

Supervisor 101: Leadership & Development

FMLA

Time Off Requests

- Contact HR regarding a potential leave if:
 - Your employee will be off for 10 days or more at a time
 - They require frequent treatments/appointments for a chronic condition
- If the time off request does not meet these criteria, work with employee to coordinate their leave

Maintain Records

- Ensure leave is entered in UltraTime under correct codes as required
- For intermittent leaves, use tracking form from HR and submit monthly

Return to Work

- Confirm return to work release has been received on first day back
- Provide appropriate placement upon return with HR as necessary

*Depending on the cause of discipline, the action taken may be escalated to other steps in the process at the advisement of Human Resources

Discipline Process*

Verbal Warning

- Discuss issue with employee
- Set expectations
- Document the conversation
- Send a copy to HR

Written Warning

- Contact HR
- Discuss issue with employee
- Set expectations
- Document the conversation/warning, details, and action toward correction
- Send a copy to HR

Suspension

- Contact HR
- Not to exceed 5 work days
- When applicable, employees are entitled to union representation when discipline is imposed

Termination

- Discuss issue with employee
- Set expectations
- Document the conversation
- Send a copy to HR

Managing Performance

Set Expectations

- How do your staff know their expectations?

Give Feedback

- How do your staff know they are doing against expectations?

Provide Tools & Resources

- What tools, information, time, or help do your staff need to meet your expectations?

Ensure Knowledge & Skill

- Do staff know how to do their jobs?
- Do they have the skill to meet expectations?
- What training or mentoring do they need?

Assess Job Fit

- Are staff the right fit for the job?
- Were they "born" to do the job?

Address Motivation

- Are staff motivated to do what's right?
- Make it easy for staff to do the right thing

Important Links

Salary Continuation

- www.gvsu.edu/healthwellness/salary-continuation-and-disability-387.htm
- PSS codes: www.gvsu.edu/hro/helpful-tools-for-proper-usage-of-salary-continuationsick-123.htm

Contracts/Handbooks

- www.gvsu.edu/hro/union-contracts-9.htm
- www.gvsu.edu/hro/employment-handbooks-47.htm

Professional Development & Training

- www.gvsu.edu/hro/leadership-and-development-153.htm
- Sprout: www.gvsu.edu/sprout/

Resources

- www.gvsu.edu/hro/supervisor-resources-1.htm

Important Dates

ePDP

- Annual review - due end of April
- Goal setting - due end of September

Pay & Holiday Calendars

- www.gvsu.edu/payroll/pay-and-holiday-calendars-24.htm

Human Resources Contacts

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