

Part 2

Supervisor 101

Benefits

GVSU Health and Wellness

- Strategy
 - Health & Wellness – Creating the Culture
- So Why Should We Care?
 - The Numbers!
- How
 - Total Population Health Management – It's What We Do

MISSION

Promoting and encouraging healthy lifestyles to enhance the quality of life for Grand Valley State University faculty and staff members and their families.

VISION

Grand Valley will be recognized as the healthiest campus in Michigan by increasing awareness of healthy lifestyle choices and providing opportunities for a lifelong commitment to good health and well-being.



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GVSU Strategic Plan: A vision for student, staff and faculty well- being

- Strategic Priority 3: Ensure the alignment of institutional structures and functions.
- Institutional outcome E:
 - Objective 3.E.3: GVSU has a well-established reputation for the wellness of students, faculty and staff at all levels, for example, earning and/or maintaining recognition as one of America's Healthiest Employers.

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Projected Benefits Budget 2017-18

Total Estimated 17/18 Estimated Expenditure	\$53,338,678
Total Estimated 16/17 Estimated Expenditure	\$51,089,350
% Change	4.40%
Prior Fiscal Year % Change	5.81%

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GVSU 2016 Total Medical Plan Spend

	2016 Medical
Total GVSU Cost	26,689,245
Total Faculty/Staff Costs	5,336,406
Total Spend	\$32,025,651

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Maximum Potential Employee Healthcare Costs - GVSU and National Average

GVSU Single								
	2011	2012	2013	2014	2015	2016	2017	2018
Deductible	1,500	1,500	1,500	1,500	1,500	1,750	2,000	2,000
Premium	0	0	0	0	0	0	0	0
GVSU HSA contribution	650	650	650	130	0	0	0	0
Co-pays	0	0	0	0	0	0	0	250
Employee Potential Cost	850	850	850	1,370	1,500	1,750	2,000	2,250

GVSU Family								
	2011	2012	2013	2014	2015	2016	2017	2018
Deductible	3,000	3,000	3,000	3,000	3,000	3,500	4,000	4,000
Premium	0	0	0	0	0	0	0	0
GVSU contribution	1,300	1,300	1,300	260	0	0	0	0
Co-pays	0	0	0	0	0	0	0	500
Employee Potential Cost	1,700	1,700	1,700	2,740	3,000	3,500	4,000	4,500

National Averages for Family (from Kaiser/HRET survey of Employers)					
	2011	2012	2013	2014	2015
Deductible	3,865	4,068	4,037	4,191	4,347
Premium	3,076	3,437	3,241	4,126	3,660
Employer HSA contribution	1,069	1,070	1,150	1,347	991
Co-pays	2,638	3,366	3,080	3,400	3,444
Employee Potential Cost	8,490	9,801	9,168	10,570	10,460

The employee potential costs were calculated as the sum of the premium, deductible and co-pays minus the employer contribution to the Health Savings Account (HSA). Firms were not asked about family coverage co-pay maximums after 2014 so the value is estimated.

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BENEFITS -financial health-

- Medical
- Health Savings Account
- Dental
- Life insurance
- Salary Continuation & Long Term Disability
- Retirement
- Union Pension
- Household Member program
- Adoption benefits
- Rooms for nursing mothers

WELLNESS -physical health-


- Personal health coaching
- Onsite fitness facilities and classes
- YMCA and fitness center discounts
- Team and individual health challenges
- Wal-Mart's at Work
- Office Ergonomics
- Farmers Market
- Nutrition competitions
- Exercise Release Time

WORKLIFE -emotional health-


- Free counseling with GAC/COMPASS
- Life event support groups
- Resource and referrals for life events
- Mediation services
- Career Coaching
- Employee Resource Groups
- Flexible Work Arrangements
- Conflict Resolution Process




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Payroll

UltraTime Overview

- [UltraTime Login](#)
- [PC Punch Timeclock](#)
- [UltraTime Mobile](#)



"Some complaints have come in about your method of reminding people to hand in timesheets."

Recruitment & Hiring

Hiring the Best People

The biggest challenge for today

- Legal and Policy Issues
- Planning Strategies
- PageUp
- Interviewing

Legal and Policy Issues

Click To Change Your Subtitle

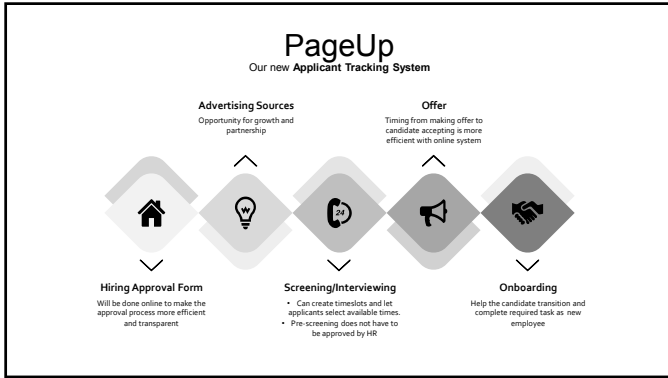
- Employment Law**
State and federal fair employment laws prohibit discrimination in hiring
- Equal Employment Opportunity**
GVSU is fully committed to equal employment opportunity
- Confidentiality**
Information obtained through a search is confidential and should stay with the committee

Planning Strategies

Plan to succeed

The hiring process is a partnership

- Position Announcement**
Your pool will only be as good as your description was.
- Committee Selection**
Inclusion Advocate must be from outside hiring unit.
- Rubric for Applicant Review**
There should be a ranking or reviewing method that can be applied to all applicants.
- Consistency**
Every applicant must be treated equally with the same standard.



Interviewing

Tips for a successful meeting

Finding the right candidate

- Prepare a list of questions
- Make sure questions relate to job qualifications
- Create open-ended questions
- To identify past behavior as an indicator of future behavior
- To predict success in the job and with the organization
- Don't Talk too much (you brought them in)
- Silence is okay

Interviewing

Areas to watch out for

Questions to NOT ask

Do not ask about protected classes. Be careful when establishing rapport

Take Notes

It is easy to forget what a candidate said or simply forgot who said it

Consistency

Always ask the same questions in the same order.

Not to ask

Take Notes

Consistency

Employment Law

We have the right (and obligation) to manage our departments to the best of our ability.

We Have the Right to:

- Full and exclusive control of the management of the University, the supervision of all the operations, the methods, processes, and means of performing any and all work, the control of the property and the composition, assignment, direction, and determination of the size of its working forces;

We Have the Right to:

- change or introduce new or improved operations, methods, means or facilities;

We Have the Right to:

- hire, schedule, promote, reassign, transfer, release, and lay off staff members;

We Have the Right to:

- suspend, discipline, and discharge staff members for cause;

We Have the Right to:

- establish rules and regulations which shall be published and issued to each staff member or posted on bulletin boards and it is understood that the rules include any illegal acts;

We Have the Right to:

- subcontract such portions of the work which may be done by bargaining unit staff members as the University deems to be in its best interest; and to otherwise maintain an orderly, effective and efficient conduct of its affairs.

It's the Law

As a supervisor at Grand Valley State University, you are expected to comply with federal and state employment laws.

Make sure that you:

- Treat all persons fairly and legally
- Act within the parameters of University policy and procedure
- Do not overstep your authority
 - Spending, contracts, hiring, firing etc.

National Labor Relations Board/Michigan Employment Relations Commission

Discrimination

Cannot discriminate in any terms of employment on the basis of:

- Age
- Sex
- Pregnancy
- Race
- National Origin
- Religion
- Disability
- Veteran Status
- Sexual Orientation

Title VII makes it illegal to discriminate against any protected class in regards to the terms, conditions, or privileges of employment.

Discrimination is treating, or proposing to treat, someone unfavorably based on a personal characteristic protected by law.

BFOQ's

Harassment

Federal and state laws prohibit harassment on:

- Age
- Sex
- Pregnancy
- Race
- National Origin
- Religion
- Disability
- Veteran Status
- Sexual Orientation

Harassment can be:

- Quid pro quo
- Hostile Work Environment
 - Physical, Verbal, Visual

The harasser can be supervisor, supervisor in another area, an agent of the organization, a coworker, or **non-employee**.

If you receive a complaint, immediately contact HR. We **must investigate all complaints**.

There is to be NO retaliation of any kind.

Disability

Employers may not discriminate against qualified individuals who, with or without reasonable accommodation, can perform the essential functions of the job.

- Disability is:
 - Substantial impairment of a major life activity
 - A record of such a disability
 - Regarded as having such an impairment

It is the employee's responsibility to request a reasonable accommodation.

We must consider all requested accommodations.

It is the employee's responsibility to request a reasonable accommodation.

We must *consider* all requested accommodations.

Can an employer ask if someone has a disability?

Can someone be temporarily disabled?

What about alcohol and drug addiction?

Questions?

Contact Information

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