***Supervisor training overview***

The list is not comprehensive, but it highlights some areas of importance

***Work Period Certifications and Leave***

Work Period certifications for classified and exempt overtime eligible employees should be done on a weekly basis. We encourage supervisors to ask employees to complete the work period certifications every Monday morning – a weekly calendar note entry will help them remembering to do work period certifications. Supervisor should be able to certify the work periods perhaps the following day. If employees are not available to do the certifications, on annual leave or sick leave, you as a supervisor should certify the work period in their absence.

Below two links that outlines employees, supervisor, HRS, and auditor responsibilities with respect to leave submission and work period certifications.

[Leave Procedures](http://www.evergreen.edu/sites/default/files/humanresources/docs/Leave%20System%20Procedures%20Updated%20September%2020161.pdf) – HRS website under Leave and Holidays

[Time Keeping Procedures](http://www.evergreen.edu/sites/default/files/humanresources/docs/Leave%20System%20Procedures%20Updated%20September%2020161.pdf) – HRS website under Time Sheets and Work Certification (overtime eligible employees)

Additional helpful information – [Time and Leave Help Wiki](http://helpwiki.evergreen.edu/wiki/index.php/Time_and_Leave_Help) (work period certifications, leave submission, Personal Holiday/Personal Leave Day, Alternate Holiday/Schedule)

[**Leave and Holiday website**](http://www.evergreen.edu/humanresources/leave)

Leave Types – see short summary for each leave type – and/or collective bargaining agreement

                          ***Note:*** for exempt not covered under the 4SU CBA – until exempt leave policy in place –

           “me too” provisions

Vacation Leave - [240 Vacation Max Balance procedures](http://www.evergreen.edu/humanresources/vacationleave)

Family Medical Leave (FMLA) – see [FMLA Policy](http://collab.evergreen.edu/policies/policy/familyandmedicalleaveactfmlapolicystatement) and [PowerPoint](http://www.evergreen.edu/sites/default/files/FMLA%20PowerPoint%20Presentation%202017%20-%20Web%20version.ppsx) of HRS website under Family Medical Leave

* if EE misses more than three consecutive working days for their own qualifying medical condition or that of a qualifying family member (spouse, parent, child under 18 or older incapable of self-care), let HRS know and we send FMLA eligibility notice (if applicable) as we are required by federal law.
* Frequent intermittent leave due to medical conditions
* Military Leave – Exigency Leave – Caregiver Leave
* Maternity/Parental leave, Adoption

**Time and Leave Questions** – HR Contact Persons – Patricia Foshaug

[**Employment Policies**](http://collab.evergreen.edu/policies/categories/employment-policies) **–** HRS website

[**Union Contracts**](http://www.evergreen.edu/humanresources/union-contract) **–** HRS website

[**Staff Hiring**](http://www.evergreen.edu/humanresources/staff-hiring) – ATS – see HRS website Staff Hiring “Applicant Tracking System User Guide”

Contact Person HRS, Sarah Mealy, as soon as possible when you know you need to recruit a new employee (fill open position, to fill new position)

[**Performance Evaluations**](http://www.evergreen.edu/humanresources/evaluations) – see HRS website – (HR contact person – Sarah Mealy)

                              Represented classified and exempt staff see appropriate Union Contract

                              Exempt non-represented – Exempt Evaluation Policy

[**Forms and Procedures**](http://www.evergreen.edu/humanresources/forms) – Performance Evaluations and New Employee Guide page (form and checklists)

                                            Other Forms such as accident report form, computer account request form,

Work schedule assignment/change form, RA form, Seniority Appeal form,

Separation checklist (check out form), etc.

**Payroll Actions Questions** – Full-Time appointment changes (FTE), Budget changes, EPAF’s hourly

 employees, higher duty pay, anything pay related - Jennifer Levesque

**Other Employee related questions** – HRS Front Office – Ext. 5361

If you have questions and you don’t know who to connect with in HRS, just give any of us a call and we get the answers or put you in contact with the HR person that can help you 