

## **EXPECTATIONS OF CEUS FACULTY FOR EMPLOYEE SUPERVISION:**

### **Annual Review:**

CEUS faculty who supervise appointed hourly and bi-weekly staff are expected to conduct a performance review with the staff person each year. An easy way to handle this is to review together the employee's Major Duties List. This reminds both of you of the job expectations and provides an avenue for discussing your satisfaction with job performance of each item. Listen to the employee and make it a two way discussion. Jobs evolve, so update the Major Duties List if a job duty or performance expectation has changed. Drop a note to Karen Niggle when you've completed the annual performance review.

Any deficiencies will ideally be discussed during the year and not come as a surprise at this meeting. If you feel performance of any duty needs improvement you should clearly state your performance expectation, try to suggest ways you or IU training programs might assist your employee in reaching the expected level of performance for the specific duty, and set a reasonable date for reevaluation of performance.

If you choose to do a written evaluation, both you and the employee sign the evaluation and both keep copies. You must give the employee the option to challenge your assessment. It's okay to remove the note from the employee's file at a later date if a deficiency is corrected. See also Personnel Policy 6.3 Performance Improvement Plan, <http://www.indiana.edu/~uhrs/policies/nonunion/6.0/6.3.html>. A Performance Improvement Plan is a written tool available to supervisors for the purpose of improving the performance or behavior of the employee and addressing performance discrepancies identified in a performance management process. Cooperation and continuing communication between the employee and supervisor is essential to the success of the Performance Improvement Plan. It is a tool to use only if the supervisor and the employee have mutual agreement on the contents of the plan. There's a click option at that site to the Corrective Action Policy.

Under Public Access law, an employee can ask to review their personnel file. Your employee's personnel file includes all records maintained by IU Human Resources, by the department, and by the unit/supervisor as well as any notes you've filed elsewhere (which means no secret stashes).

IU requires us to prove we hire competent staff who are instructed to receive necessary training and stay current on the IU policies that impact their jobs. CEUS staff updated their Major Job Duties Lists to include wording regarding this compliance. Fiscal officers are charged to enforce IU policies, are required to document sound hiring practices in writing, and can face civil or criminal liability for failure to maintain practices to preclude the occurrence of overpayment or fraud. To comply with IU policy for fiscal officers Karen Niggle must have a copy of the Major Job Duties List on file for each CEUS staff employee. So if you make changes to the Major Duties List, share the updated list with Karen.

### **Signing Time Sheets**

**IU requires time sheets to be signed by supervisors who can confirm through direct observation or by evaluation of work output that the employee worked the hours submitted for pay.** A supervisor who will be out of town when signature is needed must make alternate arrangements with Payroll or ask someone to observe the employee and sign the form. The supervisor's signature must be on the form before bi-weekly or hourly payroll can be prepared so timeliness is vital. Failure to sign promptly delays payment by at least two weeks and results in extra work for the department payroll processor who must submit payroll adjustment forms. IU policy prohibits fiscal officers, payroll clerks, department chairs, and others from accepting telephone or e-mail approval from the supervisor in lieu of signature.

**Supervisors commit fraud if they approve hours on a time sheet other than the hours the employee actually works.** It's unacceptable to approve additional hours in lieu of increasing hourly wages. It's unacceptable to submit fewer hours than actually worked. For support staff, the hours should

balance by the end of the two-week pay cycle. If they work extra hours, they must take corresponding time off before the end of the same two-week payroll cycle. If they work short, they must make up the time within the same two-week cycle. Otherwise the employee's pay must be adjusted. Since we don't have funds for overtime pay, it's important to monitor the working hours. If they hold multiple part-time jobs at IU, the combined hours determine overtime.

Non-exempt employees cannot be released from their duties on the afternoon before a holiday (or any other time) and allowed to fill out time cards as if they worked these hours. Biweekly employees or professional overtime-eligible can take partial days of Paid Time Off (PTO) if it is agreed that their services are not needed on a particular day. However, state law does not allow us to pay them for time when they are not in the office. If you have questions, contact the IU Vice Chancellor for Budgetary Administration and Planning, 855-3565.

Indiana Code 35-44-2-4: "A public servant who knowingly or intentionally hires an employee for the governmental entity that he serves and fails to assign to the employee any duties, or assigns to the employee any duties not related to the operation of the governmental entity, commits ghost employment, a Class D felony."