

SUPERVISOR E-LETTER

PROFESSIONAL DEVELOPMENT



February 5, 2019

University Closure Q&A

With an unprecedented 5-day closure at GVSU the week of January 28 proved to be one like no other in our history! As a supervisor, you may be getting questions from your team regarding the closure and what it means to your staff members. We compiled the following list of Questions and Answers to assist you.

For specific information on the GVSU cancellation/closure policy, [visit the policy site](#).

In general, essential staff are required to report to work during a closure and are paid their regular pay for the time worked. Those deemed non-essential are not required to report to work. However, non-essential staff can be required to work if the operations of the University (i.e. running payroll) are dependent on their work.

Q: Was there any disruption to payroll or the February 5 hourly pay date?

A: No. Payroll, HR, Finance and other staff members worked during the closure to ensure all payroll processing was completed and the hourly payroll was posted for February 5.

Q: If non-essential staff needed to come to work during the closure, do they receive both closure time pay and pay for any hours worked? When does overtime pay apply?

A: No, any staff member who worked during the closure receives their regular pay for hours worked. If a staff member did not work a full day, regular pay will be supplemented with closure pay to ensure a full day of pay. Overtime is only granted for those that worked overtime.

Q: If was on a planned vacation during the closure, do I still have to use my vacation hours?

A: Yes, if as an hourly or salaried staff member you had planned vacation days for any or all of the closure dates, you will continue to use your vacation time for those dates.

Q: If I am on salary continuation/short term/long term disability, will I have a week added to my leave?

A: No. The time the University is closed has no impact on your leave eligibility or length.

Q: If I am currently working on a performance improvement plan and it is time bound, will I have one less week to complete my plan?

A: No, the week closure will not count towards the total time of your plan.

Q: Were there any disruptions to job postings, hiring approvals or other employment processed due to the closure?

A: No, all processing continued to move forward during the closure. The HR and Inclusion and Equity teams continued to manage the employment processes so that none were impacted.

If you have other questions, please reach out to [Human Resources](#).



Building Positive Relationships at Work



This month's podcast features your ENCOMPASS Employee Assistance Program consultant Michele Kimmel-Fors. She examines patterns in our workplace relationships and how we can make them more positive.

Visit the website below, then click on the orange "PODCAST" logo to listen to this month's feature and review our library of past offerings.

www.encompass.us.com

Username: gvsu

Frontline Supervisor



When employees are in conflict, it can disrupt work flow and group harmony, but should supervisors intervene in every instance? Can you offer guidelines for deciding when to take control of a situation and step in?

I referred my employee to the Encompass Employee Assistance Program because of ongoing attendance issues. This was just a referral, but he didn't go and insisted no personal problems were to blame. What should I have said to win this argument? (He never went.) ...

Read answers to these questions and find out more in the [Frontline Supervisor newsletter](#) provided by Encompass, [GVSU's Employee Assistance Program](#).

Upcoming Events

Supervisor 101 Training

Registration is open for this three-part series covering key knowledge and skills every supervisor needs to be successful!

Upcoming training dates:

April 3rd:

Employee Groups/Types, Unions, Leaves of Absence, and Recruitment

April 17th:

Payroll/Ultratime, Basic Employment Law, and Discipline Process

May 1st:

Benefits, Compensation, Managing Performance (The Six Steps to Managing Others, Effective ePDPs, and Performance Improvement Plans (PIP))

[Register now](#)

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