

April 1, 2013

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

**For Affirmative Action Here & Now, see next page.**

### Release during Probation:

- A**
- If an employee is not meeting expectations during the probationary period, the supervisor should contact the SPU immediately in order to determine next steps. If you wish to release an employee during probation, or are concerned for their performance please:
1. Contact the SPU immediately for assistance with a [Performance Plan](#), well before attempting to release the employee.
  2. Provide either Robert Martinez or Bethanie Brown the appropriate documentation requesting the release from probationary period. Releases **must** be approved before giving any notice to the employee or requesting a final check.
  3. Give one week advance notice to the BOC after the approval from the SPU in order to allow them to process the final check. A final check must be given on the last day of employment, so advanced notice is required.

If you have any questions or would like further information please contact the SPU at [anrstaffpersonnel@ucanr.edu](mailto:anrstaffpersonnel@ucanr.edu).

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

### When an Employee is ready to Retire:

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Occasionally, our office receives questions about how to begin the retirement process. Should you know of an employee who is considering retirement please share this information as it will start them on the path towards success.

This website is particularly useful for employees planning to retire: <http://retirecenter.ucdavis.edu/planning.html>. It contains many links and resources to look through. It is designed to be useful for employees whether they are retiring in 20 years, or a couple of months.

Some are closer to retirement than others, and so for those who wish to begin the retirement process right away, visit this link: <http://www.hr.ucdavis.edu/benefits/faqs/rsfaqs/retire/>. While it may not sound intuitive, retirement benefits are administered through UC Davis for ANR employees. ANR employees should call the UC Davis Benefits office at 530-752-1774 right away to schedule an appointment with an advisor.

Please remember, retiring employees must give a signed retirement letter to the attention of the supervisor with a copy both to the Business Operations Center and to [anrstaffpersonnel@ucanr.edu](mailto:anrstaffpersonnel@ucanr.edu) email box. With this letter, ANR administrative offices may begin their part in the steps to process the retirement.

Jamie Banta  
Personnel Analyst

## Salary Review Process:

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The ANR Staff Personnel Unit has received inquiries regarding the salary review process. The ANR classification and recruitment guidelines can be found at the SPU website:

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

*The short response to what is the ANR salary review process: ANR administrative unit heads (i.e. Statewide Program Directors, CE County Directors, REC Center Directors, and Administrative Unit Directors) have the authority to propose salaries for **new employees** up to and including the midpoint of an Open Range salary. For Step Based positions, increases in half-step increments up to the mid-point of the range may be requested. For **current UC employees** in an Open range position, an increase from 0% to a maximum of 15% up to the mid-point of the new range, and for a Step Based position half-step increment up to the equivalent of a 15% increase, or up to the midpoint of the range may be requested.*

*All proposed salary requests must be submitted with justification in writing to ANR Staff Personnel Unit [anrstaffpersonnel@ucanr.edu](mailto:anrstaffpersonnel@ucanr.edu) for review and analysis, before any offer is made to the employee. REC Center Directors must forward their requests to the Associate REC System Director for budgetary approval. The SPU will notify the administrative unit head of the ANR approved salary to be offered.*

Linda Marie Manton  
Executive Director, Staff Personnel Unit

## New Features in CATS May Not be for ANR users:

C, O, & R

Although you may find additional features in our **Classification Applicant Tracking System (CATS)**, as you navigate through the system, please be aware that they are not always for ANR use. Specifically, when entering position description information, under the **"Position Details Cont."** tab, at the bottom of the page, directly under the **"Position Summary"** box you will find three new features/ boxes to populate. The first box is titled **"Knowledge, Skills, and Abilities"**, the second **"Minimum Qualifications"** and the third **"Preferred Qualifications"**. These boxes were added at the request of UCOP **but are not for ANR use**. Please continue to enter all of your job requirements under the **"Proposed Knowledge and Skills"** tab under **"Job Req."**. Here you can list all requirements as "preferred" or "required".

Background check info, and ANR's travel information can be placed under **"Other Special Conditions of Employment"**. For further information or questions related to CATS please feel free to contact [anrstaffpersonnel@ucanr.edu](mailto:anrstaffpersonnel@ucanr.edu).

Cathy Christy  
Personnel Analyst

## Time Reporting for Exempt Employees:

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Exempt employees only take leave time in full day increments. If an exempt employee is absent for one and one-half days for personal reasons, the employer may only deduct for the one full-day absence. The exempt employee **must** receive a full day's pay for the partial day worked.

Deductions from pay are allowed:

- When an employee is absent from work for one or more full days for personal reasons other than sickness or disability;
- For absences of one or more full days due to sickness or disability.

A good tip is to work with your exempt staff and track any time that is outside of his or her usual schedule on a separate calendar. If the hours worked are consistently under the agreed upon schedule, please contact the SPU at [anrstaffpersonnel@ucanr.edu](mailto:anrstaffpersonnel@ucanr.edu).

Bethanie Brown  
Personnel Analyst

## Timesheets during Workers Compensation Leave:

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If a supervisor has an employee who is on an **approved** workers compensation leave, we are required to provide a timesheet in order to pay the employee. The employee is not required to fill out the timesheet, as they are on an approved leave. However, there is currently not an option in the new online time reporting system for the supervisor to fill out a timesheet for the employee, so the supervisor must fill out a paper copy and provide it to the appropriate BOC. If this does not happen, the employee will not get paid for their approved workers compensation leave. An option for supervisor to make an entry for their staff into the timesheet system is in the works; the SPU and BOC will update you as soon as it happens.

If you have any questions or would like further information please contact the SPU at [anrstaffpersonnel@ucanr.edu](mailto:anrstaffpersonnel@ucanr.edu).

Bethanie Brown  
Personnel Analyst