

August 8, 2013

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

**For Affirmative Action Here & Now, see page 3.**

## ANNUAL CALL FOR PERFORMANCE EVALUATIONS:

**A**  
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/](http://ucanr.org/sites/anrstaff/Administration/Business_Operations/Staff_Personnel/).

\*Oakland-based employees will follow the UCOP guidelines.

Human Resource Unit

## 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

## LATEST CAREER OPPORTUNITIES AT THE UCPATH CENTER:

**A**  
UC Path Center is currently recruiting for positions. UC Path Center is a systemwide shared services centered located in Riverside. The center will support payroll, academic personnel, timekeeping and human resources service. As the UC is consolidating and centralizing these services to make processes more efficient, it should not be misunderstood as a move to reduce workforce at ANR but as an opportunity for the UC to streamline its processes with employees who have UC background and experience. Career opportunities are available in various service areas and applications from current UC employees will be given priority consideration.

Applications are being accepted at the university systemwide job board at:

<http://jobs.universityofcalifornia.edu/?action=ucpsearch>

Visit <http://ucpath.universityofcalifornia.edu> to learn more about UCPath and UCPath Center opportunities.

Sana Ramzan  
Human Resource Analyst

## TRANSFER VS. LAYOFF:

A

'It is the policy of the University to minimize the effects of indefinite layoffs and indefinite reductions in time on employees in career positions when layoffs or reductions in time are necessary due to lack of funds or lack of work, including lack of work due to reorganization.' (UCOP. PPSM 60: III. A.) If a layoff appears imminent, hiring authorities should consider the possibility of transfer vs. termination. A transfer is a lateral move into a vacancy that has not yet been designated for open recruitment. It can be a win-win for the employee and the department. If you anticipate a layoff please contact [anrstaffpersonnel@ucanr.edu](mailto:anrstaffpersonnel@ucanr.edu) to explore the possibility of reassignment.

Mary Roberts  
Human Resource Analyst

## WHEN AN EMPLOYEE IS READY TO RETIRE:

C, D, & R

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://retireecenter.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. The BOC/SPU will need to be notified 72 hours prior to get the final check cut.

Human Resource Unit