



MANAGING SUPERVISOR RESPONSIBILITIES & DATA

Human Resource Representatives
September 29, 2021

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.

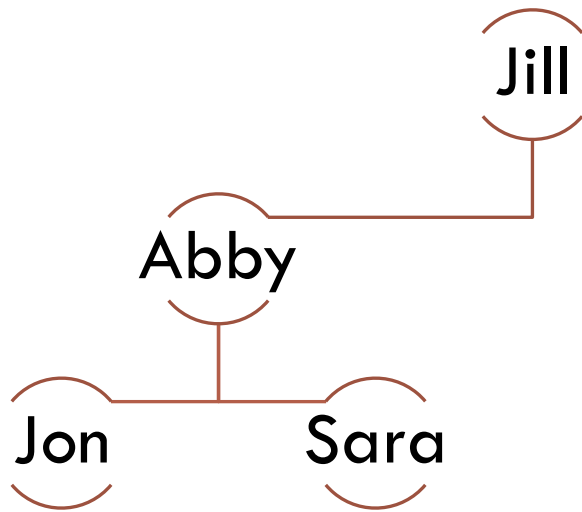
SUPERVISORS SHOULD NOT

Be assigned merely as a system time approver or other admin related work.

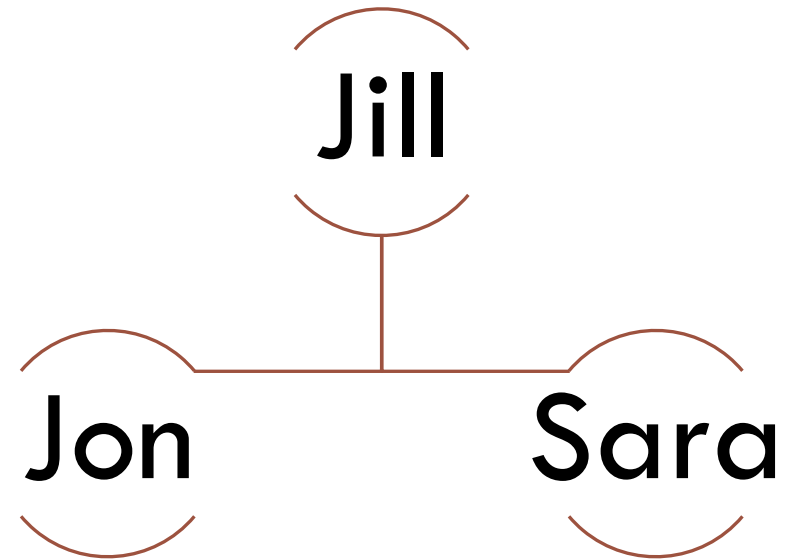
WHAT TO DO WHEN SUPERVISOR POSITION IS VACANT

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



Reporting structure after Abby leaves her position



ENSURING PROPER SUPERVISOR CLASSIFICATION

JOB DATA

Work Location | **Job Information** | Job Labor | Payroll | Salary Plan | Compensation

Employee: _____ Empl ID: _____ Empl Record: 0

Job Information Details ?

Effective Date: 08/04/2021 Go To Row

Effective Sequence: 0

HR Status: Active

Payroll Status: Active

Action: _____

Reason: _____

Job Indicator: Primary Job

Current

*Job Code: 3051 Admin Analyst/Planner

Entry Date: 02/01/2016

Supervisor Level: SUPER1 Supervisory Position

Supervisor ID:

Reports To:

*Regular/Temporary: Regular

Empl Class: 12MthStaff

*Regular Shift: No Shift

*Classified Ind: Classified

Classified Executive

*Full/Part: Full-Time

*Officer Code: None

Shift Rate:

Shift Factor:

Standard Hours ?

ENSURING PROPER SUPERVISOR CLASSIFICATION

PEOPLESOFT 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.