

Texas A&M AgriLife Extension Service Rules

08.01.01.X1 | Civil Rights Compliance

Revised: August 14, 2020

Next Scheduled Review: August 14, 2025



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RULE SUMMARY

Texas A&M AgriLife Extension Service (AgriLife Extension) will provide equal opportunity to all employees, applicants for employment, and the public. All complaints, appeals, or reports of discrimination received by AgriLife Extension will be appropriately reviewed and addressed in accordance with this rule and The Texas A&M University System (System) Regulation 08.01.01, *Civil Rights Compliance*.

This rule in conjunction with System Regulation 08.01.01 establishes standards for the receipt and processing of reports, complaints, formal complaints, investigations, adjudication, appeals, and use of informal resolution in cases involving allegations of discrimination based on a protected class, including complaints made by employees, students, and/or third parties.

AgriLife Extension will respond to inappropriate employee conduct that does not constitute discrimination under this rule through applicable procedures, rules, and/or System policies or regulations.

Refer to [A&M System Regulation 08.01.01, *Civil Rights Compliance*](#), for applicable definitions.

PROCEDURES AND RESPONSIBILITIES

1.0 RESPONSIBILITIES OF AGRILIFE

1.1 The Director has the primary responsibility for ensuring compliance with civil rights laws and related System policy for AgriLife Extension. The Director has designated the Chief Human Resources Officer for Texas A&M AgriLife (AgriLife) as the person responsible for overseeing AgriLife's civil rights protections program, including serving as AgriLife's Title IX Coordinator.

1.2 AgriLife Human Resources will receive and investigate all complaints involving an employee or third-party respondent(s). Contact information for the Title IX Coordinator is:

Ms. Jennifer Hobbs
Chief Human Resources Officer
2147 TAMU, College Station, TX 77843
578 John Kimbrough Blvd, AGSV 453
(979) 845-7810
JMHobbs@ag.tamu.edu

Anonymous complaints can be submitted through the [Risk, Fraud and Misconduct Hotline](#).

1.3 All AgriLife employees involved in the administration of civil rights complaints will complete annual training in accordance with the requirements established by the System Ethics and Compliance Office (SECO).

1.4 AgriLife Extension will comply with all required notification and reporting processes as specified in System Regulation 08.01.01, *Civil Rights Compliance*.

2.0 RESPONSIBILITIES OF ALL EMPLOYEES

- 2.1 All employees are responsible for ensuring their work environment is free from discrimination. If an employee observes or becomes aware of alleged or suspected discrimination in the course and scope of their employment, or the employee believes he or she has been subjected to discrimination, the employee is responsible for promptly reporting that information to AgriLife Human Resources or another AgriLife administrator or official, except as provided otherwise in System Regulation 08.01.01, sections 2.2 and 2.3. Employees and/or Reporters are not required to report the incident(s) to their direct supervisor or the alleged offender; however, if an incident is reported to a supervisor, the supervisor will promptly notify AgriLife Human Resources. Complaints may be reported to AgriLife Human Resources using form AG-424, *Formal Complaint/Appeal*, or through the [Risk, Fraud and Misconduct Hotline](#).
- 2.2 All employees must cooperate fully with those performing an investigation pursuant to this rule and System Regulation 08.01.01. Retaliation against a person for filing a complaint, participating in an investigation, or against any administrative personnel involved in processing civil rights investigations (e.g., Title IX Coordinator, Investigative Authority, Designated Administrator, Appellate Authority, Panel members) under this rule and System Regulation 08.01.01 is prohibited.
- 2.3 All employees are responsible for complying with state law requiring System training on equal opportunity and nondiscrimination within 30 days of hire and every two (2) years thereafter.

3.0 RESPONSIBILITIES OF THE SYSTEM ETHICS AND COMPLIANCE OFFICE (SECO)

If a complaint is submitted against the Director or an employee who reports directly to the Director, or against the Title IX Coordinator, SECO is designated by System Regulation 08.01.01 to receive, review, investigate, and adjudicate the complaint.

4.0 CIVIL RIGHTS COMPLAINT PROCESSING

4.1 Complaints

The Chief Human Resources Officer or designee is responsible for the intake of all complaints or reports (complaints) and appeals, and for ensuring all investigation processes are followed in accordance with System Regulation 08.01.01.

4.2 Investigations and Adjudications

- 4.2.1 AgriLife Human Resources will review each complaint to determine if there is sufficient information to proceed with an investigation, or if additional information is needed. All investigation processes will be conducted in accordance with System Regulation 08.01.01.
- 4.2.2 The Chief Human Resources Officer is responsible for designating an Investigative Authority, who will investigate any complaint filed under this rule.
- 4.2.3 AgriLife Extension designates the following employees as having authority to institute corrective measures: Unit Head or designee of the employee experiencing harassment or, if the supervisor is engaging in harassment, his or her supervisor. An employee with authority to institute “corrective measures” means an employee with authority to redress the harassment.
- 4.2.4 Behavior not rising to the level of a civil rights violation, including Title IX and sex-based misconduct, may be referred to the employee’s supervisor. For 4-H Participants and Program Participants engaging in behavior not rising to the level of a civil rights violation, the matter will be referred to an appropriate agency administrator.

4.3 Decisions

- 4.3.1. Employees. The Designated Administrator, appointed by the Director or designee, will render a written decision on each complaint in accordance with System Regulation 08.01.01.

4.3.2 4-H Participants. For complaints involving adult and youth participants in Texas 4-H, the Designated Administrator will be an administrator from within the 4-H program, unless a conflict of interest exists. 4-H Designated Administrators must receive the annual training referenced in section 1.3 of this rule.

4.3.3 Program Participants. For complaints involving participants in AgriLife Extension Programs, the Designated Administrator will be an administrator from within the applicable program, unless a conflict of interest exists. Designated Administrators must receive the annual training referenced in section 1.3 of this rule. Examples of these programs include Master Gardeners, Master Naturalists, and other similar programs.

4.4 Sanctions

If the allegation(s) are substantiated, the Designated Administrator must decide sanctions in consultation with OGC, and in accordance with System Regulation 08.01.01. When an employee is found to have sexually harassed or engaged in sex-based misconduct of another member of the System community (as defined by System Regulation 08.01.01), the sanction will be termination of employment. Those participating in AgriLife Extension activities or programs who are found to have engaged in misconduct may be given a written reprimand, have restrictions imposed, or be dismissed from the activity or program.

4.5 Appeals

4.5.1 Appeals of decision and/or sanctions are permitted only under the terms specified by System Regulation 08.01.01, *Civil Rights Compliance*.

4.5.2 The Executive Associate Director or designee will serve as the appellate authority unless the Executive Associate Director is the Respondent, or the Respondent reports directly to the Executive Associate Director, in which case the appeal will be directed to the Assistant Vice Chancellor for Administration or designee.

4.5.3 An appeal of allegations of sex discrimination or sex-based misconduct are filed by completing form AG-424 and delivering the form to AgriLife Human Resources within five (5) business days of receipt notification of the decision.

4.5.4 An appeal of allegations of discrimination not based on sex is filed by completing form AG-424 and delivering the form to AgriLife Human Resources in accordance with the timelines contained in System Regulation 32.01.02, *Complaint and Appeal Process for Nonfaculty Employees*.

4.6 Informal Resolutions

At any time prior to the determination of a final decision, parties may seek informal resolution to resolve the complaint in accordance with System Regulation 08.01.01. Informal resolution may not be used to resolve complaints involving an employee alleged to have sexually harassed a youth participant in Texas 4-H. For complaints involving only youth participants in Texas 4-H, the parents of the youth participants must approve of the use of the informal resolution process.

RELATED STATUTES, POLICIES, OR REQUIREMENTS

[A&M System Policy 08.01, Civil Rights Protections and Compliance](#)

[A&M System Regulation 08.01.01, Civil Rights Compliance](#)

[A&M System Policy 32.01, Employee Complaint and Appeal Procedures](#)

[A&M System Regulation 32.01.02, Complaint and Appeal Process for Nonfaculty Employees](#)

[A&M System Policy 32.02, Discipline and Dismissal of Employees](#)

[A&M System Regulation 32.02.02, Discipline and Dismissal of Nonfaculty Employees](#)

[AgriLife Extension Procedure 32.01.02.X0.01, Complaint and Appeal for Nonfaculty Employees](#)

[AgriLife Extension Procedure 32.02.02.X0.01, Discipline and Dismissal](#)

[AgriLife Form AG-424, Formal Complaint/Appeal](#)

A&M System Appendix B: Minimum Training Requirements for Civil Rights Investigations, Advisement, Adjudication, Appeals, and Informal Resolution in the Texas A&M University System

CONTACT OFFICE

Questions regarding this rule should be referred to AgriLife Human Resources at 979-845-2423.

REVISION HISTORY

Approved: September 29, 2011
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