



# HR SERVICES

FOR WSU SUPERVISORS



## CONFLICT RESOLUTION

Conflict is an inevitable part of work. We've all been in situations where personalities or goals have clashed and if left unchecked can fester into intense animosity and an unhealthy working environment. HR can help individuals and/or departments come together toward a goal of collaboration and cohesiveness.

*Additional ?'s: Contact Lori Reed, Sandy Reed, Ashley Anderson or Christine Woyczik (Hourly Staff)*

## CONTRACT INTERPRETATION

WSU operates under the guidelines of several different bargaining unit contracts. It's hard to know the ins-and-outs of each. Should you pay your faculty member a duty day? How do holidays work for your office assistant? HR is trained in these contracts and is available to discuss any questions you may have.

*Additional ?'s: Contact Lori Reed, Sandy Reed, Ashley Anderson or Christine Woyczik (Hourly Staff)*

## EAP

Our employees matter and the state's Employee Assistance Program (EAP) provides expert, confidential, personal consultation for concerns including financial and legal matters, relationship challenges, and personal and family problems. If you have an employee who is struggling, offer them the support of these services.

*Additional ?'s: Contact anyone in HR*

## eTIME

What do you need to know regarding approving timesheets? The HR website's [eTime page](#) contains links to helpful training materials. If you are questioning how to process a timesheet or how to record different types of leave, please contact HR or our Payroll Director, Lori Adler.

*Additional ?'s: Contact Alex Sedlmayr, Lisa Zibert or Lori Adler*

## FMLA/WORKER'S COMPENSATION

The Family & Medical Leave Act guarantees use of leave for qualifying employees for specified family and medical reasons. Workers' Compensation ensures injured employees receive insurance and benefits necessary to facilitate recovery. Supervisors need to work closely with HR to understand when any of their employees are out and how to certify their time is recorded accurately.

*Additional ?'s: Contact Jessica Wenzel*

## FWM/TSM

FWM (Faculty Workload Management) & TSM (Transactional Service Model) are part of MinnState's systemwide effort to develop a shared service model for common business processes and transactions. WSU is currently in to process of utilizing FWM for faculty

assignments. Eventually, all faculty will be able to view their work load directly through this system.

*Additional ?'s: Contact Alex Sedlmayr*

## **LEAVES OF ABSENCE:**

### **Such as Phased Retirement & Annuitant Employee Program**

There are many reasons, beyond the medical, that an employee may seek leave from their duties. Sabbaticals, Educational Leave, General Leave, Governor Salary Savings and Retirement. What are the contractual stipulations and how will that impact the work in your department? Reach out to HR for guidance.

*Additional ?'s: Contact Sandy Reed, Ashley Anderson or Christine Woyczik (hourly staff)*

## **NEW HIRES/ONBOARDING/ADJUNCT HANDBOOK**

Are there any new hires in your department this year? What steps do you need to complete to ensure these new employees are ready to hit the ground running? The HR website has a [New Hire page](#) for these employees but you'll want to familiarize yourself with the information as well. There are also checklists available for the [new hire](#) and the [supervisor](#). There's even an [Adjunct Handbook](#) available too.

*Additional ?'s: Contact Alex Sedlmayr, Jessica Wenzel or Lisa Zibert*

## **POSITION DESCRIPTIONS**

A good position description is accurate and up-to-date. It describes the skills and competencies that are needed to perform a role within our organization. Do you have hourly staff whose duties have changed? Perhaps you would like input on a new ASF PD. Don't hesitate to reach out to HR to discuss these thoughts and changes.

*Additional ?'s: Contact Sandy Reed or Ashley Anderson for ASF & Administrator PDs. Contact Ashley Anderson or Christine Woyczik for AFSCME or MAPE PDs.*

## **TRAINING**

From Thera Rising to Respectful Workplace and many more, we're here to help ensure your department is utilizing their knowledge of themselves and each other to function in a healthy and productive manner.

- **Self-Defeating Habits of Otherwise Brilliant People®"**

Through thousands of seemingly insignificant interactions, teams unknowingly create environments that are either cohesive or adversarial. Learn how to short-circuit destructive disagreement, extinguish incivility, and eliminate reactions that trigger anger and blame.

- **Code of Conduct**

Solidify the gains made during "Self-Defeating Habits" by applying the seminar's content directly to your workplace culture by developing a Code of Conduct. Participants identify destructive and divisive behaviors within their team or department, and then establish healthy, productive alternatives.

### **Respectful Workplace & Supervisor Training**

Ensuring civility in the workplace and a variety of other training topics available.

*Additional ?'s: Contact Lori Reed or Sandy Reed*

## WORKFORCE PLANNING

It's always better to be proactive. If you know there are staffing changes in your department's future, reach out to HR and begin those discussions early. By planning ahead, we can help ensure your department has the right skills in the right place at the right time.

*Additional ?'s: Contact Sandy Reed, Ashley Anderson or Christine Woyczik (hourly staff)*



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| <b>Lori Reed,</b><br><b>Director of Human Resources</b>  | 507.457.5005 | <a href="mailto:lreed@winona.edu">lreed@winona.edu</a>           |
| Contract Interpretation & Guidance, Conflict Resolution, Grievance Resolution, Strategic Planning and Policies & Procedures              |              |  |
| <b>Sandy Reed,</b><br><b>Assistant HR Director</b>   | 507.457.5006 | <a href="mailto:sreed@winona.edu">sreed@winona.edu</a>           |
| Primarily works with ASF, IFO & Administrator Plans (including PDs, Workforce Planning, Retirement & Training)                           |              |  |
| <b>Ashley Anderson</b>   | 507.457.5629 | <a href="mailto:aranderson@winona.edu">aranderson@winona.edu</a> |
| Primarily works with ASF, IFO & Administrator Plans (including PDs, Workforce Planning, Retirement & Training) as well as MAPE Contract. |              |  |
| <b>Alex Sedlmayr</b>   | 507.457.2706 | <a href="mailto:asedlmayr@winona.edu">asedlmayr@winona.edu</a>   |
| Primarily works with ASF, IFO & Administrator Plans, System Transactions & FWM   |              |  |
| <b>Jessica Wenzel</b>  | 507.457.5639 | <a href="mailto:jwenzel@winona.edu">jwenzel@winona.edu</a>       |
| Works with all bargaining units & plans regarding benefits, FMLA & Workers' Compensation   |              |  |
| <b>Christine Woyczik</b>   | 507.457.5007 | <a href="mailto:cwoyczik@winona.edu">cwoyczik@winona.edu</a>     |
| Primarily works with AFSCME, MMA, MNA, Managerial & Commissioner's Plans (including PDs, Workforce Planning, Retirement & Training)      |              |  |
| <b>Lisa Zibert</b>   | 507.457.5005 | <a href="mailto:lzibert@winona.edu">lzibert@winona.edu</a>       |
| Office Assistant, primarily works with AFSCME, MMA, MNA, MAPE, Managerial & Commissioner's Plan. System Transactions.                    |              |  |

Not sure who to start with? Call our main line at x5005 and we will point you in the right direction.



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[www.winona.edu/hr](http://www.winona.edu/hr)