**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

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**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
- Send a copy to HR

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

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

Pay and Holiday Calendars

**IMPORTANT LINKS**

**Salary Continuation**
- 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**

**HUMAN RESOURCES CONTACTS**

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