

August 2017

SUPERVISOR CONNECTION

LEADERSHIP TRAINING—Oakland County

The following **September and October** courses are offered *especially* for Supervisors:

- 9/14/17—Effectively Leading Change Initiatives
- 9/15/17—Personality Type and Leader Development
- 10/12/17—Effective Communication Skills for Supervisors
- 10/16/17—Challenging Conversations (full day—\$75)
- 10/26/17—Personality Type and Leader Communication

-Classes are half-day unless specified-

IN-HOUSE SUPERVISOR TRAINING

WHAT?	WORKPLACE HARASSMENT
WHEN?	SEPTEMBER 27, 2017 @ 10:00 am
WHERE?	HR TRAINING ROOM—Basement of the Administration Building

Workplace Harassment Training is scheduled to take about an hour and is highly recommended for ALL Genesee County Supervisors.

Contact Amy Alexander, Development Coordinator at

aalexander@co.geneseee.mi.us or 766-6578 to be registered for ALL trainings.

Follow us!



As a Supervisor you want to know!

HR posts all important information that is pertinent to employees, as well as job postings.

Scan above image or find us on Facebook at:

Genesee county Human Resources and Labor Relations

INTERVIEWING TIP:

When interviewing, never write on an application or resume. Your comments, notes, highlights, etc. could be used against you in a legal proceeding.

Reference Calls

Prospective employers for past employees will often contact the former supervisor directly. Be sure to refer all employee reference phone inquiries to HR for an appropriate response. This applies to **all** references, whether the former employee was a good or bad performer.

New Supervisor

Gina Miller—FOC

CONGRATS GINA!

REMINDER!

Do not accept doctor notes from employees. Instead, send the employee to see Jennifer Draheim in HR.

Doctor slips *could* include information that is HIPPA protected. Jennifer will notify departments when she receives a doctor note.



What Supervisors need to know about FMLA

1. Don't ask questions
2. Contact HR Benefits

If you notice patterns or suspect abuse—**DO NOT** ask questions. Contact the HR Benefit Representative by email or phone to state your suspicions and the patterns you notice. HR will then check certification to see if patterns fall in line with medical documentation and certification. If not, it is up to HR to send recertification to the employee and doctor.

Who is Eligible?

Employees who have worked for Genesee County for at least 12 months.

What Does FMLA Cover?

FMLA allows up to 12 workweeks of unpaid, job protected leave for the employee's serious health condition or an immediate family member with a serious health condition.

Who Determines if Health Conditions are Serious?

The Doctor and federal guidelines. Enforced by the Department of Labor .

Who is protected?

The Employee. No employee may be penalized in **any way** for using FMLA. Supervisors can be held personally liable, as well as the County!

Refer the employee to HR

If an employee is off more than 4 days for an unknown reason, refer them to HR to see if their absence qualifies for FMLA .

CODE KRONOS CORRECTLY!

To be sure all FMLA time is included towards the 12-week max, it **MUST** be coded correctly in Kronos!

- 27—FMLA Vacation
- 28—FMLA Personal
- 29—FMLA Unpaid

HR BENEFIT CONTACT

Jennifer Draheim, HR Benefits Representative

jdraheim@co.genesee.mi.us

810-237-6120



DO NOT ask questions when someone is calling in FMLA. If employee states “I am using FMLA” say “okay”. If you have concerns about the legitimacy, talk to Jennifer in HR to see if the employee is FMLA qualified. **DO NOT** accept *any* medical documentation from an employee refer them to HR.