



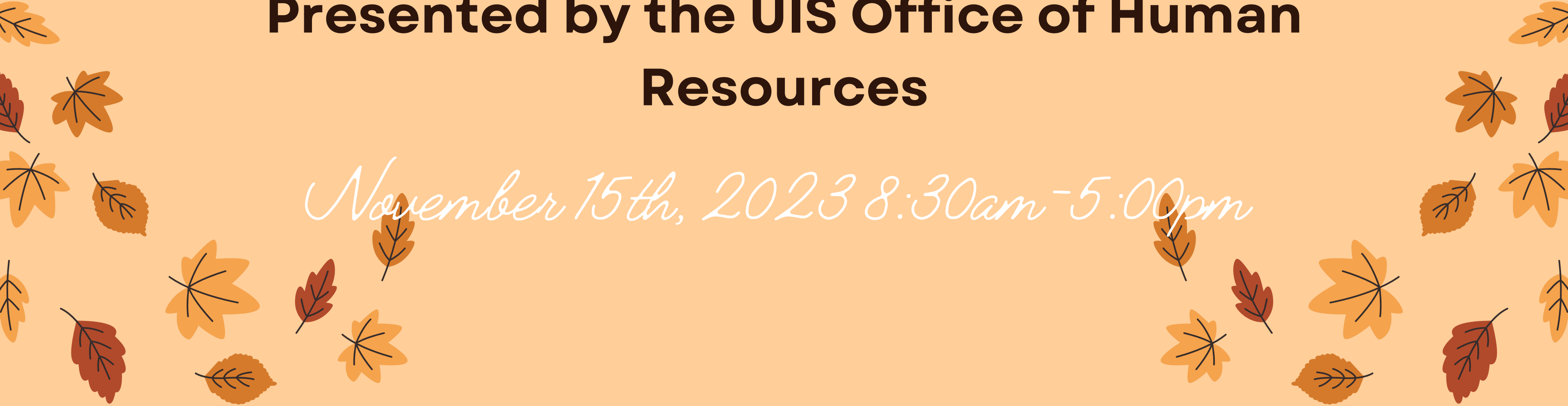
A **Rise** Event

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

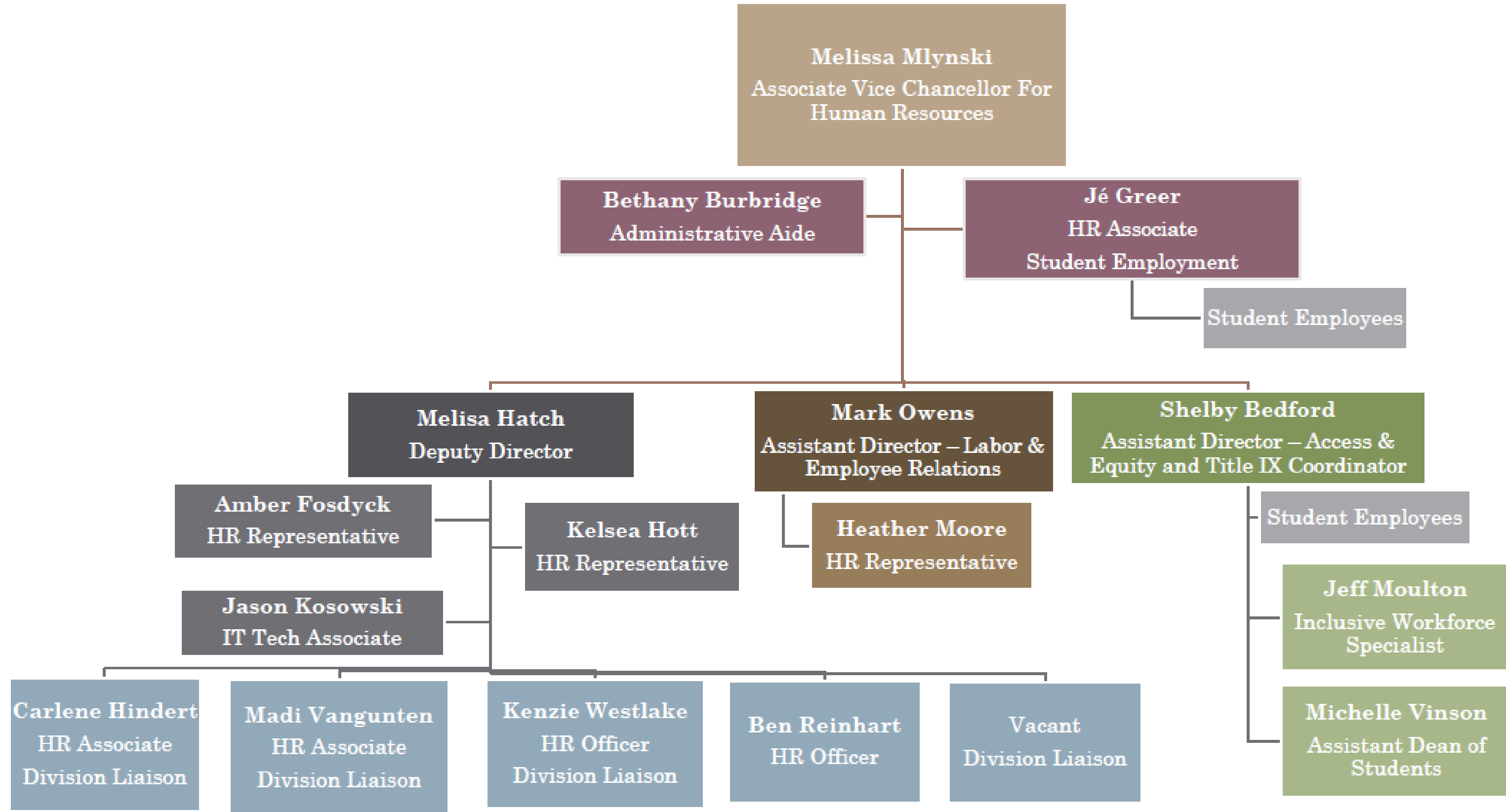


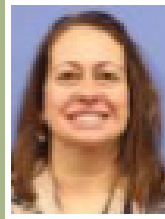
Rise



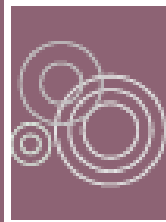
Meet
HR!

Human Resources Organization Chart

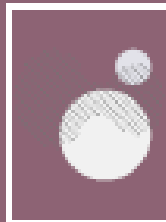




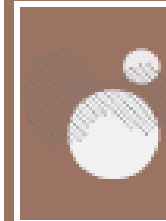
Melissa Mlynski
Associate Vice Chancellor for
Human Resources
mmlyn2@uis.edu



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
jgree6@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**

Human Resources Administrative Office

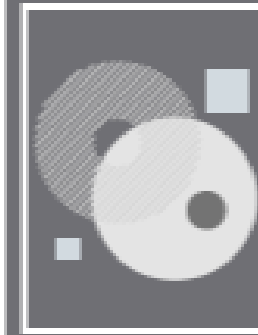
UIS

 **Rise**



HR Employment Team

UIS

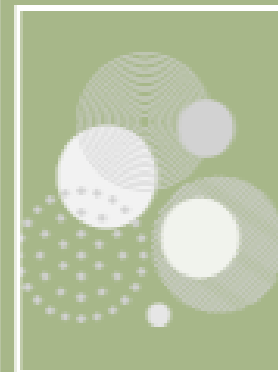


Mark Owens

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

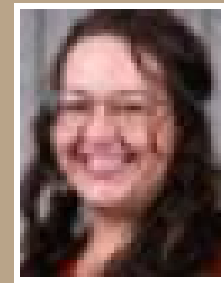
HR Representative

hkimb2@uis.edu

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

 **Rise**

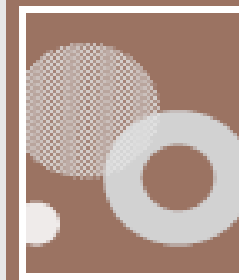


Shelby Bedford

Assistant Director for Access
and Equity & Title IX
Coordinator

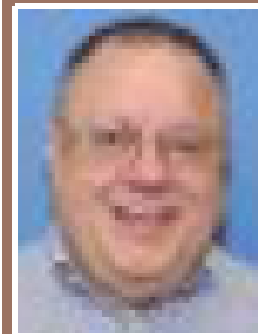
sbedf2@uis.edu

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



Student Employees

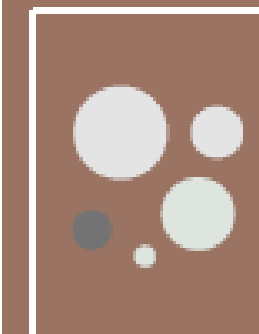
Access and Equity/ Title IX



Jeff Moulton

Inclusive Workforce Specialist
jmoul01s@uis.edu

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



Michelle Vinson

Assitant Dean of Students
mvins2@uis.edu

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

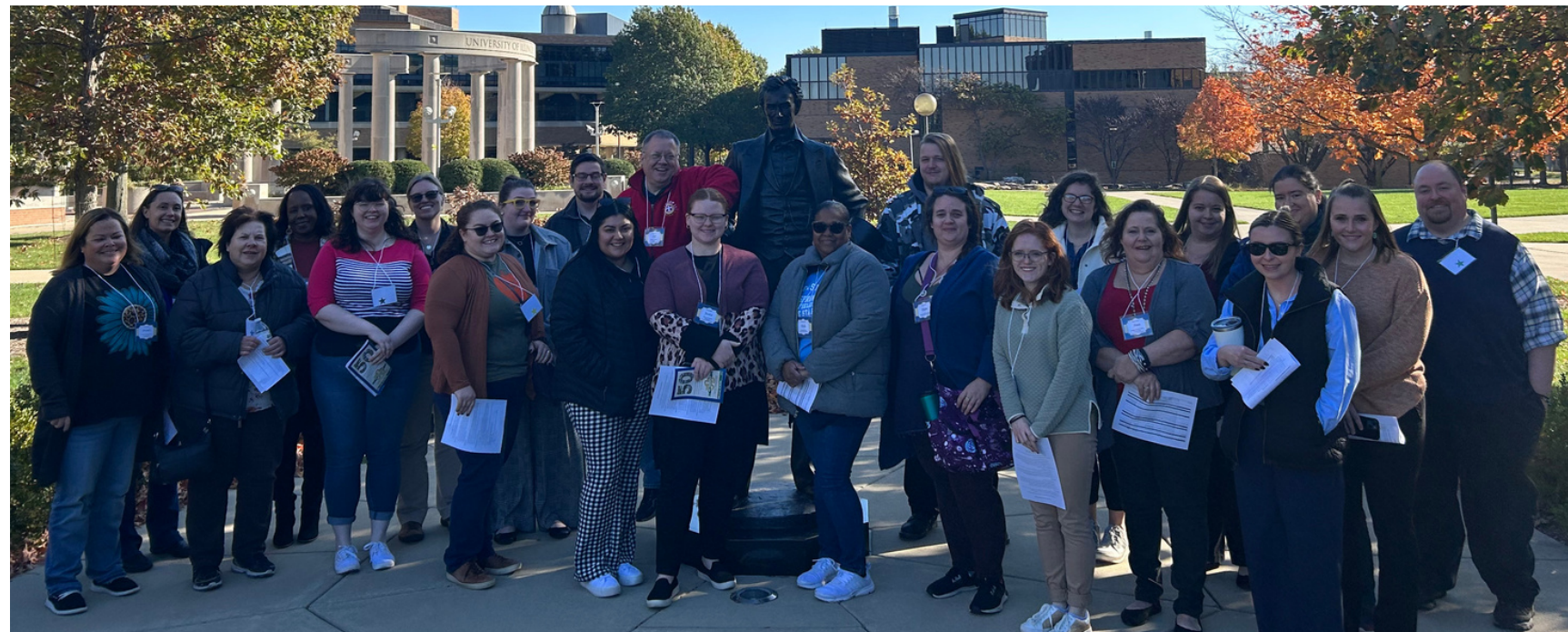
Contact: ombuds1@uis.edu

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