

HR pArtNeRs

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

HOLIDAY CLOSURE

Here's a reminder about this year's winter holiday closure schedule. ANR Units, including Research and Extension Centers, BOC Kearney, UCCE county offices and the Second Street Building in Davis, will be closed from Friday, Dec. 23, 2016, through Monday, Jan. 2, 2017, except for essential services. ANR offices will reopen on Tuesday, Jan. 3, 2016. The schedule will be the same for ANR employees at UCOP.

ANR holidays will be observed on Friday, Dec. 23; Monday, Dec. 26; Friday, Dec. 30, 2016; Monday, Jan. 2, 2017

December 27, 28 and 29, 2016, will be curtailment (closure) days. Employees will be given the option of using accrued vacation, compensatory time off (CTO), or leave without pay for the curtailment days. In the event an employee has not accumulated a sufficient amount of vacation time before December to cover the three days, arrangements can be made to allow those individuals to borrow against future vacation time. Please contact BOC.

Some UCCE County Offices and Research and Extension Centers have announced alternate schedules to accommodate local needs. Please contact your local ANR Director if you are uncertain about the closure schedule for your office.

John Fox, Executive Director, HR

HOLIDAY PAY ELIGIBILITY

A full-time employee is one whose fixed appointment percentage is 100%. A part-time employee is one whose variable appointment is at least 50% but less than 100%, even if the employee occasionally works up to 100%.

The definition of "pay status hours" is REG hours from time worked and paid leave hours. It does not include: overtime, leave without pay and earned holiday hours. In order to determine the pay status hours, full scale calculation will need to be triggered for the 2 preceding cycles (excluding holiday calculation).

Non-exempt employees:

Available work hours = hours in period minus holiday hours
 Holiday credit = (time on pay status/available work hours) multiplied by holiday hours

Exempt Employees:

Holiday credit = appointment percent multiplied by holiday hours

Alternate Work Schedule--Holiday Falls on Workday. If a non-exempt employee is scheduled to work more than the number of hours covered by holiday pay, and the employee does not work, the employee receives holiday pay and uses

ASAP COUNSELING SVC.

Are you worried or depressed, or dealing with elder or dependent care issues at home? Do you have work-related problems you'd like to discuss with a professional counselor?

UCANR employees have access to free, confidential one-on-one counseling services through UC Davis' Academic and Staff Assistance Program (ASAP).

Services include individual counseling; consultation for managers, supervisors and administrators; and assistance in investigating threats and violence within the workplace.

Being mentally healthy is just as important as staying in good physical condition, and talking about problems is a great way to start feeling better and finding solutions. No problem is too small or too serious to bring to ASAP.

Find out more about the ASAP program at <http://www.ucdmc.ucdavis.edu/hr/hrdepts/asap/> or call them at (916) 734-2727.

John Fox

SPOTLIGHT-PATRICIA GLASS



How long have you been with the UC and what do you do?
 Almost 15.5 years; classification, recruitment, and

vacation, compensatory time, or leave without pay for the remainder. If the employee works on the holiday, the employee receives regular pay for all hours worked plus holiday pay. See 2.210.III.H.3.a for Christmas Day (December 25) Holiday Pay.

Alternate Work Schedule--Holiday Falls on Day Off. The supervisor determines whether to give the employee holiday pay or another day off, and assigns the day to be taken off.

Additional consideration should be given to the collective bargaining contract for the specific non-exempt employee. Exempt employees should refer to PPSM 40 2.210.III.H, Holidays. For additional questions please contact your BOC-D/K, payroll.

Jodi Rosenbaum
Employee Relations Business Consultant

2016 NEW EMPLOYEE ADMINISTRATIVE ORIENTATION

ANR held the third New Employee Administrative Orientation (NEAO) since moving to the ANR Building on Second Street.

For this year's session, we chose a World Café format. In a nutshell, small participant cohorts met with ANR directors to learn about the functions of programs and units and to ask questions. After 7-minutes, participants move to the next table. The overarching idea was to promote more engagement and time to network.

This new format was based on feedback from the 2015 NEAO in which ANR directors gave formal slide presentations. Evaluation results included "information overload" and "no time to engage with directors." From this year's interactions, it appears that there was more energy at the event. Overall evaluations were positive with "Wonderful! Small groups where we move is a super venue with more engagement" and "The quick overview of the programs gave me a great idea of all the resources."

NEAO 2017 will use the World Café format with small improvements to make the event more seamless. Orientation participant materials plus program and unit video overviews can be found on the Orientation website. Programmatic Orientation for new academics takes place February 22nd-24th.

Special thanks to Program Support Unit's Sherry Cooper, Kelly McFarland, and Manuel Alvarez for their hard work and efforts in making this a great event.

Jodi Azulai
Learning and Development Coordinator

CONTACT US

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compensation analysis.

Being purely materialistic, what's on your wish list? A new jet ski

What's your main goal for 2017? This year was a blur so slowing down (somewhat)

What's your favorite winter activity? Snow-mobiling

Favorite hobbies? Performing in plays and musicals, arts and crafts, volunteering

Favorite spectator sport? Football

When you were little, what did you dream of becoming? A flight attendant so I could travel the world. Now I realize, there's no place better than California!

TIMESHEET REMINDERS

Biweekly Employees:

Submit: **Approval:**

12/03/16 12/05/16

12/13/16 12/14/16

12/29/16* 01/03/17

*recommend submitting last day worked (i.e. 12/22/16) due to closure

Monthly Employees:

12/05/16 12/12/16

01/04/17 01/11/17

Ann Pohl, Payroll Asst

SELECT CELEBRATIONS

DECEMBER

1—Eat a Red Apple Day

3—Person's w/Disabilities Day

5—Volunteer Day

10—Human Rights Day

21—Kiwi Fruit Day/

Winter Solstice

JANUARY

1—Commitment Day

9—Apricot Day

15—Fresh Squeezed Juice Day

16—Day of Service (MLKJ Day)

24—Compliment Day