, 1968.

ORVILLE L. FREEMAN,  
Secretary of Agriculture.

[F.R. Doc. 68-10499; Filed, Aug. 23, 1968;  
8:48 a.m.]

Appendix 2  
Minnesota Statutes  
Chapter 363

Minnesota Act Against Discrimination

363.03 UNFAIR DISCRIMINATORY PRACTICES. Subdivision 1. Employment. Except when based on a bona fide occupational qualification, it is an unfair employment practice:

1. For a labor organization, because of race, color, creed, religion, national origin, or sex,
  - a. to deny full and equal membership rights to an applicant for membership or to a member;
  - b. to expel a member for membership;
  - c. to discriminate against an applicant for membership or a member with respect to his hire, apprenticeship, tenure, compensation, terms, upgrade, conditions, facilities, or privileges of employment; or
  - d. to fail to classify properly, or refer for employment or otherwise to discriminate against a member;
2. For an employer, because of race, color, creed, religion, national origin, or sex,
  - a. to refuse to hire or to maintain a system of employment which unreasonably excludes an applicant for employment; or
  - b. to discharge an employee; or
  - c. to discriminate against an employee with respect to his hire, tenure, compensation, terms, upgrading, conditions, facilities, or privileges of employment;
3. For an employment agency, because of race, color, creed, religion, national origin, or sex,
  - a. to refuse or fail to accept, register, classify properly, or refer for employment or otherwise to discriminate against an individual; or
  - b. to comply with a request from an employer for referral of applicants for employment if the request indicates directly or indirectly that the employer fails to comply with the provisions of this chapter;
4. For an employer, employment agency, or labor organization, before an individual is employed by an employer or admitted to membership in a labor organization, to
  - a. require the applicant to furnish information that pertains to the applicant's race, color, creed, religion or national origin, unless, for the purpose of national security, information pertaining to the national origin of the applicant is required by the United States, this state or a political subdivision or agency of the United States or this state, or for the purpose of compliance with the public contracts act, information pertaining to the race, color, creed, religion or national origin of the applicant is required by the United States or a political subdivision or agency of the United States; or
  - b. cause to be printed or published a notice or advertisement that relates to employment or membership and discloses a preference, limitation, specification, or discrimination based on race, color, creed, religion, national origin, or sex.

Appendix 3

Letter from President Malcolm Moos

May 17, 1971


Dr. Roland H. Abraham, Director  
Agricultural Extension Service  
240 Coffey Hall  
St. Paul

Dear Dr. Abraham:

The provisions of Title 7, Sub-title A, part 18 of the United States Department of Agriculture regulations pertaining to Equal Employment Opportunity in the State Cooperative Extension Services require that the University of Minnesota adopt and implement an Equal Employment Opportunity plan in connection with its use of Federal Funds to conduct Agricultural Extension work. The office of the Secretary of Agriculture has proposed that we develop a program which would put into practice the spirit of the Equal Employment Opportunity concept.

I am asking you in your capacity as Director of Agricultural Extension to be responsible for developing, administering and providing leadership to a program that assures equal employment opportunity practices on the part of the Extension Service in the University of Minnesota. In carrying out this responsibility, my office should be kept informed. In particular, Dean Sherwood Berg, who has responsibility for EEO programs in the Institute of Agriculture, and Vice President Donald Smith, who has general responsibility for the University's EEO program, should also be kept informed and provided with such reports as they may desire.

Sincerely yours,

  
Malcolm Moos  
President

MM:df

cc: Dean Sherwood Berg  
Vice President Donald Smith



AGRICULTURAL EXTENSION SERVICE

UNIVERSITY OF MINNESOTA

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Office of the Director

Appendix 4

INSTITUTE OF AGRICULTURE  
ST. PAUL, MINNESOTA 55101

William A. Milbrath  
Coordinator, Expanded Food and Nutrition Program  
Agricultural Extension Service  
University of Minnesota  
St. Paul, Minnesota 55101

Dear Mr. Milbrath:

I am appointing you Coordinator of the Equal Employment Opportunity Program for the Minnesota Agricultural Extension Service of the University of Minnesota. It will be your responsibility to work with members of the staff to assure establishment and adherence to policies and procedures in employment and personnel management that will assure equal opportunity to each individual without regard to race, color, national origin, sex, or religion, as stipulated in Title VII, Sub-title A of the Code of Federal Regulations, Part 18, and also the Minnesota State Act Against Discrimination, Chapter 363, as amended through May, 1969.

As coordinator of the Equal Employment Opportunity Program, you will be directly responsible to the Director of Extension and will carry out the following specific duties:

1. Advise the Director on the preparation of plans, procedures, regulations, reports, and other matters pertaining to the program.
2. Evaluate periodically the sufficiency of the program and report such evaluations to the Director with recommendations for improvement or correction.
3. Make changes in programs and procedures, when authorized by the Director, to eliminate discriminatory or unfair practices and to improve the EEO Program.
4. Provide a system for counseling any aggrieved employee or applicant for employment who believes he has been discriminated against, and for attempting to resolve informally the matter raised by the aggrieved person. This system must be extended to organizations that bring class action cases regarding general discriminatory practices.
5. Arrange for the receipt and investigation of individual complaints of discrimination.
6. Arrange for the receipt and investigation of general allegations by organizations or other third parties of discrimination which are unrelated to an individual complaint of discrimination.

7. When authorized by the Director, take corrective measures that are necessary on individual complaints, including recommendation for any disciplinary action that is warranted when an employee has been found to have engaged in a discriminatory practice.
8. Review the file on any individual complaint, before decision is made under the complaint procedure, and make any recommendations to the Director that are considered desirable, including any disciplinary action that is warranted by the circumstances.

It will be your responsibility to work with Program Directors, District Supervisors, Department Heads, County Extension Agents, and other staff members to help them implement and comply with the EEO Program.

Sincerely,

A handwritten signature in cursive script that reads "Roland H. Abraham".

Roland H. Abraham  
Director

Letter from Director to Counselors on St. Paul Campus

**AGRICULTURAL EXTENSION SERVICE**

**UNIVERSITY OF MINNESOTA**

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*Office of the Director*

**INSTITUTE OF AGRICULTURE  
ST. PAUL, MINNESOTA 55101**

April 30, 1971

Copy of this same letter to Thelma Baierl, Extension Specialist Clothing

William R. Miles  
Extension Forester  
102 Green Hall  
St. Paul Campus

Dear Bill:

In keeping with a recent telephone call from Assistant Director Freeh, I am appointing you as a counselor for St. Paul Campus in the Equal Employment Opportunity Program of the Agricultural Extension Service, University of Minnesota. Your role as a counselor is to be available to employees at their request to hear informal complaints regarding discrimination that they feel they have encountered and to counsel informally with such persons about ways in which their concerns may be resolved.

When you receive an informal complaint you should prepare a memorandum and send it to the Coordinator of Equal Employment Opportunity, advising him of the complaint and circumstances of such a complaint, including a review of your attempts to adjudicate the complaint. If the complaint has been dealt with satisfactorily, you should so state in your memorandum. If further action appears necessary you should advise the Coordinator.

We are asking that all informal complaints you hear be acted upon within 5 days after receipt. A copy of the Minnesota Program for EEO in Agricultural Extension will be furnished you after it is approved by the President of the University and the Secretary of Agriculture.

Sincerely,

  
Roland H. Abraham  
Director

RHA:lrh

Letter from Director to Counselors Off Campus

**AGRICULTURAL EXTENSION SERVICE**  
**UNIVERSITY OF MINNESOTA**

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*Office of the Director*

**INSTITUTE OF AGRICULTURE**  
**ST. PAUL, MINNESOTA 55101**

May 4, 1971

This same letter also to: Sharon Gilsrud, Judith Nord, Clorasteen Wilson, J. Eugene Ellis, Roger Bultman, Mathias Metz, Terrance Courneya, Rachel Barrett.

Mr. Gerald Sullivan  
Itasca County Extension Agent  
Courthouse  
Grand Rapids, Minnesota 55744

Dear Gerald:


In keeping with a recent telephone call from Assistant Director Freeh, I am appointing you as a counselor for off-campus staff in the Equal Employment Opportunity Program of the Agricultural Extension Service, University of Minnesota. Your role as a counselor is to be available to employees at their request to hear informal complaints regarding discrimination that they feel they have encountered and to counsel informally with such persons about ways in which their concerns may be resolved.

When you receive an informal complaint you should prepare a memorandum and send it to the Coordinator of Equal Employment Opportunity, advising him of the complaint and circumstances of such a complaint, including a review of your attempts to adjudicate the complaint. If the complaint has been dealt with satisfactorily, you should so state in your memorandum. If further action appears necessary you should advise the Coordinator.

We are asking that all informal complaints you hear be acted upon within 5 days after receipt.

A copy of the Minnesota Program for EEO in Agricultural Extension will be furnished you after it is approved by the President of the University and the Secretary of Agriculture.

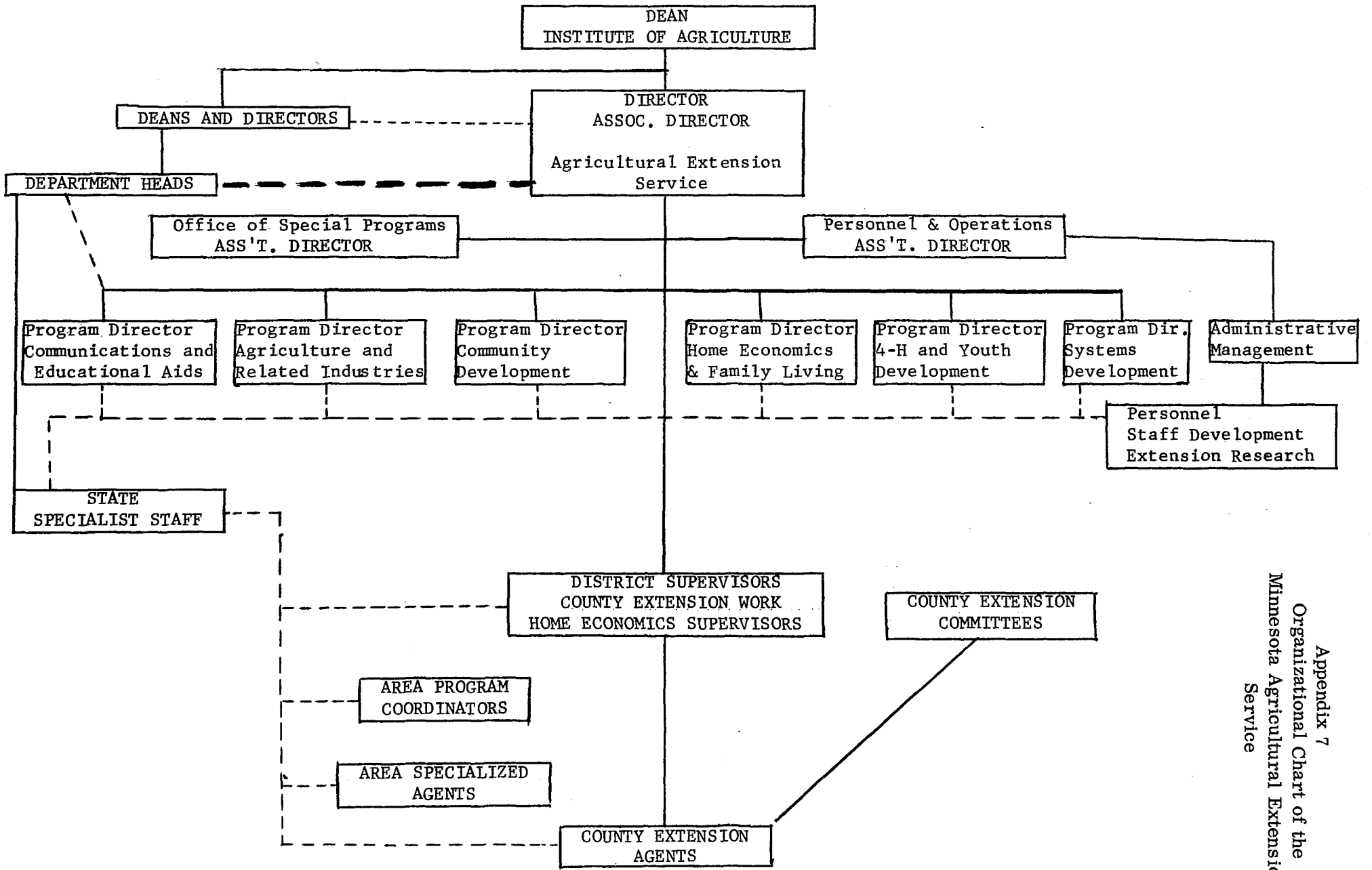
Sincerely,



Roland H. Abraham  
Director

RHA:ert

MINNESOTA AGRICULTURAL EXTENSION SERVICE



Appendix 7  
 Organizational Chart of the  
 Minnesota Agricultural Extension  
 Service

Appendix 8  
Minnesota Agricultural Extension Service  
of the University of Minnesota

Salary Situation for Extension Employees

County Office Secretaries:

There is no uniform schedule for secretarial salaries in the county offices in Minnesota. Some of the counties are on a Civil Service schedule for that county and others have a union that has developed a salary schedule with the County Board of Commissioners.

Secretarial salaries in Minnesota in 1971 varied from \$260 a month to \$608.33 a month.

Assistant Extension Agents:

There is no salary schedule for assistant extension agents. Beginning salary in 1971 for assistant agents hired directly from college without experience was \$8,500 minimum. Salaries in 1971 for assistant extension agents varied from \$8,000 to \$11,500.00.

Associate Extension Agents:

There is no salary schedule for associate extension agents in 1971. Associate agent salaries varied from \$9,000 to \$12,705. Salary is determined on merit.

County Extension Agents:

None of the county extension agents are under a salary schedule. Salary levels in 1971 varied from a low of \$11,095 to \$19,000.

Extension Home Economists:

The beginning salary of the extension home economist with no experience in 1971 was \$8,200. Salaries in Minnesota ranged from a low of \$7,400 to \$14,740.

University Civil Service Staff Salaries:

The University of Minnesota publishes an alphabetical list of Civil Service classes with salary schedules each fiscal year. This can be obtained from the Civil Service Office of the University of Minnesota, 2651 University Avenue, St. Paul, Minnesota 55101.

## State Staff

The state staff is affected by the following rates for staff members.

### UNIVERSITY OF MINNESOTA Academic Floors and Fixed Rates 1971-72 Budget

<u>Rank or Title</u>	<u>Monthly</u>	<u>B(100)</u>	<u>A(100)</u>
<u>Floors</u>			
Assistant Professor	1,020	9,180	12,240
Instructors	926	8,334	11,112
Research Associate	864	7,776	10,368
Research Fellow	800	7,200	9,600
Research Specialist and Teaching Specialist	590	5,310	7,080
<u>Fixed Rates</u>			
Teaching Associate I and Administrative Fellow II	840	7,560	10,080
Teaching Associate II	926	8,334	11,112
Teaching Assistant and Administrative Fellow I	750	6,750	9,000
Research Assistant	716	6,444	8,592
Veterinary Medical Associate (3)	840	7,560	10,080
<u>Hourly Rates</u>			
Instructors	\$5.34		
Research Fellow	\$4.62		
Teaching Associate	\$4.85		
Teaching Assistant (Grad.)	\$4.33		
Research Assistant (Grad.)	\$4.13		
Undergraduate Teaching Assistant	\$2.60		
Undergraduate Research Assistant	\$2.60		

(one hourly rate only for teaching associate)

## Appendix 9

Leave policy to pursue training for the Minnesota Agricultural Extension Service is outlined in the County Extension Agents Handbook, Organization and Policy beginning on page 20, as follows:

### Annual Leave

A statement of policy governing vacation leave for academic staff members (which includes all county extension agents) employed full time was approved by the Board of Regents on May 11, 1951. An attempt has been made to clarify some of the provisions for vacation leave which have not been well understood.

County regulations for vacation leave will apply to county extension agents, as heretofore, but if no stipulations have been made by the county extension committee regarding vacation allowance, University regulations as recited below will be followed.

No vacation is granted until the county extension agent has served one full year, upon the completion of which the staff member is entitled to a vacation of four weeks.

Vacation leave may not be accumulated but must be taken annually before June 30 of the following year. A vacation piecemeal must include four Saturdays, four Sundays and any legal holidays which may fall within the vacation period.

If a staff member terminated his University position before he has completed a second year of service at the University, and he has not used any part or all of his vacation of the previous year, allowance for this unused vacation period should be made in setting the date of termination.

Example: Mr. B. has earned four weeks vacation July 1 and takes two weeks in August. If he resigns August 31, his termination date will show as September 14.

Likewise, following a year of service, termination should take into account earned vacation in any year provided the staff member has served a minimum of six months in that year for which two weeks of vacation are allowable. No further pro-rating is allowable. In no case can the staff member be allowed more than four weeks of vacation upon termination.

Example: County extension agent A resigns after completing 18 months of service. If he has taken his normal four weeks vacation at the conclusion of his first year of service and no vacation thereafter, he will be entitled to two weeks terminal leave. Thus, if he leaves his position on February 1st, the actual termination date to which his salary would be paid, would be February 15th. After 18 months service without vacation, he would be entitled to four weeks terminal leave.



## Annual Leave - County Office Secretary

County office secretaries receive their entire salary from county funds and are therefore considered to be county employees insofar as vacation and sick leave regulations are concerned. The established county regulations regarding vacation and sick leave should therefore be followed. In many counties vacation and sick leave at the rate of one day per month of service is the usual allowance, with a six-month waiting period before vacation may be taken.

## Sabbatical Leave

On April 18, 1941, the University Board of Regents voted "to recommend sabbatic leave for county extension agents in accord with the report submitted by Director P.E. Miller on February 10, 1941 with the understanding that all applications for leave would be considered on the basis of individual merit, and after the same has been approved by the federal office of extension, the Director of the Minnesota Extension Service and by the Dean of the Institute of Agriculture."

The purpose of sabbatical leave is to encourage special studies, investigations, and research on the part of members of the faculty and thereby to increase their scholarship and capacity for service to the University. Applications for sabbatical leave may be made after six consecutive years of service. Application should be made on the form provided by the Director of Extension. In addition to securing approval for study leave from the University, approval must also be secured from the county extension committee. One-half of regular salary is paid agents during the period of leave. The county extension committee therefore must agree to the payment of their one-half share. Under this arrangement an assistant county agent will be placed in the county during the period of leave with the title of "acting agent".

While on leave, a member of the University staff may not accept remunerative employment but may accept a grant for the purpose of research, results of which are to become public property.

Quarterly Leave - On application and approval agents are eligible for quarterly leave of which six weeks may be spent in absentia and six in residence. Under this privilege agents must register in the graduate school and check with the advisor, arrange for courses and books, and be prepared to stand any examination required by the instructor of the class in which they are enrolled. (Quarterly leave may be granted for study at institutions other than the University of Minnesota, but the provisions for six weeks in residence and six weeks in absentia apply only to the University of Minnesota).

Approval for quarterly leave must also be secured from the county extension committee. Usually an assistant agent is placed in the county to serve during the period of absence.

Summer School - Extension agents have the privilege and are encouraged to attend summer school to take special extension courses at least once every three years. The Director of Extension feels that approximately 20 per cent of the extension workers should attend the three week session of summer school each year.

Approval for summer school attendance must be secured from both the Director's office and the county extension committee. Summer school is taken on official time but on agent's expense with the exception that when funds are available \$50 of federal-state funds may be allocated for travel in the county to release county funds which will then be available to apply on travel and subsistence while in attendance at summer school.

#### Special Leave

Special leave for study or research for short periods of time may be granted on written application to the supervisor and when approved by the extension director and the county extension committee.

Special leave may also be granted for attendance at certain types of professional meetings not called by extension but which are educational in nature. For the most part such meetings or training courses must be taken on vacation time and personal expense. If, however, there is evidence that such attendance will qualify a staff member to do a better job, leave may be granted. Request for such leave should be made in writing with adequate explanation to the supervisor concerned. The director will consider such requests on the basis of the county situation, the value of training to the service, the need of the applicant for the training and the use to be made of it in carrying on county programs. If approved by the director and the county extension committee, such leave may be taken on official time and personal expense.

#### Sick Leave

Sick leave with pay is usually automatically granted by the Director of Extension for all short illnesses of less than six days' duration. Sick leave of longer duration should be reported in writing to the supervisor who will then request the Director of Extension to make a formal request to the President of the University for sick leave (with or without pay). Approval of this request for leave with pay will depend upon how long an agent has served the University and on other circumstances.

The definition of sickness for sick leave is the inability to perform regular duties by reason of illness or injury. Absence for a few days because of the serious illness or death in the immediate family where the attendance of the employee is necessary may be listed as sick leave.

It should be understood, however, that county regulations take precedence, but if no agreement has been made with the county extension committee regarding vacation and sick leave allowances, University regulations will be followed.

Appendix 10  
Leave Policy for Employees of the  
Minnesota Agricultural Extension Service

Civil Service Staff - Policies of the University of Minnesota for leaves with and without pay are found in the Manual of Business Procedures beginning on page 1 of Index 1-L-1, Dated 7-1-70.

County Office Secretaries - Policy regarding leaves for county secretarial staff are found on page 21 of County Extension Agents' Handbook, Organization and Policy of the Agricultural Extension Service, University of Minnesota as follows:

Academic Staff

A revision of the policy statement on annual and terminal leaves for academic staff located on and off campus of the University was made effective July 1, 1968. This policy reads as follows:

University regulations covering vacation leave for academic staff members on full-time appointment, which includes all county extension agents, provide that vacation shall accrue at the rate of two days per full month of service (time on vacation not included). In calculating vacation time, a month of service is defined as 22 working days and based on a five-day work week. Academic staff members will not be entitled to vacation leave during their first year on appointment until they have completed eleven full months of service. Vacation leave totaling 22 working days may be accumulated but must be taken annually before June 30 of the following year.

When a staff member terminates his University appointment, he will receive credit for accumulated vacation. Where county vacation and terminal leave regulations differ from University regulations, the county requirements apply to the county share of vacation time.