

HR pArtNeRs

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

MINIMUM WAGE INCREASE

UCANR's minimum wage has changed from \$12.55 hourly to \$12.86 hourly, effective January 01, 2017, due to an increase in the City of Oakland's minimum wage. This change impacts the salary scales for our student assistants; all other ANR salary scales are above the new minimum. UCANR HR is currently processing wage increases for the employees affected by the change in the minimum wage. Should you have any questions, please contact <http://ucanrhhelp.zendesk.com>.

Jennifer Crouch
 Compensation Analyst

ESSENTIAL FACILITATION WORKSHOP

ANR Learning and Development is sponsoring another Essential Facilitation® Workshop this fiscal year. The first one took place November 29th through December 1st at the UCCE in San Diego. The second workshop takes place from March 28th-30th in Davis. The skills and techniques offered in Essential Facilitation® are designed to produce significant performance improvement, career development, and personal growth. Essential Facilitation® shows how to effectively facilitate in situations that have one or more of the following "three Cs":

- Complex or high-stakes content.
- Conflict — the situation is emotionally-charged or controversial.
- Context — when you must balance multiple stakeholders' needs and points of view.

This is the first time we will have the vendor [Interaction Associates for Social Change](#) provide the instruction in-house. In the past many ANR employees completed the workshop with their sister company [Interaction Associates](#) in San Francisco. We look forward to participant evaluations and interviews to decide when we will offer this or similar workshops in the future. There is a waiting lists for the workshop. If you are interested in being on a wait list or taking a future workshop please notify me at jlazulai@ucanr.edu.

Jodi Azulai
 Learning and Development Coordinator

ZENDESK REQUESTS FOR RECRUITMENT

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. So that we may help your recruitment move forward, please explain the type of request you need; accelerated hire, limited hire, waiver of recruitment, contract, or open recruitment upon your initial contact with us.

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>

Jennifer Crouch, Compensation Analyst

W-2 DOCUMENTS

"...In this world nothing can be said to be certain, except death and taxes."
(Benjamin Franklin)

The deadline to file 2016 individual tax returns is Mon., April 17, 2017. The 2016 W-2 forms are now available on the At Your Service Online website (<https://atyourserviceonline.ucop.edu/ayso/>).

Electronic receipt of your W-2 is the quickest and most reliable way to obtain this crucial documentation. If you have trouble logging on to AYSO, please see the Payroll website http://afs.ucdavis.edu/our_services/payroll-services/employee-resources/w-2-information.html or call their help desk at (530) 752-7750.

Patricia Glass
 Staff HR Consultant

SPOTLIGHT-ARICKA THOMSEN



How long have you been with the UC and what do you do?

My UC career began at UC Berkeley as an HR Generalist for the Engineering and Chemistry departments three years and two months ago. I am now an HR Generalist for ANR's Staff Personnel Unit.

What's your favorite rom-com? The Proposal

FMLA—WHAT, WHO AND WHY?

FMLA...what is that? FMLA stands for Family and Medical Leave Act of 1993 and is a federal entitlement that protects an eligible employee to “attend to the serious health condition of the employee, parent, spouse or child, or for pregnancy, care of newborn child, adopted or foster child.” In order to be eligible for the FML protection an employee must have been at the University at least 12 months, and worked at least 1,250 hours over that previous 12 months.

Who do I go to? An employee needing a medical leave of absence should speak to their supervisor to discuss the dates/times needed (condition should not be discussed) or contact Jodi Rosenbaum, Employee Relations Consultant at (530) 750-1315 or jrosenbaum@ucanr.edu.

What reasons of leave are there? Personal, medical, pregnancy disability, or military. What types of leave are there? Block, Reduced or Intermittent. Employee’s (non-exempt and exempt) leave accruals will be made 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.

Jodi Rosenbaum,
Employee Relations Consultant

CONTACT US

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

On a scale of 1-10, how patriotic are you?

I am a 100 on the patriotic scale! We were a military family and have many friends serving around the world.

What's your favorite sport in the winter Olympics?

The luge

If you could have an endless supply of any food, what would you get?

I could probably survive on an endless supply of pizza.

What are you a "natural" at doing? I like to write and it comes pretty naturally to me.

TIMESHEET REMINDERS

Biweekly Employees:

Submit: **Approval:**

02/11/17 02/13/17

02/25/17 02/27/17

03/11/17 03/13/17

03/25/17 03/27/17

Monthly Employees:

02/03/16 02/10/17

03/03/16 03/10/17

Ann Pohl, Payroll Asst

SELECT CELEBRATIONS

FEBRUARY

5—Nat’l Weatherman’s Day

11—Make a Friend Day

14—Nat’l Organ Donor Day

17—Random Acts of Kindness Day

26—Nat’l Pistachio Day

28—Floral Design Day

MARCH

3—Employee Appreciation Day

12—Plant a Flower Day

14—Learn About Butterflies

Day

21—Nat’l Ag Day

25—Pecan Day

26 Nat’l Spinach Day