

For information regarding [ANR Staff Personnel](#) visit our webpage!
For Affirmative Action Here & Now, see page 3.

Is my UC Retirement Effected by the Governor's Pension Reform Plan?

A

As you may be aware, California Gov. Jerry Brown and Democratic leaders recently announced a pension reform plan. This plan does not affect UC employees. To read more from UCOP click here:

<http://atyourservice.ucop.edu/news/general/1208-ca-pension-information.html>

Linda Marie Manton
Executive Director
ANR Staff Personnel

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

Travel Time for Non-Exempt Staff

A

When employees need to travel out of town for work, the time it takes to get to the location may or may not count as time worked depending on what day and time the employee is traveling. Please refer to the applicable [contract](#) or Personnel Policies for Staff Members (PPSM) for the Hours of Work, Travel Time section for that employee.

The following is the PPSM policy in regards to travel time for non-exempt staff who are not represented by a union:

PPSM, Article 31, #4 – Hours of Work, Travel Time

Assigned travel during an employee's regular working hours on work days is counted as time worked. Travel time between home and the work place is not time worked. Travel that keeps an employee away from home overnight and that occurs outside the employee's normal working hours is not considered as hours of work. However, travel that does not keep an employee away from home overnight is considered as hours worked, as is travel that occurs during the hours an employee normally works when the travel occurs on the employee's days off.

To ensure employees are provided the most accurate information, if you have any questions on travel time and whether the travel would count as time worked, please email the e-service center at anrstaff-personnel@ucanr.edu.

Patricia Serviss
Personnel Analyst

Personnel Change Requests

C, R, D

In order to streamline requests for Classification Review (aka, reclassification), Equity, Stipends, and changes in funding percent time/source, please utilize the following form for the Staff Personnel Unit:

[Personnel Change Request Form.](#)

The new form allows room for justification, signatures from appropriate statewide authorities and can now be signed and submitted all electronically.

For those of you under a statewide program, our new process requires approval from the statewide director before moving forward on any requests. Please feel free to contact the SPU with any questions at anrstaffpersonnel@ucanr.edu.

Bethanie Brown
Personnel Analyst

CATS Version 2.0

C

We are pleased and very excited to announce CATS 2.0 is coming. It will be a new and improved version of the Classification Applicant Tracking System we have been using over the last few years. This update allows us to make much needed changes, and gives us an opportunity to take some of your suggestions and implement them.

We expect the new system will be in place at or near the end of 2012 at which time we will begin training. More information is coming soon. If you have any questions about the new system, please feel free to contact me at bhobart@ucanr.edu.

Bethanie Brown
Personnel Analyst

Employee Departmental Files

A

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@ucanr.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

Native American Outreach in Humboldt: A Great Beginning

Deborah Giraud, Farm & Community / Economic Development Advisor in Humboldt County, has secured grant funding for an innovative collection of programs serving the Native American population in Humboldt. It's quite inspiring, so let's read what is going on in Humboldt:

The Native American communities in Humboldt County have been served sporadically by Farm/Forestry, 4-H and Nutrition Advisors over the 100 years that this Extension office has operated. This year a new grant funded project written by Deborah Giraud was partially funded (third time submitted; the original proposal was to hire two full time Program Representatives). The Federally Recognized Tribes Extension Program (FRTEP) is a concerted effort to provide extension services to Native Americans; 36 programs are located throughout the nation on many reservations. Humboldt County has the only program in California. Deborah has been able to hire a part time PR to help the Advisors conduct the programs. Holly Hensher is a talented member of the Karuk tribe. She has been instrumental in bridging the cultural worlds: Native American and the UCCE system. Deborah was fortunate to have an intern, Jonathan Mears, who worked from October to March and recently had a Chico State Ag business major, Jared Deltherage, walk in asking for an internship! Jared is working with a beginning farmer to develop business plans for his two fledging enterprises. The program is reaching out to four tribes, first discussing their needs and what they want Extension to provide while working collaboratively to develop programs.

The first year has been one of making contacts and beginning programs that contain both 4-H and sustainable agriculture goals. Community gardens in Hoopa, Klamath and Table Bluff have been supported with educational materials and horticultural advice. A poultry workshop was popular as people want to become self sufficient in our isolated area. The isolated small grocery stores have very high costs and families make a 3-4 hour roundtrip monthly to Eureka to shop at Costco and do other errands, enduring gas expenses of \$100 or more (\$4.40/gal!). A canning workshop was held in Hoopa for participants at the diabetes clinic. Young adults want to learn food preservation and can their own smoked fish, jams and vegetables just like their

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"Being Hmong Means Being Free" – New DVD

This new DVD, produced by Wisconsin Public Television, is an excellent quality examination of Hmong culture – both their historical traditions and their cultural "adjustments" and interactions with their new home in the United States. Chiefly narrated by a young Hmong high school girl born and raised in the United States who speaks excellent English, but whose father can only converse in Hmong, she gives voice to the trials of the Hmong old and young in adapting to a new country while trying to maintain their native culture and identities.

One short but nevertheless rather shocking scene involves animal sacrifice and shows a cow meeting its end for a traditional Hmong ceremony. While our high school narrator admits matter-of-factly that animal sacrifice is illegal in the United States, she never explains how the fellow with the sledge hammer dispatches the cow without any consequence. One is left with an impression, at least, that this ceremony requiring a cow is not celebrated often. While the DVD illustrates many other traditional Hmong practices involving marriage, funerals and the etiquette between generations, it also shows instances of gross harassment and bullying and how the White and Hmong community have reacted.

While the DVD also shows that many Hmong in Wisconsin have adopted Christianity, there are plenty of scenes of traditional shamanistic practices still performed and closely tied to the ancient beliefs of a mountain people that the Hmong were in their

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Native American Outreach in Humboldt: A Great Beginning – cont.

grandmothers use to do. Access to indigenous foods and basket weaving materials are important issues. UCCE foresters work with tribal foresters on Sudden Oak Death programs; tribal lands are adjacent to infested sites. An example of an innovative youth outreach effort is the programming that was provided to two schools. Deborah taught sustainable food systems, encouraged the teacher to revive the greenhouse project and scheduled weekly guest speakers who shared their educational paths and careers with the students. The natural resource class was targeted as there are many local professionals in those fields, and there are opportunities for students to serve their tribes in these areas; vo-tech, AA and BS degrees will be especially necessary in the future. (The natural resource class is the alternative to college prep biology, and these students are not top of their class; the goals include wanting to give them a more positive outlook on their future.) In March, Deborah took seven students on a college tour to nine campuses, and was fortunate to have along a County of Education career/school counselor. This five day trip was funded by the grant and was a great success. All the students and adults were enrolled in 4-H. (FYI it cost \$2,000, and would have been much more without the many 4-H/UCCE contacts who let them sleep on the floor of their auditoriums!) The plan is to repeat this trip in March 2013, perhaps to Oregon.

Holly has been assisting the 4-H club in Hoopa and is trying to get one started in Klamath. A large event was planned with the horse project youth and the community was invited. This was the first of its kind and had excellent feedback, with requests for another to be held soon. Indian rodeo and horse packing are popular with youth and the community. None of the kids own helmets which is a strict rule in 4-H; donations are being sought before it can continue. A community food assessment is underway, which may help obtain more funding. Many other activities have occurred this year; the challenges are to find additional funding and to implement an evaluation component. Half-time staff is far from ideal to reach program goals. UC Berkeley specialist Christy Getz and Jennifer Sowerwine have recently been successful with two additional grants to serve minority and beginning farmers, and develop food security plans which will dovetail well. The staff is appreciative of visiting farm advisor, Steve Orloff, who presented a hay workshop. **Deborah welcomes any advisors who would like to visit and provide short programs. Come on up to the Redwood Country!**

Being Hmong Means Being Free – cont.

native home of Laos.

Also enlightening is the discussion of difficulties of young Hmong growing up in the United States and coping with the often conflicting demands of two very different cultures.

Sixty minutes in length, it is a moving portrayal of a people displaced and trying to make the best of things in a society foreign and strange.

This DVD comes with a seventy page Teacher's Guide.

Check it out along with the other materials available at: http://ucanr.org/sites/anrstaff/Diversity/Affirmative_Action/Resources/

Remember the Cultural Resource Team?

The ANR Cultural Resource Team, or CRT, is in the process of re-forming and we're looking for some more volunteers! ANR is seeking academic or staff employees to self-nominate and become members of the new CRT. There are no meetings to attend. The CRT will be a group of ANR employees who are willing, in practical ways, to help ANR in our drive for diversity and wider outreach. For example: are you fluent in a second language? and/or could you help a non-native navigate in a minority culture that you, yourself, have lived in or have a great deal of experience in? Then we hope you'll consider nominating yourself for the CRT.

Your name and contact information, along with the culture(s) and/or language(s) you are offering to assist with (with your supervisor's O.K.) will be posted on the ANR Affirmative Action website. This will permit other ANR employees to seek your assistance in the area of your expertise. You may help translate a meeting announcement or give etiquette tips for another culture. The goal? Increase ANR employees' cultural sensitivity.

If you'd like to serve UC ANR in this role, please send in your name, contact info and the culture(s) and/or language(s) you have fluency in to David White de-white@ucanr.edu no later than October 12!



David White, Principal Analyst AA
ANR AA Office