

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

University Guidelines on Recruitments Through Use of Social Networks

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Effective October 1, 2012 University of California has implemented new guidelines regarding the use of social networks for recruiting prospective UC staff employees. ANR Staff Personnel Unit is responsible for assuring that the guidelines are followed for ANR recruitments. Therefore, the SPU asks before any ANR position is posted on a social network site (such as LinkedIn, Facebook, Twitter, MySpace, Craigslist) that you contact the SPU at anrstaffpersonnel@ucanr.edu. The UC guidelines can be found at:
<http://policy.ucop.edu/doc/4000582/SocialMediaRecruiting>

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

Work Environment Assessment

C, D, R

The Division of Agriculture and Natural Resources (ANR) is participating with the rest of the UC system in conducting a survey to gather a wide variety of data related to workplace environments and work-life issues. The data will be used to learn how ANR employees- including county-paid ANR employees – feel about their work environment and how leadership can help to ensure it is welcoming, inclusive, safe and comfortable. ANR employee's input will guide an action plan specifically designed to improve work environment issues currently facing ANR employees. We want to know about your experiences, and what we can do to make them better. **Your voice matters.** The confidential survey will be open for ANR from October 29th through November 16th.

Everyone who submits a completed survey will be entered into a system-wide drawing for prizes:

- Two \$5,000 research grants for academics
- Five \$2,000 staff development grants
- Two iPads per location – for ANR we are in a “location” pool with the Office of the President for the iPads.
- In addition, ANR will **add another TWO iPads** to the pool for ANR ONLY, once the response rate to the survey passes **60%**.

For detailed information, please visit the [UC ANR Work Environment Assessment](#) project web site.

Bethanie Brown
Personnel Analyst

PPSM 21 Appointment

C, D, R

University of California has revised PPSM 21: Appointment (for staff employees) effective October 1, 2012. The appointment policy has been revised to provide consistency between University policy and the passage of Assembly Bill 22, which specifies that credit background checks may be conducted depending upon the nature of the position. ANR normally does not have positions that would require a credit background check. Any such request would need to be discussed and approved by SPU prior to including the request in your recruitment process. If you have questions regarding this policy revision, please contact the anrstaffpersonnel@ucanr.edu. The revised policy can be found at: <http://policy.ucop.edu/doc/4010394/PPSM-21>.

Linda Marie Manton
Executive Director
ANR Staff Personnel

Vacation Leave Accrual

The accrual of vacation leave is based on the type of appointment, years of qualifying service and hours on pay status. Once an employee reaches the maximum vacation accrual, no additional vacation leave will accrue until the employee's vacation leave balance falls below the maximum.

If you have questions, please contact me at 530-754-8513.

Patricia Serviss
Personnel Analyst

Leave Management—Work Contingency Plan

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A work contingency plan is necessary when an employee is going to be on an extended leave and whose duties will still need to be fulfilled while the employee is out. The plan will set out what duties will be done by who and what types of work may be temporarily reassigned while the employee is on an extended absence. In the event that you are faced with an employee being on an extended leave, please utilize this template to create a [Work Contingency Plan](#). Our analysts are also available to discuss any planning assistance you may need.

Bethanie Brown
Personnel Analyst

My Employee Has Returned From A Medical Leave—Now What?

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When an employee is returning to work after an extended medical leave, regardless of the nature of that leave, the transition warrants careful planning and support from the workplace. Your role as the employee's manager and supervisor is an especially important one. This brief FAQ article is intended to provide some important bullet points that you need to remind yourself to guide you through that process.

We begin with general considerations for all leaves of absence and present some special concerns for different types of return to work requests.

- Consult with your Human Resources department prior to the return.
- Discuss your role in the transition, the employee's legal rights, and any benefits or resources available to them.
- Be aware of confidentiality concerns.
- Do not reveal private information to other employees.
- Have a back-to-work conference.
- Ask about any needs and concerns they may have about the transition.
- Consider a transition period.
- Be alert and sensitive to co-worker's attitudes.
- Offer lots of positive reinforcement.
- Monitor work performance.
- Provide extra support and structure.

An employee may have special requests when they return from leave. An example is when an employee has physical limitations or a lot to learn or adjust to after a prolonged absence. You will want to convey an attitude of confidence in your returning employee's ability to succeed in their work. At the same time, you must also monitor their performance to make sure they are able meet their job expectations. If a returning employee is not meeting performance standards after a reasonable time, it is your job to intervene. Focus on their performance, not on the nature of their recent leave.

As you can see managing an employee's return to work involves a number of considerations for which you should take advantage of the ANR HR resources available to you by contacting the anrstaffpersonnel@ucanr.edu.

Robert Martinez
Human Resources Coordinator

Outreach Success Story Number 3

Extension Outreach - What works, What doesn't

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Introduction

California Small Farms

Each Ag Census reports significantly fewer farms in California and the U.S. This isn't always the case with small farms. In 1964, there were 73,809 small farms in California compared to 67,327 in 2002 and 68,420 in 2007. Approximately 85% of all farms in California are classified as small farms (grossing less than \$250,000).

Fresno County Small Farms

- * 4,738 farms are classified as small farms
- * Almost half are minority operated
 - Hispanics make up about 54%
 - Asians make up about 40%

Fresno has approximately 1,300 Asian immigrant farmers from Laos/Thailand. One group alone, the Hmong, make up 62% of the Asian farms. They have been immigrating to California since 1975. About 15,000 more Hmong refugees came to the U.S. in 2005 from a Buddhist camp in Thailand.

1. Objectives

- To evaluate different methods of outreach and determine the advantages and disadvantages for each, with respect to different groups.
- To evaluate "enhancers" or measures that can make a particular form of outreach more efficient or advantageous.
- To compare outreach methods for the different ethnic groups and what might work better for certain groups.

2. Methods & Activities

a. One-on-one Farm Visits

- Very good, the most effective
- Not very efficient



Hmong U.S. assistant giving advice to Hmong farmer

b. Ethnic Radio - Television

- Very effective, very efficient - especially if there are only 1-2 stations in the community
- Radio is less expensive than television \$4,300/yr
- Suggestion: Have a person broadcast in specific language of the listeners AND have a regularly scheduled broadcast



Farmers include UC Small Farm Center, USDA-FSA, USDA-RMA. Program for 1 year costs \$2,000 (plus 3 years) - for 26, half-hour broadcasts

c. Walk-in Office Visits, Telephone

- Very necessary to maintain contact with clientele
- Message machine should be in several languages

2. Methods & Activities (con't)

d. Group Meetings

- If translating, best to have separate meetings for different groups, otherwise the meeting is too long
- If at all possible, conduct the meeting entirely in clientele language without having to translate



e. Written Materials, Handouts

- These work best with CBO supervisors or train the trainer programs
- Suggestion: If they are used they should be short, and with pictures
- Know the clientele - education level, reading capabilities

f. Conduct Research Trials on their Farm

- Helps in the information adoption process

g. Offer Gadgets, Gizmos, & Attention Getters

- free soil tests (ph, salt)
- free pest diagnosis
- free hands lenses (80¢ each)
- free nitrogen 'quick' tests



h. Audio or Video Cassettes, DVD's

- Very useful for clientele unable to read. Seeing and hearing are very effective tools
- Video cassettes can be quite expensive ~\$10,000

i. Partnerships



3. Results

Many extension outreach techniques are used to disseminate information to small farmers. Which methodology is used may vary from group to group depending on ethnicities, available media in the area, resources available to the communicator, and recipient characteristics (age, gender, education).

Employing a Hmong assistant has contributed immensely to the success of the small farm program for Asians in Fresno County, California. Besides helping to establish trust with the community and being fluent in their languages, he makes numerous trips out to their farms with the farm advisor to assist them with problems.

Radio has been the most efficient method utilized by UC Cooperative Extension for 'Hmong' small farmers. Developing partnerships with USDA-FSA and USDA-RMA for the radio broadcasts has contributed to the diversity in topics and resulted in greater visibility for all of the organizations and additional benefits to farmers.

4. Summary

- Hiring someone from their community and fluent in their language is a great asset. Highly recommended!!
- Have consistency of programs and be in it for the long haul. Immigrant and minority farmers see a lot of short-term projects (one year or less) and begin to wonder if the project is more for the sponsor.
- Gain the trust of the group by doing 1 & 2 above and also getting involved in some of their activities, i.e., Hmong new year booths or displays.
- Respect their culture and customs. (It is important to know the clan leaders, if there are any.)
- Make an attempt to learn some words/phrases in their language.
- Develop partnerships with CBO's, government agencies, colleges, etc.

5. References

- National Agriculture Statistics Service. 2009. California agriculture statistics 2007. Sacramento, CA. 568 pages. www.nass.usda.gov.
- Fadiman, A. 1997. The spirit catches you and you fall down. Doubleday Press, New York.

