

May 15, 2015

For information regarding [ANR Staff Personnel](#) and [ANR Academic Personnel](#) visit our webpages!

Updating Your Benefits

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[UPAY Form 850](#) – Enrollment, Change, Cancellation, or Opt Out – Employees ONLY Health and Welfare Plans:

This UC form is expressly designed to initiate or make changes to health and welfare plans. The employee must follow all instructions on page one (1) of the seven (7) page form. Always complete Section 1 Personal Information and Section 8 Signature. Complete other sections as they relate to your desired action. Contact the ANR Staff or Academic Personnel Unit if you are unsure how or what to complete on the form. When completed and signed, scan as a PDF file and e-mail to Terri Garcia in the UC Davis Campus Benefits office – tjgarcia@ucdavis.edu. Depending upon the desired action you indicate, analyst Garcia may correspond with you. Complete any form(s) or follow her instructions immediately so as not to delay the effects of the intended action. If you receive instructions to complete the online Statement of Health form which may be required if you wish to decrease your waiting period or increase your coverage level, it must be completed by you and your Health Care Professional and submitted by you immediately. When your changes are approved, you must submit the Approval Letter to Garcia within 31 days of the approval letter date for the enrollment or change to be completed. Please contact the ANR Staff or Academic Personnel Unit with questions.

Karen Ellsworth
Human Resources Analyst, Academic Personnel Unit

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

Changes in Conditions of Employment

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When changes are made to the working environment affecting employees, information must be provided to the representative unions. Inform your employees about those changes as early as possible. When changes are reasonably certain, it is time to send "Notice" to the unions involved.

Notice is a requirement by employment case law and the collective bargaining agreement (contract) to notify the union(s) of substantial changes in terms and conditions of employment. The union or non-exclusively represented employee is given the opportunity to comment before the change is implemented.

Case law issued by the Public Employee Relations Board (PERB) of the State of California also creates the obligation to notice. For classifications not represented by an exclusive representative, those covered by Personnel Policies for Staff (PPSM), PERB obligates the University to provide notice directly to the employee. The ANR Employee and Labor Relations (ELR) Office issues notices based on the nature of the obligation, and on the information provided by the department. The [Notice of Intent to Change Conditions of Employment](#) form has been developed to assist you in offering information about your proposed change.

In some cases, whether or not to provide notice is outlined in the contract. One way to find out whether notice is needed is to look up the action you are proposing in the contract or contact ANR ELR. For example, the AFSCME contract provides specific time constraints for issuing Work Rules, or establishing an Alternate Work Schedule. Some actions don't call for notice; a change of assignment within a classification or a change of supervisors are two examples. Employees don't have a right to always perform the same set of duties within their classification, nor do they have a right to the same supervisor forever.

The lead-time for notice depends on the action and the review period specified in the contract. Be sure to build in time for meetings and other discussions with the union(s). A frequent mistake is only allowing the minimum review period; say 30 calendar days, before the proposed action implementation date. If the union responds to the notice on the 29th day, you will most likely miss your target date. It is appropriate to have the notice period expire a week or two before your proposed implementation date.

Robert Martinez
Employee and Labor Relations Manager

ANR Job Opportunities

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Did you know that ANR has its own employment website? We no longer post our jobs on the UC Davis Website. For job opportunities within our organization please visit our employment website at: <http://ucanr.edu/Jobs/>

The Employment Opportunities link is located on the left hand side of the webpage. Listed first are the academic recruitments, and below are the staff recruitments.

In addition to posting on our website, we are also posting on Twitter. www.twitter.com. Type "UC Agricultural and Natural Resources" in the search box.

Tina Perez
HR Analyst, Staff Personnel Unit

Timesheet Reminders

C, D,R

	Submit:	Approval:
Biweekly Employees:	5/23/15	5/26/15
	6/6/15	6/8/15
Monthly Employees:	6/3/15	6/10/15

Contributed by Ann Pohl
Payroll/Personnel Assistant

Call for Contributors

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Do you have a suggestion for an article or would like to contribute one you've written? Please submit special request to ANRStaffPersonnel@ucanr.edu. Each request will be considered and you'll be notified following review.

HR Spotlight – Tameka Primm

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What do you do for the HR unit and how long have you worked for ANR?

A majority of my workload involves classification, compensation, and data reporting. I've been with ANR for a little over two years now.

What's the most interesting job you've ever had?

I worked as a credit analyst in college – that was a cool job, I learned a lot about how credit works.

What recipe(s) are you known for?

Lasagna and Macaroni & Cheese

Favorite place to hike or picnic?

Pena Adobe hike (Vacaville) is great. We go almost every weekend.

Name something on your bucket list? **Zipline**

What is the best vacation you've been on?

Negril, Jamaica with a huge group of family and friends. Had a great time but five days isn't long enough!

If you could add an hour each day, what would you do?

These dayscatch up on sleep. And I always could use more time having fun with my kids.

Give us a water-saving tip. **Take shorter showers – one song only!**

