

# Supervisor-Human Resources Help Document

## University Staff/Postdoc/Faculty/GA:

1. Meal Periods: For most employees, the University of Arizona provides for a one-hour unpaid meal period each 8-hour workday. You may do 30 minutes if preferred, still unpaid.
2. Overtime: Is for Nonexempt employees that exceeds the employee's normally scheduled workweek. For full-time employees, overtime is time worked over 40 hours in a workweek. For part-time employees, overtime is time worked over the established full-time equivalency (FTE).
  - a. Example: Samantha is at 0.75 FTE. If Samantha works 40 hours in a week, 5 hours are overtime and paid via comp time at 1.0 of wage.
  - b. Example: Samantha is at 0.75 FTE. If Samantha works 45 hours in a week, 5 hours are overtime at 1.0 of wage, 5 hours are overtime at 1.5 of wage. Both paid as comp time.
  - c. You may choose to pay out the time (cash) instead of compensatory time (comp time). Please see Lizeth Enriquez for information if this is needed.
  - d. The system will automatically pay out as comp time unless cash is chosen. Needs to be done each week of the overtime.
3. Family and Medical Leave Act (FMLA): University provides eligible employees with job-protected, unpaid leave for qualified medical and family reasons. For qualification and procedure please use the link below, and let Lizeth Enriquez know.
  - a. Employees may be eligible for other Leaves, please see additional link below
4. Performance Management:
  - a. Supervisors: have the right of final approval on which levels of performance will be considered successful and to hold employees accountable for meeting these standards. Supervisors also have a right to formally evaluate employees on a periodic basis and provide informal feedback on a frequent basis in order to achieve the level of performance required to manage a successful program, service or department.
  - b. Employees: have a right to be informed of performance expectations and to be evaluated in as objective a manner as possible. Employees also have a right to periodic performance feedback and to at least one formal evaluation each year.
  - c. *Highly Recommend* doing Quarterly Reviews to keep within these expectations. An example of a Quarterly Review is below, or you may use the Career Conversation (also below).
    - i. You may modify the Quarterly Review as needed, this is an internally created document
    - ii. Career Conversations document may not be modified, this is a Human Resources created document
  - d. Arizona Board of Regents policy currently requires that an employee receive at least one formal performance appraisal every 12 months.
  - e. Human Resources must be contacted for any performance issues or formal improvement plans. Please contact Lizeth Enriquez for these situations.
5. Payroll/Time Approval:
  - a. All time needs to be entered and approved by 5pm the Friday before payroll deadline
  - b. Please keep an eye out for any emails regarding outstanding time from Lizeth Enriquez

- c. Approving the timesheet signifies that you certify the timesheet is a true record of time worked and/or leave time used.

### **Student (undergrad) Employees:**

1. Allowable work hours: A student worker may work up to 25 hours per week during the Fall and Spring Semesters, and up to 35 hours per week during Summer Session, Winter Session, and Spring Break.
  - a. In the event a student worker holds more than one student worker position, the total hours worked per week in all jobs are subject to the maximum work hours set forth above.
  - b. International students may work up to 20 hours per week during the Fall and Spring Semesters without written permission from [International Student Services](#). During Winter and Summer Sessions, they are allowed to work up to 35 hours per week.
2. Meal Period: Students who work eight hours in a day are authorized to take an unpaid meal period. This meal period is frequently one hour, but is not required to be. Supervisors have the authority to schedule when student workers take meal periods in order to meet business needs.
3. Flexible Schedule: To the extent consistent with the business needs of their unit, supervisors are encouraged to be flexible with student workers' schedules and allow them to take unpaid time off for exams or major projects. Any such work schedule modification must be arranged with and approved by the supervisor in advance.
4. Payroll/Time Approval:
  - a. All time needs to be entered and approved by 5pm the Friday before payroll deadline
  - b. Please keep an eye out for any emails regarding outstanding time from Lizeth
  - c. Approving the timesheet signifies that you certify the timesheet is a true record of time worked and/or leave time used.

### **Additional Resources**

- Lizeth Enriquez in the SPLS Business Office ☺
- Student Employment Manual: <https://policy.arizona.edu/student-employment-manual>
- University Staff Manual: <https://policy.arizona.edu/university-staff-manual>
- GA Manual: <https://grad.arizona.edu/funding/ga>
- Postdoc conditions of service: <https://policy.arizona.edu/employment-human-resources/conditions-postdoctoral-service>
- Appointed Personnel/Faculty Handbook: <https://policy.arizona.edu/university-handbook-appointed-personnel>
- Human Resources website: <https://hr.arizona.edu/>
- FMLA: <https://hr.arizona.edu/supervisors/leaves/family-and-medical>
- Leaves: <https://hr.arizona.edu/employees-affiliates/leaves>
- Compensation: <https://hr.arizona.edu/supervisors/compensation>
- Conflict of Commitment: <https://policy.arizona.edu/research/conflict-commitment-policy>
- Payroll/FSO: <https://www.fso.arizona.edu/payroll>

**Employee Name:** \_\_\_\_\_

Date: \_\_\_\_\_

Main Responsibilities (current):	

- Areas of excellence:
  
  
  
  
  
  
  
  
  
  
- Areas for Improvement:
  
  
  
  
  
  
  
  
  
  
- DEVELOPMENT:
  - Please list your short term and long-term goals from the last quarterly check in. For each goal, provide some feedback on what you have done to work toward that goal.
  
  
  
  
  
  
  
  
  
  
  - FUTURE PLANNING: please describe BOTH your short term (within the next quarter) and long term (within the next 2 years) goals:
  
  
  
  
  
  
  
  
  
  
  - Needs: please provide a list of what you need to accomplish your goals:

- Outstanding Task List Items- *to be completed during our meeting for week of xx/xx/xxxx*
- SUPERVISOR REVIEW: This is your opportunity to provide feedback to me. It is extremely important that I continue to improve in my own management skillset and the feedback is extremely helpful. Please make a note of my strengths in my role and areas in which I need to improve.
- Additional comments:

**Step 1:** *Employee completes brief self-reflection, then shares with supervisor.*

Employee's Name	Click or tap here to enter text.	Supervisor's Name	Click or tap here to enter text.
Employee's Title	Click or tap here to enter text.	Supervisor's Title	Click or tap here to enter text.
Employee ID	Click or tap here to enter text.	Department/Unit	Click or tap here to enter text.
Period Start	Click here to enter a date.	Period End	Click here to enter a date.

**ACKNOWLEDGE YOUR ACCOMPLISHMENTS**

Reflecting on the goals you set during last year's career conversation, describe the progress you have made toward achieving them, as well as any other accomplishments over the past year that you would like to highlight.

- 1.
- 2.
- 3.
- 4.

*Supervisor's Response:*

Click or tap here to enter text.

**HIGHLIGHT YOUR KEY STRENGTHS**

Name at least 3 key strengths that make you effective in your role and give examples of how you have applied them.

- 1.
- 2.
- 3.

*Supervisor's Response:*

Click or tap here to enter text.

**SET SMART GOALS FOR SUCCESS**

Share at least 3 goals you will work towards during the next 6-12 months:

- As part of each goal, indicate how it aligns with the goals of your College/Division/Department or the [University Strategic Pillars](#).
- Note which of the [University Values](#) you will embody in achieving each goal.

- 1.
- 2.
- 3.

*Supervisor's Response:*

Click or tap here to enter text.

**MAKE PURPOSEFUL CHANGES**

Reflecting on your work and goals, what 3 things will you *do more*, *do less*, *start*, *stop*, or *change* to be even more effective in your role? Focus here on behaviors, better practices, etc.

- 1.
- 2.
- 3.

*Supervisor's Response:*

Click or tap here to enter text.

**Step 2:** *Supervisor and employee meet and discuss, then supervisor makes summary responses, and signs.*

Supervisor's Signature \_\_\_\_\_ Click here to enter a date.

*If employee's overall performance is less-than satisfactory, please describe the plan of action*

Click or tap here to enter text.

**Step 3:** *Employee reviews supervisor's response, adds optional final comments, and signs.*

Employee's Signature \_\_\_\_\_ Click here to enter a date.

*Employee's Final Comments (optional)*

Click or tap here to enter text.