

## **Know When to Call in an Expert**

Although supervisors sometimes believe they should handle every issue that comes up in their departments, often it's better left to the experts. This helps ensure sensitive employee matters are handled the way the law requires.

If you are a dean, chair, director, manager, or other supervisor, please take note of the proper way to handle the following employee issues:

**FMLA:** If an employee is out sick for three or more days, please refer the issue to the benefits coordinator in Human Resources. If the employee tells you that he or she will need extended or repetitive medical time off, HR will determine if the employee qualifies for leave under the Family Medical Leave Act. This is not a supervisor's decision.

**ADAAA Accommodations:** If it appears an employee is having difficulty performing their job duties for physical or mental health reasons, or if the employee expresses concerns with performing his or her job due to physical or mental health reasons, please involve HR. While an employee must adhere to department protocols for calling out sick, chronic absenteeism for health reasons is a red flag for referring that individual to HR to explore the need for possible disability accommodations. There are legal requirements for the interactive process which must be handled confidentially by our benefits coordinator.

**Sexual Harassment/Assault:** If anyone reports to you that they have been sexually harassed or assaulted, or if you observe the harassment or learn of it, do not try to resolve the situation without input from the Office of Institutional Equity, or OIE. Once you learn of the situation, you are obligated to report the matter to the OIE. Trained investigators will take it from there, and they will work with you if there are steps you need to take as the supervisor of an involved faculty or staff member.

**Discrimination:** Reports or observations of possible discrimination should also be referred to the OIE. You must refer the complaining party directly to OIE, or if you learn of a situation from another source, you must forward that information to OIE.

There are both practical and legal reasons to avoid addressing these employee issues at the supervisor level. The good folks in HR and the OIE have specialized training on the laws in these areas and are best suited to help employees in these circumstances. This liberates supervisors from the burden of dealing with the intricacies of unfamiliar requirements and places this responsibility with those best trained to meet the legal requirements that arise in these situations. If you are not sure how to proceed, please contact Human Resources or the Office of General Counsel.

**General Employee Relations/Personnel Issues:** Have a question about a personnel policy or procedure? Unsure how to respond to a grievance or handle a personnel issue? HR is here to help. Please reach out to them at 702.651.5800 and they will be happy to assist you.