

For information regarding [ANR Staff Personnel](#) visit our webpage!

**For AffirmativeAction Here & Now, see page 4.**

## ANR Staff Personnel Unit - In Flux

**A**  
 The Staff Personnel Unit continues to be in a state of flux, we are still not fully staffed and are requesting your assistance and patience during this period of time. We are asking that if your unit has a request such as a recruitment or layoff that the necessary time is given to our office to process. We do not have the staff resources to expedite all requests as a priority so please be understanding and give us the normal period of time to process. An analyst will communicate with you the expected timelines for completion when you submit your requests to the [anrstaffpersonnel@ucanr.edu](mailto:anrstaffpersonnel@ucanr.edu) inbox.

Bethanie Brown  
 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

## Salary Setting Guidelines for Recruitment Related Actions

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 The Staff Personnel Unit needs to approve all salaries (even if at minimum) before you make any offer of employment to a selected candidate.

What to consider when you request a salary:

- Consideration should be given to the level of experience in position-related areas that a candidate possesses in relation to placement within the salary range for the classification. For example, salaries at or near the minimum of the range are appropriate for new employees who are in the entry or learning stage of the position. As another example, salary set above the 1<sup>st</sup> quartile is normally to compensate for fully competent trained staff with intermediate level of experience. Salary offers above mid-point of any salary range may be considered but prior to asking for approval you will need to articulate the individual's background experience is above the intermediate or journey level (mid-point) standard for the classification.

Other considerations are:

- How your offer affects internal equity with current employees in similar types of positions.
- Consider the length of time employed in a similar type of position, performing the same type of work and the salary history.
- Salary-setting policies and procedures vary by employee group (CX, RX, TX, SX). When transferring from one bargaining unit to another, the collective bargaining salary provision for the new bargaining unit must apply.

For further information refer to:

[http://ucanr.org/sites/anrstaff/Administration/Business\\_Operations/Staff\\_Personnel/](http://ucanr.org/sites/anrstaff/Administration/Business_Operations/Staff_Personnel/) & scroll down to compensation.

Patsy Serviss  
 Personnel Analyst

## Performance Evaluations for non-Career employees

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SPU has received inquiries about performance evaluations for non-Career employees. All Limited term, Employment Contract, and Per Diem appointment employees should be evaluated if they are expected to work a year or more. If the employment contract states that the employee is eligible for merit consideration, a performance evaluation must be completed. More information about performance evaluation can be found on the Staff Personnel Unit website under the performance and management section:

[http://ucanr.org/sites/anrstaff/Administration/Business Operations/Staff Personnel/](http://ucanr.org/sites/anrstaff/Administration/Business%20Operations/Staff%20Personnel/).

If there are any questions about a particular employee, please contact us at [anrstaffpersonnel@ucanr.edu](mailto:anrstaffpersonnel@ucanr.edu) for assistance.

Margaret Leong  
Principal Personnel Analyst

## Disability Accommodations

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If an employee has a need for temporary accommodations because of a limitation placed on them by a doctor, the SPU is here to help. Whether it be a physical limitation of lifting/bending, a need for special software to assist them with hearing or sight limitations, or anything else we have experience with these situations and strongly recommend you contact us at [anrstaffpersonnel@ucanr.edu](mailto:anrstaffpersonnel@ucanr.edu) immediately in order to ensure compliance with state, federal and local laws.

Bethanie Brown  
Personnel Analyst

## Resignations

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For all resignations from career positions, there must be either (1) a memo from the employee that includes the effective resignation date, or (2) a memo from the supervisor to the employee acknowledging and accepting a verbal resignation confirming the effective date of the resignation.

Bethanie Brown  
Personnel Analyst

## Who Pays My Medical Benefit Contributions While I Am Unable to Work (non workers-Compensation illness/injury)?

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Your UC-sponsored benefits continue as long as you are on pay status (paid leave: sick, vacation, comp time).

UC contributions will continue for your medical, dental, and vision coverage if you are on an approved FML (max 12 weeks).

UC contributions for your medical coverage (not dental or vision) will continue while you are receiving Short-Term Disability benefits (max 6 months).

Overall, You may continue medical coverage for up to two years by arranging in advance to pay the monthly premiums(s) directly to your local Benefits or Payroll Office. You must pay both your and the University's portion of the premium(s) as the UC contributions stop once your Short-Term disability benefits and/or your FML ends.

If you choose not to continue your UC-sponsored coverage, or if you do not pay your premium(s) on time, your coverage will end on the last day of the last month for which premiums or contributions are paid.

If you should have any questions about your benefits, how much your premium costs, how much the University pays towards your premium, and when your coverage will end, you may contact the Benefits office directly at (530) 752-1774.

Staff employees who anticipate needing a leave of absence for medical reasons should consult this link: [http://atyourservice.ucop.edu/forms\\_pubs/categorical/checklists\\_factsheets.html](http://atyourservice.ucop.edu/forms_pubs/categorical/checklists_factsheets.html) to gather more information, checklists, and factsheets.

Jamie Banta  
Human Resources Generalist

## Training

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The Staff Personnel Unit has been hard at work preparing trainings and online tools for all of your HR related needs. Please visit the [Staff Personnel Unit website](#) and look for the Training section near the bottom of the page.

Bethanie Brown  
Personnel Analyst

## Staff Position Request Form (SPR) – Has Been Improved

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In order to ensure prompt and efficient service, we are asking **ALL** hiring units to begin using the newly updated **SPR**. The form has been modified to be filled out, signed and saved electronically to be emailed to approvers, without having to print the document. We must have these filled in and signed electronically whenever possible; the only exception being if you lack the software to do it. If you do lack the software, let us know and we will work with you. Follow these directions to sign a document electronically: [Signing PDFs](#).

Also of note: We have added a **NEW** signature space for statewide director approval which must be completed prior to financial approval for all position requests.

Bethanie Brown  
Personnel Analyst

For information regarding [ANR Affirmative Action](#) visit our webpage!

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Last week the Affirmative Action Office completed a couple more on-site reviews. On Monday, August 13, we visited Alameda County where Lucrecia Farfan-Ramirez is County Director; on Wednesday Sutter/Yuba, where Chris Greer is county director, was reviewed.

While both on-sites were a success, last week's on-site review at Sutter/Yuba was news-worthy for another reason: Mary Blackburn, Family, Consumer Sciences Health & Nutrition Advisor in Alameda County and member of the Equal Opportunity Advisory Committee, was the first member of the Advisory Committee to be trained and help out in conducting an on-site review. Mary helped interview advisors, wrote up her findings and presented them to the Affirmative Action Office where they will become part of the final report for ANR administration. Her assistance was greatly appreciated.

### Alameda

Being headquartered in Alameda, herself, Mary was an interviewee, not an interviewer, when I went to conduct Alameda's On-Site Review on Monday, the 13<sup>th</sup>. But she and (thanks to Lucrecia Farfan-Ramirez, the county director) Alameda as a whole were all well prepared for the On-Site, making my job that much easier. I asked Lucrecia to share something of her perspective regarding the On-Site Review and she reported: "We were waiting with so much anticipation and anxiety for the arrival of the On-Site Review team. We were amazingly surprised with the friendly and informative way in which the Review was conducted. We actually enjoyed having David help us clarify and improve our services to Alameda's diverse clientele."

### Sutter/Yuba

CD Chris Greer of Sutter/Yuba had already seen us back in August of last year when we did an On-Site Review of Colusa County where he is also County Director. He was gracious with his time in Sutter/Yuba and Mary and I both found there another county team ably committed to the ANR Affirmative Action mission.

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There's another new addition to the Affirmative Action Resource Library: "Cultural Awareness: Respecting Race, Religion, & Diversity" by Quality Information Publishers, copyright 2007. This is a two disk set with six separate tracks on each disk and each intended to be viewed independently of the others. No segment is longer than 15 minutes and several are 10 minutes or a little less. Disk 1 introduces the viewer to Buddhism, the Latino cultures of Central & South America, the East Asian cultures, Eastern Orthodox religion/culture, and Islam. Disk 2 gives an overview of Judaism, Mexican culture, Puerto Rican culture, Sikhism, South Asian (as separate from south east Asian) culture, and also offers a look at transgender culture.

The whole series was originally produced as a training tool for the Chicago Police Department - just to let you know. So, as you might expect, the production values are a little bit on the "Spartan" side and a bit dour. Nevertheless, it is certainly factual - its strongest virtue is its use of interviews of actual people involved in the various cultures and religions. This helps immensely. Perhaps the most unexpected and thus most interesting is the

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## On-Site Affirmative Action Reviews – with Assistance! [ cont. ]

In the 2012 calendar year, so far, the ANR Affirmative Action Office has completed On-Site Reviews in Tehama (Richard Buchner, CD)  
San Diego (Val Mellano, CD)  
Imperial (Khaled Bali, CD)  
the Central Sierra Multi-County Partnership (Scott Oneto, MCP Director)  
Napa (David Lewis, CD) -- as well as reviews of Alameda and Sutter/Yuba.

In the 2011 calendar year we reviewed  
Santa Cruz (Laura Tourte, CD)  
Solano (Carole Paterson, CD) and  
Colusa (Chris Greer, CD).

The ANR Affirmative Action On-Site Review process is an important component of ANR's overall effort to maintain compliance with federal civil rights requirements. Last week's reviews in Alameda and Sutter/Yuba were a success and helped ANR continue its engagement with its federal obligation to review every CE county at least once every five years. If you've been reading *Here & Now* regularly then you already know that ANR's Affirmative Action On-Site Review is not an audit or a fault-finding exercise but, instead, is intended as a friendly, cooperative method to make sure the county offices are prepared for a USDA civil rights audit. The advisors headquartered in the particular county are given an opportunity to discuss their choice of clientele group(s) and the attendant baseline data; we go over their outreach goals for the coming year and any ADA disability accommodation issues that have come up. We also discuss with the county director the administrative requirements each county office would be responsible for if there were a federal audit.

Our next foray into county on-sites will be in November when we visit San Luis Obispo County where Richard Enfield, as county director, will host us.

## New DVD [cont.]

transgender segment. It is presented very even-handedly with interviews of people from many of the different components of the transgender community – as with the overviews of “exotic” religions – hearing from real people involved in the particular community suddenly gives a human face to what formerly may have only been something from a newspaper headline or a TV news sound bite. It was a particularly useful segment because mainstream media so often covers transgender issues in a exploitative or stereotypical manner. It was actually refreshing to this reviewer to see that transgender people (from the interviews shown on this DVD) can be just as boring as the rest of us and have their own day-to-day challenges and just want the same respect and courtesy as anyone else would want. Given that, the transgender segment does contain rather frank, though brief, discussions of human anatomy which may not be suitable for young children – though, I hasten to add, there is no “foul” language and no slang terms are used for the various human organs that are mentioned. As a sidebar: It was also interesting (and instructive) to see how the Chicago police are taught to interact with transgender people.

Check it out along with the other materials available at  
[http://ucanr.org/sites/anrstaff/Diversity/Affirmative Action/Resources/](http://ucanr.org/sites/anrstaff/Diversity/Affirmative_Action/Resources/)

David White  
Principal Analyst  
ANR AA Office

