



# HR & YOU



Human Resources

June 3, 2013

## THE IMPORTANCE OF PERFORMANCE APPRAISALS

Employee Development is an important responsibility of every supervisor. Ensuring your employees' success also ensures your success. There are various ways to achieve this; however, one way is the Performance Appraisal. The goal of the employee performance appraisal is to periodically provide employees with the feedback, both positive and negative, that they need to be successful and to provide supervisors with the information they need to facilitate that success.

Civil Service employees' Performance Appraisals are required by Internal Governing Policy #39 and BOT regulation II C-4 to be completed annually and for EIU this is typically June 30. Some departments may vary due to workload in the summer. Internal Governing Policy #31 outlines the appraisal timelines for A & P employees and the bargaining unit contract outlines the process for Faculty (Units A and B). Performance Appraisals regardless of employment type should be taken very seriously and conducted honestly and accurately. The Appraisal is more than just a piece of paper and a few minutes of conversation. The appraisal is a yearlong process in which to develop the employee and help them to be successful.

**Set Goals:** At the beginning of the rating period, explain to the employee your expectations of the various aspects of their job. Use the job description as a base. After all, you are asking them to do what they were hired for. Set and agree on goals for the year and make sure they can be measured for progress. Try using S.M.A.R.T. goals (Specific, Measureable, Attainable, Realistic, Time-Oriented). Develop an action plan so you both know what you are accountable for.

**Communicate:** During the year, you will communicate and meet often to discuss progress. Document, using a performance log, and discuss accomplishments and also those areas requiring improvement. Suggested forms may be found at the Human Resources website. Discuss with the employee the documented issues throughout the year— both positive and challenging— so there are no surprises when it comes time for the actual performance appraisal. Encourage your employee to keep a performance log and share that with you.

**Performance Meeting:** It's now time for the formal performance appraisal. The appraisal is an overview of the entire rating period. Schedule your meeting with the employee to allow for uninterrupted time. You both have all the documentation from throughout the year, which you have already discussed with the employee; so completing the appraisal form should be easy and accurate. The performance logs will also help to alleviate the rating errors that can be so easily made. This is not the time to initiate disciplinary action. Remember: no surprises!



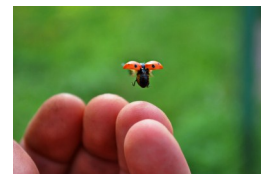
### RESOURCES

The Performance Appraisal website provides a handbook for supervisors that defines rating errors, includes Civil Service Forms, and provides additional information.

<http://www.eiu.edu/humanres/classification/performanceappraisal.php>

The HR Forms page provides performance logs for your use.

<http://www.eiu.edu/humanres/>



## Spotlight on Workers' Compensation

A common misconception is that decisions regarding whether a claim is compensable or not come from EIU. TriStar Risk Enterprises, a third-party administrator, makes compensability decisions. The role of Human Resources in these matters is to ensure that work accidents are reported appropriately and in a timely manner. No decisions regarding acceptance of claims are made by EIU in any form or fashion. We are here to

serve our employees and assist in the process.

The Workers' Compensation Coordinator for EIU is Paula Embry, and she is assisted by Kelly Simmonds. The role of these two individuals is to act as liaisons between the claimants, the medical providers, and the vendor who handles the payment of medical expenses. They collect paperwork, check for accuracy, maintain records as necessary, and offer a direct line for those injured on the job.

Recently, a bid was accepted by the State of Illinois to have TriStar Risk Enterprises, a third-party administrator, handle the processing of claims and

bills associated with Workers' Compensation. A notice was sent out to all EIU employees to inform them of this change. At this time, however, your EIU Workers' Compensation office still serves the same function as it did previously. Notices of injuries, claims paperwork, and so forth should still be sent to HR in 2010 Old Main. *It is imperative that our office is made aware of on-the-job injuries when they occur.* Allow us to help make the process of correctly reporting work injuries as straight-forward as possible by calling the Work Comp line at 581.7835, and visit our [website](http://www.eiu.edu/humanres/workcomp/incidentonly.php) for forms, explanations of the process, and helpful contact information.

### To Report a Claim:

Call 1-855-495-1554

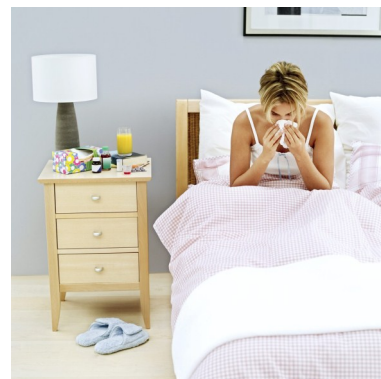
### To Report an Incident-Only:

<http://www.eiu.edu/humanres/workcomp/incidentonly.php>

## SICK LEAVE BENEFIT USAGE—QUARTER HOUR INCREMENTS

Under [IGP #6](#), Sick Leave, employees are not required to use leave in half day increments. The new IGP #6 was approved in September 2012. Under these guidelines, all

employees may take leave in 1/4 hour (or 15 minutes) increments based on their need, unless otherwise specified by a collective bargaining agreement.



## HR Director's Corner

Welcome to the second edition of *HR & You* from the Office of Human Resources. I hope you found our initial publication of interest and value. As indicated to you in the first edition, this newsletter is designed to introduce you to HR news and important activities taking place in Human Resources. If you have questions or comments to share with us, please call or send an email. *When you ask, we hear you!*

Richard Enyard, Ph.D., SPHR  
Director Human Resources

HR is proud to be part of the first Superior Performance Award (SPA) program. The SPA is designed to recognize employees who exemplify exceptional levels of work performance and display high regard and loyalty toward EIU and their job responsibilities. The SPA is established as a three-year pilot program to acknowledge and reward the demonstrated and outstanding contributions of non-negotiated Civil Service and Administrative & Professional (A & P) staff with at least five years of consecutive work his-

tory. We have received an excellent response for nominations and plan to recognize up to ten (10) award recipients on June 27, 2013 at a reception. To those EIU community members that submitted nominations, we thank you. Without your support, this would not be possible. I would also like to thank the committee members (Planning and Review) who worked so diligently to get the award off the ground.



## PERFORMANCE APPRAISALS

### From the Director's Desk

It's that time of year again. Civil Service Annual Appraisals are due by end of day June 28, 2013. As you know, Civil Service employee Performance Appraisals are required annually per the Internal Governing Policy #39 and BOT regulation II C-4. Performance Appraisal forms for FY13 must be completed on all civil service employees by all departments by June 28, 2013. Directors and supervisors are accountable for their completion and submission to Human Resources, 2010 Old Main. Remember to include the review period (in most cases it is the literal FY13, July 1, 2012 to June 30, 2013) and comments/ justification for ratings of "Outstanding," "Needs Improvement," or "Unacceptable." If you have questions, please contact Dr. Richard Enyard ([renyard@eiu.edu](mailto:renyard@eiu.edu)) Director Human Resources, 581-3514, or Steve Lane, Compensation Manager ([srlane@eiu.edu](mailto:srlane@eiu.edu)) at 581-3816.



# SUMMER FLEX PERIOD: MAY 6TH—AUG. 9TH

By now, many of us are enjoying the summer office hours approved by the President for the period of May 6<sup>th</sup> through August 9th. Civil Service hourly employees are required to submit to the Human Resources Department a flex form that outlines their summer schedules and has been approved by their supervisors. This is not intended to be a flex schedule that changes each week, but rather a consistent schedule that the employee and supervisor agree on for this defined period and totals 37.5 hours each week. If you have not submitted a summer flex schedule yet, please do so by accessing the brand new on-line flex form at <https://webappsprod.eiu.edu/flexschedules/login>.

As a general rule, A & P and Civil Service exempt (salaried) employees are not required to fill out a summer flex sched-

ule for the university (although some departments may ask an employee to submit a schedule for in-house use to determine office coverage). A & P and Civil Service exempt (salaried) employees are still required to work at least 37.5 hours a week or report work time and leave time that totals at least 37.5 hours each week.

In addition, please be reminded that when submitting a flex schedule there are Illinois Department of Labor rules that must be considered when completing the form. Employees are to work no longer than 5 consecutive hours from the beginning of their work period without at least a 20 minute meal break. The on-line form has been set up to reflect this rule. For information regarding this rule, please visit: <http://www.ilga.gov/legislation/ilcs/ilcs3.asp?ActID=2407&ChapterID=68>.



## HR is WHO? (Last Names)

C Y C A P H A U N O N B I F G C G V J C  
V D E O X X K V O R C T O O E E L J T V  
W F E B R D V J S Q F C K O R M T Y Q L  
J T L S X R J D R C D O U H G Y E O T J  
T T M R T M A I E F D C A Z P X T Z Q U  
G P Y R M L U Y K K I R H V V Y C N I W  
L D E A I A W A L C D E A C L T H P X B  
E Y R K H N S E I T Y I T Y U M I Z V W  
R L L Q G E J M W V F C G K N X S E O U  
O M Y E L A G B N Y I V A O L E O N P H  
N A I P A S C R O D O Y I P R G N A Q X  
Z Q A L W O P Y E E O Y U R L J P L E A  
K M K E L E A N U K V Y O S I U I Z L C  
P R U Z T I E I Z F F Y A W O L L O H V  
V J P C X B N V L F F U S I C B L Z V T  
U W W X V J M E A O E U K A Z E Y K V T  
S I M M O N D S R N C R J J W W M E E O  
N W U Y B S K E M D D E H P H I H M G T  
E K T Q N T G Y N J R D S Q J N H V I O  
A B O W M A N K M L I Z T B N F P E Q D

## HR is WHO?

Julie BENEDICT, Training & Dev.  
Sandy BOWMAN, Employment/Exams  
Denise CORRAY, Benefits Services  
Paula EMBRY, Workers' Compensation  
Dr. Richard ENYARD, HR Director  
Thurman ETCHISON, Benefits Services  
Carol GALEY, Employment/Exams  
Ken GERHARDT, HRIS  
Linda HOLLOWAY, Benefits Services  
Steve LANE, Compensation/Classific.  
Cindy MAPLES, Employment/Exams  
Jeff MARLO, Employment/Exams  
Nina MILLINER, Employment/Exams  
Donna NOFFKE, Employment/Exams  
Kelly SIMMONDS, Training/ Work Comp  
Julie WILKERSON, Employment/Exams  
Amanda ZUCCO, Benefits Services



## HUMAN RESOURCES

Director's Office, 2010 Old Main, 581.3514  
 Classification/Compensation, 581.3816  
 Training & Development, 581.8415  
 Workers' Compensation, 581.7835  
 Employment/Exams, 2020 Old Main, 581.3463  
 Benefits Services, 2031 Old Main, 581.5825

[eiu.edu/  
humanres](http://eiu.edu/humanres)



## What You Need to Know About FMLA

The Family and Medical Leave Act (FMLA) provides an entitlement of up to 12 weeks of job-protected, unpaid leave during any 12-month period to eligible, covered employees. Eligible employees are those with at least one year of service and who have physically worked at least 1,250 hours within that year. The following are FMLA events:

- 1) Birth and care of the eligible employee's child, or placement for adoption or foster care of a child with the employee;
- 2) Care of an immediate family member (spouse, child, parent) who has a serious health condition; or
- 3) Care of the employee's own serious health condition.

If you have someone in your area that is out or will be out for medical reasons for themselves or a qualified family member, please have them contact the Benefit Services Office. Generally, employees absent for more than 3 consecutive days should be referred to the Benefits Office for further guidance.



*Every day do something that will inch you closer to a better tomorrow.*

*Doug Firebaugh*

# June 2013

**Sun      Mon      Tue      Wed      Thu      Fri      Sat**

						1
2	3 BW12 Timesheets Due	4* Evening Civil Service Examinations	5	6	7 KSS Presents Wellness in Balance workshop	8
9	10 May Leave Reports Due	11	12	13	14	15
16	17 BW13 Timesheets Due	18* Customer Service for Supervisors workshop	19	20	21	22* Saturday AM Civil Service Examinations
23	24	25	26	27 Superior Performance Award Ceremony	28 FY13 Civil Service Performance Appraisals Due	29
30 End of FY13						* - denotes extended civil service testing days