

Employee Relations

Round Table for Supervisors

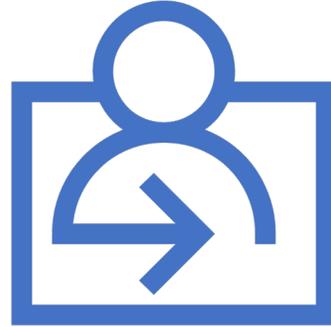
Human Resources
October 2019

Agenda

- ✓ Training Objectives
- ✓ Employee Relations – Overview
- ✓ Managing Employees
- ✓ Open Discussion
- ✓ Guidelines
- ✓ Contact Us



Training Objectives



Obtain

Obtain guidance regarding employee relations situations

Gain

Gain an understanding of progressive disciplinary action process

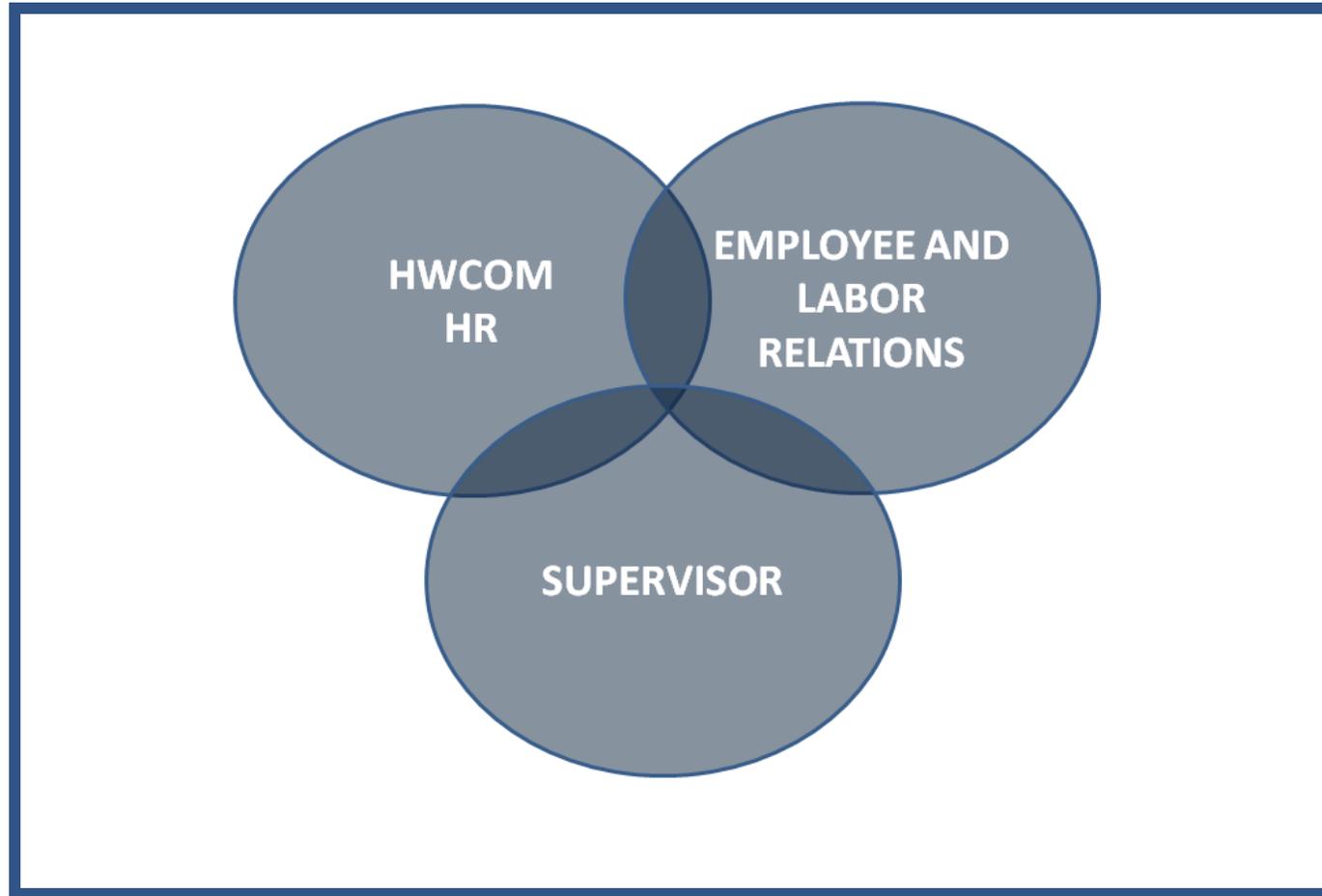
Understand

Understand the importance of following FIU policies, practices and procedures

Manage

Manage employee relations matters consistently

Employee Relations - Overview



Managing Employees



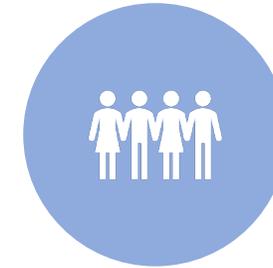
LACK OF KNOWLEDGE
ABOUT MANAGING
EMPLOYEE RELATIONS
MATTERS



FEAR ABOUT
POSSIBLE
CONFRONTATION



TOO TIME
CONSUMING



IMPACT ON
PERSONAL
RELATIONSHIPS

Open Discussion

- **Attendance**
- **Performance**
- **Behavior**
- **Others**



Guidelines - Attendance

EXAMPLE

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
25	26	27	28	1	2	3
				Reason:	Reason:	
				Time In/Out:	Time In/Out:	
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
4	5	6	7	8	9	10
	Reason: Late Arrival (traffic). Informed at 8:25am via email	Reason:	Reason:	Reason: Early Departure (family emergency)	Reason: Called out sick. Informed at 8:15am via phone	
	Time In/Out: Arrived at 9:30am	Time In/Out:	Time In/Out:	Time In/Out: Left at 3:15pm	Time In/Out:	
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
11	12	13	14	15	16	17
	Reason: Family emergency	Reason:	Reason: Late Arrival. Informed at 8:50am via email	Reason:	Reason:	
	Time In/Out:	Time In/Out:	Time In/Out: Arrived at 9:12am	Time In/Out:	Time In/Out:	
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
18	19	20	21	22	23	24
	Reason: Called out sick. Informed at 8:00am via phone	Reason:	Reason:	Reason: Pre-approved vacation	Reason: Pre-approved vacation	
	Time In/Out:	Time In/Out:	Time In/Out:	Time In/Out:	Time In/Out:	
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
25	26	27	28	29	30	31
	Reason: Late Arrival. Informed at 8:45am via phone	Reason:	Reason:	Reason:	Reason: Early Departure (son sick)	
	Time In/Out: Arrived at 11:00am	Time In/Out:	Time In/Out:	Time In/Out:	Time In/Out: Left at 3:00pm	

- Late Arrival/Early Departure
- Vacation
- Sick
- FMLA Leave
- Holiday/Emergency Closing

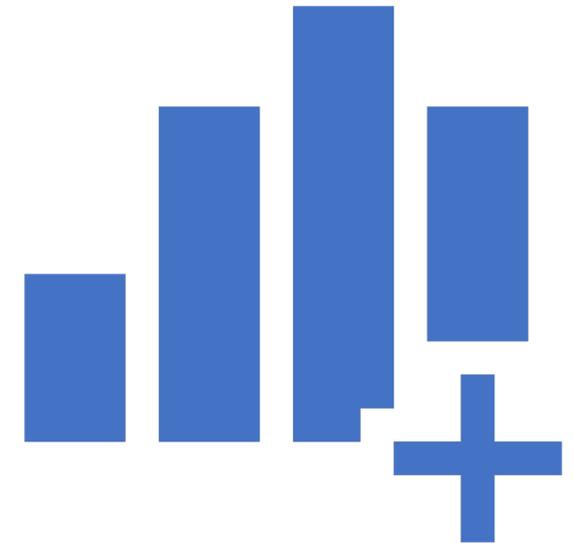
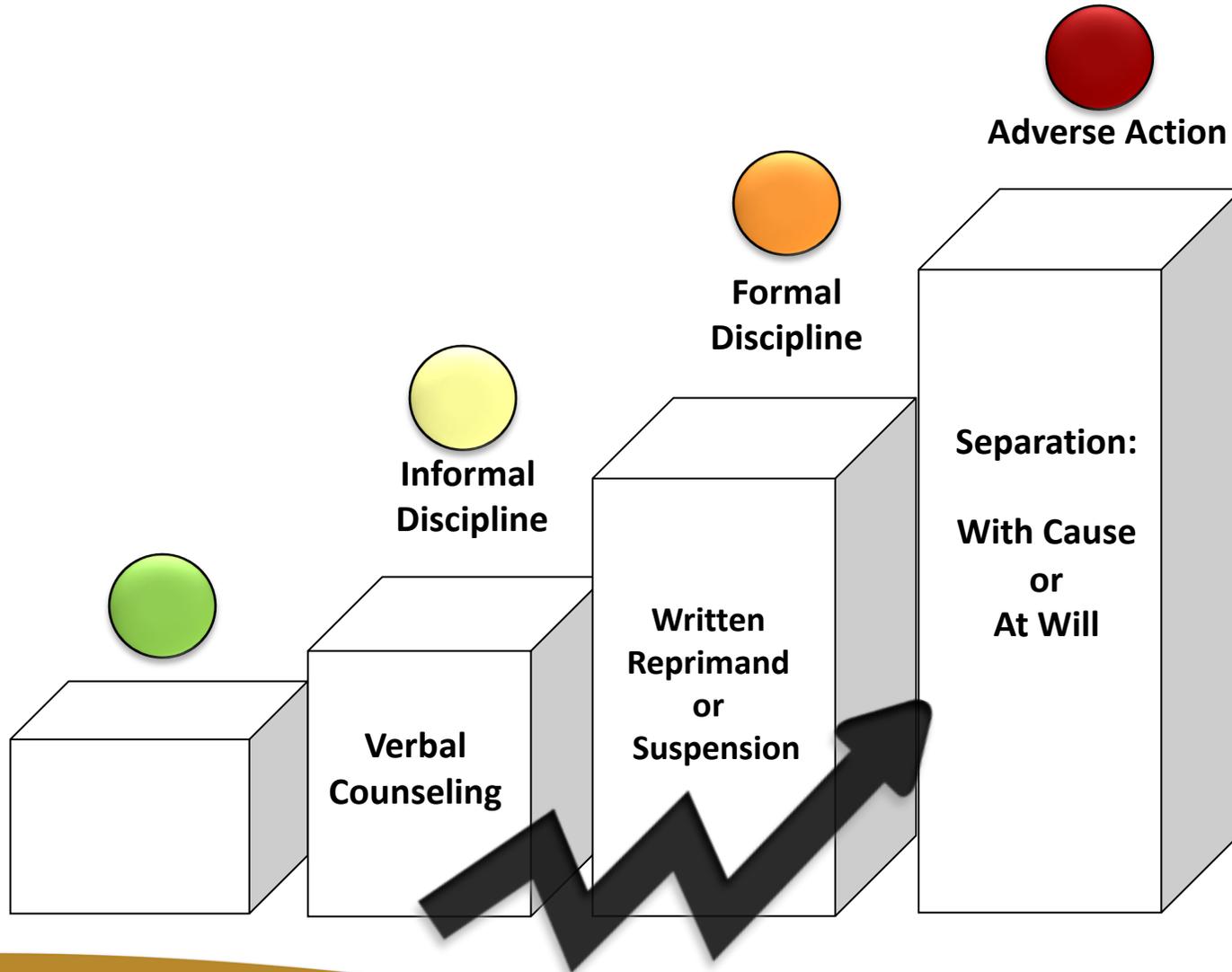
❖ IDENTIFY PATTERN OF ABSETEESIM

- Leave type & reason
- Days of the week

❖ SICK LEAVE

- Identify potential FMLA needs
- Identify potential pattern of abuse (employees must use sick leave for its intended purpose)
- Report any medical leave of absence to the Human Resources Team if it consists of **four (4) or more consecutive business days**

Guidelines - Progressive Disciplinary Action



Guidelines - Verbal Counselling (Talking Points)



1. Address the **FACTS** (provide supportive concrete examples)



2. Give an opportunity to the employee to provide **FEEDBACK**



3. Explain the **IMPACT** (provide examples)



4. Set clear **EXPECTATIONS**



5. Follow up with a **WRITTEN SUMMARY**

Guidelines - Verbal Counselling (Template Email)

Good Afternoon **-INSERT EMPLOYEE NAME-**

I am writing to summarize the conversation we held on **-INSERT DATE AND TIME-**. You and I met to discuss...

INSERT TOPIC and supporting/concrete examples

- **Insert date and details**

You explained...

- **Description of employee response**

I then explained to you the impact of **-INSERT TOPIC-** was having in our department:

- **Description of impact**

As discussed, the expectations in regard to **-INSERT TOPIC-** moving forward are the following:

- **Description of expectations**



Guidelines – Written Reprimand/ Perf Action Plan



Always issued by FIU Employee
and Labor Relations
Department

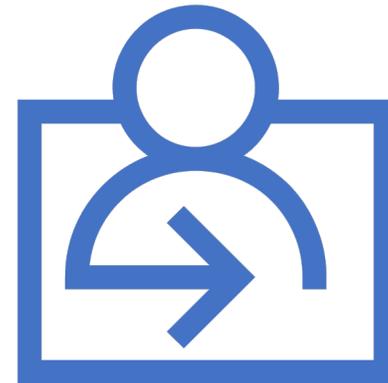
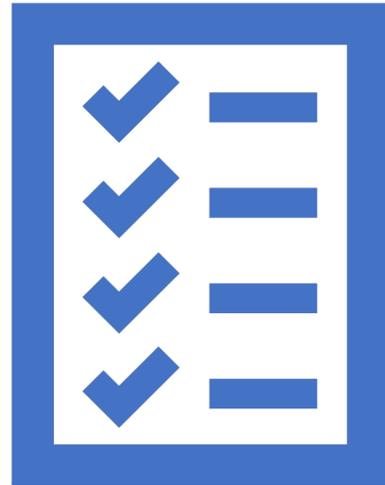


Done in collaborations with
HWCOC Human Resources and
Supervisor

Always keep notes and supporting documentation



Ensure annual evaluations accurately reflect the employee's performance during the fiscal year



Contact Us - When?



Contact Us - Information

HWCOCM Human Resources

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