

HR pArtNeRs

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

ACCELERATED HIRES

Recruiting can be a stressful time for a unit, whether you have a new position available or are attempting to fill a vacancy, the need to hire quickly is always present. In order to help clients reduce the time to fill a vacancy, HR is happy to announce ways that a supervisor can accelerate hiring.

Standard Position Descriptions – Waiver of Recruitment (limited term, contract, per diem) – HR has pre-classified and pre-posted several regularly used positions in our recruitment system CATS. This means you can skip quickly to having the qualified identified candidate apply to the position. Simply prepare an SPR and the Waiver of Recruitment forms and send the selected applicant the appropriate link. The HR analyst will review the documentation and the employee's qualifications prior to completing a salary analysis.

Standard Position Descriptions – Open Recruitment (career, limited term, contract, per diem) - Multiple position descriptions have been pre-classified and are ready to be prepared for recruitment. This means you can copy the position description, make minimal changes (such as location, supervisor, hours of work, etc.), and have the position description moved directly to recruitment. Simply prepare an SPR and submit to Human Resources the position's Class Log Number in CATS (your recruiter will need the information in order to skip the classification process).

See this link for the list of approved standard position descriptions: [Accelerated Hires](#)

Log into HR Help Center to request, track and monitor actions: <https://ucanrhhelp.zendesk.com>.

Bethanie Brown, Compensation & Employment Mgr.

NON-SUPERVISORY TRAINING REMINDER

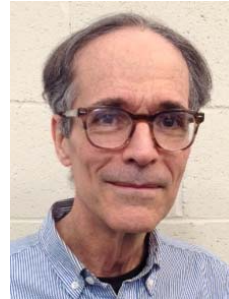
On January 29, ANR VP Humiston announced revisions to the UC Policy on Sexual Violence and Sexual Harassment and a new training requirement for UC employees. The training for non-supervisory employees is now available through the [Learning Management System](#). The course should take about 50 minutes to complete. The training must be completed by May 9, 2016.

If you are required to take the course, you should have received an email message from sdps@ucdavis.edu with the subject line: **UC Sexual Violence and Sexual Harassment Prevention Training for Non-Supervisors assigned to [your name]**. The message includes hyperlinks and instructions to complete the requirement. Please look for the announcement and complete the training.



RETIREMENT NOTIFICATION

If you are planning to retire at the end of June or earlier, please contact HR. Send Doris an e-mail (for staff) at damccarty@ucanr.edu or to Tina (for academic) at tljordan@ucanr.edu. Also, make sure you've contacted RASC (see the February newsletter for details).



David White, Principal Affirmative Action Analyst

HR SPOTLIGHT—DAVID WHITE

How long have you worked for UC and what do you do?
I have worked for UC for close to 25 years. I am the ANR Affirmative Action analyst. I occasionally (but intensely) work with the Statewide 4-H Office, I'm backup investigator for harassment and other complaints, and I work closely with the Staff and Academic HR analysts providing appropriate AA reviews and sign-offs during staff recruitments. This is probably my favorite part of the job (but don't tell the HR analysts that – it'll blow my cover!)

If you were offered a full scholarship, for what would you go back to school?

We understand some employees may not be able to fulfill the training requirement through the [Learning Management System](#), due to language, limited Internet/computer access, or other legitimate reasons. If you or an employee who reports to you is unable to complete the training online, notify HR immediately: ANRstaffpersonnel@ucanr.edu. Thank you for your cooperation in fulfilling this important training requirement, and for your part in preventing and responding to sexual violence and sexual harassment.

John I Sims, Affirmative Action Compliance & Title IX Officer



NEW EMPLOYEE SAFETY CHECKLIST

New employee—check. First days on the job—check. New employee safety considerations...um—Help?

Do you have a new hire? Risk & Safety Services has the checklist for you. The New Employee Safety Checklist is now available at: <http://safety.ucanr.edu/files/235594.pdf>. This form supports supervisors and new hires in ensuring that essential safety requirements are met. Some positions require clearances prior to work, some require a medical screening, and every position necessitates training and resources for safety. How do you know what applies to you? X marks the spot when using the New Employee Safety Checklist and the many links to safety resources it provides. Note that the Staff or Academic Personnel may also have new employee checklists to use when bringing on a new hire, this checklist complements those human resources checklists. For more information, visit us online at safety.ucanr.edu, or contact us at ehs@ucanr.edu

David Alamillo, Emergency & Continuity Planner

BUSY SEASON



ANR hired 178 people April through September of last year! Summer and the months leading up to it is considered our busy season in ANR-HR. We're happy to get your ag employees, students, camp personnel, and a multitude of others on board as seamlessly as possible but you can

help! Please get your requests in early to our ticketing system: <https://ucanrhelpp.zendesk.com>

Patricia Glass, Staff HR Consultant

CONTACT US

To update yourself on our mailing list, please [click here](#). Questions or comments? Email us at ANRStaffPersonnel@ucanr.edu or use the [HR Help Center](#).

Well, I'd need more than just a full scholarship – I have a mortgage and normal living expenses; but if all my demands were met, I'd study photography.

What would you do on the moon? I'd collect dust and be amazed that now I'm part of a sky I'd watch on earth so far away.

TIMESHEET REMINDERS

Biweekly Employees:

Submit: **Approval:**

04/09/16 04/11/16

04/23/16 04/25/16

05/07/16 05/09/16

05/21/16 05/23/16

Monthly Employees:

04/05/16 04/12/16

05/04/16 05/11/16

Ann Pohl

Payroll/Personnel Assistant

SELECT CELEBRATIONS

APRIL

5—Sexual Assault Awareness

6— Walking Day

10—Farm Animals Day

14—Pecan Day

16—Orchid Day

19 — Garlic Day

22—Earth Day

23— Picnic Day

27-Admin Professionals Day

MAY

3—Garden Meditation Day

5—Cinco de Mayo

8—Mother's Day

14—Stamp Out Hunger Food

Drive Day

16—Love a Tree Day

17—Walnut Day

20—Pick Strawberries Day

20—Bike to Work Day

30—Memorial Day (hol)