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| For information regarding [ANR Staff Personnel](http://ucanr.org/sites/anrstaff/Administration/Business_Operations/Staff_Personnel/) visit our webpage! |
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| **New Patent Acknowledgement Form** |

**A** Effective November 1, 2011, UC has put into place a new version of the Patent Acknowledgement Form that is signed upon employment by all employees.  Please do not use any old forms that you might have on hand as the new form will be provided in the hire packets by the SPU, APU or BOC.  We ask that you destroy all old Patent Acknowledgement Forms.  If you have questions regarding the new form please send them to anrstaffpersonnel@ucdavis.edu. Linda Marie Manton Executive Director |

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| **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 |
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| **Employee Non-Cash Awards** |

**A** The SPU often receive inquiries from ANR supervisors on how to recognize outstanding UC staff employees whose work exceeds beyond what is expected of them in their job duties.University policy permits supervisors to recognize these outstanding individuals through the Employee Non-Cash Awards Opportunity.  Bulletin Number G-41 explains the UC Policy on employee non-cash awards and can be found at <http://www.ucop.edu/ucophome/policies/bfb/g41.pdf>.    This link also provides the gift policy regarding employee retirement gifts.  Employee non-cash awards are to be funded by the unit’s own resources.All awards must be approved in advance by the unit head.  If you have additional questions about the policy please contact BOC Director at Cherie McDougald at cmcdougald@ucdavis.edu or BOC Associate Director at Nikki Humphreys at nrhumphreys@ucdavis.edu.Linda Marie Manton Executive Director |
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| **When an Employee Requests Leave** |

**A** **SUPERVISORS**: PRIOR TO making your decision about employee leave requests, we STRONGLY encourage you to contact the SPU to receive complete instructions from us about applicable policy, procedure, labor agreements, etc. <http://ucanr.org/sites/anrstaff/Administration/Business_Operations/Staff_Personnel/>***Applicable Policy for leaves are at the following links:***UC Davis policies and links to collective bargaining: (for REC and Davis-based Units) <http://www.hr.ucdavis.edu/policies> PPSM 2.210 (Absence from Work policy, §41, 42, 43, 45 etc.)  System wide Policies: (for County-based Units)<http://atyourservice.ucop.edu/employees/policies_employee_labor_relations/index.html>Collective Bargaining Agreements At Your Service Online: (for everyone’s use) <http://atyourservice.ucop.edu/employees/policies_employee_labor_relations/collective_bargaining_agreements.html>While not all leave must be granted, it is unacceptable per UC Policy and Labor Agreements to unreasonably deny leave requests. Keep in mind that some leave requests, such as for Military Leave or Family Medical Leave, have date-certain time periods leaving a supervisor with little to no discretion as to approving or denying the leave request.Karen EllsworthPersonnel Analyst |
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| **Salary Scale Website** |

**A** The UC Title Code System (TCS) website is a tool you may find useful when preparing budgets and requesting salary data for employees.  The system has all of the title codes the University of California uses, and it lists the title codes by University.  Since each County/REC or Davis based unit may use different UC locations for their represented (union) salary scales, this website will most definitely come in handy.  Steps:1. Use the link here to access the Title Code System website: <https://sse.ucop.edu/tcs/jsp/nonAcademicTitlesSearch.htm>
2. Start the search by entering a title code or a title, and clicking search.  This will bring you to a new page with a list of UC locations.
3. Select the location appropriate to your County/REC or Davis based unit. This will bring you to a new page with the salary scale and general position information.

Note:  For selecting the UCOP rate (for non-represented employees), use LA, sub location **OP**.  If you still have questions on what UC or OP scale you should be using, contact the SPU.Bethanie Brown Personnel Analyst |

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| **Employment Verification** |

**C D R**Employees may print their own employment verification as long as they are still employed with the University of California by going to At Your Service Online <https://atyourserviceonline.ucop.edu/ayso/>. A step by step guide is available for an employee to print his or her own employment verification at this link: <http://pps.ucdavis.edu/1Min/empverification/index.cfm>.For employment verification of employees who are no longer employed with the University, requests must be submitted to the UC Davis payroll offices. The UC ANR contact is Ruby Sandoval, rjsandoval@ucdavis.edu, 530-757-8944. She is responsible for receiving requests from various sources and agencies and responding with verification based on official payroll records. Jamie BantaPersonnel Analyst |