

The UC 4-H Handbook is available at
<http://4h.ucanr.edu/administration/policies>

The UC Master Gardeners Administrative Handbook is available at
http://ucanr.edu/sites/anrstaff/Administration/Business_Operations/Controller/Administrative_Policies_-_Business_Contracts/Policy_and_administrative_handbooks/Master_Gardener_Program_Administrative_Handbook/

The UC Master Food Preserver Program Administrative Handbook is available at
<http://mfpc.ucanr.edu/Resources/Volunteers>

For more information contact:

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University of California Agriculture and Natural Resources

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University of California Agriculture and Natural Resources

What you need
to know as a

UC
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Thank You
Mahalo
Kiitos
Toda
Grazie
Thanks
Gracias
Merci

Policies and Procedures presented by
UC ANR Affirmative Action Office



VOLUNTEERS and UC ANR Policies and Procedures

First of all, thank you for volunteering to work in a UC Division of Agriculture & Natural Resources (ANR) program! Thanks to volunteers like yourself, it is possible for UC ANR Cooperative Extension (UCCE) programs such as 4-H, Master Gardeners, Master Food Preservers, and Nutrition Education to reach and help even more people. Being a volunteer indicates the seriousness of your commitment to helping those in your community and in furthering the goals of UC ANR.



Complying with UC ANR Policies and Procedures

You are a Formal ANR Volunteer when you have been oriented, trained and certified as part of an organized ANR Volunteer Program designed to achieve specific programmatic objectives, i.e. 4-H, Master Gardener, Master Food Preserver, etc. As a Formal ANR Volunteer, you receive certain benefits, such as being provided general liability insurance under the University's self insurance program, and representation in legal matters for actions that may occur while you are acting in the course and scope of your duties as a formal volunteer; plus secondary automobile liability if you drive in the course of your volunteer duties. **(For more information on volunteer benefits see <http://ucanr.edu/risk>.)** In addition to benefits, you are asked to accept some duties, such as complying with UC ANR policies and procedures in regard to nondiscrimination, harassment and other related matters of law and University policy.



In the next column is a summary list of some of these policies with web links for more detailed information.

Child Abuse & Neglect Reporting Act (CANRA)

Although you are not an employee of the University, all members of the University community (including volunteers) who observe, have actual knowledge of, or reasonably suspect child abuse or neglect at a University facility are encouraged to report it to child protection or law enforcement agencies and University officials. UC ANR employees who are identified as Mandated Reporters are required to report child abuse or neglect to child protection or law enforcement agencies and University officials. Reporting options and additional information are available at <http://ucanr.edu/sites/CANRA/>.



Complying with UC ANR's Nondiscrimination Policy

Volunteers must follow the UC Nondiscrimination guidelines, just as if they were paid UC employees. The University is committed to making sure that all programs designed to benefit the general public are made available to everyone without regard to race, gender, national origin, religion, or sexual orientation, for instance. The USDA also requires that UC maintain certain records and other documentation that demonstrates that UC is taking steps to assure that programs using federal funds (such as Cooperative Extension) do not discriminate.

The UC ANR Administrative Handbook states that as a volunteer you should receive training that explains UC policies applicable to the program you have volunteered for. If you have any questions about UC policy or the training you received, you should ask the person coordinating your program or your County Director. This nondiscrimination policy extends to prohibiting sexual harassment. The complete UC ANR Nondiscrimination Policy can be found at: <http://ucanr.edu/sites/anrstaff/files/215244.pdf>



Sexual Violence/ Sexual Harassment Prevention Policies

Also, as a UC ANR volunteer, you need to be aware of UC's Sexual Violence/Sexual Harassment Prevention Policies. The University of California is committed to creating and maintaining a community where all individuals who participate in University programs and activities can work and learn together in an atmosphere free of sexual violence, sexual harassment, exploitation, or intimidation. If you would like to read the complete policy, it can be found at: <http://policy.ucop.edu/doc/4000385/SVSH>.

The definitions for sexual violence and sexual harassment, among others, can be found in the link given above. If, you, as a volunteer, are ever a victim of sexual assault, sexual harassment, dating violence, domestic violence, or stalking, please report it to your Program Advisor or your County Director. Any member of the UC ANR community may also report conduct that may constitute sexual violence, sexual harassment, retaliation and other prohibited behavior by contacting the UC ANR Title IX Officer (see back panel of this brochure) or by visiting UC ANR's Discrimination, Sexual Harassment and Sexual Assault website at http://ucanr.edu/sites/DiscriminationSexual_Violence/



In Closing



This pamphlet is to supplement the materials you've been given as a UC ANR Formal Volunteer regarding UC policies applicable to the program you have volunteered for. If you have any questions, feel free to contact your Program Manager or County Director. You are also encouraged to call the ANR Affirmative Action Office with questions at 530-750-1286.

Links to available program handbooks are given on the back of this brochure.