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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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| **Annual Call for Performance Evaluations** |

**A**The SPU has issued the call for Staff employee performance evaluations for FY 2011-12.  An email notice with performance evaluation instructions was sent to Directors in early June.  For those of you who like to plan ahead, the deadline this year for submitting evaluations is August 13, 2012.  More information on performance evaluation can be found at the Staff Personnel Unit website under the performance and management section:<http://ucanr.org/sites/anrstaff/Administration/Business_Operations/Staff_Personnel/>.\*Oakland-based employees will follow the UCOP guidelines that will be coming out soon.Margaret Leong  Personnel 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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| **ANR Compensation Strategies (Part 2 of 3)** |

**C, D, & R****Merits**Merits are determined system wide based on a variety of factors, including union contracts, UC budgetary concerns and in some cases performance of the employee.  Decisions about within grade salary advancement for members of merit-based pay programs are based primarily on the staff member's performance.  Staff members whose positions have salary step structures are more limited.  Salary limitations can also be placed on a supervisor by union contracts.  The SPU will communicate with the directors of each unit when merits and implementation deadlines have been identified.If there are any questions about a particular employee, please feel free to contact us at anrstaffpersonnel@ucdavis.edu  and we will look into it.**Administrative Stipends**Administrative Stipends are utilized to compensate employees when there is a significant increase in the higher functions of an employee’s position description, on a temporary basis (a permanent change in duties would result in a reclassification).  For instance, if a Staff Research Associate III resigns and you need to reassign some of those duties temporarily to a Staff Research Associate II, it would be appropriate to request the SPU review the position description for a possibility of a stipend.  Stipends requests are reviewed by the SPU for appropriateness of duties, and equity.  Please feel free to contact us at anrstaffpersonnel@ucdavis.edu  to request a stipend for a staff member.Bethanie Brown  Personnel Analyst |
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| **Important Change to Insurance Coverage End Dates at Separation** |

**A**Currently, upon separation from UC employment, health & welfare plan coverage extends through the end of the following month for eligible employees (except for disability, which ends on the last day on pay status).Effective with separations on or after July 1, 2012, coverage will end on the last day of the separation month rather than the last day of the following month. For example, an employee separates effective July 6 – coverage will end effective July 31 (disability coverage will end July 6). If an employee separates July 31 – coverage will end July 31.For separations up to and including June 30, 2012, coverage will still extend to July 31.Certain exceptions may apply for retirements, employee death and layoffs if the employee elects retirement.Some exclusion also apply; for example the benefits program for Post Doc Scholars, Student Health Insurance, and PX and HX units are excluded. You may learn more information about Benefits, or contact the Benefits office at this link: <http://www.hr.ucdavis.edu/benefits/>. Jamie Banta  Personnel 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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| **ANR Staff Personnel Unit in Flux**  |

**A**The Staff Personnel Unit continues to be in flux, we are still not fully staffed and are requesting your assistance and patience during this time.  We are asking that if your unit has a request such as a recruitment or layoff, that extra time be given to our office to process.  We do not have the staff necessary to expedite all requests so please be understanding and give us more time to process.  An analyst will communicate with you the expected timelines for completion when you submit your requests to the anrstaffpersonnel@ucdavis.edu inbox.  Bethanie Brown  Personnel Analyst

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| **ANR Personnel Unit** |

**A**The ANR Staff Personnel Unit is pleased to announce that Bethanie Brown has accepted the Analyst IV position with the Staff Personnel Unit. Bethanie has served as an ANR SPU Analyst II since December 2010 and moved to her new position on May 21, 2012. Bethanie can be reached at 530-752-5864 or bhobart@ucdavis.edu. Congratulations Bethanie.Linda Marie Manton Executive Director |