

Nebraska Extension Internal Civil Rights Review

Annual Compliance Checklist

This civil rights compliance checklist is to be completed annually by all Nebraska Extension employees (university- and county-employed) and verified by their supervisors during winter/spring performance reviews.

CIVIL RIGHTS AREAS OF RESPONSIBILITY	Completed
Organizational Capacity	
I viewed and understood the contents of the Nebraska Extension Civil Rights Training Webinar that occurred on December 5, 2025.	YES/NO
I am aware of my responsibility as a Nebraska Extension employee to understand and follow civil rights policies and procedures.	YES/NO
I am aware of policy and procedure resources available at the UNL Institutional Equity and Compliance website: https://equity.unl.edu/	YES/NO
Civil Rights Knowledge and Procedure	
I understand that I must affirm my understanding of UNL's Nondiscrimination Policy and Procedures by completing this required training in the NU Bridge Learning Management System (LMS) within 60 days of enrollment. New employees should complete the training within 30 days of enrollment.	YES/NO
I have completed UNL's Nondiscrimination Policy and Procedures training available in the NU Bridge Learning Management System at https://nebraska.bridgeapp.com/learner/courses and I am compliant with all policies and procedures.	YES/NO
Advisory Boards and Committees	
I supported and assisted with collecting demographic data from Extension board members and 4-H Council members annually. This includes educating program participants about the importance of collecting this data to 1) ensure compliance with federal civil rights laws and policies, 2) ensure continued federal funding support for Extension programming, and 3) to help us better serve clientele. I have also communicated that data will only be used for the purposes stated to protect privacy.	YES/NO N/A
Program Delivery	
I help ensure the accuracy and integrity of demographic data collection for program participants. This includes educating program participants about the importance of collecting this data to 1) ensure compliance with federal civil rights laws and policies, 2) ensure continued federal funding support for Extension programming, and 3) to help us better serve clientele. I have also communicated that data will only be used for the purposes stated to protect privacy.	YES/NO
Data Collection and Integrity	
I am using the Program Evaluation and Reporting System (PEARS) as a standardized system to document demographic data for all program activities and have completed training on the use of PEARS to collect demographic information.	YES/NO
Sexual Misconduct	
I understand that I must affirm my understanding of prohibited sexual misconduct under Title IX , understanding of the policies and procedures addressing sexual misconduct, and the requirement to complete annual training within 60 days of enrollment. New employees should complete the training within 30 days of enrollment.	YES/NO

I have completed annual Title IX training that covers prohibited sexual misconduct, university policy, response to disclosures, and prevention strategies. This training is available in the UNL Bridge Learning Management System at https://nebraska.bridgeapp.com/learner/courses and I am in compliance with all policies and procedures.	YES/NO
Public Notification and Outreach	
I ensure that USDA “And Justice for All” posters are posted in public spaces where Extension programming is conducted.	YES/NO
I have included the nondiscrimination statement on all print and online materials to ensure public awareness of nondiscrimination policies.	YES/NO
Accessibility for Individuals with Disabilities	
I understand that I must affirm my understanding of Americans with Disabilities Act (ADA)/Section 504 of the Rehabilitation Act, reasonable accommodation (RA) policies and procedures for program participants by completing this required training within 60 days of enrollment. New employees should complete the training within 30 days of enrollment.	YES/NO
I have completed ADA/504 training for program participants , available in the NU Bridge Learning Management System at https://nebraska.bridgeapp.com/learner/courses and I am in compliance with all policies and procedures.	YES/NO
I have ensured that all marketing and outreach materials such as program notifications and event flyers, include an accessibility statement	YES/NO
I have documented all reasonable accommodation requests in PEARS when entering program activity information.	YES/NO
I understand that as a supervisor I must affirm my understanding of Americans with Disabilities Act/Section 504 of the Rehabilitation Act, reasonable accommodation (RA) policies and procedures for employees by completing this required training within 60 days of enrollment. New employees should complete the training within 30 days of enrollment.	YES/NO N/A
As a supervisor I have completed Americans with Disabilities Act/Section 504 of The Rehabilitations Act, reasonable accommodation (RA) training for employees , available in the NU Bridge Learning Management System at https://nebraska.bridgeapp.com/learner/courses and I am in compliance with all policies and procedures.	YES/NO N/A
Language Access	
I am aware of the Nebraska Translator and Interpreter Corps (NETIC) https://modlang.unl.edu/translation-and-interpretation-services/?check_logged_in=1 , housed in UNL’s Department of Modern Languages and Literatures to provide translation and interpretation services. I will use this resource as needed for language access accommodations. In some instances, it may be necessary to use community or volunteer interpreters whose specific role is to provide services during programming events.	YES/NO
Verification Signatures	
I attest to my awareness, understanding and compliance regarding civil rights policies and procedures. I have been a responsible and positive champion for the Civil Rights Act.	YES/NO
Employee:	Date:
Supervisor:	Date: