Welcome!

Michigan Tech Supervisor Training

Part One: Services and Functions of Human Resources and Office of Institutional Equity
Supervisor Training Purpose

- Equip participants with management/supervisory resources
- Provide details and updates on policies, procedures, and employment laws
- Develop leadership competencies and skill sets
- Why?
  - Proficiency in both technical and leadership skills is important for success
  - Effective supervisors increase employee motivation, communicate expectations, and ultimately increase organizational performance
Supervisor Training Sessions

• Part One: Services and Function of Human Resources and the Office of Institutional Equity

• Part Two: Day to Day Supervision

• Part Three: Maximizing Performance
Today’s Presenters

Renee Hiller – Director, Human Resources
Jill Hodges – Director, Institutional Equity
Beth Lunde – Associate Director, Institutional Equity
  University Title IX Coordinator
Catherine Burns – Manager, Staff Employment
Heidi Reid – Employment Services Representative
Renee Ozanich – Manager, Academic Employment
Karen Hext – Manager, Benefit Services
Patty Kyllonen – Director, HR Information Systems
Today’s Agenda

Part One: Services and Functions of Human Resources and the Office of Institutional Equity

• Office of Institutional Equity
  – Overview of Functions
  – Title IX
  – How can we assist you, as a supervisor

• Human Resources
  – Employment Services
  – Academic Employment Services
  – Benefit Services
  – Payroll Services
  – HR Information Services
OFFICE OF INSTITUTIONAL EQUITY (OIE)

Jill Hodges PhD, Director
Beth Lunde, Associate Director & Title IX Coordinator
Valerie Holzberger, Coordinator
Michele Wirtanen, Administrative Aide
Susan Sullivan, Office Assistant
Icebreaker – What would you do?

David recently celebrated his 15th anniversary with his partner. The day after their celebration, David stopped by Sofia’s office to check-in with her on a project and began to tell her about their evening. As his description of the evening progressed, details of the sexual interaction between David and his partner began to be interjected into his story, and was progressively becoming more and more “graphic”. Sofia politely interrupted David and said she was super busy and needed to get some work done. Sofia tells no one of this interaction.
Icebreaker – What would you do?

1. Is David’s behavior inappropriate?

2. Is Sofia required to tell someone about this?

3. Is this sexual harassment?
Icebreaker – What would you do?

About a week later, David saw Sofia at the MUB having lunch. He sat down with her and started to eat with her. After some small talk, David said things to Sofia like this...”You are such a great looking woman”...”That blue sweater that you wore Monday looked fine on you...so tight” and “Are you dating anyone right now”. She did not respond to these questions. She finished her lunch as quickly as possible and left. She now eats her lunch in her office with the door closed.

Sofia went to her supervisor to complain.
Icebreaker – What would you do?

1. Is David’s behavior inappropriate?

2. Was Sofia right to complain?

3. Is this sexual harassment?

4. As a Supervisor, what do you do?
OIE Functions

• The office of Institutional Equity at Michigan Technological University is responsible for the implementation of the University's Equal Opportunity, Discrimination/Harassment Policy.
OIE Functions

• Facilitates Michigan Tech's development of an environment that is free from prejudicial discrimination or harassment and that is conducive to learning and individual growth for all campus members and visitors.
OIE Functions

• Institutional Equity follows the procedures under the Discrimination/Harassment Complaint Process to ensure that employees, students, and visitors are not discriminated against in employment, educational programs, and activities on the basis of race, religion, color, national origin, age, sex, sexual orientation, gender identity, height, weight, genetic information, or marital status, disability, or veteran status.
What we do

- Address issues of harassment/discrimination based on protected class
  - A protected class is identified by the characteristic that the people within the class share, such as race or religion. A protected class is a group that is protected from employment discrimination by law. These groups include race, religion, color, national origin, age, sex, sexual orientation, gender identity, height, weight, genetic information, or marital status, disability, or veteran status.
What we do

• Ensure equity in the hiring process
• American Disabilities Act (ADA)
• University Diversity
• Title IX
Title IX

- Title IX of the Education Amendments of 1972 protects all of us from discrimination based on sex in education programs and activities that receive federal financial assistance.

- All supervisors are mandatory reporters and must be trained for Title IX.
Title IX

• Under Title IX, discrimination on the basis of sex/gender for students and employees can include:
  – Gender Based Discrimination
  – Sexual Harassment
  – Sexual Violence
  – Discrimination Based on Pregnancy
  – Failure to Provide Equal Opportunity in Sports
Definitions

• Gender/Identity Discrimination
  – Discrimination and harassment on the basis of a person’s gender/gender identity.

• Sexual Harassment
  – Is defined by law and includes unwelcome conduct of a sexual nature. It includes sexual advances, requests for special favors, and other verbal or physical conduct of the sexual nature.

• Sexual Violence/Sexual Misconduct
  – Sexual violence is defined as any physical act which is sexual in nature that is committed by force or without the full and informed consent of all persons involved. May include but not limited to dating/relationship violence, sexual coercion, domestic violence, sexual battery, stalking, sexual assault, and rape.
We Will Help....

When a complaint is brought forward, we promptly investigate and take immediate steps to:

• Stop the harassment
• Remedy the effects upon the victim and community
• Prevent its recurrence
• Provide support/resources to all parties involved

Retaliation is not acceptable.
Title IX Coordinators

• For Faculty, Staff and Visitors/University Title IX Coordinator:
  Beth Lunde, Institutional Equity Administration and Student Services Bldg. Room 306
  (906) 487-3310, blunde@mtu.edu or titleix@mtu.edu

• For Athletics:
  Suzanne Sanregret, Athletics & Recreation Student Development Complex, Room 239A
  (906) 487-3070, srsanreg@mtu.edu
Title IX Coordinators

• For Students:
  Kirsti Arko, Deputy Title IX Coordinator, Career Services Administration Bldg, Room 220H
  (906)487-2314, karko@mtu.edu

  Joseph Cooper, Deputy Title IX Coordinator, Student Activities Memorial Union Bldg, Room 112
  (906) 487-1963, jjcooper@mtu.edu
Resources

- Emergency – 911
- Private
  - Title IX Coordinator Beth Lunde – titleix@mtu.edu
  - Public Safety and Police Services
  - Academic and Community Conduct (students)
  - Anonymous TipLine www.mtu.edu/tips
  - Human Resources
  - Local Health Care
- Confidential
  - Counseling Services (students)
  - Dial Help
  - Barbara Kettle Gundlach Shelter
  - Employee Assistance Program (employees)
- Online
  - Michigan Tech Title IX Webpage
  - Michigan Tech App – Just in Case
  - Notalone.gov

If you have specific questions, please contact OIE.
HUMAN RESOURCES

- Staff Employment Services
- Academic Employment Services
- Benefit Services
- Payroll Services
- HR Information Services
Employment Services Representatives

• Each department on campus has an Employment Services Representative who will work with them for all hiring and employment needs.

• Representatives include:
  – Renee Hiller (President’s Office)
  – Catherine Burns (VP for Research & VP for Administration)
  – Abbi Halkola (Provost and VP for Academic Affairs & VP for Government Relations)
  – Heidi Reid (VP for Student Affairs & Advancement)
  – Renee Ozanich (All Faculty & Postdoctoral Research Fellows)
STAFF EMPLOYMENT

Catherine Burns, Manager
Abbi Halkola, Employment Services Representative
Heidi Reid, Employment Services Representative
Laura Baril, Administrative Aide
Icebreaker – What would you do?

1. You have an employee that is great and has demonstrated the ability to replace someone in your department who is resigning. What process or paperwork do you follow/need?

2. You have an employee that is wonderful and has demonstrated the skill set that you need to do a brand new job you have long been wanting to have in your department. What process or paperwork do you follow/need?
Staff Employment Services

- Staff Hiring, Employee Status Changes, & Processing
  - Staff (Union & Non-Union),
  - Short-Term/Casual Employees
- Orientation and Probationary Process
- Unions – Contract negotiations, Grievances
- Classification (Exempt/Non-Exempt) and Compensation
- Independent Contractors
Staff Hiring

• Staff Search Committee Certification
  – Two part certification covering best practices and legal aspects of conducting a dynamic search
    • Part One: “Recruiting and Hiring” in person Training Session
      – March 13, 2015
      – June 3, 2015
      – September 1, 2015
      – December 2, 2015
    • Part Two: “Best Practices of Staff Hiring (Legal Aspects)” Online Course
  – Offered Quarterly (Part 1)
    • Effective July 1, 2014, required for search committee chairs
    • Effective July 1, 2015, required for all staff who will serve on a search committee.
New Employee Orientation

• New employees will complete New Employee Orientation in Human Resources on or before their first day of work
  – Departments or employees should call 7-2280 to make an appointment to ensure Employment staff are available to assist them

• New Employee Orientation Includes:
  – Completing new hire paperwork
  – A benefit package overview to assist in making benefit selections
  – Important information such as their Michigan Tech M# and user ID

• Departments are encouraged to provide departmental orientation to successfully on-board new employees
  – Orientation Checklist
Employment Relationship

- At-Will vs. Satisfaction
  - “At-Will” means that the employment can be terminated at any time, with or without cause.
  - “Satisfaction” means that the employee performs to the satisfaction of the employer, and has the ability to arbitrate if terminated.
  - Paperwork to terminate for either.
  - Probation status based on employment relationship.
Employee Probation

• Why is it important?
  – allows the supervisor time to assess whether an employee’s skills, performance, and reliability fit the requirement for the position and merit continuation of university employment.

• Our Goal: Eliminate completion by default

• Our review standards for submitted Probation Reports

• Probation Periods:
  – Non Union Employees: 270 days (9 months)
  – AFSCME Employees: 120 days (4 months)
  – POA Employees: 270 days (9 months)
  – UAW Employees: 90 days (3 months)
Employee Status Changes

• Most employee changes are processed via the Employee Status Change form
  – EPAFs are used for index changes, terminating a job, and hiring students

• Employee Terminations and Transfers
  – Termination Checklist
  – Used to off-board someone from a position
  – Reduce exposure to data and security risk
Why two-deep signatures?

• Authorized signatures provide internal control
• Duties are divided/segregated among different people to reduce risk of error or inappropriate actions
• Helps to detect & prevent fraud while protecting resources
• Ensures compliance with University policies, laws, and regulations
• Protects the supervisor
Fair Labor Standards Act (FLSA) of 1938

• The FLSA introduced the forty-hour workweek, established a national minimum wage, guarantees "time-and-a-half" for overtime in certain jobs, and restricts child labor.
FLSA Classification Definitions

• Non-exempt Employees (compensated on hourly basis)
  – Union Positions
  – Some Non-Union Positions

• Exempt Employees (compensated on salary basis)
  – Executive Positions
  – Learned & Creative Positions
  – High-Level Computer-Related Positions
FLSA Classification Definitions

• For most employees, whether they are exempt or non-exempt depends on
  – What kind of work they do
  – How much they are paid
• Exempt employees are not paid overtime
• Overtime pay is due to all non-exempt employees
• Classification is reviewed by your Employment Services Representative in conjunction with your department and is based on the position description and requirements

If you have specific questions, please contact Staff Employment.
Independent Contractors

- An individual or sole proprietor who is contracted to perform work for the university utilizing their own methods
  - The independent contractor is normally engaged in an established business, trade or profession.
- For questions contact:
  Ginger Sleeman
  Executive Assistant
  Human Resources
  glsleema@mtu.edu
  487-2800
ACADEMIC EMPLOYMENT SERVICES

Renee Ozanich, Manager
Madeline Mercado Voelker, Immigration & Visa Coordinator
Tanya Maki, Office Assistant
Academic Employment Services

- Faculty & Post Doc Hiring, Reappointments & Status Changes
  - Types of faculty positions
- Support for Provost & Vice President for Academic Affairs
  - Academic/Faculty Hiring
  - Faculty Promotion & Tenure Process
  - Changes to existing employees
  - Summer Teaching & Research
  - Immigration Services

If you have specific questions, please contact Academic Employment.
BREAK – 10 MINUTES
BENEFIT SERVICES

Karen Hext, Manager
Tammie Fraki, Coordinator of Benefits
Nancy Bykkonen, Administrative Aide
Benefit Services

Medical Plans, Retirement, Life and Disability
Wellness Programs
Benefit Orientation, Benefit Exit Meeting
Affordable Care Act
Leaves of Absence
Workers’ Compensation
Time Off Policies
Student Health Insurance
Types of Leaves

Paid Leaves:

- Sick Leave
- Maternity Leave
- Short Term Disability
- Sabbatical Leave

Unpaid Leaves:

- Some Medical Leaves
- Personal Leave
- Entrepreneurial Leave
- Military Leave
- Professional Development Leave
Sick Leave

- Leave posted on January 1, unused sick leave rolls
- Medical documentation after 3 consecutive dates
- Extended medical leave of absence
- Excessive absences
Family Medical Leave Act (FMLA)

What does FMLA provide
• Job protected leave with benefits for a period up to 12 weeks

Who is eligible
• Worked for Michigan Tech for at least 12 months, and has at least 1250 hours in the preceding 12 months and has not used the full 12 week entitlement within the past 12 months.
• Benefit services determines eligibility

What does the law say
• Benefit Services has five days to respond to an employee's request for medical leave, even if the employee didn’t realize they needed to make a formal request for leave, and even if the employee is unable to request leave due to injury or illness.

http://www.mtu.edu/hr/current/benefits/policies/
Family Medical Leave Act (FMLA)

**Employee Responsibilities**
- Written request to supervisor including anticipated timing and duration (may not be possible if an emergency)
- Contact benefit services
- Provide medical documentation to Benefit Services timely

**Supervisor Responsibilities**
- Contact benefit services
- Obtain general medical information as needed
- Refer to labor contracts when necessary

**Benefit Services Responsibilities**
- Notify employee their rights and eligibility under FMLA
- Obtain necessary medical certification
- Communicate with employee and supervisor
Maternity Leave

• Employee eligibility
• Full 6 weeks paid time or part-time return to work; may extend beyond 6 weeks if agreeable with department (part time)
• Time paid is centrally funded and does not get charged to department
• Semester option for faculty

Short-Term Disability

• When do disability benefits begin
• Application process
• Use of sick leave to supplement earnings
• Relief to department
Workers’ Compensation

All injuries or incidents occurring at work need to be reported.

**Supervisor Responsibilities:**

- Record incident information on the Incident and Injury Report Form

**Benefit Services Responsibilities:**

- File a claim with the state
- Work with the employee to obtain necessary medical information
- Notify employee of FMLA
- Obtain return to work authorizations
- Communicate with employee and supervisor
Leave of Absence Process

Employee submits written request for leave to supervisor

Department may need to complete a Status Change Form

All supporting documents are forwarded to Human Resources

Benefits notifies the employee of leave status; copies supervisor

Department to forward all related updates to Benefits

If you have specific questions, please contact Benefit Services.
PAYROLL SERVICES

Mary Babcock, Manager
Roxanne Barrette, Payroll Associate
Wayne Gaddis, Administrative Aide
Sue McDaniel, Staff Assistant
Payroll Services

- Payroll Tax
- Voluntary/Involuntary Deductions
- Student Employment
- Insurance Premiums
- Direct Deposits
- Issuing W-2 Forms
- Labor Reallocations
- Leave Adjustments
- Bi-Weekly Process
- Off-Cycle
- W-2
Tax Withholdings

- Income tax are withheld from employees' wages and paid directly to the government by Payroll
  - Federal
  - States
    - In most situations withholding is by the state the employee is actually working.
    - Currently employees in 13 States
    - I-9 Consortium
    - Worker’s Compensation
Leave Reporting/Exception Time

- **Leave Reporting**
  - Does not allow negative balances
  - Will take from other leave balances if available
- **Banner**
  - Sick > Personal > Vacation > Doc Pay
  - Personal > Vacation > Doc Pay
  - Vacation > Personal > Doc Pay
Time Reporting

- **Non-Exempt Employees** (compensated on hourly basis)
  - Report hours worked on the actual day the work occurred
  - Time off is reported in 15-minute increments

- **Exempt Employees** (compensated on salary basis)
  - Report exception time only
  - Time off should be reported in \( \frac{1}{2} \)-day increments only (usually 4 hrs based on 8-hr day)
  - Should report 0, 4, or 8 hours of time off
Time Reporting

- **Web Time Entry:**
  - Time entered by employee through ESS (Employee Self Service) on BANWEB.
  - Supervisor will approve the employee’s time.
  - Submitted electronically to payroll.
  - Multiple approvers per department; approvers will be reviewing all of the employees that they supervise.
  - Proxy

- Departmental responsibility includes maintaining effective systems of monitoring to ensure the accuracy of its payroll

- **Payroll Services Standard Practice Guide:**
  - This guide standardizes the payroll procedures and internal controls that should be applied by departments for paying all employees. Compensation represents the largest expense of the University.
Off-Cycle Payroll Check Requests

• Off-Cycle Check Payroll Authorization Form
  – Requires signature of financial manager or department manager prior to submission to payroll
  – $15 fee
• Direct deposits/checks will be issued on Friday of off-payroll weeks
• All requests must be submitted by noon on Wednesday of off-payroll weeks
# Payroll Calendar

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<td>EPAF/Status Change Forms Due by Noon</td>
<td>Payday Leave Balance Report</td>
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If you have specific questions, please contact Payroll Services.
Communicating with Human Resources

• Do not email identifying information, such as, Social Security cards, bank information, medical information, etc.

• Communicate:
  – Via Campus Mail (Please notify HR)
  – Via Fax
  – Via ESS (Employee Self Service)
HUMAN RESOURCES INFORMATION SYSTEMS (HRIS)

Patty Kyllonen, Director
Alex Saari, Data Analyst
Tim Scullion, Business Analyst
About HRIS

• Support for Banner and Banner related applications and other online processes
  – Electronic Personnel Actions Forms (EPAF); Banweb (Employee Self Service), People Admin, Benefit Open Enrollment, etc.

• Data Requests (files, reports, mass emails, etc)
• Access to Banner and Banner related applications
• Assistance with employee ISO userid and passwords
Reports – Accessible by Departments

Training Reports:
• HYOEMPT001 – Employee Training Certifications
• HYOEMPT002 – Employee Safety Training
• HYOEMPT003 – Expired/Future (within 30 days) Safety Recerts
• HYOEMPT004 – Certified Search Committee Certification Tracking
• HYOEMPT005 – Staff Search Committee Certification Tracking

Employee/Payroll Reports:
• HYOEMP011 – Employees with Electronic Time Entry
• HYOPAYG002E – Employee List for Specified Time Sheet
• HYOPAYE001B – Gross Earnings Payroll Expense

If you have a specific need for a report, please contact HRIS.
Electronic Personnel Action Forms (EPAF)

• Proxies – Set up through Banweb – Please set one up!
• Daily Emails – To originators and approvers
• Originator Training
Employee Self Service (ESS)

www.banweb.mtu.edu

• Electronic Time Entry
• Paycheck Stubs
• Tax Forms
• Update Personal Info
• Direct Deposit (Payroll & Accounting)
• Benefits & Deductions
• Leave Balances
• Annual Online Enrollment
• Benefit Compensation Statement
• Summary of current/future benefits
• Directory Information
• Safety First Alert
• Emergency Contact
Questions & Answers

Please complete an online evaluation of today’s event.
The evaluation link will be emailed out to you soon.