Employee Development is an important responsibility of every supervisor. Ensuring your employees’ successes 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, Measurable, 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!

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**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](http://www.eiu.edu/humanres/classification/performanceappraisal.php)

The HR Forms page provides performance logs for your use. [http://www.eiu.edu/humanres/](http://www.eiu.edu/humanres/)
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 Simmons. 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 for forms, explanations of the process, and helpful contact information.

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.
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) Director Human Resources, 581-3514, or Steve Lane, Compensation Manager (srlane@eiu.edu) at 581-3816.
By now, many of us are enjoying the summer office hours approved by the President for the period of May 6th 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](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 schedule 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](http://www.ilga.gov/legislation/ilcs/ilcs3.asp?ActID=2407&ChapterID=68).

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**HR is WHO? (Last Names)**

- 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
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