

Introduction

The UW-Extension Affirmative Action Plan is part of a comprehensive program to achieve and support equal employment opportunity in the workplace. The specific elements of the Plan are required by federal regulations. The regulations require that UW-Extension analyze its workforce and identify specific results-oriented procedures to advance equal employment opportunity.

Equal Employment Opportunity and Affirmative Action

What is Equal Employment Opportunity?

True equal employment opportunity is the absence of actual discrimination, or discriminatory impact in all terms and conditions of employment including but not limited to:

- recruitment, hiring, upgrading, promotion, transfer
- certification, tenure
- layoff, termination, contract non-renewals
- compensation and benefits
- selection for training opportunities

What is Affirmative Action?

The purpose of affirmative action is to achieve equal opportunity in the workplace.

Affirmative action is a program of positive efforts to identify and remove all barriers to equal employment opportunity. The concept of affirmative action recognizes that simply saying "don't discriminate" isn't enough to overcome the systemic, institutional effects of historic and continuing discrimination. Affirmative action programs thus seek to even the playing field by actively removing historic preferences and barriers to true equal opportunity.

To whom does Affirmative Action apply?

Affirmative action applies to groups that have experienced and continue to experience employment discrimination:

- American Indian or Alaskan Native
- Asian
- Black or African American
- Hispanic or Latino
- Native Hawaiian or Other Pacific Islander
- Women
- Persons with Disabilities
- Special disabled veterans and Vietnam era veterans.

How does the University of Wisconsin-Extension promote affirmative action and equal opportunity?

- Recruitment of a diverse work force
- On-going review and evaluation of the hiring process: job descriptions, examinations, and selection
- Pre-employment review, at the division level, of all hiring decisions to ensure fair employment practices
- Monitoring of promotional opportunities for equal access
- Implementing programs and opportunities such as diversity awareness and leadership training, the Summer Affirmative Action Internship Program equal opportunity, affirmative action and sexual harassment awareness training, Americans with Disabilities Act training
- Adherence to procedures for fairly investigating and resolving employee complaints of discrimination and harassment
- Development of specific affirmative action labor force goals and hiring objectives

What are Labor Force Goals and Hiring Objectives?

Labor force goals are based upon an approximation of who is available for particular types of jobs by race and gender.

Census, education and employment data are analyzed to determine the availability of persons of color and women who have the necessary skills, knowledge and education to perform particular jobs. (Adequate labor force data are not available for persons with disabilities, Vietnam era veterans and special disabled veterans).

How Are Labor Force Availabilities and Goals Used?

Labor force availability and goals are used as a measure of how well UW-Extension's hiring and retention practices reflect equal employment opportunity.

Availability and goals are established by job groups -- clusters of jobs that require similar skills, knowledge, abilities, job content and opportunity. If our actual labor force representation of persons of color and women is less than these job group availability goals, it is an indication that there may be problems in how we recruit, hire and retain our workforce -- we may be discriminating against persons based on their race and or gender.

In job groups where one or more protected groups are underrepresented, UW-Extension must act affirmatively to correct the "disparity." This involves making extra efforts to recruit, hire and retain members of underrepresented groups.

How does UW-Extension evaluate compliance with equal employment opportunity and affirmative action laws and regulations?

Clearly, progress toward achieving labor force availability is one measure of compliance, but it is not the only one. Organizations are evaluated based on three criteria:

1. The contents of the affirmative action program (what do we plan to do to meet our goals?)
2. The extent to which we adhere to our goals (what do we actually do to achieve our goals?)
3. Our good faith efforts to make our programs work (evidence that we do more than go through the motions.)

Status of the UW-Extension Workforce, 11/01/2002 to 10/31/2003

The following table indicates the number of individuals employed in each division of UW-Extension grouped by race/ethnicity. Limited term employees and graduate assistants are not included.

Bar Graphs:

Status of UW-Extension Workforce

UWEX workforce by division and race/ethnicity

<i>Division</i>	White	Afr.Am.	Hispanic	Asian	AmIndian	Total Min.	Total
Coop	653	26	18	6	6	56	709
GEA/S	139	6	2	6	0	14	153
BAMI	223	8	7	1	1	17	240
OEL	75	1	0	1	2	4	79
Bus&Mfg	7	0	0	0	0	0	7
Total	1097	41	27	14	9	91	1188

The following table indicates the number of individuals employed in each division of UW-Extension grouped by gender. Limited term employees and graduate assistants are not included.

Bar Graph:

UWEX workforce by division and gender

<i>Division</i>	Male	Female	Total
Coop	241	468	709
GEA/S	68	85	153
BAMI	123	117	240
ContEd	35	44	79
Bus&Man	2	5	7
Total	469	719	1188

UW-Extension Classified Employees

The following table indicates the number of UW-Extension classified employees grouped by gender and by race/ethnicity. Limited term employees are not included.

Bar Graph:

UWEX classified employees

Gender	White	Afr.Am.	Hispanic	Asian	Am.Indian	Total Min.	Total
Male	92	3	1	3	0	7	99
Female	137	8	0	3	1	12	149
Total	229	11	1	6	1	19	248

UW-Extension Unclassified Employees

The following table indicates the number of UW-Extension unclassified employees organized by similar job groups and race/gender.

Bar Graph:

UWEX unclassified employees

Unclassified employees by job group and gender

Unclassified employees by job group and race/ethnicity

Academic / Admin	Male	Female	White	R/E Min.*	Total
Academic Staff Professionals	120	174	273	21	297
Directors, Administrators, Program Mgrs.	57	47	94	10	104
Nutrition Education	3	109	84	28	112
Instr. Academic Staff- AG/CNRED	25	18	41	2	43
Instr. Academic Staff- YD/FLE/SPL	6	64	64	6	70
Faculty - AG/CNRED	131	29	157	3	160
Faculty - YD/FLE/SPL	18	123	139	2	141
IAS and Faculty Special	10	6	16	0	16
Total	370	570	868	72	940

*Racial/Ethnic Minorities

The Academic Staff Professionals Group

Includes Academic Support Professionals, Administrative Support Professionals, Research Professionals, University

Relations, Information Systems Support Professionals, Broadcast and Media Professionals, Artists and Media Specialists, and Educators - Other

The Managerial Group

Includes Academic Administrators, Administrative Directors and Program Managers.

Instructional Academic Staff - AG/CNRED

Includes instructional academic staff in Agriculture and Community Natural Resources Education and Development.

Instructional Academic Staff-YD/FLE/SPL

Includes instructional academic staff in youth development, family living education and special (continuing education and miscellaneous areas).

Faculty AG/CNRED

Includes faculty in Agriculture and Community Natural Resources Education and Development.

Faculty YD/FLE/SPL

Includes faculty in youth development, family living education and special (continuing education and miscellaneous areas).

The data indicate that **women** are clustered in the academic support; faculty-youth development, family living, special and nutrition education program areas. **Racial/ethnic** minorities are clustered in nutrition education and academic support positions.

Underutilization Data

The Placement Goal Report - PDF, summarizes the underutilization of women and racial/ethnic minorities by job group. Underutilization is the difference between the number of persons expected to be employed based on current labor force availability data, and the number actually employed.

Minorities are underutilized by 1 person in each of these groups:

- Tech/Graphic Art & Media
- Academic Administrators
- Research Professionals
- University Relations
- Marketing and Development
- Instructional Academic Staff - Agriculture
- Instructional Academic Staff - CNRED
- Faculty - Special

Minorities are underutilized by 2 people in each of these groups:

- Information Systems Support Professionals
- Instructional Academic Staff - CNRED

Minorities are underutilized by 3 people in each of these groups:

- Administrative Support Professionals
- Program Managers

Minorities are underutilized by 4 people in each of these groups:

- Academic Support Professionals
- Instructional Academic Staff - Family Living Education

Minorities are underutilized by more than 5 people in each of these groups:

- Broadcast and Media Professionals
- Artists and Media Specialists
- Faculty-Agriculture
- Faculty-CNRED
- Faculty-Family Living Education
- Faculty-Youth Development

The job groups that show underutilization for women are:

- Management Information Professionals (2 people)
- Tech/Graphic Arts and Media (2 people)
- SR Clerical Admin Supp and Related (4 people)
- General Clerical (1 person)
- Material Handling, SFS and Laborers (1 person)
- General Labor (2 people)
- Artists and MEdia Specialists (2 people)
- Instructional Academic Staff - CNRED (2 people)
- Administrative Directors (9 people)
- Faculty-Agriculture (21 people)
- Faculty-CNRED (19 people)
- Faculty- Special (3 people)

UW-Extension Placement Goal Report: 2002-2004

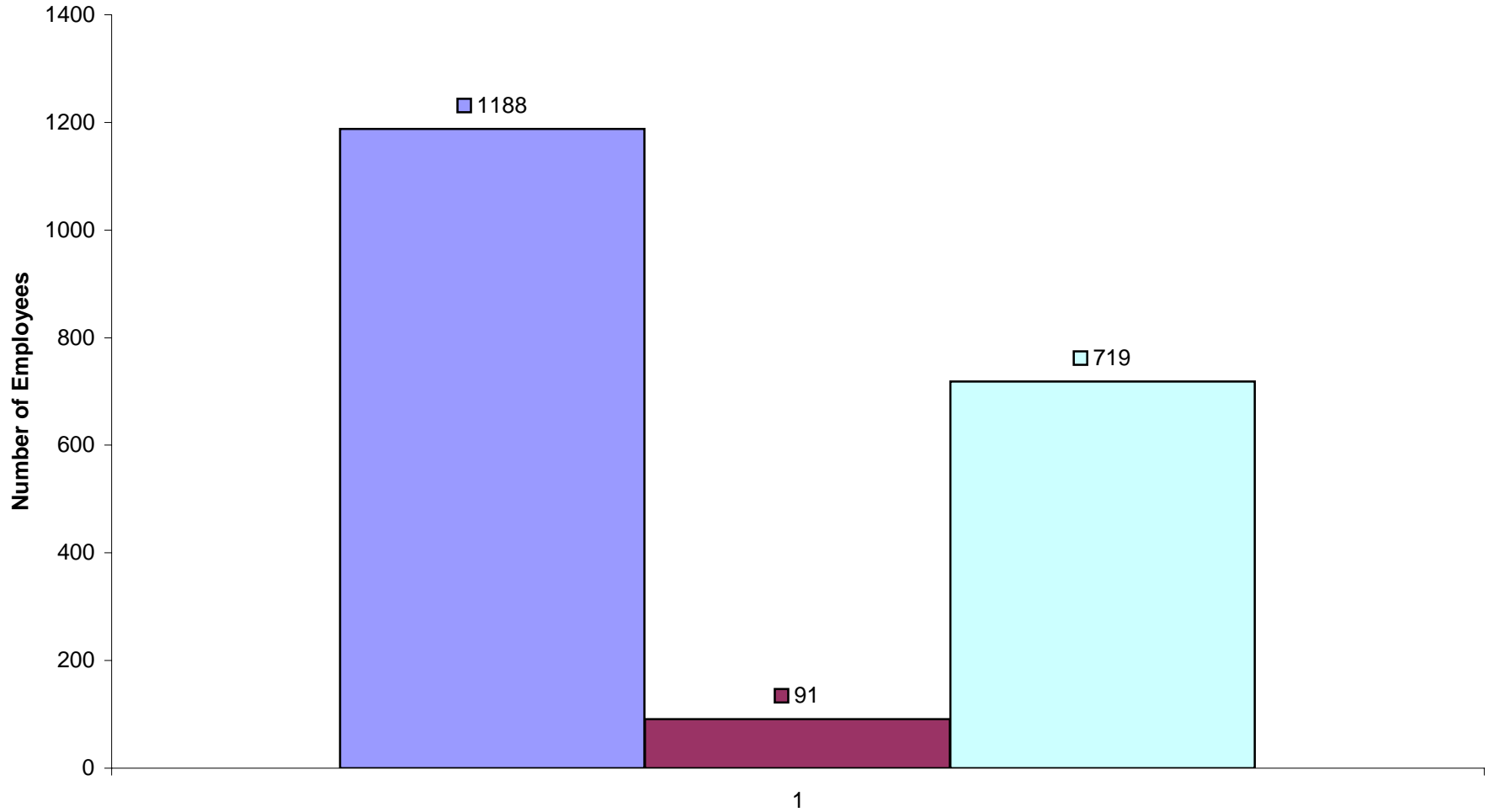
Underutilized Job Group	AA Group	Placement Goal	
		2002-2003	2003-2004
001 Mgmt Info Prof	Female	3	2
	Minority		
003 Tech/Graphic Art & Media	Female	3	2
	Minority	3	1
004 HR, Personnel, & Prog Supp	Female		
	Minority	1	
006 Sr Cler, Admin Supp & Rel	Female	3	4
	Minority		0
007 Gen Clerical Occup	Female	3	1
	Minority		
008 Material Hndl, SFS & Laborers	Female	2	1
	Minority		
009 General Labor	Female	2	2
	Minority		
020 ACD Admin	Female	1	0
	Minority	2	1
021 ACD Support Prof	Female		
	Minority	4	4
022 Admin Dir	Female	8	9
	Minority	1	
023 Admin Supp Prof	Female		
	Minority	2	3
024 Info Sys Supp Prof	Female		
	Minority	2	2
025 Program Managers	Female	6	*0
	Minority	4	*3
026 Research Professionals	Female		
	Minority	1	1
027 Univ Rel	Female		
	Minority	10	*1
029 Educators-Other	Female		
	Minority	2	0
030 Marketing & Development	Female	N/A	
	Minority	N/A	1
031 Broadcast & Media Professnl	Female	N/A	
	Minority	N/A	6
032 Artists & Media Specialists	Female	N/A	2
	Minority	N/A	6
040 IAS-AGRIC	Female	N/A	
	Minority	2	1
041 IAS-CNRED	Female	2	2
	Minority	2	2
042 IAS-FAM LIV ED	Female		
	Minority	3	4
050 Faculty-AGRIC	Female	22	21
	Minority	7	7

051 Faculty-CNRED	Female	19	19
	Minority	9	11
052 Faculty-FAM LIV ED	Female		
	Minority	8	10
053 Faculty-YOUTH DEV	Female		
	Minority	10	10
059 Faculty-SPECIAL	Female	2	3
	Minority	1	1

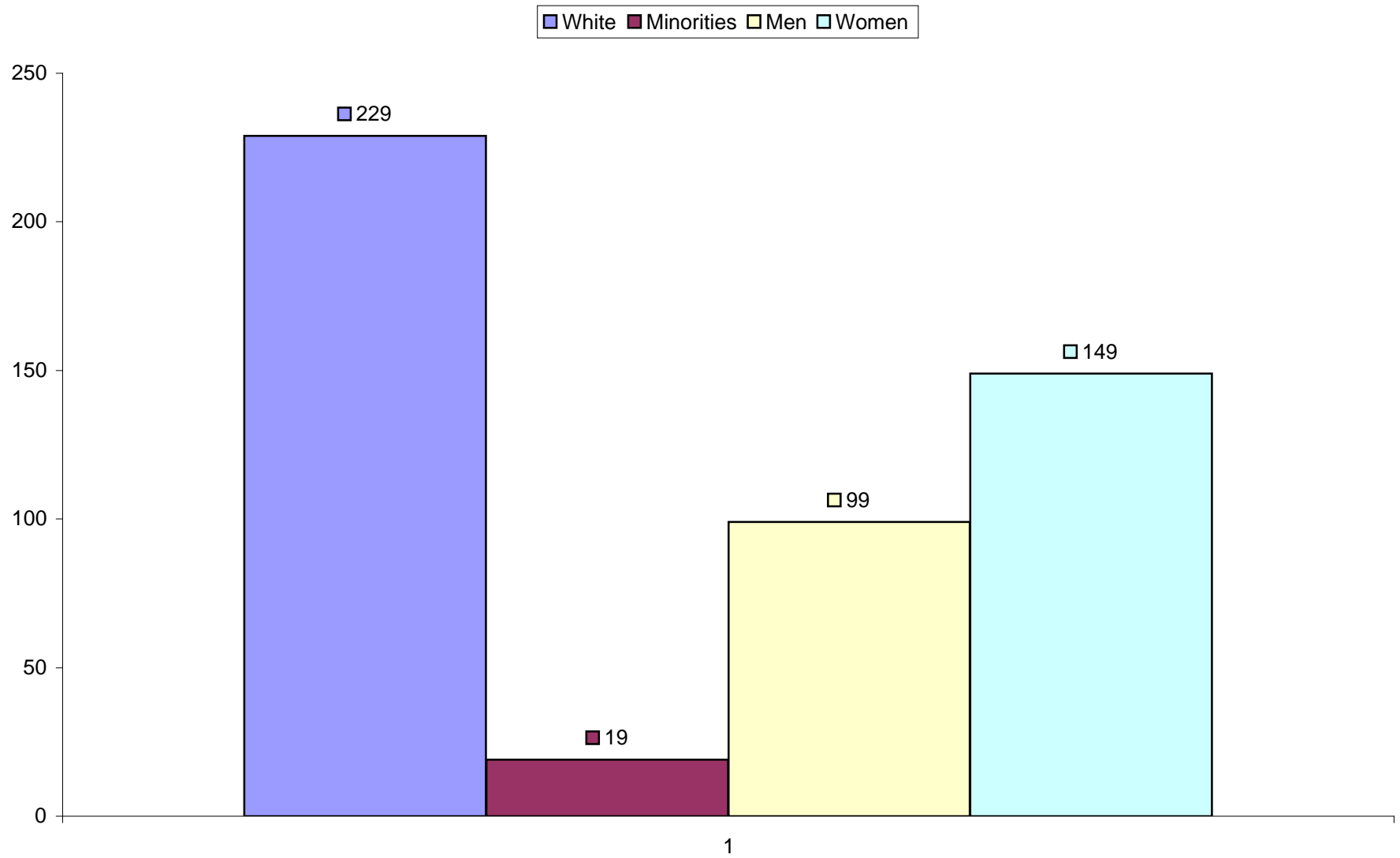
*Decrease in goals is due to the fact that these job groups were reorganized and divided among job groups 27, 30, 31, & 32

UWEX Workforce as of 10/31/2003
(Does not include LTEs and Graduate Assistants)

■ Total Employees ■ Total Minorities □ Total Women

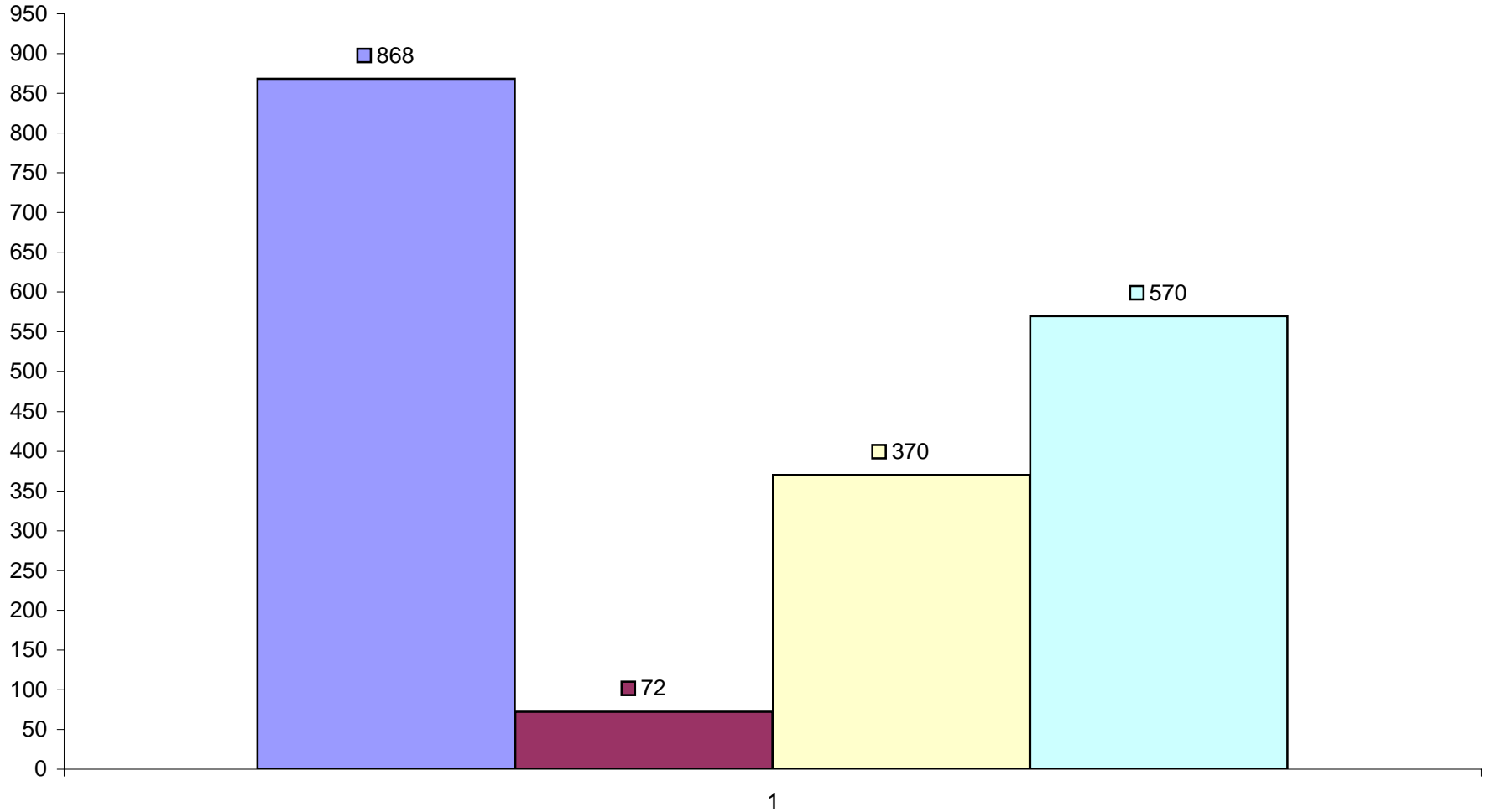


UWEX Classified Workforce w/o LTE as of 10/31/2003

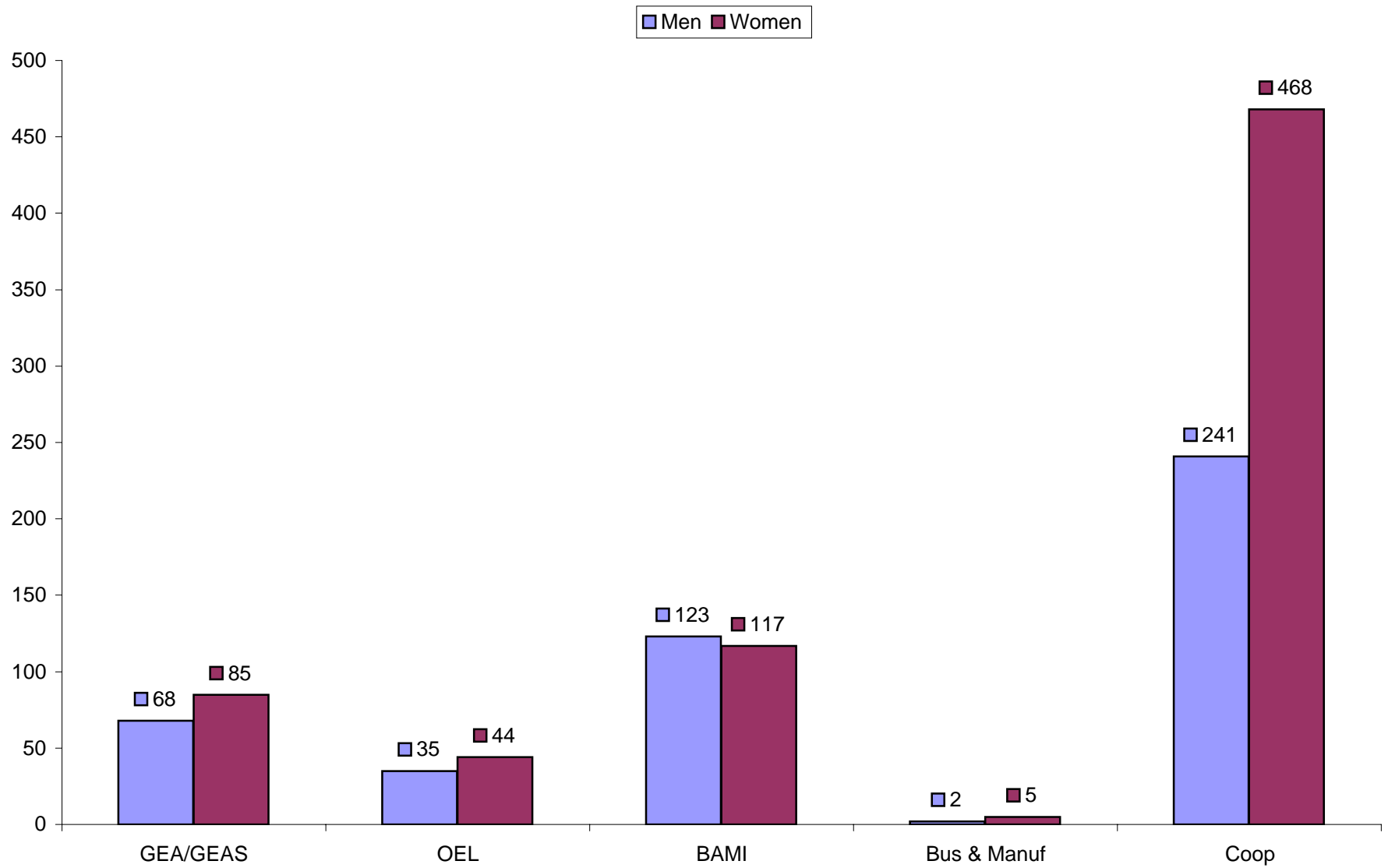


UWEX Unclassified Workforce as of 10/31/2003

White Minorities Men Women

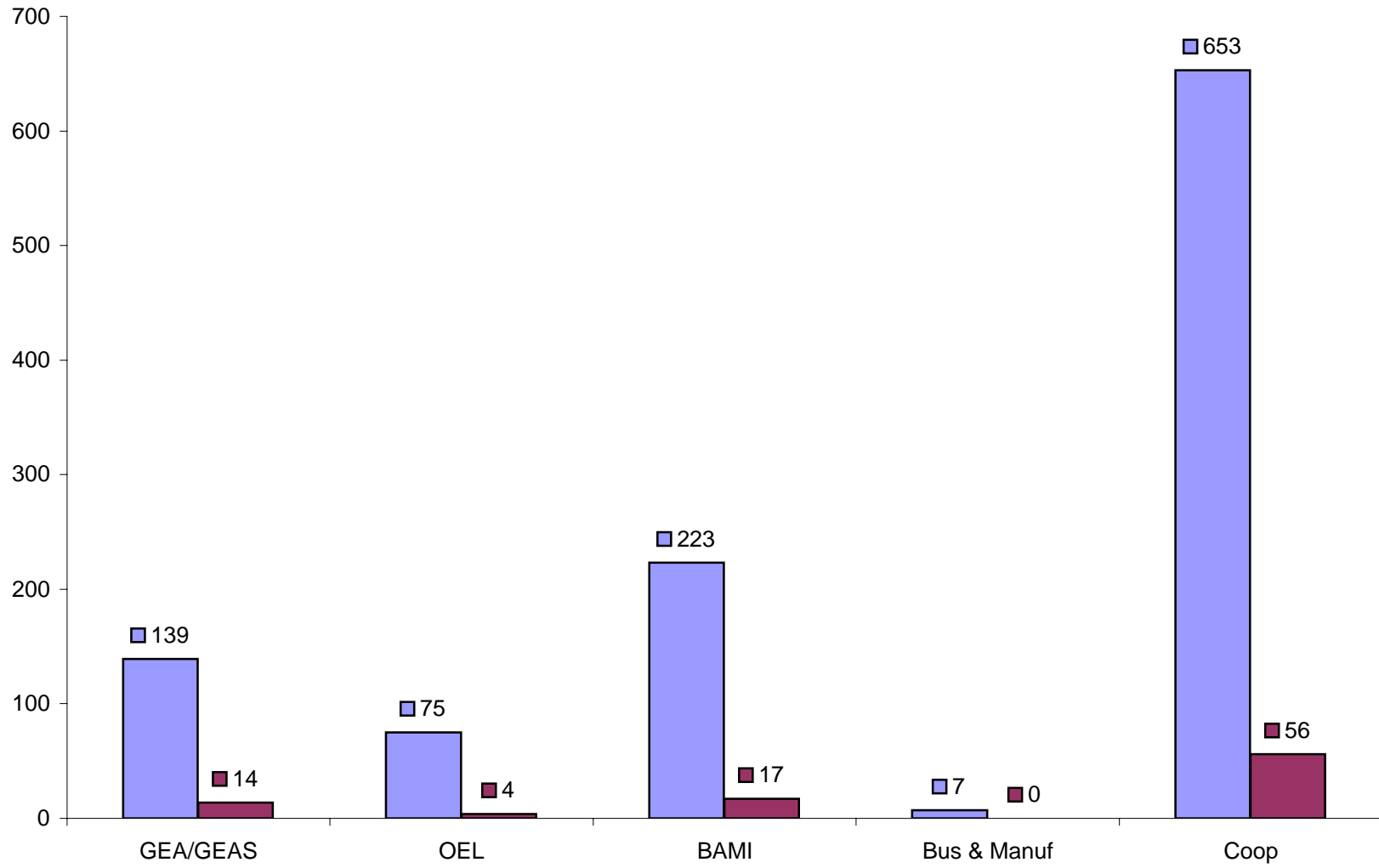


UWEX Workforce w/o LTE by Division and Gender as of 10/31/2003



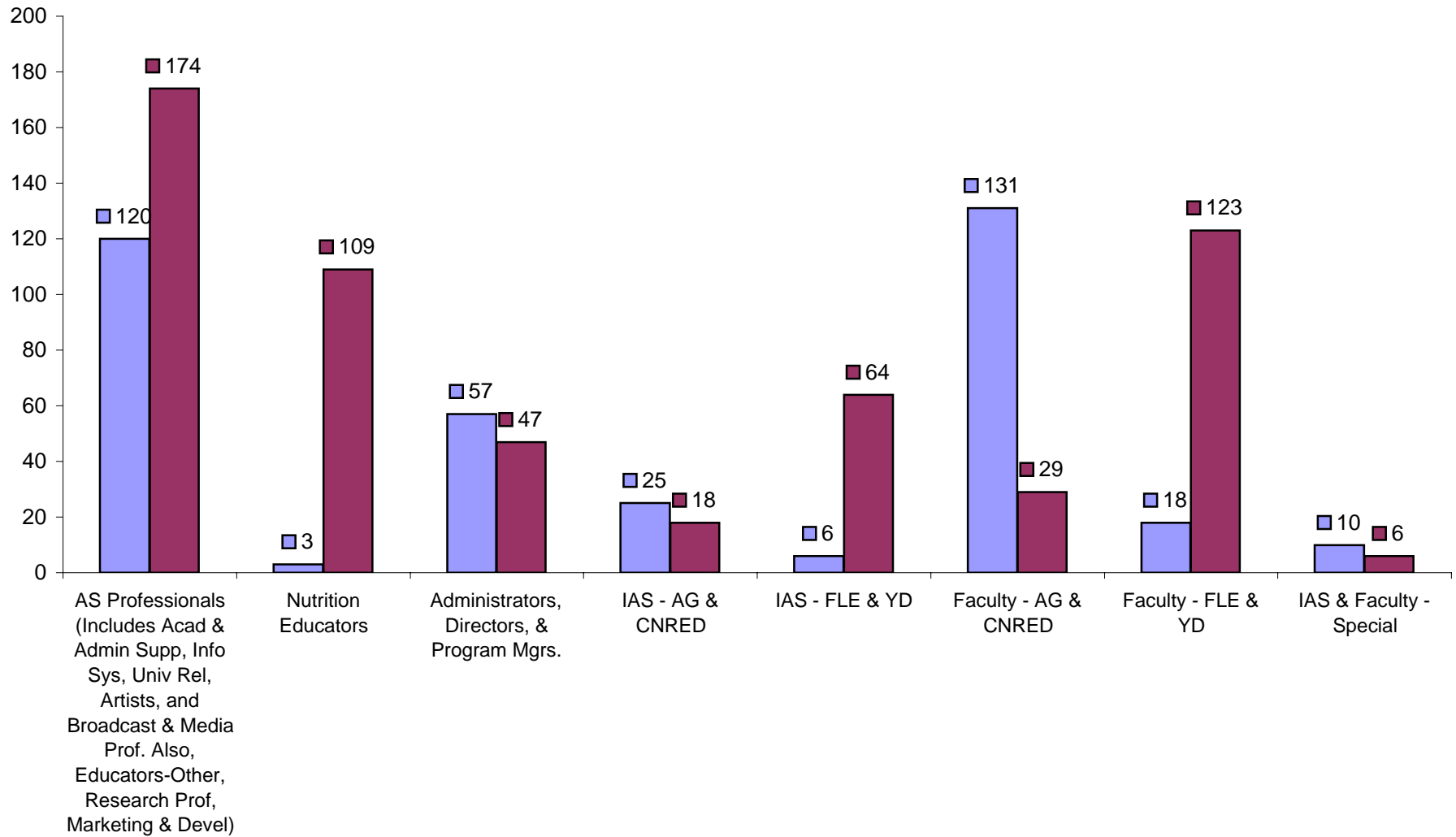
UWEX Workforce w/o LTE by Division and Race/Ethnicity as of 10/31/2003

White Minorities



UWEX Unclassified Workforce by Job Group Category & Gender as of 10/31/2003

■ Men
 ■ Women



UWEX Unclassified Workforce by Job Group Category and Race/Ethnicity as of 10/31/2003

