

April 29, 2013

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

For Affirmative Action Here & Now, see next page.

SHARING FAQS AND TIPS AND AA "HERE AND NOW"

A
 The SPU is requesting that unit directors and staff employee supervisors share the monthly FAQs and Tips and the AA "Here and Now" editions with their staff employees who do not have an ANR email address or regular access to a computer.

The Staff Personnel Unit will soon archive all past FAQs and Tips. The Affirmative Action Unit had archived "Here and Now" editions and they can be found at

[http://ucanr.edu/sites/anrstaff/Diversity/Affirmative Action/Archives/](http://ucanr.edu/sites/anrstaff/Diversity/Affirmative%20Action/Archives/)

Linda Marie Manton

Executive Director, Staff Personnel Unit and Affirmative Action Contact

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

VACATION ACCRUAL MAXIMUM - UC PATH TRACKING

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 As the University of California continues with its transition to a single system wide payroll and human resources system known as the UC Path project, vacation accruals for all employees will be electronically tracked. Once an employee reaches the maximum accrual allowed by UC policy, the UC Path system will not allow additional vacation to accrue and the employee will not earn additional vacation until his or her vacation balance falls below the maximum cap.

Any employees who have recorded vacation accruals above the applicable vacation accrual maximum will be required to use vacation time to bring their accruals below the maximum. The additional vacation shall not accrue until the accruals fall below the maximum. The University encourages employees to promptly communicate with their supervisors about scheduling vacation leave; especially if s/he is approaching or has already reached maximum accrual, to be sure that s/he has the opportunity for rest and renewal. Employees should plan ahead so that they do not miss out on any additional accrual of vacation hours once they reach the maximum accrual.

Employees can find out how much vacation they currently have accrued by checking their payroll statement, time and attendance record or by contacting the ANR Staff Personnel Unit at anrpersonnel@ucanr.edu.

Robert Martinez
 HR Coordinator

SUBPOENA WITNESS FEE

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In many cases staff members are subpoenaed to provide records, to give depositions, or to appear as witnesses in court. Staff members who are subpoenaed are entitled to witness fees for each day's actual attendance at trial or deposition. The witness fee for government employees must be provided with service of subpoena and is set by statute.

Subpoena fees have increased from \$150 to \$275 (CA Gov. Code 68097.2(b)). If you have been served a subpoena, contact Robin Sanchez at (530) 754-0396, rgsanchez@ucanr.edu or Catherine Montano at (510) 987-0103, Catherine.montano@ucop.edu as soon as possible. They can assist you directly with the subpoena process.

For more information and model letters regarding subpoenas please link to the [ANR Administrative Handbook](#) and view section 460.

Jennifer Plowman
Personnel Assistant

Mary Roberts Joins Staff Personnel Unit

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Ms. Mary Roberts joined the ANR Staff Personnel Unit on Wednesday, April 24th. Mary will serve as an Analyst I in the unit as well as serving in the administrative assistant role to the Executive Director. Prior to coming to the SPU, Mary was an Assistant III on Davis Campus in the Department of Plant Science. Mary can be reached at maroberts@ucanr.edu or at 530-752-4540. Please help me welcome Mary Roberts to UC ANR and the Staff Personnel Unit.

Linda Marie Manton
Executive Director, Staff Personnel Unit

STUDENT ASSISTANTS

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Need a little extra help around the office or with a special project? Don't forget to use Student Assistants. Using Student Assistants is a good use of time and resources. You may hire UC Davis Student Assistants or Non-UC Davis Student Assistants, but please note that the job duties must be related to their studies. Start planning now & when you are ready to hire, submit the SPR form to the Staff Personnel Unit at anrstaffpersonnel@ucanr.edu, or simply email us for additional information.

Tameka Primm
Personnel Analyst

COBRA QUALIFYING EVENTS

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Our office has received inquiry in the past about what options are available for employees that face a situation in which they become in-eligible for benefits. Should a situation like this arise for an employee, please refer them to the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA), which gives UC employees and their covered family members the right to temporarily continue their UC-sponsored group health coverage in certain situations (known as "qualifying events") that would ordinarily cause the individual to lose group health coverage.

Events that may result in eligibility for COBRA are:

- **If you are terminating employment**
- **If you are continuing employment but are losing benefits eligibility**
- **If your family member loses benefits eligibility**

More information can be found at this link: <http://www.hr.ucdavis.edu/benefits/1hw/cobra>.

Jamie Banta
Personnel Analyst