

September 25, 2015

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

Annual Report of Category 1 and 2 Compensated Outside Professional Activities

ACADEMIC EMPLOYEES

Each year the Academic Personnel Unit (APU) collects an annual report for Categories I and II compensated outside professional activities from ANR academics. The report shall include activities conducted during the previous fiscal year, July 1, 2014 – June 30, 2015. If there was no activity performed during the fiscal year, the report only need to indicate “NONE.” Academics will receive a notice from the APU to complete and submit an annual report by November 1, 2015. Academics hired during the 2014-15 fiscal year are not required to complete a report this year.

If you have questions upon receipt of the notice, please contact me at tljordan@ucanr.edu.

Tina Jordan

Interim Academic Personnel Director

Telecommuting Arrangements

C, D, R

Telecommuting is an arrangement by which an employee regularly works at a remote worksite (such as home, library, or business center) for a specified portion of the workweek. It is intended to create flexible conditions that help employees integrate their work and personal lives more effectively and better manage issues such as commuting, caregiving, personal health, continuing education, and community service. Successful telecommuting arrangements serve the needs both of individual employees and their unit/department. The focus of the arrangement is on job performance and meeting operational needs. A written agreement clarifying both parties’ expectations is required. Occasional work off-site, including work while traveling on university business, does not constitute telecommuting.

The employee initiates a request to telecommute by submitting a proposal to his/her supervisor and/or unit/department head. Supervisors and/or unit/department heads have the authority to approve flextime arrangements. These arrangements shall be initiated on a trial basis, and may be discontinued at any time at the request of either party. The unit/department reserves the right to immediately suspend the arrangement in case of unanticipated circumstances regarding employee performance or operational needs.

If the employee and supervisor/department head agree to a telecommuting arrangement, they must complete a formal, written agreement. The employee and supervisor/department head shall complete a [Telecommuting Agreement](#) form. Once completed the supervisor/department head shall obtain approval of the proposed agreement from ANR Employee/Labor Relations to assure compliance with [UC Policy, Union Collective Bargaining Agreements](#) and/or [Fair Labor Standards Act](#).

For additional information or questions contact the HR-Staff Personnel Unit E-Service.

Robert Martinez

Employee and Labor Relations Manager

ANR Unit Key

Initials in front of the article indicate that information in that article applies to those units specifically.

- A = All Units
- C = UCCE
- D = Davis Units
- O = Oakland Units
- R = RECS

Timesheet Reminders

C, D, R

Biweekly Employees:

Submit: **Approval:**

09/26/15 09/28/15

10/10/15 10/12/15

10/24/15 10/26/15

Monthly Employees:

10/05/15 10/12/15

Contributed by Ann Pohl
Payroll/Personnel Asst.

Bereavement Leave

A
The university recognizes the importance of family and the difficulties employees face following the death of a family member or another person close to the employee.

- a. Family or Household Member: Up to 10 days of accrued sick leave
- b. Any Other Person: Up to 5 days of accrued sick leave per calendar year
- c. Additional Unpaid Leave: Employees requiring more than the time allowed for bereavement leave may request an unpaid personal leave of absence or may use any accrued vacation, PTO, or CTO (if applicable and available).

Supplemental Disability

C, D, R

UC Disability Insurance is managed by Liberty Mutual. Here are a few tips to keep in mind if you find yourself needing to utilize this supplemental insurance:

CHOOSING A WAITING PERIOD:

You must use up to 22 sick days, if you have them, even if you have the seven-day waiting period.

Are you considering becoming pregnant? If you think you may become pregnant, it's wise to sign up for Supplemental Disability and choose a 7- or 30-day waiting period. For most pregnancies, the disability period begins two weeks before birth and ends six weeks after birth (eight weeks for caesarian section). If you choose a 90- or 180- day waiting period, you are not likely to receive any disability income following the birth of your child. Don't wait until you're pregnant to enroll. You'll be required to submit a statement of health, and if you're already pregnant, your enrollment application will not be accepted.

Pregnancy Disability Leave Cal. Family Rights Act

6-8 weeks (Max. 4 months) 12 work weeks

Family and Medical Leave - 12 work weeks

- PDL and FMLA run concurrently.
- After PDL concludes, CFRA begins and can also run concurrently with FMLA

•**UC's Contribution to Premiums:** While on an approved leave without pay, an employee may be eligible to continue certain UC-sponsored benefits:

- Medical, Dental, Vision, Legal, Supplemental Life, Dependent Life, Accidental Death & Dismemberment during entire leave
- Health Flexible Spending Account (FSA) during FMLA
 - Must elect to continue or cancel coverage prior to leave
- Basic Life automatically continues for up to four months
- Short-Term and Supplemental Disability coverage ends

UC's contribution to medical, dental and vision premiums may continue:

- FMLA - Provided employee pays the normal employee cost, the UC's contribution towards medical, dental and vision are made for coverage through the end of the month in which FMLA ends
- Short-Term Disability (STD) - Provided employee pays the normal employee cost, the UC's contribution towards medical is made for coverage through the end of the following month in which STD ends. Maximum STD period is 26 weeks

Employee must be on an approved leave of absence to continue coverage

Jodi Rosenbaum
HR Generalist

HR Spotlight – Robert Martinez

A

How long have you worked for UC and what is your job? 30 years, Employee and Labor Relations Manager

What kind of music do you listen to (and/or play)? Latin Jazz, Salsa, Mariachi/Tejano, Old School, 60- 70's Rock, Symphonic – Play Congas, Bongo's, and the Cajón (Brazilian wood drum).

Where is your favorite vacation spot? Baja Mexico

What's your favorite dessert? Creamy Vanilla Ice Cream with a splash of Grand Marnier or Amaretto

What's something you'd rather pay to have someone else do than do yourself? Clean my house, which I currently do!

What book on your shelf is dying to be read? *The Four Agreements* (I read this book four times a year for charging my human battery – Fall, Winter, Spring, and Summer)

Are you a morning person or a night owl? Night Owl

Do you have any water-saving tips? Turn off tap while shaving and brush teeth then rinse.



Classification/Recruitment/Compensation-Who do I ask?

C, D, R

In an effort to streamline the process of classifying, recruiting, and compensating your positions, the Staff Personnel Unit (SPU) requires that your initial contact be with ANRStaffPersonnel@ucanr.edu. You'll quickly be given the name of someone who will classify and perform the compensation analysis for your position and usually the name of someone else who will assist you with recruitment.

Classifying positions deals with building the position description: the summary, duties, and requirements of the position. Recruitment handles the requisition stage: posting the position, reviewing your interview questions, panelists, candidates, vetting through Affirmative Action, and assisting with background check procedures. After a final candidate is selected, it goes back to the compensation analyst who conducts a salary review, analyzing your candidate's relevant experience against others throughout ANR in the same classification to determine a fair wage.

Though we work together, you might get a quicker answer if you ask your recruiter the recruitment type questions, and your classifier/comp analyst questions that pertain to those issues.

Patricia Glass
HR Generalist