WHY & HOW?

We must now continually review and assess which employees are eligible to participate in a bargaining unit. It is therefore especially important to determine who is actually a supervisor, because supervisors cannot be in the same bargaining unit as non-supervisory employees.

We need your help!

a) Understand the definition of a supervisor.

b) Clean up our current positions and supervisory structure.

c) Participate in an on-going effort to keep this data clean.
DEFINITION OF A SUPERVISOR

▪ Some key criteria in State Employees’ Labor Relations Act (SELRA) defines a supervisor as someone with the authority to hire, fire, promote, reward, discipline, direct/assign work.

▪ Additionally, a supervisor should have a minimum of two or more reports to classified employees.
  ○ This does not include student or temp employees.
SUPERVISORS SHOULD

Have at least two positions reporting to them;
If a position is active and vacant, it must have an active recruitment in process.

SUPERVISORS SHOULD NOT

Be assigned merely as a system time approver or other admin related work.
WHAT TO DO WHEN SUPERVISOR POSITION IS VACANT

Employees that report to the vacant position should be assigned to the next level in the organizational hierarchy.

Reporting Structure before Abby leaves her position

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Reporting structure after Abby leaves her position
ENSURING PROPER SUPERVISOR CLASSIFICATION

JOB DATA
ENSURING PROPER SUPERVISOR CLASSIFICATION

PEOPLESOF T QUERIES — CLEAN UP

Step 1: UV_POSITION_VACANT

- Use this query to determine which vacant positions are not being recruited for. Send requests (individually or in a spreadsheet if 5 or more) to inactivate positions to payroll@uvm.edu
- Complete this by 10/15/2021

Step 2: HRS Review & PS Updates

- HRS will review & flag Employees with 2+ reports as supervisor on job & position data
  - If that person is not flagged as a supervisor, determine whether they should be, or if their supervisees should report to someone else
- HRS will regularly review and contact department HR Reps to discuss if supervision is appropriate for:
  - Supervisors that have less than 2 active direct reports
  - Supervisors that have less than 2 direct reports including vacant positions

Step 3: UV_SUPERVISOR_FLAGGED

- This query will identify any employee with the supervisor flag indicated on their job data.
- This field will be updated after 11/30/2021 to indicate who is a supervisor.
UPDATING PEOPLESOFT FOR CURRENT EMPLOYEES

10/15/2021
- Department review of vacant positions, request inactivation for those that are not being recruited for.
- Send ePARs/Group ePARs to update supervisors for employees reporting to vacant positions.

10/30/2021
- HRS will review reporting and determine supervisors based on PS information.
- Payroll will update supervisor flags in PS.

11/30/2021
- Use UV_SUPERVISOR_FLAGGED to confirm supervisors in your department.