

ANR Cooperative Extension Risk Assessment Risk Categories

Staff – Policy & Procedure

General Description: **The risk that are associated with policy and procedure derived from (1) lack of compliance of UCCE staff with ANR CE policies and procedures and (2) lack of direction and/or consistency from ANR Administration.**

Specific Examples:

- A. Compliance with Policy in Field (see also Risk: Advisor Activities)
 - 1. Staff who don't read and follow policies; e.g., safety, hiring procedures.
 - 2. Risk of being sued because county office is not in compliance with the Americans with Disabilities Act.
 - 3. Risk of losing the ability to use UC cell phones because advisors do not understand the meaning of "incidental personal" use.
 - 4. UCCE staff who violates policies and procedures that create problems throughout the system.

- B. Lack of Direction/Consistency from ANR Administration (see also Risk: Internal Information & Communication)
 - 1. Risk of employee filing a suit upon termination because UC/ANR administration did not clearly articulate process.
 - 2. Employee problems and amount of "documentation" required because there is no clear direction from Personnel Office at statewide level.
 - 3. UC staff who has medical problems that require disability leave, leaving administrative functions uncovered.
 - 4. The sense that there are very different rules in counties/regions than on campuses. Farm advisors feel that "anything goes" on campus and ANR sets up restrictions and rules in counties.