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| For information regarding [ANR Staff Personnel](http://ucanr.org/sites/anrstaff/Administration/Business_Operations/Staff_Personnel/) visit our webpage! | | |
| |  | | --- | | **Family Member Eligibility Verification** |   **A**  UC is requiring all faculty, staff and retirees who have enrolled family members  in their medical, dental and/or vision insurance plan to provide documents to  verify their family members are eligible for coverage.  Affected faculty, staff and retirees will receive a packet of information in the U.S. Mail  that includes the names of enrolled family members, a list of the documents that  may be submitted for each person listed and submitted instructions.  Employees will have until **May 17, 2012** to submit the family member verification required documents.  Employees who do not submit documents risk being *de-enrolled* from their UC-sponsored insurance.  Family members found to be ineligible for insurance through the verification process will also be de-enrolled.  If you have questions, please contact Patsy Serviss at 530-754-8513 in the ANR Staff Personnel Unit or at [anrstaffpersonnel@ucdavis.edu](mailto:anrstaffpersonnel@ucdavis.edu).  Patsy Serviss  Personnel Analyst | | |  | | --- | | **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 |
| |  | | --- | | **ANR Compensation Strategies (Part 1 of 3)** |   **C, O, & R**  **Initial Salary Placement**  Initial salary placement is determined separately for each employee based on a variety of factors including: the employee’s prospective title, the salary scale for the title, the location of the position, the prospective employee’s years of experience and the years of service the employee has in comparison to other employees in that title.  The comparisons to other staff members were previously limited to one county or region, however due to the change from regional offices to one central office, ANR is striving for equity across the entire organization and therefore the Staff Personnel Unit is now determining initial salary placement by comparing all employee salaries (in the same title) without regard to county or region.  In order for the SPU to appropriately determine salary, we request a [Hire Above Minimum](http://ucanr.org/sites/anrstaff/files/1104.doc) form with the reason for the request above minimum including: information concerning their education and experience related to the position requirements and any comparisons to individuals in your county in the same classification. We then analyze the information and complete a review of ANR employees throughout the state.  **Reclassification**  Reclassification salaries are determined by where the employee’s current salary, what new duties have been taken on, and the years of service and salary of other employees in the title throughout ANR.  Salary determinations for reclassifications are done similarly to the initial salary placements. The Staff Personnel Unit strives for equity throughout the state, therefore completes a review of salary placement by reviewing the employees current added salary and comparing it to the salaries of all employees in the new classification title in order to calculate the most equitable salary.  In order to request a classification review, please enter the position description into CATS and submit the appropriate funding forms to the [anrstaffpersonnel@ucdavis.edu](mailto:anrstaffpersonnel@ucdavis.edu) e-service center.  Bethanie Brown  Personnel Analyst | | |
| |  | | --- | | **Service Credit Procedure** |   **A**  SPU has been receiving inquiries regarding Employee Service Credit Calculations. We hope you find the following information.   * A service credit report is available and referenced after the 10th of each month.  The report is reviewed by the service award coordinator to confirm the eligibility of employee service milestone. * A spreadsheet is created from the information generated in the report & utilized to create service certificates. The certificates are forwarded for official signature.  Once certificates are signed, the coordinator sends with the appropriate service pin to unit supervisors for distribution. * A spreadsheet is sent to the BOCs as a reference for updating leave codes (if applicable).   If you have question about your Service Credits e-mail [anrstaffpersonnel@ucdavis.edu](mailto:anrstaffpersonnel@ucdavis.edu)    Doris McCarty  Administrative Assistant | |  | | --- | | **E-Service Confidentiality** |   **A**  Occasionally we receive sensitive or brief messages to the e-service center at [anrstaffpersonnel@ucdavis.edu](mailto:anrstaffpersonnel@ucdavis.edu) from clientele who know they need help, and are not certain how much information or detail should be shared at the time of the request.  Please be assured, the e-service center is considered confidential and each message is read thoroughly to determine what parties should receive or have access to the communication. E-service center requests are not shared, or discussed, outside work need. Whenever you are able to, please include the names of the employees associated with your request. This information will help us improve our service to you, be it a labor relations issue, or a routine question regarding policy application.  You may also always feel free to contact any one of the Staff Personnel team to discuss confidential matters. Our contact information can be accessed at this link: <http://ucanr.org/sites/anrstaff/Administration/Business_Operations/Staff_Personnel/>.  Jamie Banta  Personnel Analyst | |
| |  | | --- | | **SPU Staffing Changes** |   **A**  Karen Ellsworth Analyst IV for the ANR Staff Personnel Unit has accepted the Analyst IV position in the ANR Academic Personnel Unit. She will be joining that unit on April 1, 2012. The SPU will greatly miss Karen as an SPU team member. Congratulations Karen on your new appointment.  Bill Frost, Director of the Research and Extension Center System & Associate Director of Cooperative Extension and the Agricultural Experiment Station approved the transfer of Principal Analyst, David White, from the ANR Academic Personnel Unit to the ANR Staff Personnel Unit on April 1, 2012. This action supports UC ANR’s commitments to affirmative action goals and will support the increased operational needs associated with implementing the ANR Affirmative Action Plan. David’s phone number (530-752-8496) and email address [dewhite@ucdavis.edu](mailto:dewhite@ucdavis.edu) will remain the same in the transfer. If you have Affirmative Action (AA) questions or need AA assistance you can send those to David though the SPU e-Service Center at [anrstaffpersonnel@ucdavis.edu](mailto:anrstaffpersonnel@ucdavis.edu). David, welcome to the Staff Personnel Unit.  Linda Marie Manton  Executive Director | | |