



A **Rise** Event

Welcome to the 2nd Annual

# *Supervisor Training*

**Presented by the UIS Office of Human  
Resources**

*November 15th, 2023 8:30am - 5:00pm*



# UIS

# 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**

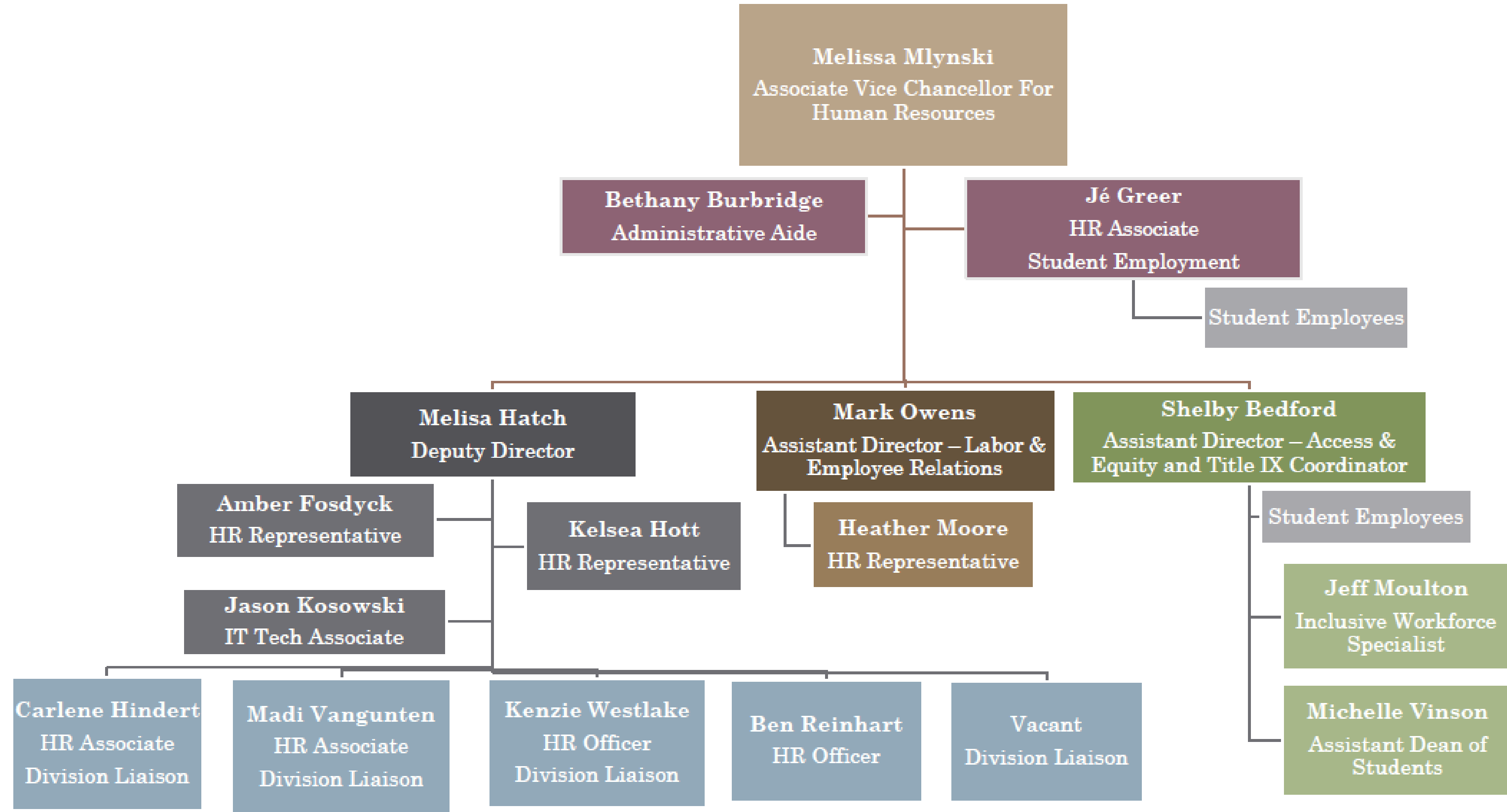


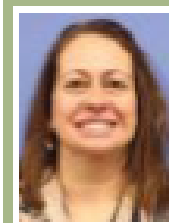
# Rise



Meet  
HR!

## Human Resources Organization Chart

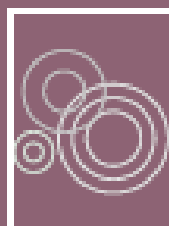




**Melissa Mlynski**

Associate Vice Chancellor for  
Human Resources

[mmlyn2@uis.edu](mailto:mmlyn2@uis.edu)

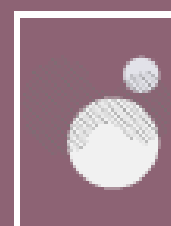


**Bethany Burbridge**

Administrative Aide

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Assistant to Assoc VC for HR, HR Financial  
Operations, Website Admin, Office Manager,  
Work Orders, Tuition Waivers

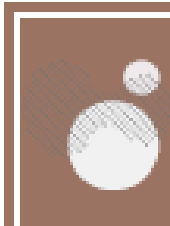


**Jé Greer**

HR Associate


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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


## Human Resources Administrative Office




**Melisa Hatch, Deputy Director**  
[mhatc2@uis.edu](mailto:mhatc2@uis.edu)  
Manager for: Classification/Compensation, CS Testing, Employment, HR Systems, SURS Reporting, Records



**Kelsea Hott, HR Representative**  
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Records & Personnel Files Reporting, SURS Liaison— Reporting & Tracking, Events Coordinator



**Amber Fosdyck, HR Representative**  
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Civil Service Testing Civil Service & Extra Help Application Assistance, UIS Jobs Social Media Management (Facebook & Twitter), Password Resets for UIS Jobs



**Jason Kosowski, IT Tech Associate**  
[ksowo2@uis.edu](mailto:ksowo2@uis.edu)  
HR Systems training & troubleshooting, including: JDXpert, Cornerstone, HRFE, Banner, etc.



**Carlene Hindert, HR Associate**  
[chind2@uis.edu](mailto:chind2@uis.edu)  
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



**Madison Vangunten, HR Associate**  
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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



**Kenzie Westlake, HR Officer**  
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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



**Vacant, HR Representative**



**Ben Reinhart, HR Officer**  
[brein3@uis.edu](mailto:brein3@uis.edu)  
Assists Division Liaisons with Academic Affairs Division.

## HR Employment Team

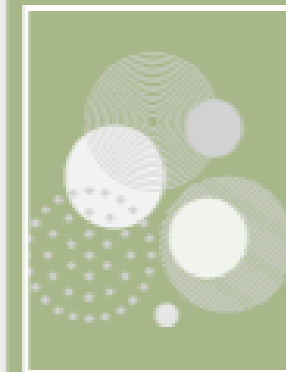


## Mark Owens

Assistant Director, Labor and Employee Relations

[mowen1@uis.edu](mailto:mowen1@uis.edu)

Labor & Employee Relations, UIS Policy & Procedures, Employee Discipline, Union Contract Administration, Leaves of Absence Manager



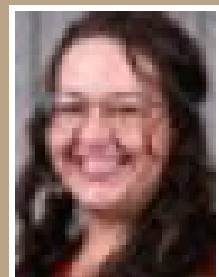
## Heather Moore

HR Representative

[hkimb2@uis.edu](mailto:hkimb2@uis.edu)

Leaves of Absence, including: FMLA, FFCRA/ARPA, Military, VESSA, & SURS. Workers Compensation, and disability processes. Support to the Collective Bargaining Process, Assist with Labor & Employee Relations.

## Employee and Labor Relations

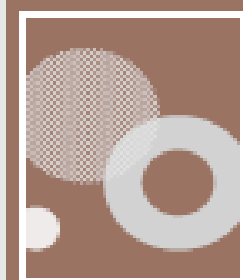


**Shelby Bedford**

Assistant Director for Access and Equity & Title IX Coordinator

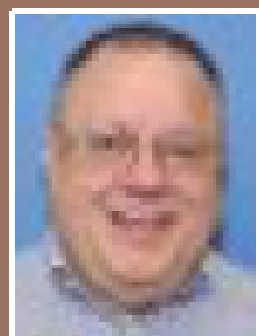
[sbedf2@uis.edu](mailto:sbedf2@uis.edu)

Title IX & ADA Coordinator, Equal Employment Opportunity Officer, DEI Leadership, Compliance & Prevention, Programming



Student Employees

## Access and Equity/ Title IX

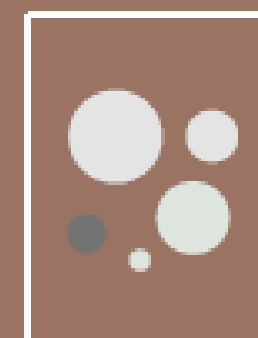


**Jeff Moulton**

Inclusive Workforce Specialist

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Assistant Equal Employment Opportunity Officer, Inclusive Hiring Training, Maintain University Search Manual, ADA Accommodations, Provide support to the Asst Dir for AEO



**Michelle Vinson**

Assistant Dean of Students

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Assistant Title IX Coordinator, Student Supportive Measures, Investigations, and Hearings under the Sexual Misconduct Policy



# UIS

## 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/> - Civil Service Exempt Vacation and Sick Leave Recording - Springfield <https://cs.exempt.uis.edu/>

**WHY:** Keeps Employees and Supervisors informed of the amount of Leave Benefit time available

## 10 Things HR Wants You to Know

**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

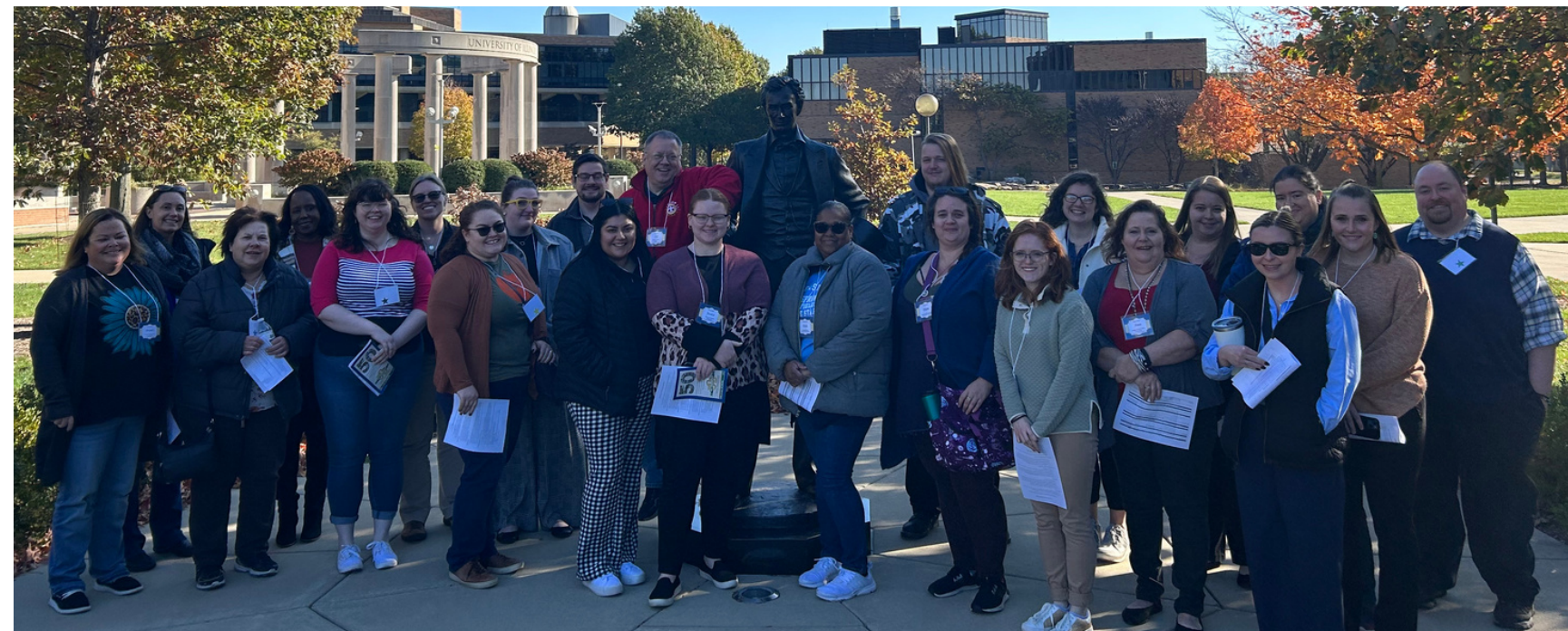
Contact: [ombuds1@uis.edu](mailto:ombuds1@uis.edu)

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



## 10 Things HR Wants You to Know

**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!!**

## 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