

# HR NEWS

September, 2006

## FROM THE DESK OF MARK KENNEDY

### Roles and Responsibilities of Supervisors and Managers

The transition from individual performer to supervisor is challenging because the nature of the work is fundamentally different. Supervisors and managers have two primary responsibilities – to achieve results through others and to exercise discretion and judgment as they make decisions. Where individual performers are accountable only for their own actions, supervisors and managers are responsible for both their own efforts and the results of those they lead. Where individual performers apply their knowledge and training to perform tasks, supervisors and managers are expected to assess a wide variety of factors such as costs, benefits, policy precedent, etc. when making decisions and taking action. In particular, managers and supervisors must take into consideration the broad (College wide) implications and ramifications of their actions. Put simply, managers and supervisors:

- Exercise judgment in determining the right thing to do and the right way to do it;
- Hold themselves accountable for getting the right results; and
- Accept responsibility for the consequences of their decisions.

At Mott, we have identified the following key accountabilities for all supervisors and managers:

1. **Planning and Execution:** This is generally described in the text above.
2. **Improvement:** Identify the need for change; maximize the performance of their operation and contribute to improving College operations; take initiative; foster a climate where their

faculty and staff identify and implement improvement opportunities.

3. **Strategic / College Perspective:** Incorporate consideration of the broader organizational perspective into tasks and assignments (affirmative action, for example); conduct self as spokesperson for College and member of management team.
4. **Select and Develop Employees:** Help them to maximize their contribution to the organization and to grow professionally; take corrective action with subordinates when performance needs improvement; foster effective teamwork.
5. **Relationships and Communications:** Build effective relationships both within and outside the department; seek input from and maintain effective ongoing communication with others; manage conflict to ensure least disruption to organization.
6. **Problem Solving / Decision Making:** Analyze operational problems; create effective solutions; exercise good judgment; demonstrate effective long-term and short-term judgment.
7. **Safety:** Create a safe work environment; manage risks; reduce exposure to liability.
8. **Behavior:** Be a role model for subordinates; set the example.

In the coming months, we will return to the task of finalizing job descriptions and fully implementing our coaching and development program. Supervisors who want more information about these roles and how to incorporate these ideas into their job descriptions should refer to the HR website at: [www.mcc.edu/hr\\_protected/hr\\_supervisorinfo\\_job\\_desc\\_write\\_tools.shtml](http://www.mcc.edu/hr_protected/hr_supervisorinfo_job_desc_write_tools.shtml).

### Inside this issue:

Roles and Responsibilities of Supervisors and Managers	1
Getting the Most Out of FMLA	2
Reporting an Injury or Illness	2
Retirement Fair	3
Employee References	3
Full-Time Faculty Hiring	4
Web-Based Sexual Harassment Prevention Training	4
Life Insurance Conversion Option	4
Search Committees	4

### Upcoming College Closings

- November 23 -24, 2006 Thanksgiving Holiday
- December 22, 2006 Last day of work before Winter Break
- January 3, 2007 Staff return from Winter break
- January 15, 2007 Martin Luther King Day



## GETTING THE MOST OUT OF THE FAMILY & MEDICAL LEAVE ACT

Employees can utilize the benefits provided by the Family & Medical Leave Act of 1993 (FMLA). The FMLA enables employees to take unpaid leaves for certain family and medical events. The law can provide employees with up to 12 weeks of unpaid leave and allows them to return to their job or an equivalent position after the leave has expired. The FMLA also ensures that employees can maintain their health benefits while on leave.

There are two situations that may be covered by the FMLA. The first is family leave, which is used for the birth of a child and to care for the newborn child or the placement with the employee of a child for adoption or foster care. The second situation covered by the FMLA is medical leave, which is used for serious health conditions for yourself, spouse, child or parent. Serious health conditions that may qualify under FMLA include: inpatient care, a period of incapacity that includes treatment by a health care provider, pregnancy,

chronic conditions, permanent, long-term conditions requiring supervision, or multiple treatments for non-chronic conditions. More detailed information regarding serious health conditions can be found in the College's FMLA Policy & Procedure at: [www.mcc.edu/hr/hr\\_policiesprocedures.shtml](http://www.mcc.edu/hr/hr_policiesprocedures.shtml).

To utilize the benefits of the FMLA, employees must assist by providing specific documentation that the law requires. As an employee you must:

- Notify your HR representative and your supervisor as soon as you become aware of your need to take a leave. Your HR representative will provide you with additional information and specific instructions about what documentation is required to request a leave.
- Make certain that all required medical certifications and other requested documentation are

completed and received by HR.

- Adhere to the policies and procedures of the College related to this procedure.

Your HR Services representative is happy to provide guidance at any time during the leave of absence process. Please be sure to communicate any known or potential leaves to Human Resources as soon as possible so that we can assist you.

*Who to contact in HR:*

If you are **ProTech, PSO or Exempt**, contact Kate Schamanek at (810) 762-0497.

If you are **S&M, Secretarial/Clerical or Non-Union**, contact Sylvia Green at (810) 762-0266.

If you are **Faculty or M&O**, contact Susan Praski at (810) 762-0503.

### REVISED EMPLOYEE TRANSACTION FORM

*A revised Employee Transaction Form (commonly called the 3-part form) has been in use since July. New forms can be picked up in the Human Resources Office. For assistance with filling out the new forms, please view the online samples at: [www.mcc.edu/hr/hr\\_printableforms.shtml](http://www.mcc.edu/hr/hr_printableforms.shtml).*

## REPORTING AN INJURY OR ILLNESS

When an injury or illness occurs on College property, the following procedure should be followed:

**If immediate emergency medical treatment is needed:**

- A person at the scene should call 911.
- As soon as practical, someone at the scene should notify the Public Safety Department at 762-5666 and the Human Resources Office at 762-0565.

**If injury or illness is NOT life threatening (non-emergency):**

- Employee, supervisor or witness should call the Public Safety

Department at 762-0222.

- All non-emergency injuries/illnesses must be treated at the McLaren Occupational & Convenient Care Center in Burton or at McLaren Regional Medical Center.
- Employee should obtain a McLaren "Employer Authorization for Treatment" form from the Office of Human Resources and go to the McLaren Occupational & Convenient Care Center in Burton. If injury or illness occurs after hours, the employee should go to McLaren Regional Medical Center and report the incident to Human

Resources the following day.

If you have any questions regarding this procedure, please contact the HR Office at 762-0565.

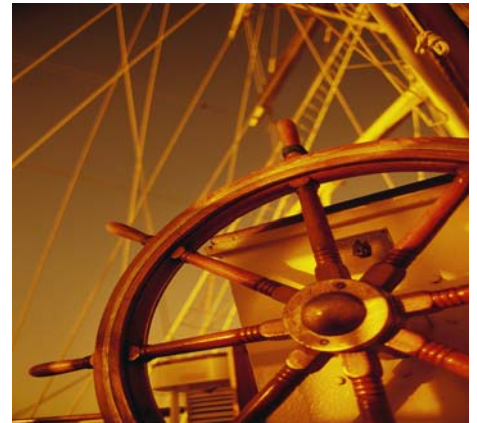


## NAVIGATING TOWARD RETIREMENT

### Mark your calendars!

During the week of November 13<sup>th</sup>, the HR Office will be holding a Retirement Fair to provide information to employees who are considering retirement. The fair will include

presentations from TIAA-CREF and MPERS, as well as an opportunity to meet one on one with a TIAA representative. More details will follow, so mark your calendars and keep your eyes open for more information about this upcoming event!



## SUPPLEMENTAL RETIREMENT SAVINGS PLANS

Employees may defer a portion of their salary into tax-sheltered, long-term savings plans 403(b) and/or 457(b). Employees may choose to participate in one or both of these supplemental retirement plans. The 2006 tax deferral limit is \$15,000 per plan (\$20,000 per plan if you're over age 50).

### 403(b) Supplemental Retirement Savings Plan

Employees may choose to participate using any 403(b) company included in the List of Participating Annuity Providers.

It is the responsibility of the employee to make an appointment with a representative from the participating annuity provider and to complete a 403(b) Enrollment Form for the provider, unless you are selecting TIAA-CREF as your provider. If you are selecting TIAA-CREF, you can obtain enrollment information from the HR Office. The 403(b) Enrollment Form and Salary Reduction Form must be

completed and submitted to Human Resources before an employee may participate.

### 457(b) Supplemental Retirement Savings Plan

TIAA-CREF is MCC's provider for the 457(b) supplemental retirement plan. TIAA-CREF enrollment packets may be picked up in the Human Resources Office. To participate, an employee must submit both a completed 457(b) Voluntary Salary Deferral Agreement and a TIAA-CREF 457(b) Enrollment Form to Human Resources.

Additional information regarding the Supplemental Retirement Savings Plans, the list of Participating Annuity Providers, the Salary Reduction Form and the Voluntary Salary Deferral Agreement can be found at: [www.mcc.edu/hr/hr\\_retirementplanssupplemental.shtml](http://www.mcc.edu/hr/hr_retirementplanssupplemental.shtml)

## HR BOARD POLICY REVIEW

Section 5000 of the Mott Community College Board Policies contains the primary policies concerning Human Resources. The focus of these policies is the mission of the College – meeting the needs of our students and community. HR recommends that employees periodically review these policies, and will provide a brief review of one of the HR Board Policies in each newsletter. In this edition, we'll focus on Board Policy #5808 - Conflict of Interest.

In general, the policy states that employees must not engage in any activities, transactions or relationships

that are incompatible with the impartial, objective and effective performance of their duties. The policy also states that an actual or potential conflict of interest occurs when an employee is in a position to influence a decision or transaction in connection with or arising from the business dealings and relationships of the College, that may result in a benefit or personal gain for the employee or a relative.

To review the policy in its entirety, please visit: [www.mcc.edu/board\\_policies/5000.shtml](http://www.mcc.edu/board_policies/5000.shtml)

## EMPLOYEE REFERENCES

At Mott, only persons in the supervisory chain are authorized to provide reference information on current and former employees. Board policy 5402 explains this, as follows:

1. "Only the employee's current and past immediate supervisors and the supervisor of the immediate supervisor(s) may respond to requests for references on current or former employees from prospective employers and then, only if:
  - a. Permission has been granted, in writing, by the employee; and
  - b. The employee has released the College from all liability for responding to the request; and
  - c. The information provided is true, complete and consistent with information contained in the employee's personnel file.
2. Any other College employee who serves as a reference for a current or former employee is acting outside the scope of their employment relationship with Mott College, will not be covered by liability insurance provided by the College for employees performing their duties, and may expose themselves, individually, to legal liability stemming from the content of their reference."

## FULL-TIME FACULTY HIRING

We've had a very successful year in recruiting new, full-time faculty members! Eleven new instructors will begin teaching for us – nine during the fall semester, one in the winter and one next fall. For the first time in at least a decade, all offers were made and accepted by the middle of July, long before the start of the Fall semester, when we've typically finished our hiring activities. In order to hire the best qualified candidates, a concerted effort was made to start and end the hiring processes much earlier than in previous years.

We are especially excited about hiring four

full-time nursing instructors. Nursing continues to be one of the most challenging areas to fill on a local and national level. We were extremely fortunate to have a very qualified candidate pool and were able to fill several vacancies, including two that will occur next calendar year.

Thanks to everyone who contributed to this success - the Deans, interview committees and management. Thanks also to the new faculty members for selecting Mott as your employer!



## WEB-BASED SEXUAL HARASSMENT PREVENTION TRAINING

Faculty and staff have had a variety of opportunities to learn about sexual harassment and how to prevent it. This year, we are experimenting with web-based technology to provide training on this topic. We have chosen to use on-line training because of its convenience and cost effectiveness. Additionally, given the increasing use of web technology with our students, we felt it was appropriate to incorporate this approach into employee development.

Because of the importance of this topic, completion of the on-line training (which includes a tutorial and mastery test) is mandatory for all regular employees. Employees who, for one reason or another, are unable to utilize the web program may contact their supervisor for an alternative. Employees required to complete this training will receive more information prior to October 9, which is the first day the on-line course will be available.

Browse the HR website for lots of interesting and valuable information

## SEARCH COMMITTEE DOES NOT EQUAL HIRING COMMITTEE

Employees sometimes refer to search or interview committees as "hiring" committees. The interview or search committee isn't truly a hiring committee – only managers and supervisors have the authority to hire (see related article on the responsibilities of managers on Page 1 of this newsletter). Search committees provide valuable input to the hiring managers about candidates' strengths and weaknesses and their compiled insight is normally provided in writing to the hiring managers. This input can be contradictory at times as various members of the committee view things from different perspectives. If you are serving on a search or interview committee, it's important to remember that you are not involved in the actual decision to hire a specific individual, particularly when speaking with internal candidates. Unfortunately, we've had experiences where applicants misused what they heard from committee members, resulting in conflict and legal complaints.



## LIFE INSURANCE CONVERSION OPTION

Employees with group life insurance through the College may convert their coverage into an individual insurance policy upon separation. Employees can take advantage of this option when they provide our carrier, Sun Life of Canada, with the required documentation within 31 days after separation.

Employees can elect an amount up to, but not exceeding, the amount of life insurance

they will be losing upon termination. The individual life insurance policy is fully administered by Sun Life of Canada and payments are made directly to Sun Life.

Additional information regarding rates and premiums can be provided by Sun Life of Canada at (800) 247-6875 or contact your HR Services Representative for more information.