Presented by the UIS Office of Human Resources

Welcome to the 2nd Annual
Supervisor Training

November 15th, 2023 8:30am - 5:00pm
Supervisor Training Agenda

8:30-9:00 Registration and Breakfast

9:00-9:15: Meet HR

9:15-10:15 Career Connect/Handshake presented by UIS Career Development Center

10:15-10:30 Break

10:30-Noon Violence Prevention and De-Escalation Strategies presented by UIS PD

Noon-1:15 LUNCH

1:15-2:30 You Make the Call- Challenging Supervisor Scenarios

2:30-2:40 Break

2:40-3:40 10 Things HR Wants you to Know

3:40-3:50 Break

3:50-4:45 Hiring & Retention Tips

4:45-5:00 Ask HR- Optional 15-minute session where HR staff will be available for you to ask us any questions/concerns you may have
Meet HR!
Human Resources Organization Chart

Melissa Mlyniski
Associate Vice Chancellor For
Human Resources

Bethany Burbridge
Administrative Aide

Jé Greer
HR Associate
Student Employment

Student Employees

Melisa Hatch
Deputy Director

Amber Posdyck
HR Representative

Jason Kosowski
IT Tech Associate

Carlene Hindert
HR Associate Division Liaison

Madi Vangunten
HR Associate Division Liaison

Kenzie Westlake
HR Officer Division Liaison

Ben Reinhart
HR Officer

Vacant
Division Liaison

Mark Owens
Assistant Director – Labor & Employee Relations

Kelsea Hott
HR Representative

Heather Moore
HR Representative

Student Employees

Shelby Bedford
Assistant Director – Access & Equity and Title IX Coordinator

Jeff Moulton
Inclusive Workforce Specialist

Michelle Vinson
Assistant Dean of Students
Human Resources Administrative Office

Melissa Mlynski
Associate Vice Chancellor for Human Resources
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Bethany Burbridge
Administrative Aide
bburb2@uis.edu
Assistant to Assoc VC for HR, HR Financial Operations, Website Admin, Office Manager, Work Orders, Tuition Waivers

Jé Greer
HR Associate
jgreer6@uis.edu
Student Employment, Federal Work Study, Graduate Hourly Employment, ANCRA, POM Events, I-9s, Employment Verifications, P-Card Reconciler/Approver, Unit Security Contact for Division of Finance & Administration, Public Service Loan Forgiveness (PSLF)

Student Employees
HR Employment Team

- Melisa Hatch, Deputy Director
- Kelsea Hott, HR Representative
- Jason Kosowski, IT Tech Associate
- Carlene Hindert, HR Associate
- Madison Vangunten, HR Associate
- Kenzie Westlake, HR Officer
- Ambor Rosdyck, HR Representative
- Vacant, HR Representative
- Ben Reinhart, HR Officer

- Manager for Classification/Compensation, CS Testing, Employment, HR Systems, SURS Reporting, Records
- Records & Personnel Files Reporting, SURS Liaison—Reporting & Tracking, Events Coordinator
- HR Systems training & troubleshooting, including JDXpert, Cornerstone, HRPE, Banner, etc.
- HR Liaison to Academic Affairs Division, Civil Service, Extra Help, & Academic Professional Employment: Classification and Compensation, Pre-employment screenings, employee on-boarding, Civil Service, Academic Professional & Faculty Separations
- HR Liaison to Chancellor’s Division, Finance and Administration, Advancement, Enrollment Management, Civil Service, Extra Help, & Academic Professional Employment: Classification and Compensation, Pre-employment screenings, employee on-boarding, Civil Service, Academic Professional & Faculty Separations, Working Titles
- HR Liaison to Student Affairs, Civil Service, Extra Help, & Academic Professional Employment: Classification and Compensation, Pre-employment screenings, employee on-boarding, Civil Service, Academic Professional & Faculty Separations, Performance Evaluations, LinkedIn Contact
- Assists Division Liaisons with Academic Affairs Division.
Employee and Labor Relations

Mark Owens
Assistant Director, Labor and Employee Relations
mowen1@uis.edu
Labor & Employee Relations, UIS Policy & Procedures, Employee Discipline, Union Contract Administration, Leaves of Absence Manager

Heather Moore
HR Representative
hkimb2@uis.edu
10 Things HR Wants You to Know

...it’s not a countdown. They’re all important.
10 Things HR Wants You to Know

One thing: What You Should Know about VSL

**WHO:** Civil Service Employees

**WHAT:** Vacation, Sick, and Other Leave Benefits (funeral, floating holidays, jury duty, FMLA, Know Your U, business travel, etc.)

**WHEN:** Any time Civil Service Exempt Employees need to utilize Leave Benefits and Finalization at Quarter Ends

**WHERE:** [https://apps.uillinois.edu/](https://apps.uillinois.edu/) - Civil Service Exempt Vacation and Sick Leave Recording – Springfield [https://cs.exempt.uis.edu/](https://cs.exempt.uis.edu/)

**WHY:** Keeps Employees and Supervisors informed of the amount of Leave Benefit time available
Another thing: Family Medical Leave and Shared Benefits programs

Family Medical Leave (FML) – unpaid leave for qualifying medical conditions

- Duration – up to 12 weeks, block of time & intermittent
- Ex. of qualifying events

Shared Benefits – paid leave program intended to provide paid leave until SURS Disability eligible
10 Things HR Wants You to Know

Another thing: You can take disciplinary/corrective action and HR will support you!

Discipline does not have to be a taboo word or topic.

HR will guide and support you as you explore and implement disciplinary measures.

Performance Improvement Plans can be used as a developmental tool and set accountability standards.
10 Things HR Wants You to Know

And another thing...

UIS has an OMBUDS Office!

The Ombuds Office is available to assist civil service, academic professional, and faculty employees navigate complex workplace matters in an informal, impartial, independent, and confidential manner.

Ombuds: Jim Klein, EdD, LPC
Contact: ombuds1@uis.edu
For more information: https://www.uis.edu/orbit/academic-instructional-resources/faculty-resources/ombuds-office
10 Things HR Wants You to Know

And another thing: Encourage Your Employees to attend Rising Stars and Know Your U programming!

- Invitations are sent out every August for AP and Civil Service employees hired during the previous 12 months
- Meetings are once a month from September through May
- Employees will coordinate with their supervisors to secure release time
- Program is limited to 30 participants
One more thing: Access & Equity is your one-stop shop for all things related to non-discrimination and inclusion!

- **Sexual Misconduct:** You and your employees are “Responsible Employees”
  - Required to report information related to sexual assault, domestic violence, dating violence, stalking, or harassment
  - Must be done in a TIMELY manner
  - Rights & Options discussions, supportive measures, investigations

- **ADA Accommodations:** Refer employees to AEO if they mention disability

- **Identity-Based Harassment & Discrimination:** Consultations on rights & options, investigations, and interventions

- **Inclusive Hiring:** AEO Search Manual & Trainings

- **Belonging, Dignity & Justice**
10 Things HR Wants You to Know

Another thing: Student Employment & I-9 Reminders

- Handshake position posts
- Prepare new students for the I-9
- Give international students a head start
- All I-9’s must be complete before students begin working

When in doubt, please reach out!
10 Things HR Wants You to Know

And another thing: UIS is subject to a SUCSS Audit every three years.

- Our most recent audit began this month, November 2023
- Primary areas of focus include:
  - **Category I:** Identification of Civil Service Classifications Used, Use of Approved Rates and Ranges, Admission of Applicants to Examination, Examination Security Protocols, Register Referral of Candidates and Register Maintenance, Layoff Transactions, Specialty Factor Designations, Extra Help Appointments, and Temporary Upgrade Assignments.
  - **Category II:** Position Control Management, Removal of Names from Registers, Maintenance of Personnel Files, Temporary PAA Assignments, and Transaction Documents (Intern Requests, Disciplinary Suspensions, Dismissals, and Layoff Notices) on file at the University System Office.
  - **Category III:** Civil Service Desk Audits, Position Description Reviews, Timeliness of Classification Requests (Desk Audits), and Scheduling/Inventory of Examinations.
10 Things HR Wants You to Know

Last thing: Academic Impressions

Academic Impressions provides free, quality trainings and professional development for you and your team!

Critical Development Areas include:

- Leadership
- Women in Leadership
- Academic Leadership
- Institutional and Academic Planning
- Diversity, Equity and Inclusion

...and more!!

For more information and to access trainings, visit: [https://www.uis.edu/academic-impressions](https://www.uis.edu/academic-impressions)
10 Things HR Wants You to Know

Just kidding, there’s one more: Human Resources provides Job Aids on a variety of HR processes!

- JDXpert
- Cornerstone
- Cornerstone Tips
- New Hire Checklist for Supervisors
- Evaluations
- Supervisors section on the HR website