

CANR Supervisors

ESSENTIALS FOR SUPERVISORS AT MSU –
MSU SPECIFICS – UNIONS – PAID TIME OFF

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Michigan State University

- ▶ MSU is one of the largest employers in the area.
- ▶ There are 10 different union groups on campus, each of which has its own collective bargaining agreement.
 - ▶ Visit <https://hr.msu.edu/contracts/index.html> to read individual contracts.
 - ▶ As a supervisor, you should be familiar with your employees' specific collective bargaining agreement! Take the time to read through the contract(s).
- ▶ Non-unionized employees:
 - ▶ Faculty and Academic Staff
 - ▶ Most temporary and on-call staff
 - ▶ Students
 - ▶ MSU Extension
 - ▶ Off-campus employees
 - ▶ Executive Managers

Contract Interpretation

- ▶ Supervisors at MSU are a contract administrator!
 - ▶ Do not rely on union rep to interpret the contract for you. They represent the interests of the employee.
 - ▶ Contact CANR Human Resources or the MSU Office of Employee Relations if questions on contract interpretation.
- ▶ Know YOUR rights regarding:
 - ▶ Vacations – scheduling and approval
 - ▶ Overtime
 - ▶ Schedule changes
 - ▶ Work assignments
 - ▶ Grievances

Supervisors – be familiar with what collective bargaining unit your employees belong to – typically in CANR it will be APA, APSA, CTU, or 1585 for support staff positions..

- ▶ Union contracts are available on MSU Human Resources website:
<https://www.hr.msu.edu/contracts/index.html>
- ▶ Supervisors should familiarize themselves with the contracts!

Support Staff – Rules of Conduct

- ▶ All support staff at MSU are subject to the Support Staff Rules Governing Personal Conduct of Employees Policy found here:
https://www.hr.msu.edu/policies-procedures/support-staff/support-staff-policies-procedures/personal_conduct.html
- ▶ Supervisors and employees should read through this policy to familiarize themselves with university expectations.

Training and Professional Development Opportunities at MSU

- ▶ Support staff employees typically have \$900 per year in educational assistance that can be put towards professional development.
- ▶ Available through the EBS portal, in the “My Career & Training” section.
- ▶ Select “Educational Assistance System” tile to apply for educational assistance approval for a class or training opportunity. Two-step process:
 - Prior to class, employee applies to have class approved by supervisor and HR, then
 - After class is complete, employee submits proof of attendance and proof of payment for reimbursement processing.
- ▶ Select “Courses for Employees at MSU” tile for a calendar and list of upcoming courses.
- ▶ Select “elevateU” tile for online learning and training opportunities.
 - Excellent option if looking for online training in desktop softwares.
 - Many books, videos, tutorials, and short courses are available on a wide array of subjects.
 - Employees are encouraged to browse and take advantage of this **free tool**.

MSU Paid Holidays –

- ▶ Nine paid holidays – university is closed for business on the following days:
 - ▶ New Year's Day
 - ▶ Memorial Day
 - ▶ Independence Day
 - ▶ Labor Day
 - ▶ Thanksgiving
 - ▶ Friday after Thanksgiving
 - ▶ Christmas Eve
 - ▶ Christmas Day
 - ▶ New Year's Eve
- ▶ If Christmas Eve or Christmas Day and New Year's Eve or New Year's Day falls on a weekend, the Thursday/Friday before or Monday/Tuesday after will be the paid day off. Similar if July 4th falls on a weekend. Refer to the "Holiday Calendar" tile in the EBS portal to confirm what days will be considered university holidays each year.

Vacation time

- ▶ All regular support staff employees earn paid vacation time.
- ▶ First allotment of vacation time will be awarded after six months of employment at MSU.
 - ▶ Thereafter, vacation time is earned monthly or bi-weekly.
 - ▶ Vacation time earned increases after five years of service and again after ten years of service.
 - ▶ Unused time rolls over each year until maximum allotment is reached (refer to collective bargaining agreements for clarification on accruals and maximums).
 - ▶ Must have approval of supervisor BEFORE taking vacation time.
- ▶ **All time MUST be entered into EBS and approved by the unit time administrator or supervisor.** Please confirm with your unit the process for entering time off, as it can vary by department.

Sick time

- ▶ All regular support staff employees earn paid sick time.
- ▶ Sick time is earned with each paycheck – either bi-weekly or monthly, depending upon employee payroll type.
 - ▶ Supervisor/unit should be notified of absence.
 - ▶ Please inform your employees of your preference of notification in the case of an unplanned absence – typically it would be an e-mail or a phone call.
- ▶ ***All time MUST be entered into EBS and approved by the unit time administrator or supervisor.*** Please confirm with your unit the process for entering time off, as it can vary by department.

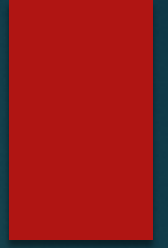
Personal time

- ▶ All support staff employees earn paid personal time.
- ▶ Personal time is awarded annually on July 1.
 - ▶ 24 hours of personal time for full-time employment. Pro-rated for part-time employment.
 - ▶ If hired between July 1 – December 31 – full-time employees receive 24 hours.
 - ▶ If hired between January 1 – March 31 – full-time employees receive 12 hours.
 - ▶ If hired between April 1 – May 31 – full-time employees receive 6 hours.
 - ▶ If hired between June 1 – June 30 – zero hours, full-time employees will receive 24 hours on July 1.
 - ▶ Unused personal time expires each year on June 30 and does not carry forward to the next year.
 - ▶ A new 24-hour allotment will be awarded each July 1.
 - ▶ Personal time can be taken any time, as needed, to attend to personal matters.
 - ▶ Supervisors should be notified of absence.
- ▶ **All time MUST be entered into EBS and approved by the unit time administrator or supervisor.** Please confirm with your unit the process for entering time off, as it can vary by department.

Other resources to be familiar with:

- ▶ Employee Assistance Program (EAP) <https://eap.msu.edu/>
 - ▶ Provides confidential counseling at no cost to MSU faculty, staff, graduate students and their families.
- ▶ Resource Center for Person's with Disabilities (RCPD) <https://www.rcpd.msu.edu/>
 - ▶ Handle all Americans With Disabilities Act (ADA) requests and make all determinations on reasonable accommodations.
- ▶ MSU Worklife Office <https://worklife.msu.edu/>
 - ▶ Supports the MSU community to connect and navigate multiple roles throughout workplace, career and life transitions.
- ▶ Performance Excellence for Supervisors – a full toolbox of resources <https://hr.msu.edu/ua/performanceexcellence/index.html>

Questions???



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