

## Glossary

- **Civil Rights Laws:** These are requirements that Federal employment activities and programs be conducted in a non-discriminatory manner. Major program components are:
  - a. **The Equal Employment Opportunity (EEO) Program** prohibits discrimination based on race, color, gender, national origin, religion, age, and disability in all employment activities. Within USDA, marital or family status, political beliefs, parental status, sexual orientation, or protected genetic information are also prohibited forms of discrimination. The EEO program focuses on personnel policies, practices, and procedures, as well as working conditions and the work environment.
  - b. **The Affirmative Action Program** is designed to remedy the effects of past discrimination in employment activities. Affirmative actions include identifying and removing barriers which impede recruitment, hiring, and advancement of minorities, women, and persons with disabilities. The Affirmative Employment Program Plan is the blueprint for these actions.
  - c. **Program Delivery** requires that all Federal programs be delivered to the public in a non-discriminatory manner. Similarly, if a state or local government conducts a program using Federal funds, discrimination is prohibited. Examples of USDA programs include farm loans, food assistance, rural housing, food inspection, production adjustment, price support, conservation, and forest management.
- **Collateral Duty:** A duty that is not originally included in the employee's Position Description (PD), but becomes a part of the PD through an addendum. Collateral duties are temporary and the addendum specifies the amount of time to be dedicated to the duty.
- **Non-supervisory employee:** An employee who does not have immediate supervision over employees and is not responsible for discussing performance elements, establishing standards for those elements, appraising performance or assigning the performance rating.

- **Performance Levels:**
  - a. Fully Successful. The expected level of performance. Work performed at this level is of good quality, the expected quantity, and is accomplished within established deadlines or timeframes.
  - b. Exceeds Fully Successful. Performance which consistently exceeds the performance standards established for the Fully Successful level.
  - c. Does Not Meet Fully Successful. Performance which falls below the standards described at the Fully Successful level.
  
- **Supervisory Employee:** A rating official. The individual who is responsible for informing the employee of performance elements (both critical and non-critical) of his/her position, establishing performance standards for those elements, appraising performance, and assigning the performance rating. Normally, this is the employee's immediate supervisor.
  
- **Targeted Disabilities:** This includes deafness, blindness, missing extremities, partial paralysis, complete paralysis, convulsive disorders, mental retardation, mental illness, and distortion of limbs and/or spine. The Equal Employment Opportunity Commission requires agencies to emphasize employment of individuals with targeted disabilities, to plan and implement special recruitment programs for such individuals, and to establish numerical objectives for employment of persons with targeted disabilities.
  
- **Valuing Diversity:** A philosophy which embraces the idea that we will be more successful as individuals, work teams, organizations, and society if we acknowledge, respect, and work with the characteristics of difference. It is a philosophy that is inclusive rather than exclusive and one that recognizes that diversity generates multiple perspectives as well as more creative solutions to critical problems. It assumes that "none of us is smarter than all of us." Most importantly, it fosters a management approach that makes full use of the ideas, talents, experiences, and perspectives of all employees at all levels of the organization.
  
- **Work Force Diversity:** The reality of a work force comprised of a myriad of individuals, each influenced by a unique set of cultural and individual experiences. These varying individual patterns of differences and similarities shape the personal values and perceptions which impact the work environment, including interactions with co-workers, managers and the public. Diversity denotes "otherness" or differences from the "rest of us", including but not limited to unchangeable

characteristics such as race, national origin, gender, and age, as well as other dimensions such as educational background, income, geographic location, marital or family status, religious beliefs, work experience, political beliefs, parental status, sexual orientation, or protected genetic information.