

Top 10 Reminders for Supervisors

1) Review the University Code of Ethics and the University Policy Manual, and familiarize yourself with the different components with an emphasis on the following sections:

- University Code of Ethics
- University Policy Manual
 - Grievance Policy
 - Progressive Discipline Options
- <https://community.pepperdine.edu/hr/policies/ethics.htm>
- <https://community.pepperdine.edu/hr/policies/policymanual.htm>
 - <https://community.pepperdine.edu/hr/policies/policymanual.htm#sec31>
 - <https://community.pepperdine.edu/hr/policies/policymanual.htm#sec12>

2) Understand and comply with University Finance guidelines, policies, and procedures

- University Finance Policies
 - Travel and Entertainment
 - Budget
- <https://community.pepperdine.edu/finance/policies.htm>
 - <https://community.pepperdine.edu/finance/policies.htm#section14>
 - <https://community.pepperdine.edu/finance/policies.htm#section3>

3) Ensure Pepperdine hiring and time-keeping practices are in compliance with federal and state law

- Payroll and time reporting
 - Kronos procedures
 - Hiring policies and guidelines
- <https://community.pepperdine.edu/hr/policies/policymanual.htm#sec14>
 - <https://community.pepperdine.edu/finance/content/pay-kronos-supervisors-user-guide.pdf>
 - <https://community.pepperdine.edu/hr/policies/policymanual.htm#sec2.5>

4) Understand and familiarize yourself with Equal Opportunity policies and procedures

- Sexual harassment prevention training (every 2 years)
- University statement on equal opportunity
- University statement on diversity
- <https://community.pepperdine.edu/hr/current-employees/sexual-harassment-training>
- <https://community.pepperdine.edu/title-ix/>
- <https://www.pepperdine.edu/diversity/>

5) Understand your role in regards to emergency situations and complying with emergency procedures

- Emergency information web page
- Reporting a person of concern
- Critical Support Personnel in your area
- <https://emergency.pepperdine.edu/>
- <https://emergency.pepperdine.edu/reporting-a-threat/>
- Speak with your supervisor or major area leader

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6) Establish guidelines, policies and procedures for work life in your area

- Vacation expectations
- Sick-time expectations
- Attire and workspace expectations
- <https://community.pepperdine.edu/hr/policies/policymanual.htm#sec19>
- <https://community.pepperdine.edu/hr/policies/policymanual.htm#sec17.2>
- <https://community.pepperdine.edu/hr/policies/policymanual.htm#sec6>

7) Understand, familiarize, and discuss with your area any relevant policies and procedures unique to your major area or department

- Ergonomic evaluations
- Driver Status Form
- To schedule an appointment, contact Human Resources at 310-506-4397 or email humanresources@pepperdine.edu
- Contact the Office of Insurance and Risk at 310-506-6216

8) Increase your knowledge about communication skills and university procedures to effectively manage those in your area

- Employee Assessment form and policies
- <https://community.pepperdine.edu/hr/policies/policymanual.htm#sec10.4>

9) Encourage your staff to attend University-sponsored events and various professional development opportunities

- President Briefings (First Wednesday of each month)
- Convocation/Chapel (Wednesdays, 10:00am)
- Harbor
- President's Speaker Series
- Learning & Engagement
- Thrive Wellness Program
- <https://www.pepperdine.edu/about/administration/president/briefings/>
- <https://community.pepperdine.edu/seaver/convo/>
- <https://www.pepperdine.edu/spiritual-life/church-relations/harbor/>
- <https://www.pepperdine.edu/about/administration/president/presidents-speaker-series/>
- <https://community.pepperdine.edu/hr/development/>
- <https://community.pepperdine.edu/hr/wellness/>

10) Understand and promote the importance of mentorship

- Encourage your staff members to seek mentorship opportunities with a trusted and respected individual
- Seek people who may benefit from your insight and your role as a mentor
- Be open to those who have sought you as a mentor; be mindful of your responsibilities while remembering our call to live lives of purpose, service, and leadership
- Utilize Human Resources for any questions you may have or ideas for a mentorship relationship

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As always, if you have any questions or concerns related to any of the topics above or any other matter, please do not hesitate to contact Human Resources

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| • I-9 Forms | • Emily Bentley / Camille Wood |
| • Employment Applications | • Emily Bentley / Camille Wood |
| • Compensation and Benefits | • Kyle Stiemsma / Michelle del Guidice / Christine Hannick |
| • Employee Relations | • Lauren McGrath / Sarah Viera |
| • Events | • Greyson Orellana |
| • PeopleSoft | • Kyle Stiemsma |
| • Recruitment and On-boarding | • Emily Bentley / Camille Wood |
| • Reward and Recognition | • Alex Howard |
| • Professional Development | • Greyson Orellana |
| • Wellness | • Greyson Orellana |