Supervising for Success  
Module 2  
Presented by:  
UAF Human Resources  
Office of Diversity and Equal Opportunity

Supervising for Success  
Module 2  
• Staffing  
  – Wage and Hour  
  – Classification and Compensation  
  – Recruitment and Hire  
  – Onboarding  
• Employment Laws and Provisions:  
  – Family Medical Leave Act (FMLA)  
  – Employee Assistance Program

Wage and Hour
Wage and Hour Overview

- Fair Labor Standards Act (FLSA)
- Federal vs. State regulations
- Exempt vs. Nonexempt
- Supervisor’s Responsibility

Electronic/Paper Timesheets are Legal Documents

May be subpoenaed in a court of law to verify:
- hours worked
- leave taken
- physical location on a specific day

Information omitted or falsely entered is a misdemeanor

Alaska Statute AS 11.56.210 and AS 24.55.150 (a)(1)

Exempt Status Tests

- Established by the Department of Fair Labor Standards Act (FLSA)
- Tests consider:
  - Complexity of duties and responsibilities
  - Level and nature of decisions made
- Do not consider:
  - Job title
  - Required travel
  - Work hours
Exempt Time Reporting

Timesheets for exempt employees are NOT required to be submitted unless recording reportable leave:
• Annual leave
• Sick leave
• Family Medical Leave (FML)
• Jury duty
• Military leave
• Workers’ compensation
• Other type of leave

Nonexempt Wage Requirements

• Federal Regulation on Overtime Premium Pay
  – Time and a half at regular rate of pay (FLSA)
  – Paid on hours worked over 40 in a work week
  – University of Alaska IS subject to this overtime regulation

• Alaska State Statute
  – Paid on hours worked over 8 in a day
  – University of Alaska is NOT subject to this overtime regulation

Nonexempt Time Reporting

• What is work time?
  – All hours during which the employee is under the employer’s control, even if the time is unproductive, so long as the time spent is for the employer’s benefit (W-H Reg. 29 CFR § 785.7)

• Work performed away from the premises or work site is work time and must be compensated

Special rules for nonexempts handout:
• Volunteers
• Break and meals
• Travel time
• On call time
• Training
• Waiting time
Nonexempt Compensatory Time

- Comp time is not allowed
  - Nonexempt employees will not be eligible for compensatory time-off in lieu of overtime pay
  - BOR regulation RD4.05.020

- Flexible work schedules permitted within the work week, not to exceed 40 hours

Classification and Compensation

Classification Systems

- What is a Classification System?
  - Process of grouping similar positions with respect to like duties, responsibilities, qualifications, etc.
  - Creates hierarchy
  - Classification is separate from compensation
Elements of a Position Description (PD)

- Duties/essential responsibilities
- Levels of skill
- Knowledge/education required
- Expertise applied
- Complexity of tasks performed
- Scope & impact of decisions made and/or addressed
- Nature of contacts & interactions

10 Minute Break

Group Activity
Public Relations Recruitment

Each group will serve as a search committee and select the finalist for their recruitment.

Please rank all applicants (hire, alternate it, eliminate) and have a brief justification for rankings.

The committee chair will communicate the committee’s decision during the group discussion.

Recruitment & Hiring
Goals

- Hire the Best Applicant for the Job
- Comply with Policies & Regulation
- Follow Systematic Process
- Provide Equal Opportunity
- Prevent Negligent Hiring
- Reduce Turnover and Promote Success

Recruitment Process

- Search Committee Composition
- Position Description
- Posting
- Screening
- Interviewing
- Testing
- Reference Check
- Background Check
- Offer Stage

Search Committee Guidelines

- Diversity
  - Experience, opinion
- Good Faith
  - Be fair and consistent
- Confidentiality
  - Only necessary information
- Unbiased
  - Relationships to the applicants
Developing Quality Questions

• Assess what qualities a successful applicant should have
• Use information in the PD (knowledge, skills, abilities) to develop questions
• Get Creative! No need to ask just the standard set of questions, but stay relevant
• Anticipate the answers

Resources:
• Sample questions from HR Question Bank
• Questions used in previous recruitments (only if beneficial for current recruitment)
• Refer to the Acceptable Pre-employment Inquiries under EEOC Guidelines Handout

Skills Testing

• Presentation
  – Sample speech, training
• Writing
  – Essays, written samples
  – Pay close attention to applicant’s cover letter and resume for writing skill, grammar, etc.
• Technical/Testing
  – Excel, Word, Specific Programs, Web Design, etc...
• Professional
  – Customer service, problem solving

Applicant Reference/Background Checks

• Verify factual and useful information on work history
  – A valuable indicator of future performance
• Seek to contact professional reference not personal
  – Current/previous supervisors can be the most valuable reference
• Review employee’s personnel file (if former/current UAF employee)
• Google & social networking sites
After the Hire...

- Begin Onboarding Process
- Define expectations
- Provide guidance & training
- Start PERFORMANCE MANAGEMENT

Onboarding: Preparing Your New Employee for Success

- A full third of external hires are no longer with the organization after two years
- Almost a third of executives who join organizations as an external hire miss expectations in the first two years
- Almost a third of employees employed in their current job for less than six months are already job searching

Goal of Onboarding

- New Hire:
  - Familiarize new employees with organization
  - Provide tools and resources
  - Helps become successful early in their careers

- UAF:
  - Improve productivity and retention
  - Build loyalty and engagement
  - Strengthen university brand by making a good first impression
  - Create a welcoming environment

Strategies that Influence Retention Rates

- Compensation
- Succession Planning
- Performance Management
- Training and Development
- Hiring
- Sourcing and Assessment
- Onboarding

Source: Aberdeen Group, August 2006

Expectation Conversation

- “What is expected of me?”
- Review of work standards
- Performance management
- Setting and measuring goals performance review/appraisal
- Supervisor’s role
Processes and Procedures

- How to get things done?
- Who is an approver
- Work flow overview
- Departmental structures

First Month

- Continue to reinforce key issues
- Introduce key members of the leadership team
- Determine whether the employee’s questions and concerns are being addressed
- Verify training was received

Acceptable Work Behaviors & Etiquette

- Work/department culture

Standards of Etiquette
  - Eating at the desk
  - Personal items at work
  - Cell phone policies
First Six Months

- Onboarding process continue
- Two-way communication
- Ensure that all necessary information has been shared
- Questions and concerns are addressed
- 90 day probationary email and onboarding survey for new employees

Timeframe for an Employee to Make a Decision to Stay with the Company

Mentoring

- Volunteers or selected by the department manager
- Not a direct authority over the new hire
- Serve as a guide or resource
- Teamed with the new employee for a day, a week, a month or even a year

Source: Aberdeen Group, August 2006
What is Your Role?

- PPA/ Department Admin.
- HR department
- Co-workers
- Mentor
- Executive team
- Supervisor

University & Department Information

- Mission, vision, values of the unit
- Organizational culture and structure
- Important contacts
- Tour of campus

University Communication Methods

- Communication within the University
  - The Cornerstone staff and faculty newsletter
  - The Grapevine website
  - All-campus listserv e-mails

- Marketing websites captures internal methods of communication:
  - [http://www.uaf.edu/marketing/services/internal](http://www.uaf.edu/marketing/services/internal)
Outcome
• Lower turnover rates
• Performance and productivity increase
• Higher satisfaction and morale
• Promote positive university culture

Employment Laws and Provisions:
- Family Medical Leave
- Employee Assistance Program

Family Medical Leave (FMLA)
What is FMLA?
• Federal law allows 12 weeks per year
• State law allows
  – 18 weeks per 24 month period for serious health conditions
  – 18 weeks within twelve months for pregnancy, childbirth and adoption
Why?
• To take leave (continuous, intermittent or combination) and to provide certain benefits for specific qualifying events for a limited period of time

http://www.alaska.edu/benefits/leaves/family-medical-leave/
FMLA is a complex law - contact your HR Consultant if your employee needs to be absent for 10 days or more due to medical reasons or military event
It’s time for a conversation when an employee...

- calls in sick for three or more days in a row
- claims Workers Compensation leave on their timesheet
- frequently misses work because he or she has intermittent doctor’s appointments for a chronic condition
- needs to care for a spouse, parent, or child (typically under 18) due to a serious health condition
- becomes pregnant or expects a new born child
- adopts a child or becomes a foster parent

Employee’s Role

- Explain the reasons for the needed leave “so as to allow the employer to determine that the leave qualifies under the Act”
- Not necessary to “expressly assert rights under the Act or even mention the FMLA”
- Make sure that “the information imparted to the employer is sufficient to reasonably apprise it of the employee’s request to take off for a serious health condition”
- Comply with requests for Health Care Provider Certification/Recertification

Supervisor’s Role in FMLA

- Recognize potential FMLA needs from your employees
- Confidentiality: Medical Information
  - Do not share any medical information with anyone other than UAF HR
  - Do not keep medical information in files within your desk or at your unit
- Sign FMLA Request Form as supervisor, indicating acknowledgement of FMLA request
- Establish work schedule (in writing) if approving intermittent FMLA for any event other than a serious medical condition
- Provide notice to HR if employee exhausts all paid leave
- Contact HR when employee returns to work
- Accept physician work release from the employee upon return to work and forward to HR immediately
HR’s Role in FMLA

• Verifies eligibility
• Determines entitlement and approve or deny request in writing
• Requests required forms, health care provider certifications and documentation from employee
• Monitors leave usage and tracks hours
• Notifies employee and supervisor of status changes
• Requests recertification (if applicable)

FMLA Return to Work

• Employee is returned to same or similar position, same pay & working conditions
• Must provide return to work release if absence due to employee’s own serious health condition
• FMLA Expiration:
  – Return to work
  – Resign from position
  – Request a Leave of Absence without Pay (subject to all levels of approval and is determined on a case-by-case basis)
  – Explore Long Term Disability benefit (if applicable)
  – Explore accommodation under Americans with Disabilities Act (ADA) (if applicable)

Employee Assistance Program (EAP)

• Confidential Counseling Service
  – Marital and Family issues; drug and alcohol dependency; psychological and emotional stress; critical incidents; etc...
  – Assessment and Referral Services
  – Six free counseling sessions per incident per plan year
  – EAP Counselors CANNOT complete Health Care Provider Certifications
• Legal Assistance
  – 30 minutes of free legal advice from an attorney
  – 25% off attorney fees if retained
• Guidance Assistance
  – Assistance in finding a child care provider, elder care, doctor, university, home, new car, etc...
Employee Assistance Program (EAP)

- ComPsych Guidance Resources
- Free and confidential
- Toll-free 24 hours a day, 7 days a week:
  - 1-866-465-8934
- Online at:
  - https://www.guidanceresources.com/groWeb/portals/logi
  - n.portal
- The “Company ID” required to sign in is GC5901Q

We are here to advise and assist
Use our services

Office of Human Resources
474-7700
www.uaf.edu/uafhr

Diversity & Equal Opportunity
474-6600
www.uaf.edu/oeo
Special Rules for Nonexempt Employees

Nonexempt Volunteers

- May not volunteer for UA supported activities directly related to their job
  - An employee who works as a receptionist during the day probably should not volunteer to answer phones for a fundraiser at night.
- Cannot be required to volunteer as a condition of employment
  - This can include something as simple as decorating the office or making cookies for the yearly Christmas party.

Breaks & Meal Periods

- Generally, meal periods 30 minutes or greater and not considered time worked
  - Be cognizant of employees who sit at their desks and take phone calls or answer email. That would be considered time worked.
- Must be relieved from performing job duties

Nonexempt Travel Time

- Travel that takes place during an employee’s regular hour. Even if it occurs on a regular day off is considered time worked, and must be compensated
- Travel time outside of an employee’s regular working hours is not considered time worked
- Travel that occurs as an extension of the work day is time worked
- Time spent working during travel is time worked
- Same day travel (no overnight)
  - Time from departure to arrival is time worked
- For purpose of determining overtime, paid travel time is considered time worked
On Call Time

- Restrictions on the employee’s personal time determines whether on-call time is compensable or not

- Requirement to stay within a certain radius of the work site with no other limitations is not considered time worked
  - Example: An emergency responder who is required to respond within 10-15 minutes and/or is regularly required to respond throughout the on-call period.

Training Time

- Employee is paid as time worked unless **ALL** of the following apply
  - Held outside regular work hours
  - Voluntary
  - Unrelated to employee’s job
  - No productive work performed while attending

Waiting Time

- If the employee is ‘engaged to be waiting’, the time is considered time worked
  - An employee is engaged to be waiting if they come in prepared to start work but are unable to for reasons beyond their control. A power failure would be a good example of this, because the time spent waiting would be indefinite.

- If the employee is ‘waiting to be engaged’, the time is not considered time worked
  - An employee is waiting to be engaged if they show up for work ahead of schedule, or if they are released from work for a definite period of time, (enough time to pursue personal interests).
Tips for Writing Quality Position Descriptions (PDs)

- Before you start, try drafting a list of all the job duties and responsibilities
- Most jobs have 10-20 responsibilities
- Group duties into functional areas. A function is a major subdivision of a job made up of several similar duties.
- Most jobs have 3-6 functions
- Describe the duties for each function. The duty description should show what is done, how it is done and why it is done
- Use clear, concise language. Don’t use passive or vague language such as “responsible for” or “handles”
- Begin each duty/task with an action verb (e.g., operates, interviews, develops, analyzes, designs, supervises)
- Don’t just repeat wording from definitions or glossary of terms. Make description specific to the job.
- Use non-technical language whenever possible. A description should provide clear explanation of duties.
- Keep sentence structure as simple as possible
- Focus on essential functions. Disregard minor or occasional tasks which are not unique to the job.
- If an incumbent has a master’s degree and the job requires a bachelor’s degree, the PD should reflect the bachelor as a requirement, not the master’s.
- Use logical sequence, stating the primary responsibility first
- Description should describe the work, not the person
  - It’s important to describe the work that needs to be done, not what an incumbent is capable of doing
  - Think about what is required to do if the incumbent leaves
- Allocate percentage of time to each job duty.
  - % of time is crucial to understanding the job and classifying the position appropriately
  - Having 100% assigned to all jobs is difficult to assess because we can’t tell where the preponderance of work occurs
- Percentages should be 5% and over – if less than 5%, combine with other functions, or leave out
The Public Relations Case

The person who did public relations as part of his/her job for your organization has quit. The company decided that this was a good time to further develop this aspect of your company's operations. You are a member of the executive committee whose charge is to find potential job candidates and select the best one for the new job as public relations director. Now that your company has the opportunity to grow, you consider public relations to be an essential part of the organizational structure. The person hired for this new position will also be a member of the company's executive committee. You've met with each candidate. Below are your impressions of each.

TONYA RUÍZ is married and her husband will relocate with her. Tonya has an M.A. in public relations, is sharp in appearance, and has strong interpersonal skills. Although she has an advanced degree in public relations, her practical experience is limited. She has made it clear that she would expect your organization to help her husband find employment in your city.

BILL CHAMBERS has a great personality, but he doesn't have much public relations background. Although everything he touches seems to turn to gold (his résumé is full of success stories), solid credentials are not a part of his résumé. Bill would also command a high salary. In fact, his salary expectation is 30 percent greater than the top end of the range budgeted for this position.

JANE PHILLIPS is well known in the field of public relations. In fact, you're surprised that she applied for the position. Apparently there is some reason she wants to work for your company or relocate to your area. Although Jane is terrific at public relations (everyone admits that), she is very difficult to work with. Hiring Jane would bring prestige and visibility to your firm and help your company move from regional to national prominence.

SCOTT JAMIE S0N is currently employed in your personnel department where your public relations activity was housed. He's worked for your company for 10 years and knows your company inside and out. Thus he could be immediately productive on the job. While researching his work background for this position, you heard rumors from some secretaries that Scott has the reputation of making inappropriate sexual advances toward his female colleagues.

LIN CHUNG was recommended by the founder of the company. The founder is no longer a part of the day-to-day activities of the company but mentors most of the executive group. Lin is married to the founder's daughter who was recently diagnosed with a serious and often fatal form of cancer. In Lin's previous job, he was the sales manager for a large national company but lost this position in a corporate merger. The company founder believes that Lin is capable of handling your public relations director position.

All of these people are qualified—some more qualified in some areas than in others—but each is minimally qualified for the job. The person you hire would be part of the executive committee, which functions as your company’s top management team. The person hired for this position would be responsible for directing all internal communication and external communication, and dealing with the media. Because your company is growing, each new hire at this level is a serious step in executing the company's growth strategy.

(continued)
The Public Relations Case, p. 2

Rank the candidates according to who you believe is the best candidate for the job (1 = your first choice, 5 = your last choice) and write a brief rationale for your rankings.

<table>
<thead>
<tr>
<th>Candidate</th>
<th>Rank</th>
<th>Rationale</th>
</tr>
</thead>
<tbody>
<tr>
<td>TONYA RUIZ</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BILL CHAMBERS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>JANE PHILLIPS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SCOTT JAMIESON</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LIN CHUNG</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

# Acceptable Pre-Employment Inquiries Under EEOC Guidelines

<table>
<thead>
<tr>
<th>Subject Area</th>
<th>Acceptable</th>
<th>Unacceptable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>For access purposes, whether applicant’s work records are under another name</td>
<td>To ask if a woman is a Miss, Mrs. or Ms., or to ask for maiden name</td>
</tr>
<tr>
<td>Residence</td>
<td>a) Place and length of current and previous address b) Applicants phone number or how applicant can be reached</td>
<td>None</td>
</tr>
<tr>
<td>Age</td>
<td>After hiring, proof of age by birth certificate</td>
<td>a) Age or age group of applicant b) Birth certificate or baptismal record before hiring</td>
</tr>
<tr>
<td>National Origin</td>
<td>None</td>
<td>a) Birthplace of applicant, parents, grandparents, or spouse b) Any other inquiry into national origin</td>
</tr>
<tr>
<td>Race</td>
<td>Race for affirmative action plan statistics, after hiring</td>
<td>Any inquiry that would indicate race or color</td>
</tr>
<tr>
<td>Sex</td>
<td>Inquiry for affirmative action plan statistics, after hiring</td>
<td>Inquiry, which would indicate sex, unless, job-related</td>
</tr>
<tr>
<td>Religion or Creed</td>
<td>None</td>
<td>a) Birthplace of applicant, parents, grandparents or spouse. b) Recommendations or references for church officials</td>
</tr>
<tr>
<td>Citizenship</td>
<td>a) Whether a person is legally authorized to work in the U.S. b) Require proof of right to work in the U.S. after hiring</td>
<td>a) If native-born or naturalized b) Proof of citizenship before hiring c) Whether parents or spouse are native-born or naturalized</td>
</tr>
<tr>
<td>Marital Status</td>
<td>a) Status (only married or single) after hiring for insurance and tax purposes b) Number and ages of dependents and age of spouse after hiring for insurance and tax purposes</td>
<td>a) To ask marital status before hiring b) To ask the number and age of children, who cares for them, and if applicant plans to have children</td>
</tr>
<tr>
<td>Subject Area</td>
<td>Acceptable</td>
<td>Unacceptable</td>
</tr>
<tr>
<td>------------------------</td>
<td>-----------------------------------------------------------------------------</td>
<td>------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Military Service</td>
<td>a) Service in the U.S. Armed Forces, including branch and rank attained. b) Any job-related experience c) Require military discharge certificate after hiring</td>
<td>a) Military service records b) Military service for any country other than U.S. c) Type of discharge</td>
</tr>
<tr>
<td>Education</td>
<td>a) Academic, professional, or vocational schools attended b) Language skills, such as reading and writing foreign languages</td>
<td>a) Nationality, racial or religious affiliation of schools attended b) How foreign language ability was acquired</td>
</tr>
<tr>
<td>Criminal Record</td>
<td>Listing of convictions other than misdemeanors</td>
<td>Arrest record</td>
</tr>
<tr>
<td>References</td>
<td>General and work references not relating to race, color, religion, sex, national origin or ancestry</td>
<td>References specifically from clergy or any other person who might reflect race, color, religion, sex, national origin, or ancestry</td>
</tr>
<tr>
<td>Organizations</td>
<td>a) Organizational membership professional, social, etc., so long as affiliation is not used to discriminate on the basis of race, sex, national origin, or ancestry. b) Offices held, if any</td>
<td>Listing of all clubs applicant belongs to or has belonged to</td>
</tr>
<tr>
<td>Photographs</td>
<td>May be required after hiring for identification purposes</td>
<td>a) Request photograph before hiring b) To take pictures of applicants during interview</td>
</tr>
<tr>
<td>Work Schedule</td>
<td>a) Willingness to work required work schedule b) Whether applicant has military reservist obligations</td>
<td>Willingness to work any particular religious holidays</td>
</tr>
<tr>
<td>Physical Data</td>
<td>a) May state physical requirements of and ask if an applicant can satisfy the requirements b) Require a physical examination after a job offer is made</td>
<td>To ask height and weight, impairment or other non-specified job-related physical data</td>
</tr>
<tr>
<td>Disability</td>
<td>May ask applicants to describe or demonstrate how they would perform job tasks</td>
<td>To exclude disabled applicants as a class on the basis of their disability. Each case must be determined individually</td>
</tr>
<tr>
<td>Other Qualifications</td>
<td>Any area that has a direct reflection on the job applied</td>
<td>Any non-job related inquiry that may present unlawful discrimination</td>
</tr>
</tbody>
</table>
Helpful Tips for Onboarding your New Employee

- Make sure all administrative forms, such as employment, direct deposit, and benefits, are ready to be completed by day one.
- Ensure all paperwork has been completed and accounts set up to allow the employee to access their email and other accounts necessary to perform their work.
- Will this employee use business cards or a name plate? If so, ensure they are ordered in a timely manner.
- Schedule benefit eligible employees for New Employee Orientation with HR.
- Ensure someone is waiting to let the employee in on the first day so they are not standing outside the locked office door.
- Schedule a particular staff member to be available to greet the new employee and introduce the new hire to all staff members.
- During the office tour point out the copy machine, mail room, employee mailboxes, lunch room, and restrooms.
- Is the employee a union member? Ensure they have access to view their CBA.
- Does the employee need to get keys, building codes or their polar express ID card?
- Do you have a department directory with names and pictures to give to the new employee?
- Explain what the university, unit and department’s mission and vision are and how they fit into it.
- Explain the different forms of communication used throughout the university and how to access each.
- Show the employee where resources are located on the different department’s websites.
- If you observe casual/UAF Spirit Friday, inform the new employee so they can participate as well.
- Do you have a department or position guide for them to use?
- Have a UAF coffee mug or another UAF item from the bookstore on the employee’s desk.
- Inform them of your emergency action plan.
- Arrange for the new hire to be treated to lunch on the first day by a group of staff members.
- Give the employee a plan for growth and development.
- Give constant feedback.
- Sign up employee for relevant trainings; Banner, travel, supervisory, etc.
- Have the new hire develop goals of their own.
- The supervisor should not be scheduled to be out of the office during the first few weeks of the new employee’s start date.
- Have the Director, Vice Chancellor or someone else participate in a monthly meet and greet luncheon and invite all new hires from the unit.
- Acknowledge cultural differences.
- Partner the new employee with a mentor/buddy.
- Ensure employee experiences positive energy from co-workers. Be wary of those who spread negativity.
<table>
<thead>
<tr>
<th>Form (or What Needs To Be Completed)</th>
<th>Form/Document Location or individual(s) to handle</th>
<th>UAF Hire Internal/External</th>
<th>UAF Hire Exempt/Non-Exempt</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job form(s)</td>
<td>uakjobs-Hiring Proposal</td>
<td>All Staff</td>
<td>All Staff</td>
<td>□</td>
</tr>
<tr>
<td><strong>New Hire Packet</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Welcome Letter</td>
<td></td>
<td>All Staff</td>
<td>All Staff</td>
<td>□</td>
</tr>
<tr>
<td>Appointment/Contract Letter</td>
<td></td>
<td>All Staff (Not Temps or Students)</td>
<td>All Staff (Not Temps or Students)</td>
<td>□</td>
</tr>
<tr>
<td>Student Status Verification</td>
<td></td>
<td>Students only</td>
<td>Students only</td>
<td>□</td>
</tr>
<tr>
<td>Confidentiality Agreement (if necessary)</td>
<td></td>
<td>All Staff</td>
<td>All Staff</td>
<td>□</td>
</tr>
<tr>
<td>Demographic/Personal Information Form</td>
<td></td>
<td>All Staff (Not Temps or Students)</td>
<td>All Staff (Not Temps or Students)</td>
<td>□</td>
</tr>
<tr>
<td>I-9 form (with copies of appropriate documentation, originals to be shown after hire) A copy of the Social Security Card or letter that the social security number has been applied for (this is an IRS requirement)</td>
<td></td>
<td>External Hire</td>
<td>All Staff</td>
<td>□</td>
</tr>
<tr>
<td>W4</td>
<td></td>
<td>External Hire</td>
<td>All Staff</td>
<td>□</td>
</tr>
<tr>
<td>Notice of Previous Injury and Illness Form</td>
<td></td>
<td>External Hire</td>
<td>All Staff</td>
<td>□</td>
</tr>
<tr>
<td>Direct Deposit</td>
<td></td>
<td>External Hire</td>
<td>All Staff</td>
<td>□</td>
</tr>
<tr>
<td>Disclosure of Employment or Services Outside of the University of Alaska</td>
<td></td>
<td>External Hire</td>
<td>All Staff</td>
<td>□</td>
</tr>
<tr>
<td>Disclosure by UA Employee Relating To Employment Of Immediate Family Members (LiLac Paper)</td>
<td></td>
<td>External Hire</td>
<td>All Staff</td>
<td>□</td>
</tr>
<tr>
<td>Banner Security Access Forms (HR &amp; Financial Services)</td>
<td></td>
<td>All Staff (Not Temps/Students)</td>
<td>All Staff (Not Temps/Students)</td>
<td>□</td>
</tr>
<tr>
<td>Request domain account</td>
<td></td>
<td>All Staff</td>
<td>All Staff</td>
<td>□</td>
</tr>
<tr>
<td>Computer Account Request/Change Form</td>
<td></td>
<td>All Staff</td>
<td>All Staff</td>
<td>□</td>
</tr>
<tr>
<td>UAF Parking Permit Information/Application</td>
<td></td>
<td>External Hire</td>
<td>All Staff</td>
<td>□</td>
</tr>
<tr>
<td>Polar Express Card Information</td>
<td></td>
<td>External Hire (Not Temps)</td>
<td>All Staff (Not Temps/Students)</td>
<td>□</td>
</tr>
</tbody>
</table>

**Computer:**

- Computer & monitor - set up & tested to work day before arrival.

- Set up E-mail account
  - OIT-Help Desk
  - Indicate on the Computer Account Request/Change Form

- Set up Computer Login- Groups or Shared Drive Path
  - OIT-Help Desk
  - Indicate on the Computer Account Request/Change Form

- Give new employee access to Departmental Leave Calendar

- Give new employee access to calendars

- Add Network Printers/Personal Printers

- AOL Instant Messenger
  - (When installing AIM do the custom install. Uncheck all boxes then click next)
  - http://download.aim.com/client/69

- All Staff All Staff

- All Staff, except students

- All Staff, except students

- All Staff

- All Staff

- All Staff

- All Staff

- All Staff

- All Staff

- □
<table>
<thead>
<tr>
<th>Form (or What Needs To Be Completed)</th>
<th>Form/Document Location or individual(s) to handle</th>
<th>UAF Hire Internal/External</th>
<th>UAF Hire Exempt/Non-Exempt</th>
<th>Completed</th>
</tr>
</thead>
</table>
| Set up as Administrator on computer | OIT-Help Desk  
Call in a ticket x8300 (Give full computer name) | All Staff | All Staff | ☐ |
| Set up Thunderbird (optional)       | OIT-Help Desk  
Call in a ticket x8300  
Email: IMAP Incoming: fndw1. email. uaf. edu (use your own domain name)  
Outgoing: smtp. uaf. edu | All Staff | All Staff | ☐ |
| Internet: do you have bookmarks that you need/want to save and be brought here? | OIT-Help Desk  
Call in a ticket x8300 | Internal UAF Staff Only | All Staff | ☐ |
| **Housekeeping:**                  |                                              |                          |                          |           |
| UAF Key Authorization               | Telephone Services Work Request on-line: http://www.alaska.edu/oit/telephone/work_request.xml | All Staff | All Staff | ☐ |
| Phone Services Request - request that billing show current person and Phone ID show their name - might need to have voice mail password reset | All Staff (Not Temps/Students) | All Staff (Not Temps/Students) | ☐ |
| UAF Business Card Order Form        |                                              | All Staff (Not Temps/Students) | All Staff (Not Temps/Students) | ☐ |
| Mail In-Box                         |                                              | All Staff | All Staff | ☐ |
| Departmental Web Site               |                                              | All Staff | All Staff | ☐ |
| Departmental Phone #, E-mail, and IM|                                              | All Staff | All Staff | ☐ |
| New Employee Form (Magnetic Name Tag, Name Plate, Staff List) | All Staff | All Staff | ☐ |
| Change document for Temps           |                                              | All Staff | All Staff | ☐ |
| Order Routine Desk Supplies         |                                              | All Staff | All Staff | ☐ |
| Update personal information in Edir  |                                              | All Staff | All Staff | ☐ |
| https://edir.alaska.edu              |                                              | All Staff | All Staff | ☐ |
| Subscribe to the appropriate List Serves | All Staff | All Staff | ☐ |
| Update Departmental budget spreadsheet | All Staff | All Staff | ☐ |
| Create uakjobs employee account     | New person | All Staff (Not Temps/Students) | All Staff (Not Temps/Students) | ☐ |
| Update PD with incumbent once ee has an ee/user account | Supervisor | All Staff (Not Temps/Students) | All Staff (Not Temps/Students) | ☐ |
| Taring on web time entry and completing their timesheet | PPA | All Staff | All Staff | ☐ |
| Set-up for Orientation              | Supervisor/PPA | External Hire or non benefited Internal hire (Not Temps) | All Staff (Not Temps/Students) | ☐ |
| Show around office & building       | Supervisor | All Staff | All Staff | ☐ |
| Meet and Greets with key employees  | Supervisor | All Staff | All Staff | ☐ |
| Have expectations meeting           | Supervisor | All Staff | All Staff | ☐ |
| Assign a Mentor                     | Supervisor | All Staff | All Staff | ☐ |
University of Alaska
Family Medical Leave (FML)

Q1: What is Family Medical Leave?

Family Medical Leave is a University of Alaska regulation (UA Regulation 04.06.144) based on the Family & Medical Leave Act and the State of Alaska's Pregnancy, Childbirth, & Family Leave Act. The state and federal laws require employers to allow eligible employees to take leave and to provide certain benefits for specific qualifying events for a limited period of time. Upon return from FML, the employee will be reinstated to the same or equivalent position with the same pay, benefits, terms and conditions of employment.

Q2: Who is an eligible employee?

All employees of the University of Alaska are eligible to request family medical leave if they have been employed with the University of Alaska for the length of time required by federal or state law. State law requires that a person be employed by the University for at least 35 hours a week for at least six consecutive months or for at least 17 ½ hours a week for at least 12 consecutive months immediately preceding the leave. Federal law requires that a person be employed by the University for at least 12 months and work for at least 1,250 hours during the 12 month period immediately preceding the leave.

Q3: In what circumstances will Family Medical Leave be granted?

Eligible employees are entitled to family medical leave for the following reasons:
- A serious health condition which makes the employee unable to perform their job duties
- A serious health condition of certain family members which requires the employee’s care
- Pregnancy and birth of a newborn child (if taken within the first 12 months after birth)
- Placement of a child for adoption or foster care (if taken within the first 12 months)

Q4: What is the definition of a serious health condition?

The determination of a "serious health condition" is made in accordance with federal and state law. A serious health condition includes an illness, injury, impairment, or physical or mental condition that involves:
- Inpatient care in a hospital, hospice, or residential medical care facility and any subsequent treatment in connection with an inpatient stay
- Continuing treatment or continuing supervision by a health care provider; or
- Any period of incapacity or treatment for such incapacity due to a chronic serious health condition
- Any period of incapacity due to pregnancy, or for prenatal care

Q5: What conditions do not qualify as a serious health condition?

The common cold, the flu, ear aches, upset stomach, minor ulcers, headaches (other than migraine), routine dental or orthodontia problems, periodontal disease, and taking over-the-counter medications are examples of conditions that do not meet the definition of a serious health condition. Each request for FML is reviewed by the regional Human Resources office to determine if the condition qualifies for FML.

Q6: Is medical certification required during FML?

A request for FML for the serious health condition of the employee or a family member must be supported by a health care provider’s certification on US Department of Labor form WH-380. Information requested on the certification form includes the date on which the condition commenced, the probable duration of the condition, and appropriate medical facts regarding the condition. If the FML request is to care for a family member, the certification must include a statement of the care that the employee will provide. The University requires monthly recertification during continuous FML leave. If FML is intermittent, the University may also require certification of the dates of treatment and duration of treatment.
Submit certifications directly to the regional Human Resources office. The certification form is available online at the university's human resources benefits Web site (www.alaska.edu/hr/benefits/forms/hr_leaveforms.xml). Please note: Medical information is confidential and is kept separate from the employee’s personnel file.

Q7: What is the length of leave?

Upon approval of FML, an employee will be granted family medical leave as provided by law. Federal law allows 12 weeks per year. State law allows 18 weeks per 24 month period for serious health conditions, and 18 weeks within twelve months for pregnancy, childbirth and adoption.

Q8: Who is defined as a family member?

The state and federal laws have different definitions. Under state law, an employee may take FML in order to care for the employee’s child, spouse, financially interdependent partner, or parent who has a serious health condition. “Parent” means a biological or adoptive parent, a parent-in-law, a parent of a financially interdependent partner, or a stepparent. “Child” means an individual who is under 18 years of age, or who is 18 years of age or older and incapable of self-care because of mental or physical disability. “Child” includes the employee’s biological, adopted or foster child, stepchild, child of a financially interdependent partner, or ward.

Under federal law, an employee may take FML to care for the employee’s child, spouse, or parent who has a serious health condition. “Spouse” means a husband or wife. “Parent” means a biological parent or an individual who stands or stood in loco parentis to an employee when the employee was a child. “Child” of the employee means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is either under age 18, or age 18 or older and incapable of self-care because of a physical or mental disability.

Q9: When is an employee required to notify the University of an impending leave?

An employee expecting a new child (either by birth or placement) or taking foreseeable medical leave should provide at least 30 days notice to their supervisor. An employee who takes a foreseeable leave based on a planned medical treatment should make a reasonable effort to schedule the treatment, subject to the health care provider’s approval, so as not to unduly disrupt their department’s operations. If the leave must begin in less than 30 days, the employee must provide as much notice as possible.

Q10: When an employee is on FML what happens to their employment?

Employees taking FML are entitled to return to the same position or to another position which has equivalent benefits and pay. However, if an employee’s term contract ends or their position is eliminated while they are on FML, there is no requirement to find the employee another position.

Q11: What if an employee’s serious health condition requires intermittent leave?

Leave for a serious health condition may be taken on an intermittent or reduced schedule when medically necessary. This means leave may be taken on a schedule that reduces the employee’s usual number of hours worked per week or per day.

If an employee is taking leave for pregnancy or treatment of a serious health condition on an intermittent basis, the University may temporarily transfer an employee to an alternative position during the period of intermittent or reduced-schedule leave to better accommodate the need for intermittent leave. The alternative position will have equivalent pay and benefits.
Q12: Can an employee take intermittent leave after the birth or placement of a child?

Leave for the birth or placement of a child may be taken on an intermittent or reduced schedule only with the approval of the employee's supervisor.

Q13: Does the Family Medical Leave Regulation require use of paid leave before leave without pay?

Employees who take FML must exhaust all accrued sick leave, annual leave, and personal holidays, if applicable, prior to going on leave without pay.

Q14: Can the University place an employee on FML if the employee does not request FML?

The University can place an employee on FML for absences which qualify and will notify the employee in writing that they have been placed on FML.

Q15: Will the University continue health insurance and other benefits during FML?

Employee health benefits will be maintained for 18 weeks of FML per year under the same conditions as if the employee continued to work. The University will continue an employee's basic life insurance and long-term disability insurance while an employee is on family medical leave. If the employee is in a paid status, the employee's share of benefit premiums will continue to be paid through payroll deductions.

If an employee begins unpaid FML or is on workers compensation, the employee must pay benefit premiums that normally come out of paychecks in order to continue the benefits during unpaid leave. Failure to pay appropriate payments will result in cancellation of health and supplemental coverages.

If an employee is eligible for more than 18 weeks of FML in a 12 month period for events covered separately under state and/or federal law, the employee may be required to pay all of the costs of maintaining benefits during unpaid leave after the eighteenth week of FML.

Q16: Can an employee change optional benefit elections, or add a dependent to health while on FML?

An employee who experiences a "Major Life Event" (such as a birth, death, divorce, etc.) during FML may elect to make changes to certain optional benefit elections, such as adding a new baby to the health plan, by submitting a Dependent Enrollment Form within the appropriate time frame. Additional information on making changes to other optional benefits is available at the University of Alaska's human resources benefits Web site at www.alaska.edu/hr/benefits.

Note: There are limited windows for making changes to benefit elections due to a Major Life Event: 60 days after the date-of-birth to add a new child to health insurance as a dependent, and 30 days after the event for any other optional benefit changes.

Q17: What happens to flexible spending accounts (FSA)?

Employees in a paid FML status who participate in a medical or dependent care FSA will continue to participate and make contributions from their paycheck as usual. FSA contributions will be adjusted for employees who exhaust paid leave while on FML.

Q18: What happens to retirement contributions?

Contributions to all retirement and pension plans cease during an unpaid FML or workers compensation period. However, PERS employees on workers compensation and TRS employees may be eligible to receive service credit by making the appropriate contributions.
Q19: What if an employee is receiving Worker's Compensation?

Employees receiving WC who are away from their job for a serious health condition are placed on FML. Because employees on WC do not receive a regular payroll check, they must make manual payments for their portion of benefit(s) normally deducted from their paycheck.

Q20: What happens to union agency fees?

Union represented employees should contact the appropriate union/agency representative for information regarding the expectation of fees payment during FML.

Q21: Can an employee on FML receive donated leave?

Eligible employees who exhaust all personal leave may apply for donated leave under University Regulation 04.06.130. Leave share is not available for all FML events or to all FML-eligible employees. ACCFT faculty members may also qualify for leave from the ACCFT leave bank.

Q22: What happens to benefits if an employee is unable to return to work at the end of their leave?

If an employee is unable to return to work at the end of their FML absence, the University will notify the employee of the status of their benefits, including health insurance continuation rights. If an employee does not return to work for a reason other than (1) the continuation, recurrence or onset of a serious qualifying health condition; (2) other circumstances beyond the employee's control; or (3) retirement, the employee will be required to reimburse the university for health care coverage paid on the employee's behalf.

Q23: What if an employee needs time off to care for a sibling or an adult child?

Although care of a sibling or an adult child (who is not disabled) are not eligible events for FML, employees may use sick leave for this purpose, subject to supervisor approval.

Q24: Are employees required to report their status during leave?

The regional human resources office may require employees to report periodically on their status and intention to return to work.

Q25: How does an employee request Family Medical Leave?

- Submit an FML Request Form to notify immediate supervisor of the FML request
- If applicable, submit a Physician’s Certification Form to the regional Human Resources office
- Contact Human Resources to discuss leave provisions & benefits
(Forms will be provided by Human Resources)

Q26: Where can employees find out more about Family Medical Leave?

Human Resources:
UAA: (907) 786-4608   UAF: (907) 474-7700   UAS: (907) 796-6473   Statewide: (907) 450-8227

UA Human Resources Benefits Web site: www.alaska.edu/hr/benefits

UA Regulation 04.06. /www.alaska.edu/bor/policy/04-06.doc

This document summarizes University Regulation, state law, and federal law and regulation. It does not modify or replace any provision of law or regulation.