

November 1, 2013

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

For AffirmativeAction Here & Now, see page 3.

Classification and Recruitment System Changes

D, R

In an effort to streamline processes and ensure equity among all of ANR, the SPU is moving to one recruitment, reclassification, and classification system. We will be utilizing the Classification Applicant Tracking System (CATS) effective November 01, 2013 and are moving away from using the UC Davis based recruitment system PeopleAdmin. This change allows us to remove a step in the process for Davis based units by recruiting and classifying positions internally to ANR without going through UCD HR. We will continue our ongoing Human Resources services in all other areas with UC Davis, except for the recruitments, reclassifications and classifications.

Most of our hiring managers who were previously using PeopleAdmin have had some level of interaction with the CATS system but for those of you who have not, we are happy to walk you through the process and assist as much as possible with the initial training period. An online training is also available here: <http://ucanr.org/sites/anrtraining/CATS/>. Please feel free to contact the anrstaffpersonnel@ucanr.edu e-service center with any questions.

Bethanie Brown
 Human Resource Analyst – Supervisor

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

Dress Attire at Work

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UC does not have a formal Dress Code policy the University does have the ability to represent to employees expectations using the language below and the principles expressed in the UC Principles of Community.

The dress, grooming, and manners reflect the general climate of any organization; therefore, staff employees are expected to wear appropriate clothing and to present a neat appearance when participating in the work for UCCE and the County office, while at the same time being respectful of perceptions and interpretations by co-workers, clients, and the public. Moderation in type and style of clothing should be the basic standard. Dress should be consistent with the job responsibilities. Employees shall dress in a manner consistent with a professional office environment and in accordance with their duties for the day. In addition, appropriate working attire should be consistent with standards of office dress for locations county departments when applicable.

<http://www.ucop.edu/local-human-resources/op-life/principles-of-community.html>

Robert Martinez
 Human Resources Coordinator

ANR HR Timeline Guide & Classification/Recruitment Tips

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In an effort to streamline processes and to increase efficiency, the SPU has developed a chart with the most accurate HR Timeline Guide as possible. We will make every effort to stick to these timelines, and to ensure that any deviation is rapidly communicated to our clientele. Additionally we have developed a set of tips and tools on maneuvering through the process of classification and recruitment. Please contact the anrstaffpersonnel@ucanr.edu e-service center for further information.

- [HR Timelines Guide](#)
- [Classification and Recruitment Tips](#)
- [Classification and Recruitment Checklist](#)

SPU Staff

SPU Unit Plan November – January

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While Bethanie Brown is on maternity leave initial HR requests from Counties, RECs, Statewide Programs and Administrative Units will need to continue to come through the e-service center at anrstaffpersonnel@ucanr.edu. If there is anything urgent or confidential that you feel should be handled individually, please feel free to contact Linda Manton at Immanton@ucanr.edu or 530-752-0495 and she will manage the request in the appropriate manner.

The SPU's goal is to continue serving your unit's staff personnel issues to the best of our ability, however please contact us as early as possible to avoid delays during this time.

SPU Staff

2014 ANR Health Benefits Open Enrollment Webinar – Save the Date

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UC Open Enrollment is now available through the *At Your Service* website from October 28th through Tuesday November 26th until 5 p.m. ANR will be hosting a benefits webinar to go over the changes for 2014. The webinar will be presented by Gil Sebastian, UCD Supervisor of Employee Benefits, and takes place on **November 12, 2013 at 1:30pm.**

Please visit the At Your Service website, <http://atyourservice.ucop.edu/oe>, to find 2014 options and more information to help you make your benefit choices.

The webinar link & call-in information will be provided in early November.

Tameka Primm
Human Resource Analyst

Moving Day

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The ANR Staff Personnel Unit will be moving during the week of November 4th to the new ANR building in Davis. The SPU staff will be unavailable by email and phone on late afternoon November 5th and all day November 6th when the actual move occurs. If you have an emergency issue during that period of time, please call Linda Manton at 530-219-3100. If Linda does not answer leave a voice message and she will get back to you as soon as possible.

We hope once we are settled in and you are in Davis you'll drop by to visit our new office space and to say hi.

Linda Marie Manton
Executive Director, Staff Personnel Unit and Affirmative Action Contact

Layoff and Recruitment Over the Holiday—Consider Only the Emergency Situation

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When reviewing your unit's budget any need for a reduction in staff, please consider the effect a layoff will have on an employee during the holidays. UC Policy requires when a layoff is considered that departments make all attempts to minimize the impact a layoff will have on employees. To demonstrate responsibility for application of this requirement, ANR has a Division wide practice to not issue a notice or administer a layoff of a career appointment employee during the holiday season (December 20, 2013 – January 3, 2014), except in emergency situations. If you are considering or have an emergency need for a layoff you should contact the SPU immediately to assess and discuss what constitutes an emergency, please contact us at: anrstaffpersonnel@ucanr.edu.

During this same above holiday period consider your timing of the recruitment process to assure the process is not held-up. If you have questions, please contact anrstaffpersonnel@ucanr.edu and an analyst will counsel you through the process.

Linda Marie Manton
Executive Director, Staff Personnel Unit and Affirmative Action Contact