

## **OFFICE INFORMATION:**

### **MAIL BOXES:**

Staff mailboxes are located in the front office next to the In & Out Board. Please check the box daily for in-coming mail and office communications.

### **PHONES:**

**Incoming calls** are usually routed through the main phone lines. Clerical staff will screen and direct incoming calls. When providing contact information to clients use the main office line associated with your program.

- 4-H (530) 889-7386
- Farm Advisor Mainline (530) 889-7385
- Nutrition (530) 889-7350

**To Transfer a call:** While on the line with the client, hit transfer and then the extension number. You can either wait until the receiver picks up to let them know you are transferring a call or just hang up after entering the extension number.

**VOICEMAIL:** You will need to set up your personal voice mail message and prepare out-of-office messages when you will be out for more than a day or two. Directions can be found in the *"You're Guide to Voice Mail"* booklet. The Office Manager will check messages in cases of unexpected extensive leaves of absence. Therefore access codes to voicemail should be kept up-to-date with the Office Manager.

**CELL PHONES, PERSONAL CALLS AND VISITS:** Personal calls and visits should be kept brief and to a minimum, usually reserved for breaks and lunch time. **Turn your cell phone ringer off or on vibrate. Staff should be cognizant of how these disrupt their work or others or how they can be viewed by the public.**

### **OFFICE SUPPLIES:**

Paper, printer ink and basic office supplies are available in the copier room and in designated hall cabinets for your use. If you need something not found, ask the office manager it may be stored elsewhere or can be purchased.

There is a supply order clipboard located on the supply cabinet in the copier room. When you note supply is getting low, please add it to the supply order list.

Event supplies might be purchased through the program UC account. Check with the Office Manager regarding.

## **KITCHEN/CONFERENCE ROOM:**

The Kitchen and Conference Room is a busy place. The room is utilized for meetings, workshops, food preparation for tasting events, as well as staff breaks and lunches.

- Meetings that require the space should be scheduled on the calendar hanging outside the Office Managers space. Meetings are considered “open” unless otherwise stated. In other words, staff can quietly enter the room to attend to their needs. Please inform the Office Manager if you plan a CLOSED meeting so staff can be informed.
- **The coffee pot, tea kettle, microwaves, toaster ovens and refrigerators are for staff use, personnel and program related.**
  - The two white refrigerators are used for both program food storage and personal food storage. Please mark your personal items. You are responsible for trashing your own past dated items and old leftovers.
  - The stainless steel refrigerator is for program produce. The temperature is set for storing produce and should only be used for program use.
  - Refrigerators are checked monthly by staff on a rotational basis, for items that have been unclaimed.
  - **Coffee and tea for staff consumption is purchased by those consuming it.** Since purchased by staff, it is assumed any coffee or tea stored above the sink is available for use by staff but should not be used for program events unless purchased especially for that event. The Keurig is for employee use. The K-cups stored under it are donated and for employee use.

## **POOL CARS:**

Placer County cars, trucks and vans are available for staff use for events and travel beyond daily business operations or out of county conferencing and events. To request the use of a pool vehicle, send an e-mail to the County Director stating the destination, purpose and date of the need. Once approved forward the approving e-mail to the Office Manager who will make the reservation.

## **DRESS CODE:**

For safety reasons shoes should be worn at all times and not be a type that is a tripping hazard. Out of respect to members of the staff with sensitivities, please refrain from using perfume, cologne and scented lotions.

## **IMPORTANT WEBSITES:**

<https://ucanr.edu/portal> - ANR Portal gives you access to many UC systems and tools

<http://ceplacer.ucanr.edu> – Our main web page

<https://365.ucdavis.edu> – web access to e-mail