Leave Updates

Please monitor unpaid leave of absence requests to be more consistent with NDSU Policy 149. We are advising departments to submit leave without pay in full day increments. If needed, allowing employees to go into small negative leave balance helps offset increased administration with deducting pay and correcting leave accruals with the time and labor absence module within PeopleSoft. Please note that employees may go into a negative balance of (-40) for both annual and sick leave, but should have a negative leave agreement on file with HR if approved to do so.

Time Labor/Absence Management

Time & Labor/Absence Management (TLAB) Modules

Beginning April 1, 2017 a new module was implemented in HRMS Oracle/PeopleSoft called Absence Management. Absence Management allows employees to submit annual, sick, dependent and other absence requests to their supervisor directly into HRMS. The supervisor logs in to HRMS to approve absence requests. The employee submission and supervisor approval are electronic instead of on a paper leave slip.

It’s important supervisors are logging into HRMS on a regular basis, at least once each pay period, to approve absence requests. Unapproved absence requests do not deduct from an employee’s leave balance, they are pending until approved. There are full manuals for both employees and supervisors to walk them through the steps of the Absence Management process. The manuals are available in the Employee Toolbox and the Manager Toolbox on the HR/Payroll office website.
Working Outside the United States

Employees cannot work outside the United States whether it is before their employment begins, during breaks or after their on-campus employment ends. The taxation for source of income for services is where the services are performed. This would mean the employee and NDSU could have withholding and reporting obligations in the foreign country where the services were performed. NDSU does not have a global payroll capability for these potential reporting and withholding obligations with foreign countries. Please call Laura Garske-Hermanson at 231-7328 with any questions.

“Working Outside the United States is a complex matter. It involves understanding local laws, tax implications, and the potential for international obligations. NDSU needs to ensure that employees are aware of these implications and that they comply with all relevant regulations.”

Policy Check-up

SB2152 - Applications for Public Employment

Effective August 1, 2017, recruitment search files for applicant names and materials are considered confidential until the search is completed, then open record requests are limited to

Code of Conduct – Policy 151 section 2

Supervisors should familiarize themselves with the updated language and expectation in the Code of Conduct:

**NDSU requires all employees to act professionally in their interactions with others including:**

A. Following training and job specific requirements as stated in the employee’s job description or appointment letter, or as assigned by respective department or unit,

B. Respecting the value, creativity, and diversity of all persons, which includes diversity of opinions and professional approaches to doing things,

C. Contributing to an environment of respectful and productive working relationships with those with whom the person interacts, and

D. Making good faith efforts to resolve differences constructively.

Fitness for Duty – Policy 161

Recent updates to this policy provide better clarification for manager/supervisor responsibilities. For employees returning from an extended medical leave or if there is an unanticipated triggering event, please contact HR to help determine what steps need to be taken. There are a great number of physical and mental health issues that may trigger a need to discuss fitness for duty. If you have questions or concerns please do not hesitate to contact Human Resources.

Broadbanded Staff Probationary Period - Process Change - Policy 222

**Policy states** “New broadbanded employees serve a 6-month probationary period, which can be extended for ‘cause’. During the probationary period, the employee may be terminated with one week’s notice/pay with no right to appeal.”

It is good practice to document the reason for separation when employees on probation terminate. For payroll purposes and policy compliance, it is important to have the employee and supervisor sign a letter indicating the last day of work and if there is a payout. This letter serves as a support document in Manager Self-Service when the termination is initiated. Drafting a termination letter helps protect the University against discriminatory/illegal separation claims by clearly stating the reason(s) for termination. If you would like a template or assistance with this document, please contact Human Resources.

“Broadbanded Staff Probationary Period is a critical phase for new employees. It is important to ensure a smooth transition and to provide clear guidelines for both employees and supervisors.”

“arvelous book about the importance of management in organizations.”


Courage

“It takes unbelievable courage to be a good manager. I strongly believe that the single largest component of an organization that adds value is great management, and the single largest destroyer of value is bad management.”

Genuine Leadership 2017

It is critical to have effective supervisors and managers working for NDSU.

The Genuine Leadership training and development program will again be offered fall semester 2017. This course provides a systemic approach to leadership development. As a manager, supervisor or leader of a work group or team, performance leaders help others do the work that ultimately makes an organization successful. They must ensure employee performance aligns with the direction and strategy of the organization. The skill sets learned in this program are required for effective leaders. Leaders teach, coach, reinforce, model, give feedback, empower, recognize and in all ways lead day-to-day behavioral improvement.

Sessions are Thursday mornings from September 7th through November 30th.

For information on the cost or a registration form, please contact Jill Stevens in Human Resources and Payroll at 701.231.8961.

Conflict Management

Coming This Fall!!!

Managing conflict can be a challenging skill to master for anyone. In order to successfully navigate conflict, a person must be committed to building relationships, establishing active listening skills and negotiating actionable solutions. Learn how to implement these practices when conflicts arise. Take advantage of this development opportunity when sessions open this fall.

Hot Topics 2017 Session

Did you miss the recent Hot Topics session? No worries, you can view it at your leisure! It is available on our website at www.ndsu.edu/hr/docs/2017_Hot_Topics.pdf

The Five Traits of a Great Boss

Ragan’s HR Communications, Halley Bock

1. Value what employees say
2. Solicit diverse opinions
3. Offer constructive feedback
4. Be honest
5. Keep everyone informed