

HR pArtNeRs

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

CAREER LADDER

Human Resources has recently launched the use of Career Ladder recruitments meaning that you can hire a candidate at the level most appropriate for their experience level and for the needs of the unit (not to exceed the level of the approved provision). This means if your unit has an opening at any level, you can recruit for a candidate at that level or one level below giving you more flexibility to hire.

Career Ladder recruitments are a great way to build a stronger recruitment pools and to reduce turnover in the entry level positions.

For example, if your unit has an opening for a Community Educator 2, a Career Ladder position would allow a recruitment to be posted at the level 1 and 2. With this method you can hire based on the applicants level of experience, casting a much wider recruitment net than ever before. It also allows for a built in career ladder for those individuals who are hired at the lower level. This allows the employee to be prepared early for a reclassification once they have received the appropriate training and have shown success on the job.

Career Ladder positions are appropriate for units who have created training plans, have a vested interest in training applicants up, and are interested in building a stepping stone for their newly hired employees.

Keep in mind that this methodology does not allow for automatic reclassifications. A training plan must be followed and the documentation must show progress; however, it does reduce the time to reclassify if an applicant is hired at a lower level than your provision is slotted.

Bethanie Brown
 Compensation & Employment Mgr.

HEALTH CARE BENEFITS POST RETIREMENT

Are you curious about retirement? Have we got resources for you! See the link to the flyer about Health Care during Retirement prepared by the UC Davis Health Care Facilitator Guerren Solbach.

The flyer contains the following web links:

- Guerren's Powerpoint presentation slide deck and to his streaming live video of this same presentation so you will have the benefit of hearing his explanation of each slide.
- The UC Retirement Service Center weblink and telephone number
- The UC Social Security Administration weblink
- Several UC retirement online resources

Questions? Contact Guerren Solbach at 530 752-4264

Karen Ellsworth
 Academic HRBusiness Consultant

AA HITS THE ROAD



A couple of times a year, the Affirmative Action Office accomplishes something special: The Affirmative Action On-site Review. The USDA has specific requirements that each Cooperative Extension (CE) County Office and CE staff are expected to fulfill. Some of these entail the physical arrangement of the office itself – certain USDA informative posters being prominently displayed in any area used for public gatherings for CE activities, for instance. Other requirements deal with how the staff and county advisors understand their basic Civil Rights duties and processes. In addition, the advisors must show that, if minorities are likely members of their potential audience for their CE program in that county – they must show how many of these minorities are actually attending CE events. It's not an easy job and the Affirmative Action Office tries to make its On-site Reviews as painless and fun as possible.

The requirement that CE programs be inclusive, that CE value diversity in its programming is very important to the USDA and to UC. But policy has meaning only when people put it into practice. The UC ANR advisor corps and CE county staff, by being on board with valuing diversity and inclusion, makes Cooperative Extension valuable to *everyone* in California – which helps make all of us at ANR valuable to California, as well.

Don't let your county miss out on an on-site review! Contact me, David White, at 530-750-1286 or dewhite@ucanr.edu

WORKERS COMPENSATION CLAIMS PROCESS

Despite our best efforts, work-related injuries & illnesses can and do happen. [Safety Note #123](#) outlines the process for timely reporting of injuries & illnesses (guidance can also be found online: <http://ucanr.edu/injury>)

Once reported, you may wonder, “What happens next?” If the injury or illness requires medical care (other than first aid), a workers compensation claim will be initiated and the employee and supervisor may be contacted by one or more of several departments. Whether you are the injured employee, the supervisor, or office administrative staff, you may have an important role to play in helping manage the process.

Newly available, [Safety Note #184](#) details the Workers Compensation Claims Process and the various parties involved. The note strives to answer common questions such as: “Why is the UC Davis Workers Compensation office calling me?” Or “Who is Sedgwick CMS, and should I talk to them?” Understanding the roles each party plays and maintaining timely communication can help ensure proper treatment, make sure the claim is managed efficiently, reduce confusion, and return the employee to work as soon as possible.

Visit http://safety.ucanr.edu/Safety_Notes/ to review these notes and others to help achieve a smooth, and hopefully pain-free, process.

-David Alamillo, EH&S Specialist

SELECTED VS. NON-SELECTED APPLICANTS

As you know, an open recruitment can solicit many applicants, some good and some ...not as much. However, they all need to be validated with reasons for you either selecting them or not for an interview, as mandated by Affirmative Action. This can be quite cumbersome if you have a large pool but it can be a lot easier if you review our helpful guidelines located on our website: http://ucanr.edu/sites/ANRSPU/Supervisor_Resources/Recruitment/Screening/

There you'll see a form that you can use to decide which applicants to interview by identifying their demonstrated experience with requirements essential to the position. If several candidates are lacking in an crucial requirement, you can use that as a reason for disqualifying them for an interview as long as the candidates you choose to interview meet those requirements.

You'll also find a link to a document explaining more about the statuses you should use: Minimum Qualifications, Not Interviewed or Selected for Interview. Even if an applicant is not qualified, choosing Qualifications, Not Interviewed will give you a drop down box to cite the specific reason(s). You'll also need to submit reasons for interviewing the candidates you did choose.

Once you have interviewed candidates, you'll need to assess your reasons for your selected candidate as well as those who were interviewed, Not Selected. The reasons must mainly be based on the requirements again, but can include added subjectivity from the hiring committee. You're strongly encouraged to have a Candidate #2 and/or #3 in case your first candidate falls through and you don't want to repeat the process!

Patricia Glass, Staff HR Generalist

CONTACT US

Mailing list updates: email pglass@ucanr.edu.

Questions or comments? Contact us at [HR Help Center](#).

RESPOND TO OPEN TICKETS IN ZENDESK

One of the great features of our ticketing system is that it sends emails every time there is a communication exchange. However, when a new communication is started, it opens a new ticket. If your conversation is meant to respond to an issue or recruitment that already has a Zendesk ticket, please reply to that ticket or email instead of creating a new one. Multiple tickets that are open regarding the same issue is confusing and hard to track. The system also records some metrics such as how long our tickets take to close and how many are received. Opening new tickets can give false information for reports. Thank you for your cooperation!

<https://ucanrhelp.zendesk.com>

-Patricia Glass

TIMESHEET REMINDERS

Biweekly Employees:

Submit: **Approval:**

06/17/17 06/19/17

07/01/17 07/03/17

07/15/17 07/17/17

07/29/17 07/31/17

Monthly Employees:

06/05/17 06/12/17

07/06/17 07/13/17

Ann Pohl, Payroll Asst

SELECT CELEBRATIONS

JUNE

13—Weed Your Garden Day

17—Eat Your Veggies Day

23—Hydration Day

JULY

15—Give Something Away Day

20—Get To Know Your

Customers Day

31—Avocado Day