

November 26, 2012

For information regarding [ANR Staff Personnel](#) visit our webpage!  
**For AffirmativeAction Here & Now, see page 3.**

## Layoffs over the Holidays— Considered Only in Emergency Situations

## ANR Unit Key

### A

When reviewing your unit's budget any need for a reduction in staff, please consider the effect a layoff will have on an employee during the holidays. UC Policy requires when a layoff is considered that departments make all attempts to minimize the impact a layoff will have on employees. To demonstrate responsibility for application of this requirement, ANR has a Division wide practice to not issue a notice or administer a layoff of a career appointment employee during the holiday season (November 2012- January 4, 2013), except in emergency situations. If you are considering or have an emergency need for a layoff you should contact the SPU immediately to assess and discuss what constitutes an emergency, please contact us at: [anrstaffpersonnel@ucanr.edu](mailto:anrstaffpersonnel@ucanr.edu).

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

Robert Martinez  
HR Coordinator

## Winter Holiday Closure Schedule

### A

The 2012 seasonal administrative holidays for ANR Units located on the Davis Campus, BOC Kearney, and the UCCE County Offices will be from Monday, December 24, 2012, through Tuesday, January 1, 2013, except for essential services. (Winter and New Year holidays are observed on December 24, 25, 31 and January 1.) ANR Offices will reopen on Wednesday, January 2, 2013. We understand that the UCCE County Offices may need to adjust these dates due to County government requirements for building closure during the seasonal holidays. In these cases, please inform Bill Frost by email ([wefrost@ucanr.edu](mailto:wefrost@ucanr.edu)).

The ANR Research and Extension Centers will set their Seasonal Holiday schedules to accommodate facility needs (research, greenhouse and field activities). The REC Directors will work directly with Bill Frost and the REC Administrative Office on their specific closure plans.

During this period there are three working days: December 26, 27, and 28. Employees will be given the option of using accrued vacation, compensatory time off (CTO), or leave without pay (LWOP) for these three days. In the event an employee has not accumulated a sufficient amount of vacation time before December to cover the three days set forth above, arrangements will be made to allow those individuals to borrow against future vacation time to cover those three days. If an employee does not want to use vacation, compensatory time off, or leave without pay, units may permit the employee to work during the closure.

Each Unit Director will determine whether there are essential services that must be maintained during this time period and plan for staffing accordingly. If the unit director has questions regarding the closure you may direct your questions to [anrstaffpersonnel@ucanr.edu](mailto:anrstaffpersonnel@ucanr.edu).

Linda Marie Manton  
Executive Director  
ANR Staff Personnel

## Child Abuse Reporting

C, R

**California's Child Abuse and Neglect Reporting Act** – California law states that we must comply with regulatory agency reporting requirements. The complete statute can be found at: <http://www.leginfo.ca.gov/cgi-bin/displaycode?section=pen&group=11001-12000&file=11164-11174.3>

Positions which require employees working with or around children will be required to read and sign this form. This form will be included in the hiring packet for those positions. Completed forms are to be sent to the SPU at [anrstaffpersonnel@ucanr.edu](mailto:anrstaffpersonnel@ucanr.edu). Current employees who also work with children will be sent this form to sign at a future date.

Tina Perez  
Personnel Analyst

## Preparing Interview Questions

A

As a reminder, when you are interviewing a candidate for a position, your questions must be derived from the (SKA's) Skills, Knowledge and Ability represented in the position description. Questions relating to Conditions of Employment should not be used to determine a candidates qualifications for the position. Conditions of Employment can be asked after you have determined the potential candidate is the most suitable person for the position and has been selected for hire. Should you need any assistance or would like to know if an interview question is appropriate you can contact the SPU at [anrstaffpersonnel@ucanr.edu](mailto:anrstaffpersonnel@ucanr.edu).

Tina Perez  
Personnel Analyst

## Bi-Weekly Pay Conversion and Transition Support

C, D, R

On Jan. 20, 2013, all nonexempt staff employees who are currently paid monthly will transition to a biweekly pay cycle paid hourly. This change is one of the ways the university is preparing for the implementation of UCPath, a new integrated payroll and human resource information system that will be shared across all UC locations.

The transition process is as follows:

- Employees whose paychecks are processed by UC Davis will begin using a biweekly pay cycle on Jan. 20, 2013.
- Non-exempt employees will be moved to the biweekly pay cycle.
- Employees on the biweekly pay cycle will be paid every other week on Wednesday.

A transition assistance program has been developed to assist eligible affected employees:

[http://ucpath.ucdavis.edu/biweekly/transition\\_help/index.html](http://ucpath.ucdavis.edu/biweekly/transition_help/index.html)

The deadline to apply for assistance is January 4, 2013: [http://ucpath.ucdavis.edu/biweekly/biweekly\\_documents/BWP\\_Transition\\_Assistance\\_Fact\\_Sheet.pdf](http://ucpath.ucdavis.edu/biweekly/biweekly_documents/BWP_Transition_Assistance_Fact_Sheet.pdf)

The specific pay dates during the transition period are shown in the table below:

WHEN	WHAT	FOR WHAT PERIOD?
February 01, 2013	Last Monthly Paycheck	January 1 – January 19
February 13, 2013	1 <sup>st</sup> Bi-Weekly Paycheck	January 20 – February 2
February 27, 2013	2 <sup>nd</sup> Bi-Weekly Paycheck	February 3 – February 16

ANR is developing a website to provide transition updates, FAQs, and resources for employees and supervisors. The FAQs are posted at [http://ucanr.edu/sites/payroll\\_info](http://ucanr.edu/sites/payroll_info) and this website will be updated to provide more information as it becomes available.

Patricia Serviss  
Personnel Analyst

## ANR Affirmative Action On-Site Review -- What a Visit Means: The “What” “Why” and How It Works

ANR is required by USDA Civil Rights Office to conduct Affirmative Action/Civil Rights On-site Reviews for all county-based Cooperative Extension Programs and Research and Extension programs where youth educational programs are being conducted. A unit that fits one of the categories above is reviewed by the ANR Affirmative Action Unit at least once every five years.

What is an ANR Affirmative Action On-Site Review? Who is to be interviewed during the on-site review? Who conducts the on-site review?

### Steps In the Review Process

1. The Affirmative Action Office sends the local unit director an email informing them that ANR's AA Office would like to conduct an on-site review of their county or MCP. In this initial email the who what and why of the AA on-site review is explained. It is stressed that an on-site review is *not* an audit; rather, it is a training opportunity to *prepare* the county or MCP for an actual civil rights audit from the USDA, should one be scheduled. The local unit director is also asked to submit some dates two to three months in the future when the unit director and their CE program staff would be available for a review. A date is finalized.

2. At least four weeks prior to the on-site review the AA Office again contacts the director to confirm the date, provide a list of required materials needed in the unit's office files ([http://ucanr.edu/sites/anrstaff/Diversity/Affirmative Action/The Onsite Review Page/](http://ucanr.edu/sites/anrstaff/Diversity/Affirmative%20Action/The%20Onsite%20Review%20Page/)), discusses the process that will be used, type of questions to be asked during the on-site review, and finalize the list of who will be interviewed. The director is then sent an interview schedule with blank time slots to be filled in and returned to the Affirmative Action Office two weeks prior to the on-site review.

3. The day of the review the AA office staff and/or ANR Equal Opportunity Advisory Committee member arrives to conduct the review. In most cases the on-site review is a full-day process for the director and office manager. Academics and selected Program Managers do not have to be present the full day but should be present for the briefing session and for their interview. The briefing includes a welcome, introductions, a slide presentation on “Affirmative Action Outreach and Diversity”, and the steps that will be taken during the on-site review. We encourage all academics and staff, including county-paid staff, to participate in the briefing session.

4. Within six weeks a final report is sent to the unit director that outlines the unit's affirmative action/civil rights strengths and areas of needed improvement. The Affirmative Action Office will work with the director, academic and/or program manager in ways to improve areas of deficiency.

### And in Closing . . .

The spirit of an AA on-site review is one of collaboration and cooperation. The review team endeavors to establish a relaxed, informal atmosphere. They mean to encourage dialog. The interview questions focus on a program's clientele group(s) and how they are defined; also, there is a focus on outreach, its goals and how those goals will be fulfilled. But the advisor and program manager also have an opportunity to ask questions during their interview and express in a confidential atmosphere, some of the challenges and obstacles they may be facing—and a chance to outline successes and goal is achieved.

## Upcoming On-Sites!

ANR Affirmative Action has two on-site reviews set up for January and February of next year:

**Madera and Yolo Counties**

respectively. A great way to start out the new year: renewing your focus on diversity and inclusion!

