Amherst College
Human Resources Department

Supervisory Forum
February 28, 2013
Agenda

11:30 AM  Welcome and Introduction
11:35 AM  Short Term Disability (STD) - Explained
11:55 AM  AC Data for Supervisors
12:05 PM  Q&A on Performance Evaluations
12:20 PM  Providing Difficult Feedback
12:40 PM  ADA
12:45 PM  Announcements/Other Issues
12:50 PM  Future Meetings/Questions
1:00 PM   Adjourn
Short Term Disability (STD) – Explained
Short Term Disability

Short term disability pay is available when an employee is unable to work for more than 10 consecutive working days because of extended illness or injury.

After one year of service working a minimum of 20 hours per week, time is paid according to the following schedule:

1 - 3 years = 70% pay
4 - 6 years = 80% pay
7 - 9 years = 90% pay
10+ years = 100% pay
Short Term Disability

- Proper medical certification must accompany a request for short term disability pay.

- Payments continue until the staff member is:
  - no longer disabled,
  - eligible for long term disability benefits, and/or
  - has been unable to work for six months.
Short Term Disability - Changes

A proposal to evaluate and manage the short term disability process has been received from Lincoln Financial, our current long term disability carrier, and approved by Senior Management.
Short Term Disability - Changes

Advantages of outsourcing the claim review process:

- Individuals with a medical background are evaluating the claim.

- The medical reasons for an outage are more likely to remain confidential as we will receive only the advice to pay, and expected duration information.

- The process will likely shorten the duration of outages, thus returning an employee to work sooner.
Short Term Disability - Changes

Advantages of outsourcing the claim review process:

- If a person truly should not return to work, we will have a third party validating the denial of a return. This should reduce the number of repeated outages.

- Lincoln will be aware of cases that may result in long term disability (LTD) sooner. This means a quicker decision at the end of the elimination period. Currently, some individuals will not return the application for LTD benefits until late in the 180 day waiting period, or after the waiting period. This results in the individual going without compensation for a period of time.
Short Term Disability - Changes

- In order to have this approach be successful, administrative backing is required for the decisions made by Lincoln.
- If Lincoln advises it is okay for the employee to return to work, then pay will cease if the employee chooses not to return.
- Exceptions granted will place us back into the role of making medical decisions which may lead to legal exposure, and we would become inconsistent in the administration of the program.
Short Term Disability - Changes

Suggested Procedure:

- Employee Reports Outage to HR/Lincoln
- Lincoln collects required basic information from employee/HR including updated job description
- Lincoln obtains releases from employee and contacts physician/provider to collect required medical documentation
Short Term Disability – Changes

- Upon receipt and review of medical documentation Lincoln informs HR of advice to pay and for what duration. HR will inform employee and department/supervisor of claim status.
- Lincoln will obtain updated medical documentation when necessary and advise HR of disability/pay continuance.
- Lincoln will produce update letters to employee of status and potential need for additional information.
RETURN TO WORK

- An employee may only return to work with written notification from the attending medical provider. This is for both medical only and lost-time injuries.

- The College makes every effort to accommodate reasonable work restrictions. If accommodations cannot be made, then the employee remains out of work until such time that either reasonable work restrictions can be accommodated or a full release is given to the employee.

- If an employee attempts to return to work without the proper medical release, the employee cannot be allowed to work until they secure the necessary medical release.
YOUR RESPONSIBILITIES AS THE SUPERVISOR

- Notify the Office of Human Resources immediately if the employee’s illness/injury for five or more consecutive days.
- Work with the Office of Human Resources in identifying reasonable accommodations for employees.
- Communicate with employees about possible changes in responsibilities.
- Ensure that the employee is following agreed upon medical recommendations and workplace accommodations.
- Contact the Office of Human Resources if the employee is not following the medical recommendations, or if the employee is requesting a different accommodation.
AC Data for Supervisors
AC Data for Supervisors

A new tool for Supervisors to access employee information.

https://acdata.amherst.edu
Performance Evaluations
# Timeline for Evaluations and Salary Letters

<table>
<thead>
<tr>
<th>Task</th>
<th>Date</th>
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<tbody>
<tr>
<td>The Office of Human Resources announced the performance evaluation</td>
<td>February 1, 2012 to January 31, 2013</td>
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<td>period.</td>
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<td>Evaluations must be completed, discussed, signed and returned to the</td>
<td>On or before April 1, 2013</td>
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<td>Office of Human Resources.</td>
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<td>The Office of Human Resources will provide the spreadsheets for</td>
<td>On or before April 15, 2013</td>
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<td>salary recommendations. before April 15, 2013.</td>
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<td>Department Heads will send completed, discussed and signed salary</td>
<td>On or before April 30, 2013</td>
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<td>recommendations to the Office of Human Resources.</td>
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Q&A on Performance Evaluations

From Employees:
- Do I have to do the self evaluation?
- What if I don’t agree with what my supervisor has written on my evaluation?
- Can I add my own comments?
- Do I need to sign if I don’t agree?
- What does it means to be in a performance plan?
- Is there an increase after completing a performance plan?
- My supervisor writes the same word and makes the same typos every year. Should I point it out.
Q&A on Performance Evaluations

From Supervisors:

- Who does the evaluation if the employee is transferred to another department?
- Why isn’t there consistency in ratings across campus?
- Is it true that HR doesn’t allow highest ratings to keep dollars down?
- What should I do if the results are does not meet expectations?
- How do I rephrase my wording for long term employees?
- Since increases are low, I feel forced to give my employees the highest increase. What should I do?
Providing Difficult Feedback
American with Disabilities Act
In accordance with the **Americans with Disabilities Act** (ADA), Amherst College will make reasonable accommodations to the known physical or mental limitations of a qualified applicant or employee with a disability to enable such person to perform essential job functions and/or enjoy the benefits and privileges of employment.

To be protected by the ADA an employee must have a "disability," and be qualified to perform the essential functions of the position with or without a reasonable accommodation by Amherst College.
Americans with Disabilities Act

- A disability is defined under the ADA as a physical or mental impairment that substantially limits one or more major life activities.

- A disability also includes having a record of such impairment, or being regarded as having such an impairment.

- Major life activities include functions such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing and standing.
If you, or any employee in your department, wants to request a reasonable accommodation, you should contact the Office of Human Resources to receive orientation on the necessary paperwork and procedure.
ADA

Reasonable Accommodations Forms
YOUR RESPONSIBILITIES AS THE SUPERVISOR

- Review the employee’s job description to make sure that it is accurate and reflects current responsibilities and essential duties.
- Work with the Office of Human Resources in identifying reasonable accommodations for employees.
- Ensure that the employee is following agreed upon medical recommendations and workplace accommodations.
- Contact the Office of Human Resources if the employee is not following the medical recommendations, or if the employee is requesting a different accommodation.
Announcements

Other Issues
Announcements/Other Issues

Announcements:
- ADA Training for Supervisors
- New Service Recognition Program
- Essential of Effective Supervision
- Administrative Assistants Day
- Retirement Communication Campaign
Announcements/Other Issues

Issues:

- Calling employees during sick or vacation time.
- Employee Emergency Contact Information
- Workplace Harassment Program
Future Meetings

Let us know what you want to know!
Questions?
Thank you for your participation!