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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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| **December Closure Days** |

**A**With the December closure days fast approaching, we wanted to remind you that in the event an employee has not accumulated a sufficient amount of vacation time before December to cover the closure days, arrangements may be made to allow those individuals to borrow against future vacation time to cover the closure days. Please work with your supervisor or director to arrange the details.Jamie BantaPersonnel Analyst |

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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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| **Calculating Costs to Hire (Pay Rates/Benefits)** |

**A**While you are calculating your budget please feel free to access these contacts and links to assist you in determining how much it will cost your accounts to hire someone. The two costs that feed into an employee include pay rate and benefits rate. **Title Code System website:** <https://sse.ucop.edu/tcs/jsp/nonAcademicTitlesSearch.htm>(Be sure to look for the current salary scale and the appropriate campus salary scale based on your location. Please be sure to contact the Staff Personnel Unit for the appropriate scale which will vary dependent on location and representation.)**Composite Benefit Rates:** [http://ucanr.org/sites/anrstaff/Administration/Business\_Services/Contracts\_&\_Grants/Composite\_Benefit\_Rates/](http://ucanr.org/sites/anrstaff/Administration/Business_Services/Contracts_%26_Grants/Composite_Benefit_Rates/)  (Be sure to use the appropriate fiscal year rate based on the period of employment for which you are projecting costs.)For guidance in calculations and costs please be sure to contact [Business Operations Center at Kearney](http://ucanr.org/sites/anrstaff/Administration/Business_Operations/Business_Operations_Center_-_Kearney/) for the county offices and [Business Operations Center at Davis](http://ucanr.org/sites/anrstaff/Administration/Business_Operations/Business_Operations_Center_-_Davis_476/) for units located on campus. Research and Extension Centers should continue to work with their previous contacts.For assistance determining appointment type, percent time, duration, title codes, and applicable salary scale, contact Staff Personnel Unit at ANRStaffPersonnel@ucdavis.edu.Jamie BantaPersonnel Analyst |
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| **Waiver of Recruitment/Identified Candidate** |

**A**The Staff Personnel Unit (SPU) has designed a new form making it easier to assist in determining whether a recruitment for an open position is necessary in regard to Identified Candidate requests: <http://ucanr.org/sites/anrstaff/files/131424.xlsx>  In general, the rule is: if it is career or if the position will last for longer than a year a recruitment will be required, however, the above form will give you a more detailed explanation.  On the bottom portion of the form, we ask that you answer a few questions in order to assist us in the approval process.  Please note, even when a waiver of recruitment/identified candidate is approved, the position will still need to be uploaded into the Classification Applicant Tracking System (CATS) and the applicant will still need to apply, in full, directly to the position.  As is always the case, if you have any questions or need further information please contact the SPU.Bethanie Brown Personnel Analyst |

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| **Fingerprinting for Background Checks** |

**A**UC ANR has set up a central account to which all fingerprinting costs may be charged. The account number is as follows L-FNGPRNT. When you have an employee who needs a background check, please proceed using standard processes, and remember to use this account number.Jamie BantaPersonnel Analyst

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| **Limited Term Appointments – Probationary Period** |

**A**Limited Term Employees do not have a probationary period.  It is only when they become career that they have to complete a 6 month probationary period.  For time served in a LTA, see specific policies/contract articles to see if credit applies: <http://ucanr.org/sites/anrstaff/files/121719.doc>Tina PerezPersonnel Analyst |
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|  **Standard Workweek** |

**A**From time to time, we get questions about the official UC workweek and how it affects calculations relating to comp time and overtime. The campus standard work week for non-represented employees is Sunday 12:10 am through the following Saturday.  For represented employees, the campus departments would follow the labor agreement language unless a department identified a different work week.   When the campus payroll office receives the time reporting for represented employees, the Payroll system automatically adjusts the workweek as Monday 12:01 am through the following Sunday, regardless of the work week established at a departmentFor example, if an employee named John Smith with an 8-5 Monday – Friday schedule uses 4 hours of sick leave on Tuesday and works 6 additional on Saturday, John is paid straight time up to 40 hours actually worked.  He will be paid straight time for his 4 hours of sick leave. Time actually worked greater than 40 hours is then used at a later date (comp time), or paid as overtime at the time and a half rate aka, premium overtime rate.  This would mean that John would get 2 hours of premium overtime.   Any questions about work week and payment for hours worked should be directed to the Staff Personnel Unit at ANRStaffPersonnel@ucdavis.edu.Karen EllsworthPersonnel Analyst |