

# Supervisor Resource

June 2018

**WHAT'S**

**NEW**



## Family Medical Leave Act (FMLA)

If you have an employee who will need to be off of work, **even if they have leave**, for:

- Birth, placement, adoption of a child
- Their own serious health condition
- Serious health condition of an eligible family member

Contact Noah Fischer in HR/Payroll at [noah.fischer@ndsu.edu](mailto:noah.fischer@ndsu.edu) or 701-231-8965.

### Online 101 Change Form coming:

This summer and fall the Change Form 101 will be converted to an online form available through DocuSign that has workflow and electronic signatures. This will allow departments to route forms more timely and efficiently as they are online and not paper routing through campus mail. Signers will also be able to access the forms electronically whether on-or off-campus. More information and training will be coming as the DocuSign process is introduced to the campus.

### New Telecommuting/Remote Worksite process:

When the need presents itself, North Dakota State University may allow flexibility in a location where work is performed by NDSU employees. Telecommuting or Remote Worksite is sometimes necessary to meet university goals and/or meet customer needs. The decision to allow Telecommuting or a Remote Worksite is at the discretion of the supervisor (after thoroughly considering the needs of the job, work group, department and the employee's past and present performance) with the approval from the respective division's vice president and/or the provost. For forms and process please go to <https://www.ndsu.edu/hr/mgrtoolbox/telecommuting/>.

*"People may hear your words, but they feel your attitude."*

*- John C. Maxwell*

**NDSU**

HUMAN RESOURCES/PAYROLL  
DIVISION OF FINANCE AND ADMINISTRATION

## Hiring Youth to Work?

Special provisions apply to the employment of individuals below the age of 18.

- Candidates who have not reached the age of 18 are ineligible for regular employment.
- Candidates below the age of 14 are not eligible for any employment.
- Candidates between 14 to 16 years of age must obtain a work permit and submit it to the Human Resources/Payroll Office. Work permits may be obtained through the school in which the candidate is attending or through the Superintendent of Schools office.



### Hours Worked

- A minor 14 or 15 years of age may not be employed or permitted to work before the hour of 7:00 a.m. nor after the hour of 7:00 p.m., except that these hours are 7:00 a.m. to 9:00 p.m. from June 1st through Labor Day, nor more than 18 hours during school weeks, nor more than 3 hours on school days, nor more than 40 hours during non-school weeks, nor more than 8 hours on non-school days.
- Candidates between 16 or 17 years of age may work at any time for unlimited hours in all jobs declared not hazardous. The labor laws do not prohibit 16+ years of age from mowing and tilling. <https://tinyurl.com/y9v9nvxcA>

### Hazardous Occupations

Employment in hazardous occupations is prohibited below the age of 18. Hazardous occupations include operating licensed motor vehicles; working with radioactive and explosive material; operating certain power-driven woodworking (such as circular and band saws), metal working and bakery machinery; operating various types of power driven hoisting apparatus, such as non-automatic elevators, forklifts and cranes.

### Agricultural Exemption Regulations

Child Labor Agriculture Exemption Regulations for 16+ years of age: Once a young person turns 16 years old, he or she can do any job in agriculture. Per 29 CFR 570.70, Agriculture includes farming in all its branches and among other things includes the cultivation and tillage of soil, dairying, the production, cultivation, growing, and harvesting of any agricultural or horticultural commodities (including commodities defined as agricultural commodities in section 15(g) of the Agricultural Marketing Act, as amended), the raising of livestock, bees, fur-bearing animals, or poultry, and any practices (including forestry or lumbering operations) performed by a farmer or on a farm as in incident to or in conjunction with such farming operations, including preparation for market or to carry for transportation to market (This exemption includes the Research and Extension Centers). See: <https://tinyurl.com/ycmdmntg> .

## Reduction in Force Process

When necessary an employee may be reduced in force due to an organizational or procedural change, diminished workload, lack of funds, or other exigency. Please contact the Office of Human Resources and Payroll to assist with the process for non-faculty positions and provide templates.

Prior to taking a reduction in force action, the department shall submit a written analysis documenting how the employee(s) were determined. It is required that the analysis be submitted to the Office of Human Resources and Payroll prior to employee notification.

*Employee Notice requirements* (employees may be given pay in lieu of notice):

- \* Regular staff employee shall be given a minimum of two weeks written notice, *Policy 223*.
- \* NonBroadbanded/Nonacademic staff shall given no less than 90 days notice, *Policy 183*.

(For Faculty positions, please see Policies 350.1-350.4 and 352.)

## 5 Tips for Employee Engagement, Dennis Snow

*Lessons from the Mouse: A Guide for Applying Disney World's Secrets of Success to Your Organization, Career, and Life*

*Unleashing Excellence: The Complete Guide to Ultimate Customer Service*

1. Connect the employee's position to the purpose of the organization.
2. Communicate to the employee the expectation/standards to include non-negotiables.
3. Demonstrate appreciation of the employee and what they do.
4. Provide support for the employees and ensure they have the tools needed to succeed.
5. Never let the coaching moment go. Address situations as they occur. Silence affirms the behavior.

*"An employee's motivation is a direct result of the sum of interactions with his or her manager."*

**Bob Nelson**

## Coming Soon: Implementation of an Online Performance Review

This fall NDSU will implement an online employee performance management system for staff employees. It is a second module of PeopleAdmin, the online recruitment system. The Responsibility Review hasn't been eliminated, but it has been simplified. For example, the number of questions has been reduced, as well as the amount of written text required in the form. This allows the supervisor to put the emphasis on the performance rather than on filling out a form. The module is an effective tool for managers to focus on interactions and feedback with employees rather than the annual Responsibility Review paper forms. The online system allows supervisors to receive 360-degree feedback, conduct surveys, reporting/analytics, and the ability to link NDSU and department goals with employee output and to evaluate employees on university competencies. Training will be offered to supervisors and employees. The three areas of the Performance Review include: Competencies, Goals and Professional Development. Competencies are the knowledge, skills and behaviors needed to perform a job successfully. Some of the competencies in the Performance Review are Quality of work; Reliability/Dependability; Communication; Respects the value, creativity and diversity of all persons.

## Seasonal Employees and ACA:

Below are some points to emphasize and clarify when seasonal requests are made and when ACA offers will be made:

1. NDSU student employee (8000 band), increasing hours working 30 hrs./week or more during summer only. **No ACA offer, no seasonal request needed. Note in comments on MSS hire or 101 form, student summer hours.**
2. PT/Temp employee (9000 band) under 18 year old, working 30 hrs./week or more. **Request seasonal status, hire as seasonal employee. Individuals under 18 are not eligible for NDPERS benefits.**
3. PT/Temp employee (9000 band) working 30 hrs./week or more for season (6 months or less), and have not worked for NDSU since end of last season. **Request seasonal status and hire as seasonal.**
4. PT/Temp employee (9000 band) working 30 hrs./week or more for more than 6 months or have previously worked for NDSU in past 6 months. **Will receive an ACA offer.**

If you have questions, please reach out to Rachel Knudson. [rachel.knudson@ndsu.edu](mailto:rachel.knudson@ndsu.edu)

# level up!

## training opportunities



### **Developing Employees & Confronting Performance Issues**

- \* *Thursday, July 19, 2018*
- \* *9:00 am – 11:00 am*
- \* *Memorial Union – Hidatsa Room*

Supervisors are critical to an organization's success. They play a crucial role in the productivity and morale of employees. When it comes to dealing with challenging employees, supervisors too often apply disciplinary measures inconsistently, don't keep adequate records, or let emotions drive their actions. And in some cases, they simply practice avoidance and let problems fester.

- ◆ *Do you have an employee with performance problems?*
- ◆ *Does your employee think they're doing nothing wrong?*
- ◆ *How do you know what to say and how to say it?*
- ◆ *How do you ensure that you are not breaking the law?*
- ◆ *What about when substance abuse is a factor?*

At this session, you will get the information and tools you need to take legal, fair action:

- Communicating policies to evaluate and discipline employees
- Creating a fair process to evaluate and discipline employees
- Counseling employees to effectively and accurately reflect performance concerns
- Using outside resources, such as the Employee Referral Program
- Conducting effective terminations to minimize liability
- And much more!

Register at [Developing Employees & Confronting Performance Issues](#) to reserve your spot.

### **Communicating Effectively to your Supervisor, Employees and Coworkers**

- \* *Wednesday, July 25, 2018*
- \* *1:30 pm—3:30 pm*
- \* *Memorial Union – Hidatsa Room*

Effective communication in the workplace is a cornerstone for success. Refresh on some fundamental communication concepts and learn strategies to effectively communicate with customers and other employees.

Register at [Communicating Effectively](#) to reserve your spot.

# level up!

training opportunities



## New Employee Staff Orientation

- \* Friday, July 13, 2018
- \* 8:15 am – 3:00 pm
- \* Memorial Union – Prairie Rose Room

New Employee Staff Orientation helps lay a foundation for an employee's career with NDSU. This session is a great opportunity for people to meet other individuals from all across campus and hear about many exciting things happening at NDSU. Orientation includes speakers from a variety of departments across campus. Please encourage your new employees to attend.

## Hot Topics 2018

- \* Thursday, July 19, 2018
- \* 1:30 pm – 2:30 pm
- \* Memorial union—Hidatsa Room

Annual Human Resources and Payroll Hot Topics presentation for supervisors and administrative support employees offering information and updates on various topics, including:

- Online 101 Change Form
- New Telecommuting/Remote Worksite Process
- Reduction-In-Force Process
- Implementation of an Online Performance Review
- Unpaid Leave
- PeopleSoft Upgrade 9.2
- Q & A

Register at [Hot Topics 2018](#) to reserve your spot.

## People Soft Training: Queries and Reports

- \* Thursday, August 2, 2018
- \* 9:30 am – 10:30 am
- \* Quentin Burdick Building (QBB) 114

This session will cover important information regarding validating payroll and pulling data in PeopleSoft HRMS.

Register at [Queries and Reports](#) to reserve your spot.

## PeopleSoft Training: Ins and Outs of Time Entry

- \* Tuesday, July 17, 2018
- \* 9:30 – 10:30 am
- \* Quentin Burdick Building (QBB) 114

This session will offer troubleshooting guidelines for time entry in PeopleSoft HRMS.

Register at [Ins and Outs of Time Entry](#) to reserve your spot!

## Manager's Roundtable

- \* Wednesday, August 1, 2018
- \* 8:30 am – 10:30 am
- \* Memorial union—Hidatsa Room

Please submit your questions for discussion to the Office of Human Resources and Payroll. Questions must be submitted to [ndsuhhr@ndsuhhr.edu](mailto:ndsuhhr@ndsuhhr.edu) no later than July 20<sup>th</sup>. Register at [Manager's Roundtable](#) to reserve your spot.

## Hiring International Employees

- \* Wednesday, August 8, 2018
- \* 10:00 am – 11:00 am
- \* Memorial union—Prairie Rose Room

Come learn about the different processes and regulations associated with hiring and paying for foreign employees. Discussion items include:

- Immigration Status and Employment Related to Specific Visa Types
- Work Authorizations
- I-9 Compliance
- Taxation Regulations, and more!

**“Effective leadership is putting first things first.**

**Effective management is discipline, carrying it out.”**

**Stephen Covey**