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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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| **Exempt VS. Non-Exempt Work Schedule** |

**A** **What is an Exempt employee?** Exempt employees are defined as employees who, based on duties performed and manner of compensation, shall be exempt from the Fair Labor Standards Act (FLSA) minimum wage and overtime provisions. Exempt employees shall be paid an established monthly or annual salary and are expected to fulfill the duties of their positions regardless of hours worked. The normal work week for a full-time employee is considered to be a minimum of forty hours.  Use of vacation and sick leave will be recorded in one-day increments; absences of less than a day **will not** be charged against accrued leave time. Exempt employees are not eligible to receive overtime compensation or compensatory time off.Therefore, if your employee is Exempt then you should not put overtime hours on the timesheet.**What is a Non-exempt employee?** Non-exempt employees are defined as employees who, based on duties performed and manner of compensation, shall be subject to all Fair Labor Standards Act provisions.Non-exempt employees shall be required to account for time worked on an hourly and fractional hourly basis.  For all hours which exceed 40 hours of actual work in a workweek, premium overtime is compensated at the rate of time-and-one-half. Vacation and sick leave and compensatory time use is recorded to the nearest one-quarter hour.  The Fair Labor standards act may be viewed at the link: Department of Labor [www.dol.gov/whd/flsa](http://www.dol.gov/whd/flsa)For questions regarding staff titles please send a message to: ANRStaffPersonel@ucdavis.edu. Patsy ServissPersonnel 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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| **Change In Duties**  |

**C, D & R**If you have an employee who has new or changed duties, please contact the Staff Personnel Unit at anrstaffperssonel@ucdavis.edu and update the position description in the [Classification Applicant Tracking System](https://jobs.ucop.edu/hr) (CATS).  A funding change form, from the BOC, must also be done but is only one step in the process to officially change an employee’s duties.  An update to the position description must also be made when the duties remain the same or similar but the programs change. For instance, if an employee was 100% EFNEP, but will now be 90% EFNEP and 10% CalFresh, you must submit an updated position description and funding approval.Bethanie BrownPersonnel Analyst |
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| **Inappropriate Use Of Social Internet Sites When Hiring**  |

**A**A hot topic amongst hiring managers today is using social internet websites (i.e. Facebook, MySpace, Twitter) in order to screen applicants. As a guideline, social internet websites should not be used during the screening process.  All background investigations on prospective University employees must conform with UC policy. Social internet website investigations do not conform with the following:Non Discrimination in Employment: <http://atyourservice.ucop.edu/employees/policies_employee_labor_relations/personnel_policies/spp12.html>.Social websites contain information about race, gender, ethnicity, sexual orientation, etc. As a hiring authority, it is our responsibility to demonstrate that these criteria will not be used during recruitment.Employment Background Checks: <http://atyourservice.ucop.edu/employees/policies_employee_labor_relations/personnel_policies/spp21.html>.  The University requires job-related background information on final candidates for critical positions.Background investigations may be conducted via established methods and guidelines, such as fingerprinting and reference checks.  In all cases of background investigations, the candidate must be notified if an investigation will take place. Jamie BantaHuman Resources Generalist |

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| **Family Medical Leave - Tips** |

**C, D & R** **Confidentiality**As a reminder, it is imperative that we maintain confidentiality at all times when working with medical situations and [Family Medical Leave](http://www.hr.ucdavis.edu/employee/leave-time-off/Fmla_booklet/new-fmla-kit/).  If a doctor’s note or any medical information is provided to the supervisor, the information should be sent confidentially to the Staff Personnel Unit only.  In the case an employee does not wish to share medical information with the supervisor, the employee can contact the Staff Personnel Unit directly.   The Staff Personnel Unit will not share confidential forms with anyone.**A****Working While on Leave**When an employee is on a designated medical leave with a doctor’s certification, the employee must not return to work until the end of the certified leave, or until they receive a return to work certificate.  It is unlawful for an employer to allow an employee to work during their leave without an updated doctor’s certification.Bethanie BrownPersonnel Analyst |