

June 27, 2014

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

CAREER TRACKS

C, D & R

As you may remember, the University of California system has been working diligently to create a new title code system for non-represented (non-union) employees which more closely aligns with the duties and expectations of our positions. While the prior system was vague on function, this system is meant to be specific and more clearly aligned with titles found in the public and private industries. UCANR has implemented these new titles effective May 01, 2014 and all non-represented employees should have received a letter with their updated information. For more information on Career Tracks please visit this website: http://ucanr.edu/sites/career_tracks/. This site has a recording of one of the webinars, updated series specifications and frequently asked questions that you may find interesting. If you have any further questions, please contact the [SPU](#).

Bethanie Brown
Compensation and Employment Manager

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

HOURS OF WORK

A

Question: How do I know when to start and end a work day, work week, and how many hours my employees can work?

Answer: The Fair Labor Standards Act has published guidelines related to the standard 40 hour per week work schedule. Work schedules create a dependable and manageable work environment for [staff](#) and [academics](#) members, their families and dependents. Your Human Resource Professionals working in ANR's Staff and Academic Personnel Units are well-versed in the variety of work schedules which exist throughout the Division's work environments. We are just one simple phone call or e-mail away from walking you through your workload and workforce scheduling challenges. Share your questions with us by writing to the [SPU](#). Let us help you create a business-necessary, work- and life-friendly work schedule!

Karen Ellsworth
Human Resources Analyst

ANNUAL CALL FOR PERFORMANCE EVALUATIONS:

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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 Unit Directors on June 2, 2014. For those of you who like to plan ahead, the deadline this year for submitting evaluations is August 15, 2014. To identify specific trainings and development courses or activities that will advance the skills, knowledge, and abilities of staff employees complete the individual development plans ([IDP](#)). More information on performance evaluation can be found at the Staff Personnel Unit website under the performance and management section.

*Davis based units, please do not send summary sheets or copies of the EPAR to Davis Campus HR.

Jennifer Crouch
Human Resources Assistant

SPU SPOTLIGHT – MARY ROBERTS

A



How long have you been working for the University of California: *It has been just over 6 years; 5 years on campus with the Dept. of Plant Sciences and 1 year with ANR.*

Have you always worked in this type of role: *I have over 15 years of experience in business and human resources management.*

What was your first job: *I worked in Anchorage at an ice cream shop and I gutted fish at an Alaskan fishery.*

What would you consider your best accomplishment: *My 3 children. They are all grown and self-supporting (knock on wood) and are loving, caring adults. I love them more than anything!*

If you could be anywhere right now, where would it be: *The island of Kona at Table 40, ocean side, at the ULU Ocean Grill, Four Seasons Resort Hual'alai at Ka'upulehu. The food is amazing and the venue is spectacular!*

What food(s) do you crave: *Sushi and pizza. I love me some pizza pie!*

What is your best advice: *“Project that which you desire.” Life is like a boomerang –it comes right back at ya! ☺*

Mary Roberts
Human Resources Analyst

ANR STAFF PERSONNEL UNIT – IN FLUX

A

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 [SPU](#).

Jennifer Crouch
ANR Human Resources

SPECIAL REQUEST

A

Please submit special requests for upcoming articles in the monthly HR FAQs to the [SPU](#) or [Jennifer Crouch](#). 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

SALARY REQUEST FORM FOR INITIAL HIRE

C, D & R

The Compensation Analysts in the SPU are required to review salary placement for all new hires, not just those exceeding the minimum of the salary range. To make this clearer, we have updated our [forms](#). Please utilize this new form for requesting a salary review for your selected new hires and be sure you list any considerations we need to keep in mind as we prepare the analysis. Information like specialized skills, or budget constraints are very important to us, so please check out the new [FORM](#). For any detailed questions regarding the salary analysis process feel free to contact [Bethanie Brown](#) or [SPU](#).

Bethanie Brown
Compensation and Employment Manager

FMLA LEAVE NOTICE - REMINDER

C, D & R

Employer notice requirement: When the employee requests FML or the employer learns that the leave may be for an FML-qualifying purpose, the employer must let the employee know within 5 days (absent extenuating circumstances) if she/he is eligible. If she/he is not eligible, the notice must explain why, including giving the number of hours worked and the months employed. This notice need be given only once, so long as the employee's eligibility status does not change during the leave year. But, if there is a change, then another eligibility notice must be given.

Intermittent or reduced schedule leave: The FMLA regulations make clear that employers must account for intermittent or reduced schedule leave using an increment no greater than the shortest period of time that the employer uses to account for use of other forms of leave provided it is not greater than one hour. Should you have any questions regarding the administration of [FMLA](#) under UC policy contact the [Staff Personnel Unit](#).

Robert Martinez
Human Resources Coordinator

LEAVES

C, D & R

Question: *How do I know when an employee wants to take leave, which leave would apply and if I can approve the leave request?*

Answer: Leaves of Absence (LOAs) are taken for medical, recovery, professional development, etc. An LOA means an employee is not at work and not performing University assignments such as when employees are using sick leave or vacation, personal, medical or bereavement leave. It is expected that Sick Leave will be used for an employee's own health and welfare appointments and activities or those for their spouse, immediate family members and dependents. Employees shall advise their supervisor of scheduled appointments as soon as they become aware. The staff leave request form is an easy-to-complete tool to request a leave and guidance about approving the leave. Your HR professionals will consider the individual circumstances of your situation, such as available leave balances and applicable policy, labor agreement and laws and provide the most accurate recommendations & instructions. You can reach both units at the “[ASK Us Your Question](#).”

Karen Ellsworth
Human Resources Analyst