

COLLEGE OF
AGRICULTURE &
NATURAL RESOURCES

Human Capital & Compliance Corner

A note from the College of Agriculture and
Natural Resources Human Resources Program

Manager

Greetings,

I am Ana Munoz, the new Human Resources Program Manager in the Office of Human Resources Management, Compliance, and Diversity Programs at the College of Agriculture and Natural Resources (AGNR). As part of my role, I manage the HR program and serve as the equity administrator for exempt and non-exempt positions. I am thrilled to join the team and contribute to our progress in HR, Compliance and DEIR efforts.

With nine years of experience in HR, I possess expertise in employee relations, benefits, payroll, training and development, compensation, classification, and leave management. Additionally, I have worked in various industries such as non-profit, banking, and higher education. Prior to this, I worked at UMD, Facilities Management Human Resources for several years. I am thrilled to return and be a part of the UMD community once again.

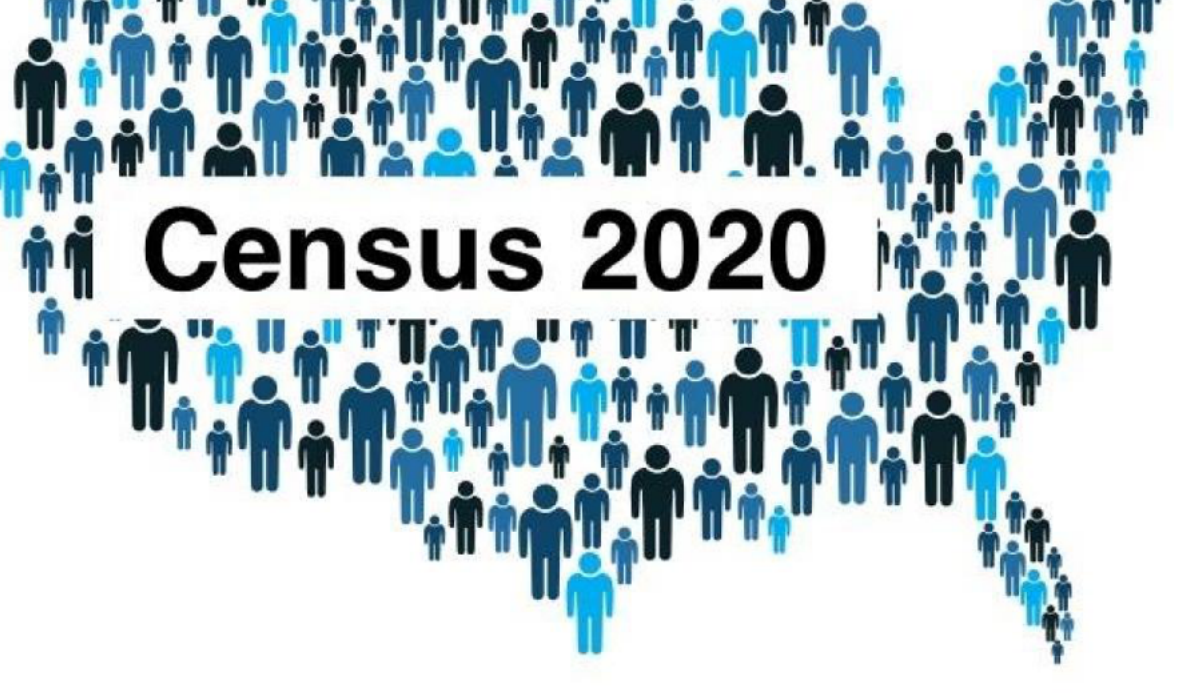
On a personal note, I hold an MBA and Bachelor's Degree in Human Resources Management. I am also a mother of two, and we enjoy visiting local petting farms during the summer.

It is a pleasure to introduce myself, and I look forward to connecting with you soon.

Thank you,
Ana

Training Opportunities

United States Census Bureau Population Training



Census 2020

Please join us on August 23, 2023 from 1 pm to 3:30 pm as the data specialist with the United States Census Bureau will present a virtual session on various Maryland population data sets such as the general population, Individuals with Disabilities, Veterans, and much more! In this training, the Census Bureau will demonstrate how to locate data from the [Census Bureau's Populations](#) (Decennial and Community Surveys) relative to various states, cities, counties, etc. In addition, individuals will learn how to access race, gender, ethnic, and other diversity data in the newly released 2020 datasets using an interactive data visualization. The data visualization offers a unique way to identify trends for any state, county's, and respective city's. Registration for this event is located below. Moreover, please view the college's own visualization "[AGNR Dashboard - Potential Program Reach](#)" to peruse all various census information for the state of Maryland by each of the 23 counties in a cluster format and/or city specific information as demographic data becomes available. Such information can be utilized in population identification, program planning, research activities and a part of your grant proposal relative to outreach efforts of broad audiences. To learn more about the wide variety of data sets illustrated by the U.S. Census Bureau, click the census link below. If you have any questions about this training, please feel free to email us at agnrhrcmp@umd.edu. Don't forget to [register](#) and see you on August 23rd!

Responsible University Employee (RUE) Training

UMD is committed to creating and maintaining a learning and working environment free from all forms of discrimination and harassment, including sexual misconduct. The University's non-discrimination policies are designed to protect you and all members of our University community from discrimination. The Office of Civil Rights & Sexual Misconduct (OCSRM) enforces these policies and is an important resource for you. As an employee, you play a very important role in creating and maintaining a respectful, inclusive, and safe working and learning environment. Therefore, it is crucial that you understand your rights, responsibilities, and reporting obligations under our University's non-discrimination policies. [AGNR's Position Statement on Equal Opportunity, Affirmative Action, and Program Access and Anti-Harassment Procedure - Respectful Workplaces, Reporting Procedures, and Responsibilities](#). This mandated university training is designed to supplement information articulated in the University of Maryland Policy and Procedures on Sexual Harassment and Other Sexual Misconduct and Procedures and University of Maryland Non-Discrimination Policy and Procedures. If you have any questions as you complete the training, you may email your questions to the [Office of Civil Rights and Sexual Misconduct \(OCSRM\)](#) general training account at titleixtraining@umd.edu.


The Maryland Agricultural Experiment Station (MAES) training is slated below; there are two in-person opportunities to participate with the MAES and an virtual option facilitated by the college to meet the aforementioned training expectation. As training dates become solidified, Academic Units on campus will also be alerted to the aforementioned training.

Please use the links below to register for the following upcoming sessions:

Responsible University Employee (RUE) – [In Person Registration](#)
Monday, September 18, 2023: 11:00 am – 12:00 pm
124 Wye Narrows Drive, Queenstown MD 21658

Responsible University Employee (RUE) Training – [In Person Registration](#)
Wednesday, November 8, 2023 10:00 am – 11:00 am
4240 Folly Quarter Rd, Ellicott City, MD 21042

Responsible University Employee (RUE) Training – [Zoom Registration](#)
Thursday, November 16, 2023 11:00 am – 12:00 pm
<https://umd.zoom.us/j/7282598816>



LAST CHANCE!

LAST CHANCE - How to Prepare for an Internal
Program Assessment Training


The 2023 How to Prepare for an Internal Program Assessment training is currently in process in anticipation of AGNR – UME external review from the United States Department of Agriculture, National Institute of Food and Agriculture (USDA/NIFA) which is slated for April 2024. This training and other assessments will measure the nondiscrimination of our programs and services. The training is derived from the regulations established by NIFA in preparation for a civil rights compliance review of our Extension operations. [Click here](#) to view the 2023 How to Prepare for an Internal Program Assessment training calendar.



Need Help? Ask Us! We provide technical assistance...


Don't know where to begin with preparing for the upcoming Internal Program Assessment? ASK US! The IPA is an opportunity to highlight our work, lessons learned and areas for growth; review and update your Civil Rights related files; review how our Civil Rights mandates are reflected/actualized collectively and individually in your planning, evaluation and reporting processes; review Civil Rights Laws and Policies; establish best practices and a strategic path-forward; and prevent practices that are not aligned with our mission. If you have any questions or concerns prior to your scheduled review, this is a great opportunity for a one-on-one experience. Or if you have been reviewed and there are some areas which may need improvement, feel free to reach out to any member on the compliance team such as, [Desiree Penolaza](#) and/or [Chuck Schuster](#). Additionally, you can send us an email at agnrhrcmp@umd.edu to schedule a "Compliance Critique" to confirm [IPA review dates](#), required documentation, or just a simple refresher on the IPA expectations. Do not fret, we are here to help!

Updates




New And Justice for All Posters

USDA *And Justice for All (AJFA)* posters are now here!! Thank you for your patience; the AJFA Civil Rights poster is the primary method utilized to inform customers of their rights, reporting, and responsibilities. This poster is a notification process for beneficiaries of certain rights and protections afforded under federal laws. The required poster should be displayed in the specific size of 11" width x 17" height and displayed when you deliver educational programming. The AJFA poster is also available for the Supplemental Nutrition Assistance Program, in many of the Top 7 Limited English Proficient (LEP) languages, and can be stored electronically on your respective UMD affiliated webpages.



The Compliance Website is Under Construction!

Formally, the University of Maryland Extension (UME) Compliance website (will be renamed to AGNR Compliance) is currently under construction. Please bear with us as we work through redesigning, reorganizing, and re-enabling its current links. Many accessible resources are currently not available on the website (however, we can provide you specific information in the interim). When the website is completed and accessible, we will be sure to notify you. If you need immediate assistance or have any questions/concerns, please do not hesitate to contact us at agnrhrcmp@umd.edu. We are happy to help!



Know Your Rights:
Workplace Discrimination is Illegal

The U.S. Equal Employment Opportunity Commission (EEOC) enforces Federal laws that protect you from discrimination in employment. If you believe you've been discriminated against at work or in applying for a job, the EEOC may be able to help.

Who is Protected?

• Employees (current and former), including managers and temporary employees

• Job applicants

What Organizations are Covered?

• Most private employers

• State and local governments (as employers)

• Educational institutions (as employers)

• Unions

Who Employment Practices can be Challenged

All aspects of employment, including:

- Discharge, firing, or lay-off
- Harassment (including unwelcome verbal or physical conduct)
- Hiring or promotion
- Assignment
- Pay (unequal wages or

- Job training
- Classification
- Referral
- Obtaining or disclosing genetic information of employees
- Requesting or disclosing medical

New Know Your Rights Poster

The compliance team will also be disseminating the new *Know Your Rights* poster. The law requires an employer to post a notice describing the Federal laws prohibiting job discrimination based on race, color, sex (including pregnancy and related conditions, sexual orientation, or gender identity), national origin, religion, age (40 and older), equal pay, disability or genetic information (including family medical history or genetic tests or services), and retaliation for filing a charge, reasonably opposing discrimination, or participating in a discrimination lawsuit, investigation, or proceeding. Title VII of the Civil Rights Act of 1964 imposes a monetary penalty for covered employers who fail to post these notices. The penalty, currently \$659, is adjusted annually for inflation as required by law. The "Know Your Rights: Workplace Discrimination is Illegal" poster, prepared by the U.S. Equal Employment Opportunity Commission (EEOC), summarizes these laws and explains how employees or applicants can file a complaint if they believe that they have experienced discrimination. These posters should be placed in a conspicuous location in the workplace where notices to applicants and employees are customarily posted. Additionally, you can use the QR code to order as many copies of this poster or any poster as appropriate.



University programs, activities, and facilities are available to all without regard to race, color, sex, gender identity or expression, sexual orientation, marital status, age, national origin, political affiliation, physical or mental disability, religion, protected veteran status, genetic information, personal appearance, or any other legally protected class.

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