

June 28, 2013

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

## NEAR RELATIVES:

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The use of hiring “near relatives” for student/staff positions within the same department is not encouraged and is highly scrutinized. As appropriate, the department will recruit both within and outside its work force to obtain qualified applicants so long as it is consistent with equal employment and affirmative action objectives and results in a diverse pool of qualified applicants. If the hiring manager is having a difficult time finding qualified applicants, the Staff Personnel Unit can assist. Please contact the [anrstaffpersonnelunit@ucanr.edu](mailto:anrstaffpersonnelunit@ucanr.edu) for further information.

Tina Perez  
 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

## COMPENSATORY TIME OFF AGREEMENT ELECTION REMINDER:

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As a reminder, the month of June is the annual election period for Compensatory Time Off (CTO) for non-exempt employees. Employees may enter into an agreement to receive comp time in lieu of monetary compensation. Once entered into the agreement, it does not expire until the following June 2014. This election will be effective from July 1, 2013 through June 30, 2014. If no agreement is entered into, employees will be compensated with monetary payment.

The call for CTO elections has already been sent to all location Directors. If you have not received a CTO election form already, and believe that you need to indicate an election, please connect with your location’s Director to do so.

For more information, policies and contracts containing information about the CTO agreement can be accessed at this link: <http://www.hr.ucdavis.edu/policies/>

Jamie Banta  
 Personnel Analyst

## WHEN AN EMPLOYEE REQUESTS LEAVE:

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### **SUPERVISORS:**

Contact the SPU to receive complete instructions from us about applicable policy, procedure, labor agreements, etc.

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

Prior to determining leave approvals.

### ***Applicable Policy for leaves are at the following links:***

UC Davis policies and links to collective bargaining: (for REC and Davis-based Units)  
<http://www.hr.ucdavis.edu/policies> PPSM 2.210  
(Absence from Work policy, §41, 42, 43, 45 etc.)

System wide Policies: (for County-based Units)  
[http://atyourservice.ucop.edu/employees/policies\\_employee\\_labor\\_relations/index.html](http://atyourservice.ucop.edu/employees/policies_employee_labor_relations/index.html)

Collective Bargaining Agreements At Your Service Online: (for everyone's use)  
[http://atyourservice.ucop.edu/employees/policies\\_employee\\_labor\\_relations/collective bargaining agreements.html](http://atyourservice.ucop.edu/employees/policies_employee_labor_relations/collective_bargaining_agreements.html)

While not all leave must be granted, it is unacceptable per UC Policy and Labor Agreements to unreasonably deny leave requests. Keep in mind that some leave requests, such as for Military Leave or Family Medical Leave, have date-certain time periods leaving a supervisor with little to no discretion as to approving or denying the leave request.

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## UNEMPLOYMENT INSURANCE REQUESTS (EDD):

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When your unit receives a Notice of Unemployment Insurance Claim from the Employment Development Department (EDD) please immediately email the notices to the [anrstaffpersonnel@ucanr.edu](mailto:anrstaffpersonnel@ucanr.edu) inbox, and cc Holly Sochor at [hsochor@ucdavis.edu](mailto:hsochor@ucdavis.edu). Failure to do so within a 3 day period will remove our rights to review or appeal Unemployment Insurance requests. If you have any questions or need anything else related to these requests please contact the SPU.

Bethanie Brown  
Personnel Analyst

## Employment Verification:

C D R

Employees may print their own employment verification as long as they are still employed with the University of California by going to At Your Service Online <https://atyourserviceonline.ucop.edu/ayso/>. A step by step guide is available for an employee to print his or her own employment verification at this link:  
<http://pps.ucdavis.edu/1Min/empverification/index.cfm>.

For employment verification of employees who are no longer employed with the University, requests must be submitted to the UC Davis payroll offices. The UC ANR contact is Ruby Sandoval, [rsandoval@ucdavis.edu](mailto:rsandoval@ucdavis.edu), 530-757-8944. She is responsible for receiving requests from various sources and agencies and responding with verification based on official payroll records.

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