

ANR Cooperative Extension Risk Assessment Best Practices

Staff – Policy and Procedure

A. Input regarding Policy from Field

1. Get feedback from counties and regions prior to implementing policies
2. Plan for and discuss implementation of new policies with counties and regions
3. Have policy makers spend more time in field observing policy impacts
4. Keep decision authority at the lowest level possible
5. Recognize the county partnership and county structure in policy and procedure development
6. Use the committee process in developing new policies so that a;; stakeholders have opportunity for input at formative stages

B. Direction and Consistency from ANR Administration

1. Maintain consistent regional and statewide training
2. Standardize policy and procedures across regions
3. Promote Web-based references for policies and procedures
4. Standardize policy interpretations across regions and campus
5. Consider global impact of new policies and procedures
6. Make labor relations and employee rehabilitation services readily available
7. Post updated regional procedures on the Web
8. Review and revise internal web site to make policy and procedures easier to search and find
9. Base risk management decisions on benefit derived from risk analysis
10. Do an estimated cost analysis of proposed policy change before implementing
11. Justify policy changes as to purpose and need
12. Clarify where and when local flexibility is allowed regarding policy implementation
13. Coordinate with campuses, especially Davis, to ensure that ANR needs/requirements are integrated into campus personnel procedures