



*Welcome!*

# Michigan Tech Supervisor Training

Part One: Services and Functions of  
Human Resources and Institutional  
Equity and Inclusion



# 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 Functions of Human Resources and Institutional Equity & Inclusion
- **Part Two:** Day to Day Supervision
- **Part Three:** Maximizing Performance



## Today's Agenda

### **Part One: Services and Functions of Human Resources and Institutional Equity & Inclusion**

- Institutional Equity & Inclusion
  - Overview of Functions
  - Title IX
- Human Resources
  - Employment Services
  - Academic Employment Services
  - Payroll Services
  - HR Information Services
  - Benefit Services



# INSTITUTIONAL EQUITY & INCLUSION (IEI)

[WWW.MTU.EDU/EQUITY](http://WWW.MTU.EDU/EQUITY)

906-487-3301

ADMINISTRATION BUILDING, ROOM 308

[EQUITY@MTU.EDU](mailto:EQUITY@MTU.EDU)



## Our Staff

- Jill Hodges PhD, Executive Director
- Beth Lunde, Senior Associate Director/Title IX Coordinator
- Valerie Holzberger, Assistant Director
- Susan Sullivan, Coordinator
- Brenda Anttila, Office Assistant



## IEI Functions

Ensure that employees, students, and visitors are not discriminated or harassed 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.



## IEI Functions

- Address issues of harassment/discrimination based on **protected class**
- Ensure equity in the hiring process – compliance with EEO
- Oversee accommodations for Disability as well as compliance with ADA – employees
  - Students – Dean of Students Office
- University Diversity
- Title IX - compliance





## Fostering a culture of RESPECT

As we continue to foster a culture of respect, we choose to:

- Treat one another with kindness, thoughtful consideration and respect, whether in person, on the phone, over email, or on social media.
- Be generous in our attitude towards others.
- Encourage and support one another.



## Hiring Process

- Review reasons of non-selection
- Track all hires for federal reporting purposes
  - Minorities, women, veterans and the disabled
  - Who is interviewed, who is chosen, who declines and reasons for all of the above



## What is the ADA?

- Prohibits discrimination
- “Qualified Individual with a disability”
  - Any request triggers us to act.
- Requires Interactive Process
  - Dialogue with the employee or student to assess accommodations
- Requires reasonable accommodation unless undue burden
  - unduly extensive, substantial, or disruptive, or those that would fundamentally alter the nature or operation of the business.

## What is a disability under the ADA?

1. Physical or mental impairment that substantially limits one or more major life activities
2. A record of such an impairment; or
3. Being “regarded as” having such an impairment  
(<http://askjan.org/bulletins/adaaa1.htm>)



## Major life activities

- Eating
- Sleeping
- Standing
- Lifting
- Sitting
- Bending
- Reading
- Thinking
- Concentrating
- Communicating and
- The operation of “major bodily functions”



## ADA Impairments

### Physical Impairment

- Any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the body's multiple systems, including the special sense organs, neurological, musculoskeletal, respiratory, cardiovascular, reproductive, digestive, genito-urinary, hemic and lymphatic, skin and endocrine systems

## Mental Impairment

- Any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities
  - Major depression
  - Bipolar disorder
  - Anxiety disorders (which include panic disorders, obsessive compulsive disorder, and post-traumatic stress)
- Must substantially limit a major life activity



## Case Study

Robert has had major depression and anxiety for almost a year. He has been intensely sad and socially withdrawn (except for showing up for work), has developed serious insomnia, has missed a few days of work, and has had severe problems concentrating and following instructions.

Is this a Disability?





## ADA Accommodations

- Considering accommodations:
  - What are the “essential functions” of the position? (Job Description if employee)
  - Determine job-related or learning related limitations imposed by his/her disability
  - Evaluate possible accommodations
  - Equally effective reasonable accommodations



## ADA Accommodations

For more information:

- Susan Sullivan, ADA Coordinator 487-3224 or [equity@mtu.edu](mailto:equity@mtu.edu)
- Job Accommodation Network (JAN)  
<http://askjan.org>

## Behavior

When behavior appears to be discrimination and/or harassment (based on protected class) = our office

- Severe, pervasive and objectively offensive
- Creates a hostile environment
- Based on a person's race, color, national origin, sex, disability, religion, sexual orientation, gender identity, height, weight, genetic information, marital status, veteran status

# MichiganTech

## Harassment and Reporting

- Duty to Stop
  - Duty to keep a pulse on your environment and be proactive.
  - Any information is “enough” information
- Duty to Report – Who do I report harassment/discrimination to?
  - Your Supervisor (they then have obligation to stop behavior and/or report)
  - Human Resources
  - Office of Institutional Equity and Inclusion
  - Ombuds Office
- Title IX follows a different procedures

*Liability  
results from  
a  
supervisor's  
inaction.*



## Title IX

Title IX is a civil rights law that protects all of us from discrimination based on sex in educational programs and activities that receive federal financial assistance.

## Title IX

- Under Title IX, discrimination on the basis of sex can include
  - gender based discrimination
  - discrimination based on pregnancy and parenting
  - sexual harassment
  - sexual violence, such as:
    - rape
    - dating/relationship violence
    - domestic violence
    - stalking
    - sexual assault



## All Supervisors are “Responsible Employees”

It is considered official notice to the institution if a responsible employee knows about the harassment.

- Your role is to report allegations to the Title IX Coordinator to maximize the institution's ability to investigate, address, and remedy harassment.
- You should inform the student/employee that you are not a confidential resource before they reveal something that they may want to keep confidential.
- The information that is to be reported includes all the relevant information that the individual has shared.
- Do not attempt to determine if the harassment actually did occur





## Examples

- Making comments and/or decisions that emphasis gender specific traits
- Unwanted attention and/or touching
- Telling offensive and/or sexual/gender jokes or references
- Displaying pictures, emails, websites of a sexual nature (unless course content required)
- Repeated unwanted requests for lunch, coffee, drinks, dates
- Excusing absences for female parenting students/employees who need to miss school/work to take care of a sick child *while not excusing these same absences* for male parenting students
- Any type of sexual violence





## We Will Help....

When a complaint is brought forward...

- We promptly and fairly investigate

And take immediate steps to....

- Stop the harassment
- Remedy the effects
- Prevent its recurrence
- Provide support/resources to ALL involved

Important to note ...

- Retaliation is not allowed in any shape or form to any person involved
- We follow complainant 's request on how to move forward - options for informal or formal processes



## Title IX Coordinators

- **For Faculty, Staff and Visitors/University Title IX Coordinator:**  
Beth Lunde, Institutional Equity & Inclusion  
Administration and Student Services Bldg. Room 306  
(906) 487-3310, [blunde@mtu.edu](mailto:blunde@mtu.edu) or [titleix@mtu.edu](mailto:titleix@mtu.edu)
- **For Athletic Equity:**  
Suzanne Sanregret, Athletics & Recreation  
Student Development Complex, Room 239A  
(906) 487-3070, [srsanreg@mtu.edu](mailto:srsanreg@mtu.edu)

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## Case Study

David recently celebrated his 15<sup>th</sup> 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.

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## Resources

- Emergency – 911
- Private
  - Title IX Coordinator Beth Lunde – [titleix@mtu.edu](mailto:titleix@mtu.edu)
  - Public Safety and Police Services
  - Academic and Community Conduct (students)
  - Anonymous Tip Line [www.mtu.edu/tips](http://www.mtu.edu/tips)
  - Local Health Care
- Confidential
- Counseling Services (students)
  - Ombuds
  - 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 IEI**  
[www.mtu.edu/equity](http://www.mtu.edu/equity) [www.mtu.edu/title-ix](http://www.mtu.edu/title-ix)



## Complaint/Reporting Processes and Policies/Procedures

- [www.mtu.edu/equity/need-know/complaint-procedures](http://www.mtu.edu/equity/need-know/complaint-procedures)
- [www.mtu.edu/title-ix](http://www.mtu.edu/title-ix)
- [www.mtu.edu/equity/definitions/policies](http://www.mtu.edu/equity/definitions/policies)



# HUMAN RESOURCES

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



# Huskies New Employee Orientation

All new employees will attend Huskies New Employee Orientation

Orientation Includes:

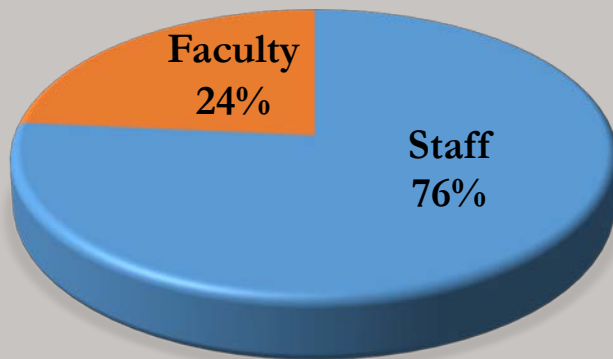
- Completing new hire paperwork
- A benefit package overview to assist in making benefit selections
- Receives M#, User-ID (email), University ID card, and parking pass
- Safety Training, Anti-harassment and Title IX information, and Annual Data Security Overview
- Safety on campus
- Michigan Tech Traditions
- Campus Wellness Initiatives
- And more

Human Resources also provides an onboarding checklist for the departments



# Michigan Tech

102 NEW EMPLOYEES







## Staff Employment Services

- Staff Hiring, Status Changes, & Processing
  - Staff (Union & Non-Union),
  - Short-Term/Casual Employees
- Progress Reports and Performance Management
- Unions – Contract negotiations, Grievances
- Classification (Exempt/Non-Exempt) and Compensation
- Independent Contractors



## Staff Employment Services

- Catherine Burns, Manager of Staff Employment
- Abbi Halkola, Employment Services Representative
- Heidi Reid, Training And Employment Specialist
- Laura Baril, Administrative Aide

[www.mtu.edu/hr/](http://www.mtu.edu/hr/)

Human Resources, Lakeshore Center 2<sup>nd</sup> Floor

906-487-2280



## 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:

#### Catherine Burns

- Vice President for Administration
- Vice President for Government Relations
- Vice President for Student Affairs & Advancement
- MTRI

#### Abbi Halkola

- Executive Director of Financial Services
- Provost and Vice President for Academic Affairs
- Vice President for Research

#### Renee Hiller

- President

#### Renee Ozanich

- All Faculty and Post-docs

#### Heidi Reid

- Serves as a back-up to Staff Employment Services Representatives



## 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” Training Session
  - Part Two: “Best Practices of Staff Hiring (Legal Aspects)” Online Course
- Offered Quarterly
  - Effective July 1 2014 required for search committee chairs
  - Effective July 1 2015, required for all staff who will serve on a search committee.

<http://www.mtu.edu/hr/current/training-events/>



## Employee Progress

- Why is it important?
- Three (3) progress reports submitted to Human Resources
- Our Goal: Eliminate completion by default
- Probation Periods:
  - Non Union Employees: 270 days
  - AFSCME Employees: 120 days
  - POA Employees: 270 days
  - UAW Employees: 90 days

[Progress Report Non-Exempt or Union Employees](#)

[Progress Report Exempt Employees](#)



## Performance Management

- Initial goal setting and discussion
- Mid-Year check in to discuss progress or edit goals
- Self-assessment completed by employee
- Year-end review
- Timeline
  - VP Admin, VP Research, IT, & Library: November – October
  - VP Student Affairs & Advancement: July - June

<http://www.mtu.edu/hr/current/performance/>



## Employee Status Changes

- Most employee changes are processed via the [Employee Status Change form](#)

- EPAFs are used for index changes, time entry changes, and ending an employee job (not for job transfers)\*

\*Supervisor changes are made using the Employee Status Change Form. Time Entry changes (EPAFs) do not change the supervisor.

- Employee Terminations and Transfers
  - [Termination Checklist](#) (linked to checklist)
  - Used to off-board someone from a position
  - Reduce exposure to data and security risk





# Employee Separations

## **Who should be on payroll?**

- Only employees who are actively submitting hours should be on payroll

## **Why?**

- Reduces the University's exposure to data security and access risk
- Maintain data for accurate employee reporting

## **How do I terminate an employee's job?**

- Submit an Electronic Personnel Action Form (EPAF)

## **Resources**

- Biweekly Report of Employees Not Recently Paid
- [Separation/Checklist](#)





## FLSA Classification Definitions

- For most employees, whether they are exempt or nonexempt depends on
  - How much they are paid
  - What kind of work they do
- Exempt employees are not paid overtime
- Overtime pay is due to all non-exempt employees
  - For all hours actually “worked” over 40 in a workweek
  - At rate of 1.5 times employee’s “regular hourly rate” of pay
- Classification is determined by your Employment Services Representative based on the job description
- Potential changes from the Department of Labor for 2016



## 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.
  - Is treated differently with respect to tax withholdings, employee benefits and payment methods.
- [Independent Contractor Questionnaire](#) (ICQ) assists in determining whether individuals performing services should be hired as an employee or an independent contractor
- Must be submitted and approved by HR before any work is performed



## Academic Employment Services

- Renee Ozanich, Manager of Academic Employment
- Madeline Voelker, Immigration & Visa Coordinator
- Tanya Maki, Office Assistant
- Laura Baril, Administrative Aide

[www.mtu.edu/hr](http://www.mtu.edu/hr)

Human Resources, Lakeshore Center 2<sup>nd</sup> Floor  
906-487-2280



## Academic Employment Services

- Support for Provost and Academic Departments
- Different types of faculty
  - Tenure Track / Tenured
  - Non Tenure Track
  - Faculty and Postdoctoral Hiring
    - Faculty & Postdoctoral Appointments and Re-Appointments



## Academic Employment Services

- Promotion & Tenure Process and Faculty Review
- Status Changes
- Summer Teaching & Research
- Immigration Services



## Payroll Services

- Lorraine Thoune, Payroll Supervisor
- Roxanne Barrette, Payroll Associate
- Susan McDaniel, Staff Assistant
- Joel Liimatainen, Office Assistant

[www.mtu.edu/hr/](http://www.mtu.edu/hr/)

Human Resources, Lakeshore Center 2<sup>nd</sup> Floor

906-487-2130

[payroll@mtu.edu](mailto:payroll@mtu.edu)



## Payroll Services

- Tax Withholdings
- Time/Leave Reporting
- Deductions
  - Involuntary - Garnishments
  - Voluntary - Parking
- W-2 Forms
- Labor Reallocations





## Tax Withholdings

- Federal and State income tax withheld from employees' wages and paid directly to the government by the employer
- Employees who live and/or work outside of Michigan
  - Need to be reviewed for tax withholding as well as unemployment and workers comp purposes
  - In most situations, withholding is for the state in which the employee works



## Time Entry Methods

- Four Types of Time Entry:
  - Payroll (paper) Time Entry (Individual and Organizational)
  - Web Time Entry
  - Department Time Entry
  - Time Clock Plus beginning in March

Deadlines: Time submission – noon Monday, Approval – 5 pm Monday



## Time Reporting

- 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, approximately \$5,000,000 per pay period.

[Payroll Services Standard Guide](#)

## Leave Reporting/Exception Time

- Leave Reporting

- Does not allow negative balances

- Will take from other leave balances if available



Sick > Personal > Vacation > Doc Pay

Personal > Vacation > Doc Pay

Vacation > Personal > Doc Pay



## Off-Cycle Payroll Check Requests

- Off-Cycle Check Payroll Authorization Form  
<http://www.mtu.edu/hr/supervisors-admins/payroll/docs/offcycle-payroll.pdf>
  - \$15 fee, form due by noon on Wednesday of off payroll week
- Uses: employee being paid for additional hours, timesheet not submitted in time for previous payday
- Direct deposits/checks will be issued on Friday of off-payroll weeks



## Important tips

- Meet deadlines
- Approve all time worked, for pay period in which work occurred
- Contact Payroll Services with questions



# HR Information Services

- Patty Kyllonen, Director, HR Information Systems
- Alexander Saari, Data Analyst
- Tim Scullion, Business Analyst
- M Wayne Gaddis, Administrative Aide

[www.mtu.edu/hr/](http://www.mtu.edu/hr/)

Human Resources, Lakeshore Center 2<sup>nd</sup> Floor

906-487-2280

[hris-l@mtu.edu](mailto:hris-l@mtu.edu)





## About HRIS

### How can HRIS assist you?

- Human Resource data access (banner, reports)  
<http://www.mtu.edu/banner-reporting/banner/access-support/>
- Develop department specific reports on employee / earnings data
- Generate mass emails
- Train and support Electronic Personnel Action Forms (EPAF)
- <http://www.mtu.edu/hr/supervisors-admins/epaf-resources/>



# Benefit Services

- Ginger Sleeman, Manager of Benefits Services
- Tammie Fraki, Coordinator of Benefits
- Nancy Bykkonen, Administrative Aide
- Lori Hardyniec, Office Assistant

Human Resources, Lakeshore Center 2<sup>nd</sup> Floor

906-487-2517

[benefits@mtu.edu](mailto:benefits@mtu.edu)



## Benefit Services

- Medical Plans
  - PPO and HDHP
  - Health Savings Acct.
  - Flexible Spending Accounts
- Wellness Programs
  - HuskyPAW
  - TechFit
  - SWEAT program
- Retirement Programs
  - MPSERS
  - Matching Retirement Plans
  - RSVP (Retiree Supplemental Voluntary Program)
  - Retiree Insurance

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*Did you know we also handle?*

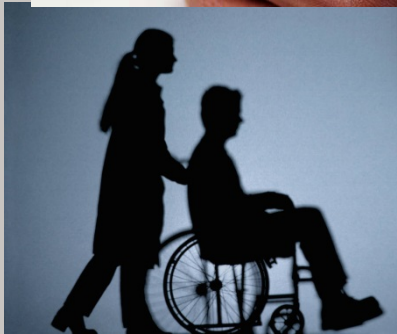
- Time-Off Policies
- Student Insurance
- Workers Compensation
- Educational Benefits
- Benefit Exit Meetings

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## Types of Leaves of Absence



- Medical Leave - Family Medical Leave Act (FMLA)
  - Sick leave
  - Short-term Disability
  - Long-term Disability
- Maternity Leave
- Military Leave
- Personal Leave
- Professional Development Leave
- Entrepreneurial Leave



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## Family Medical Leave Act (FMLA)

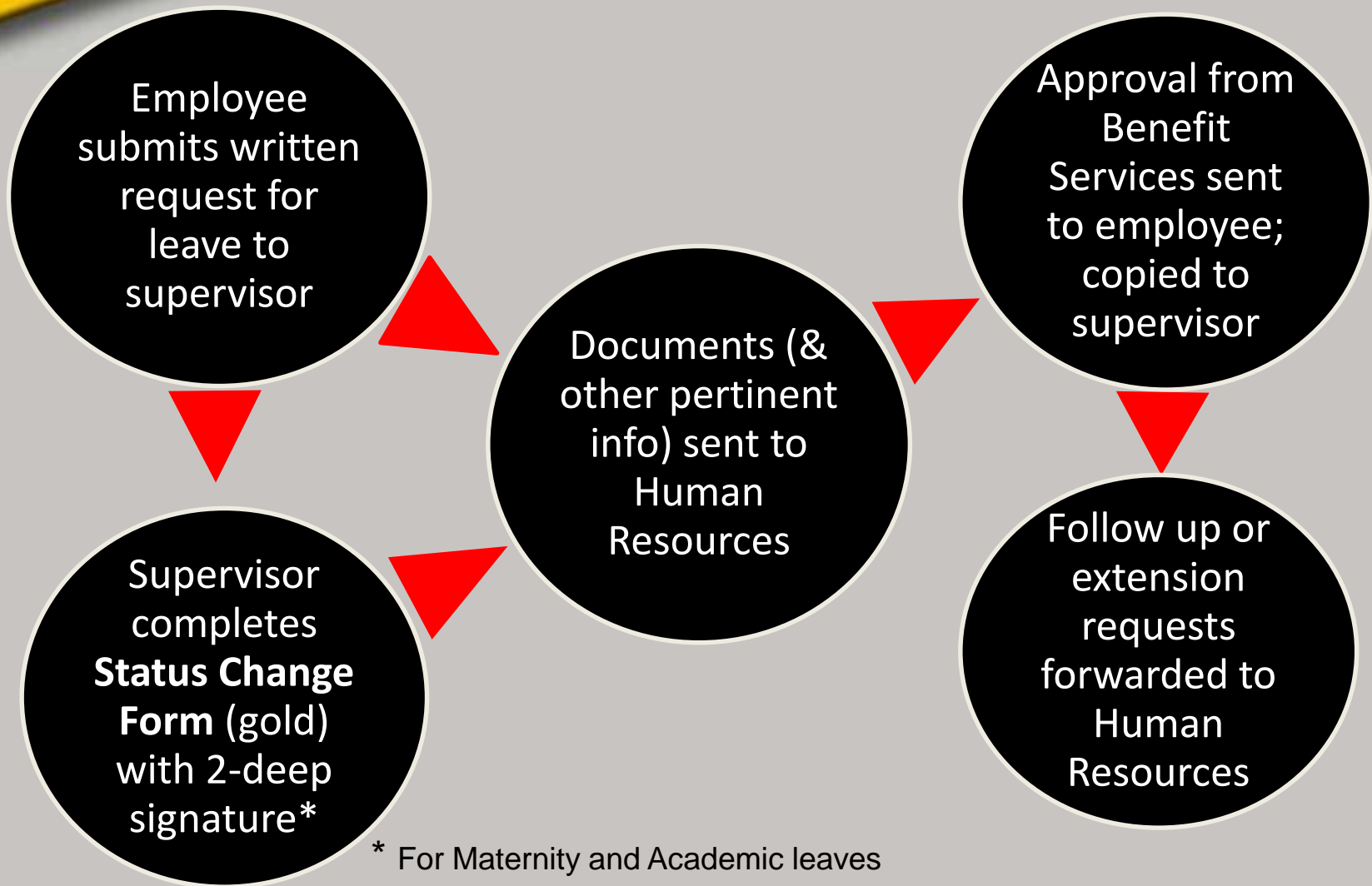
- What you need to know:
  - Employee Eligibility
  - What does FMLA provide?
  - Protections Under FMLA
  - Responsibility of:
    - Employee
    - Supervisor
    - Employer





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## Leave of Absence Process







## Supervisor Responsibilities for LOA

- Obtain a written request for leave from the employee, regardless of the type of leave, if possible.
  - It may not always be possible if medical emergency
  - It should include their start date and return date if known and reason for leave
  - Forward the leave request along with an Employee Status Change Form, if applicable, to Benefit Services



## Supervisor Responsibilities for LOA

- Requests for Medical Leave of Absence must be forwarded to Benefit Services within 3 days of receipt
  - By law, Human Resources has 5 days to respond to the employee to let them know if they are eligible for FMLA
  - Medical leave requests to the supervisor do not need to be specific as to diagnosis or reason (this is protected information and it's Benefit Services responsibility to obtain the medical nature)
- Reference contracts as applicable
- Contact Benefit Services with questions
- Benefit Services will copy the supervisor on letters to employee

## Maternity Leave



- Employee eligibility
- Full 6 weeks paid time or part-time return to work
- Time paid is centrally funded and does not get charged to department.

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## Sick Leave Policy

- Amount of sick days available.
- When does FMLA come into play?
- Can you require physician documentation?
- What if employee is off an extended period of time?





## Short-Term Disability Policy

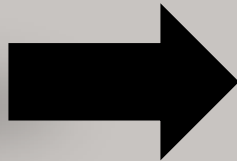


- When does an employee get short-term disability?
- Importance of timely application for short-term disability
- Can employees use sick time during this time period?
- Time paid is centrally funded and does not get charged to department.



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## Communicating with Human Resources



- Do not email identifying information, such as, Social Security cards, bank information, medical information, etc.
- Communicate:
  - Via Campus Mail
  - Via Fax
  - Via ESS (Employee Self Service)



## Questions & Answers

Please complete an online evaluation  
of today's event.

The evaluation link will be emailed  
out to you soon.