

For information regarding [ANR Staff Personnel](#) and [ANR Academic Personnel](#) visit our webpages!

## Probationary Period

**A**

All professional and support staff employees who hold career appointments shall serve a probationary period. The probationary period is completed following six months of continuous service at one-half time or more without a break in service. At midpoint of the probation period, a written evaluation of the employee's performance must be completed and submitted to Human Resources-Staff Personnel. Upon completion of the probationary period, the employee must be informed in writing by the supervisor that they have attained career status. The process and forms are available on the Staff Personnel website at [http://ucanr.edu/sites/ANRSPU/Supervisor\\_Resources/Probationary\\_Period/](http://ucanr.edu/sites/ANRSPU/Supervisor_Resources/Probationary_Period/).

At any time during the probationary period, an employee may be released in accordance with the appropriate personnel program/contract policy, and in consult with Employee and Labor Relations. If you have any questions regarding the probation process or need assistance with performance management, please contact Mary Roberts at [maroberts@ucanr.edu](mailto:maroberts@ucanr.edu).

Mary Roberts,  
Employee and Labor Relations Manager

## Health Care and Retirement

**C, D, R**

When the time comes to consider retirement, you have two resources on hand. The University of California houses the Retirement Administration Service Center (RASC) in Oakland at UCOP, and the UC Davis campus houses the Health Care Facilitator's (HCF) Program in the campus Benefits Office. Both Units maintain useful web sites: RASC: <http://www.ucop.edu/human-resources/staff/retirement-administration-staff/rasc-units/index.html> and HCF <http://www.hr.ucdavis.edu/hcf/>

Explore the RASC web site to familiarize yourself with their menu of services, FAQs, Insurance programs, etc. At the web site you will be able to schedule an appointment with the RASC or submit your questions electronically. They'll respond within the following five business days. The UC Davis HCF web site offers information about your health and welfare benefits for your retirement years, FAQs and the PowerPoint slides to their Presentations for Retirees. If you have any questions, you are always free to contact the E-Service Center at [ANRstaffpersonnel@ucanr.edu](mailto:ANRstaffpersonnel@ucanr.edu).

Karen Ellsworth  
HR Analyst, Academic Personnel Unit

## 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

## Timesheet Reminders

**C, D, R**

**Biweekly Employees:**

<b>Submit:</b>	<b>Approval:</b>
8/29/15	8/03/15
9/12/15	8/17/15
9/26/15	8/31/15

**Monthly Employees:**

9/03/15	9/10/15
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Contributed by Ann Pohl  
Payroll/Personnel Asst.

## Student Employees

**C, D, R**

All Student Assistant (SA) appointments will be set between 5- 40% based on the minimum percentage they are expected to work. These variable appointments will allow you to have your SA work more than the minimum, as needed, without needing to change their appointment.

Submit your requests to [ANRStaffPersonnel@ucanr.edu](mailto:ANRStaffPersonnel@ucanr.edu). Thank you!

## Contract Appointments

**A**

Contract appointments can be used for a project established for a definitive period of time between six months and up to but not beyond three years. Please be advised, contracts are re-approved annually. If the project is anticipated for 2 years, the first year will be approved, and the 2nd year approved after review. Contract employees may be eligible for salary increases unless the terms of their contract state otherwise. They are also eligible for benefits if percentage and length of time criteria is met.

Patricia Glass  
HR Generalist

## Revised Nondiscrimination Statements

**A**

UC ANR's Nondiscrimination and Affirmative Action Policy Statements for Employment and Program Practices for UC ANR Publications have been revised.

The Nondiscrimination Statement must be included in brochures, bulletins, announcements, flyers, publications, catalogs, manuals, guidebooks, application forms, or other materials that are made available to participants, applicants, or employees. The inclusion of the Nondiscrimination Statement is required by federal regulations and reaffirms the UC ANR's commitment to equal opportunity in employment and equal access to its programs and activities.

The statements are on the Affirmative Action Web Page: [http://ucanr.edu/sites/anrstaff/Diversity/Affirmative Action/Resources/Policy-related\\_downloads/](http://ucanr.edu/sites/anrstaff/Diversity/Affirmative_Action/Resources/Policy-related_downloads/)

Inquiries regarding the University's equal employment opportunity policies may be directed to:

Linda Marie Manton  
Affirmative Action Contact and Title IX Officer  
UC-ANR  
2801 Second Street, Davis, CA 95618

(530) 750-1318  
[lmanton@ucanr.edu](mailto:lmanton@ucanr.edu)

[http://ucanr.edu/sites/anrstaff/Diversity/Affirmative Action/](http://ucanr.edu/sites/anrstaff/Diversity/Affirmative_Action/)

John Sims  
Affirmative Action Compliance Officer

## HR Spotlight – Karen Ellsworth

**A**

**What do you do for the HR unit and how long have you worked for ANR?**

*I staff academic recruitments, advise on workers compensation, temporary accommodations, personnel actions and related resources. I was hired at UCD in staff personnel in 1990 and have been with ANR since 2004.*

**What's on your summer to-do list?**

*I am looking at homes to buy in Sacramento since I sold my family home in January.*

**What was your favorite game as a kid?**

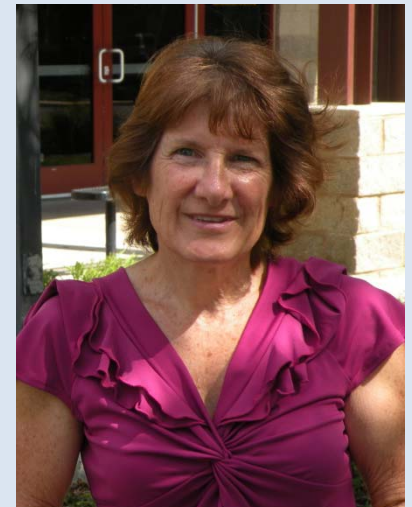
*Huckle Buckle Bean stalk, a hide-and-seek type of game which involved hiding a button or bottlecap and the rest of us finding it in the kitchen. I grew up with seven siblings and thousands of cousins...this game kept us near our mom in the kitchen and occupied our little minds for countless hours.*

**What is your favorite summertime meal?**

*Watermelon. I more often than not eat one ingredient foods – fresh cooked, raw veggies and fruits, chicken, fish, and lots of cereal, whole grains and nuts. But, it does not take much for me to order a fully-loaded hamburger and ice cream shake.*

**What's your favorite spectator sport?**

*My four grandchildren. I take them on adventures in Folsom along the Willow Humbug Creek Trail. We bring along picnic food, water bottles, and cameras. We have photographed snakes, bunnies, lizards, hummingbirds and turtles.*



**What's your favorite outdoor activity?**

*My bicycle riding consists of commuting over the causeway from my cottage in Sacramento to Davis and then returning to Sacramento after work. It is a 1.5 hour ride in each direction and pretty much burns up all available daylight hours. On the weekends, I bicycle for hours along the American River bicycle trail, and in Merced, Fresno, Madera, other cities in the Central Valley.*