

December 4, 2013

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

For AffirmativeAction Here & Now, see page 3.

Transition to CATS

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As of November 1, 2013 UC ANR is no longer utilizing the People Admin System to conduct classifications, recruitments, position description updates, reclassifications, equities, or stipends. If you have a pending action in People Admin please consult with your recruiter to determine if the action needs to be moved to the Classification and Applicant Tracking System (CATS).

The link to CATS is available on the UC ANR Staff Personnel webpage, under Classification. Here you will also find the User Guide which provides step-by-step instruction. To access the site you must establish a user account which you will find in the left hand column of the CATS log in page. After you create an account please contact the E Service at anrstaffpersonnel@ucanr.edu so we may approve your access. If you have any questions regarding this transition please contact the E Service.

Mary Roberts
Human Resources 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

ADMINISTRATIVE HOLIDAYS – OFFICE CLOSURES

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The 2013 seasonal administrative holiday period for ANR Units located in Davis, BOC Kearney, and the UCCE County Offices will be from Monday, December 23, 2013, through Wednesday, January 1, 2014, except for essential services. ANR Offices will reopen on Thursday, January 2, 2014. We understand that the UCCE County Offices may need to adjust these dates due to County government requirements for building closure during the seasonal holidays.

The ANR Research and Extension Centers will set their Seasonal Holiday schedules to accommodate facility needs (research, greenhouse and field activities) as determined by the Directors and in consultation with AVP Frost as necessary.

During this period there are four working days: December 23, 26, 27, and 30. Employees will be given the option of using accrued vacation, compensatory time off (CTO), or leave without pay (LWOP) for these four days. In the event an employee has not accumulated a sufficient amount of vacation time before December to cover the four days set forth above, arrangements will be made to allow those individuals to borrow against future vacation time. If an employee does not want to use vacation, compensatory time off, or leave without pay, units may permit the employee to work during the closure.

If the unit director has questions regarding the closure you may direct your questions to anrstaffpersonnel@ucanr.edu.

Robert A. Martinez
Human Resources Coordinator of ANR Staff Personnel

Crucial Conversations Training

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The ANR Training Coordination Committee is sponsoring a “Crucial Conversations” Training on Tuesday and Wednesday, March 25-26, 2014 in Davis. On March 25th the training is from 9:30 a.m. to 6:00 p.m. and March 26th from 8:00 a.m. to 3:30 p.m.

The training is open to all ANR academics, ANR staff employees, and Cooperative Extension county-paid employees. All expenses related to the training (registration, travel, lodging, meals and training materials) will be reimbursed by ANR funds.

The training class is limited to 20 individuals. Individuals selected to participate in the training will need to participate the full period of the training. Therefore, if you cannot commit to the full 16 hours of training, we ask that you not pre-register for the training.

If you are interested in the training please pre-register at this link:
<http://ucce.ucdavis.edu/survey/survey.cfm?surveynumber=10326>

Individuals who have pre-registered will be notified prior to February 27th informing them if they have been selected to participate in the two-day training. A waiting list of those interested but not selected to participate in the training will be established should individuals cancel from the training.

What is “Crucial Conversations?”

“Crucial Conversations”™:

Tools for Talking when Stakes are High, Emotions Are Strong, and Opinions Differ (A 16 hour training)

The objectives of the training are to provide the participant tools that will assist the participant in:

- ❖ Building Greater Personal Influence and Power
- ❖ Moving “Stuck” Relationships and Projects Forward
- ❖ Improving Personal, Team, and Departmental Results
- ❖ Reducing Stress from Team Frustration and Blocked Communication

If you have questions call Linda Marie Manton at 530-750-1318 or email at lmanton@ucanr.edu.

Your Program Trainers Darlene Liesch and Linda Marie Manton thank you for considering participating in “Crucial Conversations” Training.

Linda Marie Manton
Executive Director of ANR Staff Personnel