

Supervisor 101

Part 1: Compensation, Employee Groups/Types, Unions, and
Leaves of Absence

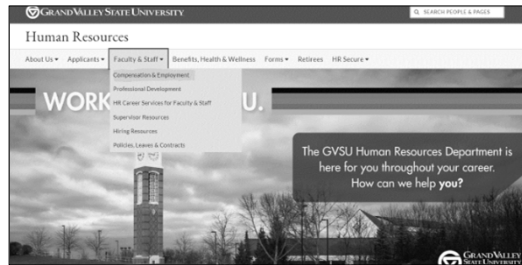




HOW DO WE GET MORE INFO?

Visit gvsu.edu/hro

At the HR website... (gvsu.edu/hro)



Compensation

- Compensation Information** - GVSU's compensation philosophy, setting salaries, merit increases, special pay adjustments and addressing salary and/or title questions.
- Hourly Wage Schedule** - Union contracts and wage schedules for Professional Support Staff, Public Safety (Officer & Commander), and Maintenance, Grounds and Service. The wage schedule in each employment contract is in the Appendix section, located toward the back of the contract.
- Minimum Compensation for Faculty** - Minimum Compensation for Tenure Track, Professor, Associate Professor, Assistant Professor, Instructor and Librarian positions.
- EAP Market Ranges** - Market ranges for Executive Administrative and Professional Staff Positions.
- Visiting Faculty Compensation Schedule** - Compensation schedule for Visiting Faculty.

Employment

- Applicants** - Applicants, New Staff Orientation, Dual Career Services, Relocation Resources and Chamber of Commerce Information, Inclusion & Equity, Professional Support Staff (PSS) Position Descriptions.
- Labor Law Postings** - Find required Federal and State Labor Law Postings.
- Information Action** - See the Alternative Action website for information, resources, policies and more.
- PSS Reclassification** - Get the PSS Reclassification Request Procedures outlined in the Professional Support Staff Contract, section 10.4. You must be a GVSU Faculty or Staff to view the PSS Reclassification Request Procedures.
- Student Employment** - All student jobs are managed by the Student Employment Office at 100 Student Services Building, 415-321-3258. Go to <http://gvsu.edu/studentjobs> to see job postings.

Compensation Information:

- Philosophy
- Setting salaries
- Merit increases
- Special pay adjustments
- Addressing salary and/or title questions

Compensation Philosophy

The objective of the University's compensation program is to: Attract, Retain, Motivate, & Reward faculty and staff fairly, equitably, and competitively. The University is committed to fair and equitable compensation that complements the responsibilities of the position and the performance of the incumbents.

Compensation rates for Faculty and Executive, Administrative and Professional (EAP) positions are set based on:

1. Market data for similar positions within local, regional and/or national markets,
2. Sensitivity to internal equity, and
3. Available fiscal resources

EAP Salary Increase Categories

[illegible]

Faculty Salary Increase Categories

[illegible]

STEP	C1	C2	C3	C4	C5
1	14.50	15.46	16.46	18.59	20.41
2	15.26	16.27	17.28	19.58	21.47
3	16.12	17.28	18.42	20.75	22.74
4+	18.01	19.24	20.47	22.96	25.28
#2.5%	18.46	19.72	20.98	23.53	25.91
#3.5%	18.64	19.91	21.19	23.76	26.16

Special Pay Adjustments

When an incumbent is identified as needing a special pay adjustment due to market, compression or equity the adjustment is normally made during the salary increase program in addition to the merit increase.

Mid-year adjustments are occasionally made when justified by market and/or internal equity concerns, with the approval of the appropriate appointing officer, Human Resources and Vice President.

[illegible]

Addressing Salary and/or Title Questions

Pursuing resolution to a title and/or salary concern? You can have a confidential meeting with Linda Yuhas to discuss your concern. Then:

1. Discuss concerns with supervisor
2. If no resolution is reached, the faculty or staff member is welcome to meet with their appointing officer
3. If no resolution comes from this meeting, the faculty or staff member is welcome to meet with their executive officer. The executive officer's decision is final.

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THANK YOU

gvsu.edu/hro/compensation

Linda Yuhas,
Director of Compensation &
Employment Services

Case 1



Sally, a PSS staff member (hourly), has been working for the University for 3 months. She is in need of a medical procedure that will take her out of the office for the month of August for surgery and recovery.

Definitions



Employment Definitions

Exempt

- Exempt employees must:
 - a) Be paid at least \$23,600 per year (\$455 per week), and
 - b) Be paid on a salary basis, and also
 - c) Perform exempt job duties
- **Not** qualified for overtime

Non-Exempt

- Non-Exempt employees:
 - a) Paid hourly
 - b) Must be paid 1 ½ times their regular rate of pay when they work more than 40 hours in a week
- **Qualified** for overtime

Employment Definitions

At Will

- An employee can be terminated for any reason and without warning

For Cause

- An employee is terminated for any actions that are considered to be grave misconduct
- Examples:
 - Violation of policy
 - Falsifying records
 - Violence or threatening violence
 - Stealing money or property
 - Lying
 - Harassment

Unions



Employment Groups

- Alliance of Professional Support Staff (APSS)
- Executive, Administrative and Professional (EAP)
- Maintenance, Grounds and Service (MGS)
- Faculty
- Public Safety Staff
 - Command (COAM)
 - Officer (POAM)



Unions

APSS

- All regular full and part-time staff members in clerical, office, technical and engineering classifications.
- Excludes: supervisors, faculty, executive, administrative and professional staff members, physical plant operations staff members, campus safety and security staff members, confidential staff members, all temporary staff members and other staff members
- 381 employees
- Current contract dates: 10/1/17-9/30/2020

MGS

- All regular employees working in Custodial Services, Grounds Maintenance, Building Maintenance and Material and Mail Distribution and Service Staff
- Excludes: office and clerical employees, security employees and guards, students, temporary or executive and supervisory employees
- 157 employees
- Current contract dates: 5/1/2013-4/30/2019

COAM

- All Department of Public Safety employees with the title of Sergeant, Senior Sergeant, or Field Training Sergeant
- Excludes: officers, office and clerical employees, students, temporary, executive, administrative professional, and all others not specifically included in Appendix A of contract
- 24 (total in COAM & POAM)
- Current contract dates: 6/1/2018-5/31/2021

POAM

- All Department of Public Safety employees with the title of Officer, Senior Officer, Field Training Officer, or Detective
- Excludes: office and clerical employees, students, temporary, executive, supervisory employees and all others not specifically included in Appendix A of contract
- 24 (total in COAM & POAM)
- Current contract dates: 6/1/2018-5/31/2021

Leaves of Absence & FMLA



GRAND VALLEY
STATE UNIVERSITY
Allendale, Michigan 49401

Family and Medical Leave Act (FMLA)

Overview

- 12 weeks of unpaid leave within a 12 month period
- Provides certain military family leave entitlements
 - Up to 26 weeks to care for a covered service member with a serious illness or injury

Eligibility

- Length of Employment
 - Employed for at least 12 months
- Employee Effort
 - Worked at least 1,250 hours in the preceding 12 months

Types of Leave

Continuous

- Absence for more than 3 consecutive business days and has been treated by a doctor
 - Unable to perform the duties of their position, may include essential functions during that continuous period of time
- May require temporary accommodations upon return

Intermittent

- Time off in separate blocks due to a serious health condition
 - Does not exempt the employee from performing essential functions of the job
 - Employees must adhere to other policies and procedures to utilize leave (ex: department call in procedure)

Qualifying Events

- Birth of a child
- Placement of a child with employee
 - Adoption or foster care
- Employee's serious health condition
- Care for a family member with a serious health condition
 - Employment contracts allow for use of salary continuation in situations where FMLA does not apply
- Qualifying exigency
- Care for a covered service member with a serious injury or illness



Serious Health Condition

Serious Conditions

An illness, injury, impairment, or physical or mental condition that involves:

- Inpatient care
- Continuing treatment

Non-Serious Conditions

- Common cold
- Flu
- Earaches
- Upset stomach
- Minor ulcers
- Headaches (other than migraines)
- Routine dental or orthodontia problems
- Eye examinations
- Routine physical exams
- Periodontal disease

Family Member

- Spouse
- Parent – not including mother-in-law or father-in-law
- Child – Biological, adopted, foster child, stepchild under age of 18
- Household Member



Benefits

Paid Time Off

- Employee's portion will continue through payroll deduction
- Salary continuation, STD, WC, vacation/sick time run concurrently with FMLA

Unpaid Time Off

- *Infinisource* will notify employee of benefits costs and how to submit payments

In both cases:

- University remains responsible for its portion of medical costs
- Employee remains responsible for their portion of medical costs

Salary Continuation/Sick Time

Amount Available

- PSS – up to 20 days
- MGS – use sick leave
- AP – up to 6 months
- Faculty – variable based on position type

Appropriate Use

- Primarily personal illness, injury, hospitalization & appointment pertaining to health
- Secondary – family member illness, injury, etc.
 - Family member is defined in the applicable employee handbook or contract
- Bereavement – up to 5 days depending on relationship

Inappropriate Use

- Car
- Pets
- Trees
- Electric
- Furnace
- Home repair
- Questions? – Contact HR

*If employee anticipates 10 consecutive days or more off notify HR prior to the time off of work

Return to Work



- Must provide HR with a return to work release stating return with or without restrictions
 - Without Restrictions – return to work on release date
 - Restrictions – employee must give at least 2 days notice to evaluation accommodations
- Accommodation requests must be evaluated on a case-by-case basis
 - May need to involve Disability Support Resources (DSR) for long term/permanent accommodations

Employer Responsibilities

Department

- Consistent application of leaves
 - Includes salary continuation and sick time
- Communicate potential instances of FMLA to HR

Supervisor

- Coordinate leaves less than 10 days in length with employee
- Recognize potential FMLA events
- Notify HR to determine eligibility
- Ensure accurate records are maintained for FMLA usage (intermittent leaves)
- Enter/confirm time is being recorded correctly in UltraTime
- Work with HR on placement for employees return as needed

Employee Responsibilities

- For absences less than 10 days coordinate time off with supervisor
- For absences 10 or more complete leave/FMLA application and send to HR
- Provide 30 days advanced notice of leave if anticipated
 - If unforeseen give notice as soon as possible
- Communicate and coordinate the details of leave with HR and supervisor



LOA Case Studies



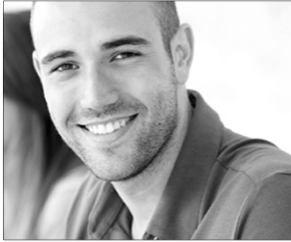
Case 1



Sally, a PSS staff member (hourly), has been working for the University for 3 months. She is in need of a medical procedure that will take her out of the office for the month of August for surgery and recovery.

Case 2

Jim is an Adjunct AP who is in need of a medical procedure that will keep him off work for 12 weeks. He has had his contract with the University renewed for consecutive 5 years. Jim has used 5 of his 10 vacation days so far this year.



- What if his leave extended another 3 weeks?
- What if it was already planned that his contract would be renewed during his leave?

Case 3



Melody, an AP, is going on maternity leave with an expected delivery date of June 1st and is anticipating a natural birth. She would like to take an additional 6 weeks of combined vacation (4 weeks) and unpaid (2 weeks) time beyond the standard 6 weeks provided for the birth of a child.

Case 4



Jeff is a PSS employee who has been at GVSU for 5 years. A recent increase in symptoms for a long term back issue have caused Jeff to be out of the office on a more regular and ongoing basis to attend doctor's appointments and physical therapy pertaining to the injury. There is currently no known end date to this treatment plan.

Case 5

Frank is a custodian (MGS) who is in need of a medical procedure that will keep him off work for 3 months. He has been working for the University for 5 years and has worked 1,500 hours in the last 12 months.



Case 6

Jane is a Tenure Track 9 month faculty member expecting to go on maternity leave beginning October 1st and is anticipating a C-section. She does not intend to take any additional time off after the initial 8 weeks provided for the birth of a child by C-section.



Questions?



Contact Information

Compensation

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Leaves of Absence

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