

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

Travel

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Traveling on official University business soon? Please remember these important UC guidelines for reimbursement of travel expenses.

Domestic travel in excess of 24 hours: Official University business trip begins when the traveler leaves his or her residence or headquarters, whichever occurs last, and ends when the traveler returns to his or her residence or headquarters, whichever occurs first. For travel assignments of less than 30 days, the reimbursement of daily subsistence expenses shall be based on the actual amounts incurred for lodging and meals and incidental expenses. M&IE reimbursement shall be limited to the actual reasonable costs incurred, subject to the daily maximum reimbursement cap. Lodging expenses must be supported by original itemized receipts, regardless of the amounts incurred, and must be reasonable for the locality of travel.

Travel of Less than 24 Hours: M&IE shall not be reimbursed unless the travel includes an “overnight stay” as supported by a lodging receipt. The traveler must be at least forty miles from the headquarter location or home, whichever is closer, to be reimbursed for an overnight stay. If you need additional assistance please contact the E Service at ANRStaffPersonnel@ucanr.edu.

Tameka Primm
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

Identified Candidates for Limited Term Appointments:

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If you have an identified candidate for a limited term appointment please follow these steps.

- Notify the Analyst who is assisting you with your recruitment as soon as possible.
- Make sure to submit the identified candidates resume along with the SPR when submitting your request to anrstaffpersonnel@ucanr.edu
- Make sure the applicant understands that they will still be required to completely fill out the application on line.

What we’ve been experiencing is the identified candidates feel that they do not need to enter their work experience because they already have the job. That is not the case. It is important that they list their skills and experience to do the job in addition to submitting their resume. If we were audited we need to show that the identified candidate is qualified to do the job.

Tina Perez
Human Resources

SPU Spotlight – Jennifer Crouch (Plowman)

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How long have you worked for UC:

7 years

How long have you been working with ANR:

2 1/2 years

What do you do in ANR:

I work in the Staff Personnel Unit (SPU) as a Human Resources Assistant. My work assignments consists of Recruitments, Classification, Leaves, Compensation and special requests.

What's your favorite Movie:

The Notebook

What's your favorite Davis restaurant:

Mikuni's

What are some things that make you really happy:

My kids and making others happy.

Jennifer Crouch
Human Resources Assistant

ANR Staff Personnel Unit – In Flux

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The Staff Personnel Unit is in flux, we are not fully staffed and are requesting your assistance and patience during this time. An analyst will communicate with you the expected timelines for completion when you submit your requests to the ANRstaffpersonnel@ucdavis.edu inbox.

ANR Human Resources

Special Request

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Please submit special request for upcoming articles in the monthly HR FAQs to ANRStaffPersonnel@ucanr.edu. We cannot include every request received, but each request will be given equal consideration. If your topic is chosen, we will contact you following the review.

Jennifer Crouch
Human Resources Assistant

Fidelity

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ANR is hosting financial education classes presented by Ron Appling, Senior Retirement Counselor with Fidelity. Classes are designed to help you get the most from the UC Retirement Savings Programs 403(b), 457(b), and DC Plans. Two upcoming classes at ANR Second Street in Davis, CA:

- **June 16, 2014, 12:00 – 1:00pm. Your UC Retirement:** Introduction to UC retirement and savings benefits
- **June 17, 2014, 12:00 – 1:00pm. Building a Portfolio for any Weather:** The role of asset allocation and diversification in choosing investments.

Come and attend these classes to get started planning for your future. Classes are free and will be held in the Coast Room. Seating is available on a first-come first-served basis. More classes are available upon request. For a complete catalog of available classes, visit

www.ucfocusonyourfuture.com.

Tameka Primm
Human Resources Analyst

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 2015. This election will be effective from July 1, 2014 through June 30, 2015. 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/>

Human Resources