

FMLA

Time off Requests

- Contact HR regarding a potential leave if:
 - Your employee will be off for ten or more days 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 returns to work release has been received on first day back
- Provide appropriate placement upon return with HR as necessary

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 five 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 going 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 job?
- 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

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

IMPORTANT LINKS

Salary Continuation

- www.gvsu.edu/hro/benefitswellness/executive-administrative-and-professional-staff-benefits-464.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/professional-development-440.htm
- www.gvsu.edu/sprout/

Resources

- www.gvsu.edu/hro/supervisor-resources-1018.htm

IMPORTANT DATES

ePDP

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

Pay and Holiday Calendars

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

HUMAN RESOURCES CONTACTS

Deb Sanders

Director of Staff Relations

Office Address: 1090 James H. Zumberge Hall (1090 JHZ)

Phone: (616) 331-2215

Email: sandedeb@gvsu.edu

Natalie Trent

Human Resources Specialist

Office Address: 1090 James H. Zumberge Hall (1090 JHZ)

Phone: (616) 331-2215

Email: trentnat@gvsu.edu