

HR pArtNeRs

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

DRIVING FOR WORK

Many employees occasionally drive a University or County vehicle for ANR business. Whether it is a requirement of the job or not, we have the responsibility to ensure the safety of the employee and the public, which is why we now enroll them in the DMV pull notice system. In this new policy, HR is providing suggested language for position descriptions and advertisements to notify new employees of the driving/DMV requirements. If an employee is required to drive as a major function of the job, the requirement must be included in the position description.

For Driving Required Positions:

- Possess and maintain a valid California Driver's License.
- Participate in the California Department of Motor Vehicles (DMV) Pull Notice System Program.
- A copy of DMV record will be required as a condition of employment.

For Non-Driving Required Positions:

- While County and UC Vehicle use is not required, employees who utilize those fleet vehicles may be required to participate in the DMV Pull Notice System Program and possess a valid California Driver's License.
- Ability and means to travel on a flexible schedule as needed, proof of liability and property damage insurance on vehicle used is required.

If you have any questions about the suggested language, or would like to know more please contact us at the [HR Help Desk](#).

Bethanie Brown, Compensation & Employment Mgr.



GENDER INCLUSIVE FACILITIES

UC ANR is committed to creating and sustaining an environment that supports and values all members of our community, including visitors. Gender inclusion requires providing access and equality by creating an environment that is safe, accessible, and respectful of all individuals.

In June 2015, UCOP released guidelines requiring that UC campuses and other locations, including UC ANR, have gen-

SEPARATION CHECKLIST

Regardless of the reason for leaving the University, certain actions must be completed prior to separation. In addition to providing notice to HR, please use the appropriate Checklist to identify and track the required and recommended steps.

Please refer to the following links for [Academic](#) or [Staff](#) Separation Checklists.

Mary Roberts
 Emp & Labor Relations
 Business Partner



Kim Ingram
 Academic HR Analyst III

HR PROMOTION-KIM INGRAM

Please join me in congratulating Kim Ingram on her recent promotion to Analyst III in the Academic HR Unit. She began working for UC ANR in 2005 as a Small Farms/ Horticulture Intern for UCCE Placer/Nevada and in 2006 she was a Livestock Intern also with UCCE Placer/ Nevada.

From 2008 to 2015, she worked as a UCCE Community Education Specialist in the Sierra Nevada for the Sierra Nevada Adaptive Management Project (SNAMP).

In 2013 & 2014, she was also a Community Education Spe-

der inclusive restrooms. The guidelines required that UC ANR convert single occupancy or single stall restrooms from gender specific to gender inclusive facilities by March 2016.

Gender Inclusive Facilities (*sometimes referred to as Gender Neutral facilities*) are facilities, including but not limited to, restrooms, showers, locker rooms and changing rooms, that are usable by persons of all gender identities and expressions and that are not gender specific. The facilities provide privacy and security for the individual user.

Under the supervision of Shawn Tibor, Director, Facilities Planning and Management, 71 single stalls restrooms have been converted into gender inclusive facilities across ANR.

All Gender Inclusive Facilities are identified by signage containing a triangle within a circle.

For more information and for a list of gender-inclusive restroom locations, please visit [Gender-Inclusive Facilities](#).

John I Sims, Affirmative Action Compliance & Title IX Officer

INJURY REPORTING

The Risk and Safety Services team aims to maintain a safe and healthy environment for all ANR employees, volunteers, and program participants. But accidents and injuries can and do happen. Whenever a workplace injury occurs, it is important to report the incident as soon as possible to your supervisor. Promptly reporting an injury or illness can ensure that proper first aid or professional medical care is provided and that steps are taken to investigate and prevent accident or sickness recurrence.

Reporting injuries is important, and so we've made it easy to do. The easiest way to report, go online and complete the Employer First Report form (<http://ehs.ucop.edu/efr>). If you can't go online, then use the paper form and fax or scan it in. There are some additional steps to follow, so visit the "Reporting an Injury" webpage (<http://ucanr.edu/injury>) to get forms, guidelines and links to injury reporting resources. To report incidents other than work-related injuries, such as theft, property damage, auto accidents, or injuries to non-employees (volunteers, participants), use the ANR Risk Services Incident Report form at: <http://ucanr.edu/incidentreport>

For more information, visit us online at safety.ucanr.edu, or contact us at ehs@ucanr.edu

David Alamillo, Emergency & Continuity Planner

CONTACT US

To update yourself on our mailing list, please [click here](#). Questions or comments? Contact us at [HR Help Center](#).

cialist for the Sierra Nevada Ecosystem Enhancement Project (SWEEP). Kim became a certified California Naturalist in 2014 and became an Instructor in 2015.

She has worked for Academic HR on several occasions prior to starting her career appointment in the unit in 2015. Kim continues to be a valuable asset to Academic HR.

Tina Jordan
Academic HR Mgr

TIMESHEET REMINDERS

Biweekly Employees:

Submit: **Approval:**

06/04/16 06/06/16

06/18/16 06/20/16

07/02/16 07/05/16

07/16/16 07/18/16

Monthly Employees:

06/03/16 06/10/16

07/06/16 07/13/16

Ann Pohl
Payroll/Personnel Assistant

SELECT CELEBRATIONS

JUNE

4—Prairie Day

6— Gardening Exercise Day

10—Herbs & Spices Day

11—Corn on the Cob Day

12—Red Rose Day

13—Weed your Garden Day

14—Flag Day

15—Nature Photography Day

17—Eat Your Vegetables Day

JULY

4—Independence Day

11—Rainier Cherry Day

12—Simplicity Day

15—Give Something Away Day

20—Moon Day

25—Culinarian's Day