University of California
Agriculture and Natural Resources
Making a Difference for California

Staff Personnel FAQ's & TIPS

For information regarding ANR Staff Personnel visit our webpage!

NEW HIRE FORMS:

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As a reminder new hire forms change periodically based on updated laws, policies and forms. When you have a new hire please use the forms that are sent to you by the Staff Personnel Unit, rather than using old forms you have saved from a previous hire. We have updated the forms in early May and are still receiving old forms making it difficult to process the new hire paperwork. We will be updating the new hire packet again this summer, so please contact us at anrstaffpersonnel@ucanr.edu if you have any questions or need an updated new hire packet, rather than using your old ones.

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

ORGANIZATIONAL CHARTS ARE AN IMPORTANT TOOL:

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Please keep in mind that when creating a New or Existing Position Description, it is a requirement to attach an Organizational Chart for your County or Administrative Unit. In CATS just go to the "Attach Supplemental Documents" Tab and you will see "Organizational Chart" under "Document Type". Select "Attach" and "Browse", and once you find your Org Chart, select attach again and the "Confirm" button. For PeopleAdmin, email the Organizational Charts to your assigned analyst.

Organizational Charts are a snap shot of what a county office or an administrative unit's staffing looks like. It is often the first thing the SPU reviews when we receive a request to fill a position, therefore, it is very important to be sure to include all of the information listed below. Each box on your org chart should reflect the following information:

1) Employee Name
2) Payroll Title & Title Code
3) FTE
4) Appointment Type, such as Career, Limited, Contract or Volunteer
5) Program
6) Reporting Relationships/Lines
7) County or UC paid

Also, please be sure to include County or Administrative Unit Name and Fiscal Year at the top of the chart. The SPU recommends keeping your Organizational Chart updated whenever there is a change in staffing, that way it won't take extra time to attach when you have a request to fill a position.

Cathy Christy
Personnel Analyst

REDUCED FEE ENROLLMENT FOR UNIVERSITY STAFF MEMBERS:

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UCOP Personnel Policy, Employment Development 51.A, regarding reduced fee enrollment for staff members, is applicable to all University of California campuses; however, enrollment at ANY campus may not apply.

Staff personnel policy 51.A. states the following:

A regular status employee who meets the admission requirements of the University is eligible for two-thirds reduction of both the University Registration Fee and the Educational Fee when enrolled in regular session courses of up to nine units or three courses per quarter or semester, whichever provides the greater benefit to the employee. Full fees will be assessed when an eligible employee's enrollment exceeds both nine units and three courses.

Employees who are eligible to receive reduced fees under this policy are not eligible to receive an additional reduction in fees under the Policy and Procedures Concerning Part-Time Study.

The complete policy 51 can be found at:
http://policy.ucop.edu/doc/4010409/PPSM-51.

Recently our office has received inquiry regarding the ability to receive the enrollment discount from a University of California campus other than the campus they are employed. While many campuses do, some campuses do not extend this discount to employees outside their organization. To inquire about the availability please contact the Staff Development and Professional Services department or the University Registrar at the campus you intend to enroll.

Mary Roberts
Personnel Analyst

ANNUAL CALL FOR PERFORMANCE EVALUATIONS:

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The SPU has issued the call for Staff employee performance evaluations for FY 2013-14. An email notice with performance evaluation instructions was sent to Directors in late May. For those of you who like to plan ahead, the deadline this year for submitting evaluations is August 16, 2013. 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

EXEMPT WORK SCHEDULE:

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Exempt employees are defined as employees who, based on duties performed and manner of compensation, shall be exempt from the Fair Labor Standards Act (FLSA) minimum wage and overtime provisions.

Exempt employees shall be paid an established monthly or annual salary and are expected to fulfill the duties of their positions regardless of hours worked. The normal work week for a full-time employee is considered to be a minimum of forty hours. Use of vacation and sick leave will be recorded in one-day increments; absences of less than a day **will not** be charged against accrued leave time. Exempt employees are not eligible to receive overtime compensation or compensatory time off.

Therefore, if your employee is Exempt then you should not put overtime hours on the timesheet.

The Fair Labor standards act may be viewed at the link: Department of Labor www.dol.gov/whd/flsa For questions regarding staff titles please send a message to: ANRStaffPersonel@ucdavis.edu.

ANR Staff Personnel