

HR pArtNeRs

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

LOCATION ANNOUNCEMENTS

Staff Personnel has made some organizational changes in order to serve you better. Each of six analysts now have specific locations/units assigned to them. Typically, when you submit a Zendesk ticket to <https://ucanrhhelp.zendesk.com>, it will be assigned to your analyst. There are situations where another analyst can help you due to their expertise, workload, or if your assigned analyst is out. Please continue to use Zendesk to submit your tickets as opposed to directly contacting your analyst so that we all have access to your issue in case back-up is required.

Click [here](#) for the location and analyst list.

-Patricia Glass
HR Business



WINTER CLOSURE SCHEDULE

ANR Units, including RECS, BOC Kearney, UCCE county offices and the Second Street Building in Davis, will be closed from Friday, Dec. 22, 2017, through Monday, Jan. 1, 2018, except for essential services. ANR offices will reopen on Tuesday, Jan. 2, 2018. The closure schedule will be the same for ANR employees at UCOP.

ANR holidays will be observed on Friday, Dec. 22; Monday, Dec. 25; Friday, Dec. 29, 2017; Monday, Jan. 1, 2018. December 26, 27 and 28, 2018, will be curtailment (closure) days. (This schedule aligns with the UC Davis calendar.)

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 RECS 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

OPEN ENROLLMENT

OPEN ENROLLMENT opens 10/26/2017. When more information is available, it will be posted at <http://ucnet.universityofcalifornia.edu/oe/>.

DOMESTIC PARTNER BENEFITS

Please click on the link below to better understand the resources for UC's benefits for domestic partners: <http://ucnet.universityofcalifornia.edu/news/2017/10/understanding-ucs-benefits-for-domestic-partners.html>

NEW COUNTY DIRECTORS NAMED

HR would like to extend their best wishes and gratitude to those advisors who were recently named county director: Cindy Fake, Katherine Soule, and Josh Davy. We would also like to extend our appreciation to those who are acting as county director on an interim basis: Emily Symmes, Rachel Elkins, Glenn McGourty, Weiting Chen, Igor Lacan, and Jim Downer. Thank you!

I-9 UPDATE

I-9 form revisions were made 7/17/17 with a mandate to employers to use the newest form effective 9/18/17. Therefore, please destroy any hard or soft copies that do not have an "Expires 8/31/2019" line in the upper right corner. Link [here](#) for the current revision.

LEARNING & DEVELOPMENT UPDATE

PROGRAMMATIC ORIENTATION



Tues—Thurs.
10/17-10/19/2017
Hopland REC
4070 University Rd.
Hopland CA 95449

Designed to help academics jump start their programs by focusing on program design and showcasing successful projects of other ANR academics.

Open to all early career UC Cooperative Extension advisors, UC Cooperative Extension specialists, academic coordinators, academic administrators and Agricultural Experiment Station faculty who were unable to attend in 2014 or 2015 or who have been recently hired. [Register here](#). Remember to sign up for the [New Employee Orientation](#) also to learn about the administrative units that support your career.

NEW EMPLOYEE ORIENTATION



Tuesday, 11/14/2017
10 AM-3 PM
UC ANR Building
2801 Second Street
Davis, CA 95618

Introduces statewide programs, it focuses on administrative units and services and provides an overview of ANR structure, vision and mission. [Register here](#).

Open to any new Staff and Academics.

UPSKILL: UC PEOPLE MANAGEMENT NETWORKING COHORT

[Fill out this interest survey](#) if you would like to be considered for the Winter 2018 networking cohort. ANR people managers meet for a facilitated call once/month for 10 months at a preset day/time to share:

- Tools used from the UC People Management course and how they are affecting positive change
- Guidance for challenges or issues in engagement, productivity, or communication
- Resolutions for workplace scenarios
- Homework assignments from the course

Celebrate: UC People Management Conference 2018 Sponsorships

ANR Learning & Development will be sponsor 10 People Managers who complete the UC Performance Management Series Certificate by June 29, 2018 to attend the second annual *UC People Management Conference in August 2018!* [Check out last year's conference website](#).

-Jodi Azulai,
Learning & Development Coordinator

DUE DATE FOR CONSULTING ACTIVITY

Each year the Academic HR Unit (AHR) collects an annual report for Categories I and II compensated outside professional activities from ANR academics. The report includes activities conducted during the previous fiscal year, (7/1/16 – 6/30/17). If no activity was performed during the fiscal year, the report need only to indicate “NONE.” Each academic will receive a notice from AHR to complete and submit an annual report by 11/1/17.

If you should have questions upon receipt of the notice, contact Tina Jordan in AHR at tljordan@ucanr.edu.

-Tina Jordan
Academic HR Manager

UC PEOPLE PERFORMANCE

Certificate Series

Join ANR Supervisors that have grown their people management skills by completing the [UC Performance Management Series Certificate \(UC Learning Center\)](#).

Browse course titles and codes [here](#).

TIMESHEET REMINDERS

Biweekly Employees:

Submit: **Approval:**

10/07/17 10/09/17

10/21/17 10/23/17

11/04/17 11/06/17

11/16/17 11/17/17

12/02/17 12/04/17

Monthly Employees:

10/04/17 10/11/17

11/03/17 11/13/17

12/05/17 12/12/17

CONTACT US

Mailing list: pglass@ucanr.edu.
Questions/comments:
[HR Help Center](#).