

For information regarding [ANR Staff Personnel](#) visit our webpage!

For AffirmativeAction Here & Now, see page 3.

SPR – Has Been Improved!

C, R

In order to ensure prompt and efficient service, we are asking all hiring units to begin using the newly updated [Staff Position Request \(SPR\)](#). The form has been modified to be filled out, signed and saved electronically to be emailed to approvers, without ever having to print the document. We must have these filled in and signed electronically whenever possible; the only exception being if you lack the software to do it. If you do lack the software, let us know and we will work with you. Follow these directions to sign a document electronically: [Signing PDFs](#).

Also of note: we have added a signature space for statewide director approval which must be completed prior to financial approval.

Bethanie Brown
 Personnel Analyst

ANR Unit Key

If we use one of the below icons in the article, then the information in that article will apply specifically to those units.

- A = All Units
- C = UCCE
- D = Davis Units
- O = Oakland Units
- R = RECS

Employee Departmental Files

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ANR Supervisors and Office managers have been inquiring about what staff personnel files they can shred and what they can keep. Below is a summary regarding employee department files.

EMPLOYEE DEPARTMENTAL FILES (WORKING FILES):

Active Employee: Files are kept until separation

Separated Employee: Files: 5 years (if an employee was terminated due to personnel actions then the file is kept indefinitely at the Office of Record*)

Retiree: Files are kept at the Office of Record * until age 70

Medical/Workers Compensation: Files are not kept in the employee working file. These files are to be kept in a separate file away from departmental files at the Office of Record*

It is the department's discretion as to what and how they maintain their employee departmental working files. Personnel files most generally consist of (i.e. Position Description, Performance Evaluation, Awards, Recommendations, Certifications, Leave of Absence, Separation, IDOC, CTO, Personnel Actions, Summary of Initial Hire, Sure Pay, Benefits, PANs, Personnel Changes, Merit Increases, Appointments)

If there is paperwork that you deem obsolete, it can be shredded/destroyed.

A quick reference on Employee Personnel Files can be found at: [Records Management](#).

For questions regarding Employee Departmental Files please send them to anrstaffpersonnel@ucdavis.edu.

*Office of Record for ANR County-based and BOC-K personnel files is the ANR Staff Personnel Unit. Office of Record for ANR REC and ANR campus-based personnel files is the UC Davis Human Resource Unit. Office of Record for ANR UCOP-based personnel files is the UCOP HR Office.

Doris McCarty
 Administrative Assistant

Non - Cash Gift Rewards

C, D, R

RETIREMENT GIFTS

It is at the department's discretion of the gift they chose to present a retiring staff employee (i.e. gift card). The gift cannot exceed \$400 in addition to the retirement plaque. Retirement gifts vary by departments. Anything purchased besides the plaque will be charged to the unit's budget.

STAFF SERVICE (Milestones) NON - CASH AWARDS POLICY

Service Award Program - Staff employees are eligible for service awards after completing at least 10 years of service. In addition to receiving a service award, staff employees are given a higher accrual rate for vacation after 10, 15 and 20 years of service. Note: MSP employees start at 5 years of service.

- **Service Award Pins** - Service award pins are given out at 10 years of service and then every 5 years. Units often add a personal note to the staff employee from the department head/director.
- Units/departments may recognize staff employee service milestones with gift cards. It is at the unit's/department's discretion (the gift card will be charged to the department's budget) but must follow written UC policy:
<http://www.ucop.edu/ucophome/policies/bfb/g41.pdf>.

If a decision is made to purchase a gift card please contact the Business Operations Center. UCCE county based staff employees should contact Lorraine Holm lhholm@ucdavis.edu at the Business Operations Center Kearney (BOC-K). If the staff employee is a campus based employee (i.e. Research & Extension Center [REC] or UC ANR Davis staff based employee) contact Jeri Hansen jghansen@ucdavis.edu at the Business Operations Center Davis (BOC-D).

Academic retirement awards and service awards questions should be directed to the ANR Academic Personnel Unit.

Doris McCarty
Administrative Assistant

Contract vs. Limited Term Positions

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Lately, Staff Personnel has received several questions as to the difference between contract versus limited term positions, and when it is appropriate to use one over the other.

All position types are explained at this link: http://atyourservice.ucop.edu/employees/policies_employee_labor_relations/personnel_policies/spp03.html. You will also see partial-year and per diem appointments, however ANR is not in the practice of using these types of appointments due to budgetary reasons. The work performed is for only part of the year, and the University is still obligated to pay for full benefits.

In brief, contract appointments should be used for a project established for a definite period of time between 6 months and 3 years. Please be advised, contracts are approved year by year. If the project is anticipated for 2 years, the first year will be approved, and the 2nd year approved after review.

Limited terms should be used in cases where the person is expected to be on pay status less than 1,000 hours. This can look like a 100% position for 4 months. Or it can be a full / open recruitment for a 40% or less position that will work year round for an indefinite period of time.

Jamie Banta
Human Resources Generalist

ANR Staff Personnel Unit - In Flux

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The Staff Personnel Unit continues to be in flux, we are still not fully staffed and are requesting your assistance and patience during this time. We are asking that if your unit has a request such as a recruitment or layoff, that extra time be given to our office to process. We do not have the staff necessary to expedite all requests so please be understanding and give us more time to process. An analyst will communicate with you the expected timelines for completion when you submit your requests to the anrstaffpersonnel@ucdavis.edu inbox.

Bethanie Brown
Personnel Analyst

For information regarding [ANR Affirmative Action](#) visit our webpage!

Outreach Success Story Number 2

Marin County 4-H Youth Development Advisor Jane Chin Young has provided the second CE outreach success story. With the help of Janice Alexander, the Sudden Oak Death Outreach Coordinator, Jane cobbled together a great group of internal partners from program staff in youth development, natural resources, and environmental horticulture together with an external partner: Conservation Corps North Bay (CCNB) who also brought in volunteer groups from AmeriCorps to participate. Let's have Jane describe the *UCCE Marin Environmental Stewardship Pilot Program* herself:

"Research substantiates that providing youth with opportunities for experiential contact with nature is beneficial for their development. For at-risk youth, these opportunities have become increasingly limited due to urbanization, socioeconomic disparities, and safety issues. UCCE Marin responded to these challenges by conceiving a pilot program built upon a unique internal and external partnership to support at-risk youth in interacting and learning about the natural environment. The two-year pilot focused on building the leadership capacity of environmental stewardship volunteers for at-risk Marin County youth.

UCCE staff identified internal partners in program staff from youth development, natural resources, and environmental horticulture, while selecting the Conservation Corps North Bay (CCNB) as the external partner. UCCE brought project design and leadership, youth development and natural resources training, and research and evaluation. CCNB brought environmental stewardship volunteer teams known as AmeriCorps, training facility, and program delivery participants. UCCE utilized National 4-H Council's science approach of inquiry-based, experiential learning with modeling and practice, alternating topics with both classroom instruction and field trips in natural environments. Both formative and formal data were collected from the volunteers, which helped to inform the process and resulting framework.

Though the volunteers were comprised of two subject teams, all of them were enrolled as 4-H environmental stewardship leaders, with ANR documentation representing their respective deliveries. The Youth Experiences in Science team led at-risk day camp youth, resulting in 300 group enrolled 4-H members (38.5% minority). Additional

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Affirmative Action Resource Library: New DVDs!

There are two new additions to the ANR AA Resource Library:

Trail of Tears – a collection of four separate Native American documentaries. The first on the disk is *Trail of Tears: Cherokee Legacy*. This documentary reenacts pivotal events in Cherokee history leading up to and including the Trail of Tears. It is undercut somewhat by the use of amateur actors; nevertheless, the occasional voiceover by James Earl Jones and the history itself is beyond reproach. If you are unfamiliar with Cherokee history for this period, it is an eye-opening and shocking story.

The next segment: *Black Indians: An American Story* has excellent production values and tells the dramatic story of a very much ignored minority group: the Black Indian. This is also narrated by James Earl Jones and won Best Documentary in the Native American Music Awards, 2002 and has been broadcast on ABC-TV.

The next segment: *Native American Healing in the 21st Century* is an examination of North American indigenous peoples' ancient healing practices. It focuses mostly on the healing plants and herbs used but also

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Outreach Success Story (cont.)

youth were affected through the Restoration Ecosystem Management team, resulting in 2,628 youth contacts (20% minority).

There were many outcomes of the pilot. First and foremost, urban at-risk youth were given increased opportunities to experience nature through volunteers well-trained in environmental stewardship. The project advanced a common mission of the partnering agencies to conserve natural resources for a sustainable community. The end result is a framework that can be replicated by other Cooperative Extension programs, with the potential for enhancement and expansion beyond the local level with increased use of collaborators and online communications.”



UCCE Marin Environmental Stewardship photo

Thank you, Jane. Have any of you other advisors or program managers out there had a successful outreach experience? Please send me your story! (dewhite@ucdavis.edu)

David White
Principal Analyst
ANR AA Office



Affirmative Action Resource Library: New DVDs! (cont.)

touches on the deep spiritual connection with the earth which many of the native healers interviewed clearly exhibit and discuss with the audience. Very worthwhile viewing.

The last segment: *Our Spirits Don't Speak English: Indian Boarding School* was, for me, the most emotionally moving of all the segments. This won Best Feature Documentary in the International Cherokee Film Festival in 2008. Good luck keeping a dry eye after watching this one; but it also highlights the remarkable resiliency of the human spirit. First rate.

The other new DVD in the Resource Library is *Which Way Home* – a full-length (approx. 83 minutes) documentary from 2010 chronicling the harrowing journey of migrant children attempting to enter the United States . Academy Award Nominee for Best Documentary Feature and winner of the Robert F. Kennedy Journalism Award Grand Prize. An engrossing, incredible, powerful look at the very human side of immigration.

You'll Need to Fill Out and Send In a Loan Form

To check out any of these materials, or to see what's available, here is the link to the Resource Library which also contains the link to the Loan form that you will need to fill out and send in to borrow items: (any questions, contact David White dewhite@ucdavis.edu).

http://ucanr.org/sites/anrstaff/Diversity/Affirmative_Action/Resources/

David White
Principal Analyst
ANR AA Office



CRT is BACK!

Find out more on the *Next Page!*
also: the **Equal Opportunity Advisory
Committee**

The CRT is Back!

The CRT is the ANR Cultural Resource Team and ANR is re-forming it after a brief hiatus. Are you fluent in a second language? Could you help a non-native navigate in a minority culture that you, yourself, have lived in or have extensive experience with? Then ANR is looking for you – either academic or staff employees -- to self-nominate and become members of the new CRT.

There'll be no meetings to attend. You'd be helping ANR, in practical ways, to enhance both our drive for diversity and our efforts toward wider, more effective outreach.

How CRT works: Your name, location and contact information, along with the culture(s) and/or language(s) you are offering to assist in (with your supervisor's O.K.) will be posted on the ANR Affirmative Action webpage. Then other ANR employees who need help in the language or culture of your expertise would contact you for help.

If you'd like to serve UC ANR in this role, please send in your name, location, contact info and the culture(s) and/or language(s) you have fluency in to David White dewwhite@ucdavis.edu no later than August 10!

David White
Principal Analyst
ANR AA Office



Equal Opportunity (EO) Advisory Committee

ANR has re-formed the Equal Opportunity Advisory Committee. Many thanks to all of you who self-nominated. So many people wanted to serve on the committee that it was encouraging, indeed, to see such enthusiasm for diversity and inclusion displayed within the workforce. Bill Frost, Associate Director of Cooperative Extension, made the appointments of the present EO Advisory Committee members:

Mary Lu Arpaia – UC Riverside, Extension Specialist
Mary Blackburn – Alameda County, NFCS Advisor
Jane Chin Young – Marin County, 4-H Youth Advisor
Jose De Soto – Ventura County, Hanson Trust Dir.
Deborah Girard – Humboldt County, Farm/Community Development Advisor
Shermain Hardesty – Small Farms, Academic Coordinator
Donald Hodel – Los Angeles County, Environmental Hort. Advisor
Nikki Humphreys – BOC, Associate Dir.
LaToya Jackson – ANR Staff Personnel Unit, Analyst
Ramiro Lobo – San Diego County, Small Farms Advisor
Anne Schellman – Stanislaus County, FSNEP Prog Rep III
Laura Tourte – Santa Cruz County, County Director & Farm Advisor

