

September 05, 2014

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

## HR – STAFF PERSONNEL CHANGES

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The Human Resources Generalist 3 position has been filled by Fiona Wei. She was previously working in the HR - Academic Personnel and comes to us with over 8 years of strategic talent management and recruiting, advertising, policy implementation, training and HRIS management and many more years of general HR experience.

The Employee and Labor Relations 3 position has been filled by Mary Roberts. She is currently working in the HR - Staff Personnel as the point of contact and the e-service guru. She comes to us with 6 years of UC experience, and many more years of total HR generalist experience. She has a great background in policy administration, employee relations and is a welcome addition to the E&LR unit.

Jennifer Crouch  
 Human Resource Assistant

## 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

## WORKING TITLES

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ANR's compensation and classification structure provides classification titles that attempt to describe the work performed. However, there may be instances when a more specific title would serve the unit's operational needs better and a working title may provide a more immediate understanding of the job in business communications. Working titles should include only terms that are most easily recognized and understood by internal and external constituencies. Please see the [Working Title Guide](#) for further information on what an allowable use for working titles is and what should be avoided.

Bethanie Brown  
 Compensation and Employment Manager

## DEPENDENT CARE

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For those of you with Dependent Care considerations, this article refers you to three of UC's most widely used web links for the Dependent Care Flexible Spending Account (DepCare FSA) and Bright Horizons Care Advantage program. Dependent Care Flexible Spending Account (DepCare FSA) allows you to pay for eligible dependent children or adult care expenses on a pretax, salary reduction basis before federal, state, and Social Security (FICA) taxes are taken out. Enroll during Open Enrollment usually scheduled in November or during your Period of Initial Eligibility. Bright Horizons Care Advantage website provides comprehensive childcare and elder care solutions to complement existing center-based benefits that may be offered on some campuses. Their program services include caregiving, tutorial, housekeeping, full and part time, advising, guidance, hospice care, etc. Visit the following web sites to learn more:

- <http://ucnet.universityofcalifornia.edu/>
- <http://ucnet.universityofcalifornia.edu/forms/pdf/depcare-fsa.pdf>
- <http://ucnet.universityofcalifornia.edu/compensation-and-benefits/other-benefits/family-care-resources.html>

Karen Ellsworth  
 Human Resources Analyst

## HR SPOTLIGHT – TINA JORDAN

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**How long have you worked for the University of California:** *Let's see, I started working for the University of California in 2007. I was the academic personnel officer for the Department of Chemistry on the Berkeley campus.*

**How long have you been working with ANR:** *I began working for UC ANR in 2010.*

**What do you do in ANR:** *I work in the Academic Personnel Unit. My main focus is to answer questions related to policy and procedure involving sabbatical, consulting, temporary appointments, emeritus and policy inquiries in general.*

**What's your favorite Movie:** *I really enjoy watching old black & white movies produced from 1940 – 1960. My favorite movie is the Maltese Falcon starring Humphrey Bogart.*

**What are some things that make you really happy:** *I'm at my happiest when I'm spending time with family and friends.*

Tina Jordan  
Human Resources Analyst

## ANR HR - STAFF PERSONNEL – 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 [SPU](#).

ANR Human Resources

## SPECIAL REQUEST

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Please submit special request 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 range. To make this clearer, we have updated our forms. Please utilize this form for requesting a salary review for your selected new hires and ensure 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 at [brbbrown@ucanr.edu](mailto:brbbrown@ucanr.edu) or [ANRStaffPersonnel@ucanr.edu](mailto:ANRStaffPersonnel@ucanr.edu)

Bethanie Brown  
Compensation and Employment Manager

## RECORDS MANAGEMENT

C, D & R

### Filing Employee Records:

- Employee departmental files that are kept by their units should be maintained in a confidential and locked area. Medical/Workers Compensation records are not part of the employee's departmental file (due to private medical/personal information). Medical and Workers Compensation records are filed in separate folders with the same safeguard as departmental files. The following documentation should be removed from personnel records: social security cards and social security numbers should be eradicated from any and all correspondence. Additional documents to exclude include Birth Certificates, Driver's License, Passports, and Visas etc.
- Separations files are retained for 5 years after separation then destroyed. Employee personnel files that require shredding should be done by a vendor/source that is familiar with confidential shredding.

Should you have any questions regarding Records Management contact [Doris McCarty](#).

Doris McCarty  
Human Resources Assistant

## ENVIRONMENTAL HEALTH & SAFETY

C, D & R

Did you know that ANR has its own Environmental Health & Safety team, with staff dedicated to making your workplace safer? Check out the EH&S website: <http://safety.ucanr.edu> for information about ergonomics, safety training, and award-winning Safety Notes. If you have a question for the EH&S team, you can use the survey at: <http://ucanr.edu/askehs>. We will feature specific safety tips and other information from EH&S in future FAQs.

Brian Oatman  
Director, Risk & Safety Services