

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

Hiring and Layoff Moratorium During the Winter Holidays

A
ANR has announced a Winter Holiday Closure from Thursday, December 24 through Sunday, January 3. Human Resources and other administrative services will not be available during this time.

If you have a recruitment underway, please keep the holiday closure period in mind. To ensure a smooth new hire experience, you should not plan to start a new hire during this period.

For managers and unit directors who may be considering staff reductions due to budget or program needs, please consider the effect a layoff will have on an employee during the holidays. UC Staff Personnel Policy requires that departments attempt to minimize the impact a layoff will have on employees. Consistent with the intent of this policy, ANR follows a division-wide practice to not issue a notice or administer a layoff of a career employee during the holiday season (December 24, 2015 – January 3, 2016), unless there is a critical business need.

If you believe you may have a critical need for a layoff, contact Human Resources immediately to discuss your situation. Please contact us at: anrstaffpersonnel@ucanr.edu.

Telecommute Arrangements - FAQs

C, D, R

The September issue of the ANR Human Resources Newsletter included information about telecommuting arrangements. The article generated some questions.

Are employees entitled to telecommute?

Telecommuting is an exceptional arrangement, and it may not be appropriate for many ANR positions. The arrangement must benefit the organization and not negatively impact coworkers or clients. Telecommuting arrangements must be approved by the employee's supervisor and unit head, and they must be documented in a written agreement approved by ANR Employee and Labor Relations. Generally, telecommuting is not appropriate for non-exempt employees who are paid by the hour.

What are the characteristics of a successful telecommuter?

In order to be considered for telecommuting, an employee must have excellent time management skills, be self-motivated, have strong written and verbal communication skills, must work well with limited supervision, have a strong performance record and job knowledge, and be technically savvy enough to work remotely effectively.

If my supervisor and I agree, how do we formalize a telecommuting arrangement?

The employee and supervisor/department head should complete a written Telecommuting Agreement and submit it to ANR Employee/Labor Relations. If you'd like to request a Telecommuting Agreement form, send an email message to ANRstaffpersonnel@ucanr.edu.

John Fox

Executive Director, Human Resources

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:

12/15/15 12/16/15

01/02/16 01/04/16

01/16/16 01/19/16

Monthly Employees:

01/05/16 01/12/16

02/03/16 02/10/16

Contributed by Ann Pohl

Payroll/Personnel Asst.

Email Announcements

A
Because we share systems with the UC Davis campus, UC ANR employees regularly receive broadcast email intended for UC Davis employees. This can cause confusion. Generally, UC ANR will send our own messages for activities and issues that affect ANR staff. Please keep an eye on the sender of the message; if it is from the UC Davis campus, you may disregard the message or contact UC ANR HR for clarification.

UC People Management Online Courses

C, D, R

ANR Human Resources is excited to announce the new Systemwide People Management training opportunities for future or current supervisors. ANR subject matter experts worked in coordination with many other talented training and development specialists throughout the UC system to provide these unique training opportunities.

- **New - [UC Strategic On-Boarding](#)** - This course equips hiring managers with an understanding of the importance of strategic on-boarding, explaining the link between talent acquisition and talent integration of a new hire. This course is recommended for people managers and is appropriate for all UC staff.
- **New - [UC Exercising Influence Overview](#)** - This course introduces a model of influence that can be used at work and in other aspects of life. The course explores the meaning of influence and provides a framework and tools to improve personal influence skills. This course is recommended for people managers and is appropriate for all UC staff.
- **New - [UC Responding to Conflict](#)** - This course provides an approach and tools to respond to conflict in a constructive way. This course is recommended for people managers and is appropriate for all UC staff.
- **[UC Hiring for Success](#)** – This course introduces the talent acquisition process and the importance of diversity in employment. This course is geared for hiring managers and supervisors that recruit for staff openings.

Also, take a look at our other exciting trainings such as the **UC Performance Management** online courses:

- [UC Performance Management Overview](#)
- [UC Setting Expectations and Individual Performance Goals](#)
- [UC Giving and Receiving Feedback](#)
- [UC Engaging and Developing Employees](#)
- [UC Conducting Performance Appraisals](#)
- [UC Motivating, Recognizing and Rewarding Employees](#)
- [UC Coaching for Performance and Development](#)
- [UC Managing Corrective Action](#)

Bethanie Brown,
Compensation and Employment Manager

HR Spotlight – Doris McCarty

A

How long have you been with the University and what do you do? I've been with UC since October of 1980 and currently, I'm the custodian of employee personnel records in the ANR HR Unit.

What kind of exercise do you do? I love Pilates!

How would you spend the perfect Sunday? Go to church morning service, have an early dinner, and have some me time with my hubby.

What were you like in high school? A shy cheerleader.

Where is your favorite place to take out-of-town guests? Bodega Bay or wine country.

What's your favorite smell? Lavender – it's very therapeutic!

What's been your most creative work? Working with and supporting my sister girlfriend in developing and blending her aromatherapy line of oils.

Aisle or window seat? Window seat. I find it annoying when other passengers wake me to go to the bathroom!



Documentation of Leave for Non-Exempt & Exempt

C, D, R

If you are on a leave of absence, there are policies in place stating how you should record your leave hours.

Non-Exempt employees are to record leave at the nearest quarter hour whether your approved leave is *blocked* or *intermittent*.

Exempt employees on *blocked* Family Medical Leave (FML) record leave in increments equal to the days they normally are scheduled to work.

Exempt employees on approved *intermittent* or *reduced* schedule FML record leave by electing to use accrued vacation, sick leave, PTO (if applicable), and/or compensatory time from leave accruals in increments that correspond to the amount of leave actually taken by the employee (which could be weeks, days, hours and/or partial hours), rather than full-day increments only as stated in Policy 2.210, Section III.A.7.

An eligible employee may take unpaid FML for up to twelve workweeks in a calendar year.

Jodi Rosenbaum
HR Generalist