

# TOP 10 REMINDERS FOR SUPERVISORS

PEPPERDINE UNIVERSITY



*Supervisors at Pepperdine have unique, rewarding and yet challenging roles; they are called to be managers, leaders, and mentors. Supervisors are expected to contribute to the University mission, as well as ensure that their respective employees uphold all University policies and procedures. Supervisors are held responsible for their own actions and are also responsible for decisions made within their department. Pepperdine University promotes work environments that foster encouragement, accountability, and a sense of purpose, and believes this can be achieved through exemplary leadership.*

*Pepperdine employees in a supervisory position should familiarize themselves with the following University guidelines, policies and procedures within 30 days of their start date as a supervisor, and should relay appropriate information to their department staff.*

## 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 (<http://community.pepperdine.edu/hr/policies/ethics.htm>)
- University Policy Manual (<http://community.pepperdine.edu/hr/policies/policymanual.htm>)
  - ◆ Grievance Policy (<http://community.pepperdine.edu/hr/policies/policymanual.htm#29-0>)
  - ◆ Progressive Discipline Options (<http://community.pepperdine.edu/hr/policies/policymanual.htm#12-0>)

## 2 | UNDERSTAND AND COMPLY WITH UNIVERSITY FINANCE GUIDELINES, POLICIES AND PROCEDURES.

- University Financial Policies (<http://community.pepperdine.edu/finance/policies.htm>)
  - ◆ Travel and Entertainment (<http://community.pepperdine.edu/finance/policies.htm#Section14>)
  - ◆ Budget (<http://community.pepperdine.edu/finance/policies.htm#Section3>)
  - ◆ Execution of Documents (<http://community.pepperdine.edu/finance/policies.htm#Section11>)

## 3 | ENSURE PEPPERDINE HIRING AND TIME-KEEPING PRACTICES ARE IN COMPLIANCE WITH FEDERAL AND STATE LAWS.

- Payroll and time reporting (<http://community.pepperdine.edu/hr/policies/policymanual.htm#14-0>)
  - ◆ Kronos procedures (<http://community.pepperdine.edu/finance/content/pay-kronos-supervisors-user-guide.pdf>)
  - ◆ Hiring policies and guidelines (<http://community.pepperdine.edu/hr/policies/policymanual.htm#HIRING>)



**4 | UNDERSTAND AND FAMILIARIZE YOURSELF WITH EQUAL OPPORTUNITY POLICIES AND PROCEDURES.**

- Sexual harassment prevention training (every 2 years)      (<http://services.pepperdine.edu/equalopportunity/training/>)
- University statement on equal opportunity      (<http://services.pepperdine.edu/equalopportunity/>)
- University statement on diversity      (<http://www.pepperdine.edu/diversity/>)

**5 | UNDERSTAND YOUR ROLE IN REGARDS TO EMERGENCY SITUATIONS AND COMPLYING WITH UNIVERSITY PROCEDURES.**

- Emergency Information Web Page      (<http://emergency.pepperdine.edu/>)
- Reporting a Person of Concern      (<http://emergency.pepperdine.edu/reporting-a-threat/>)
- Critical Support Personnel in your area      (Contact the office of Insurance and Risk: 310-506-4410)
- Personal Preparedness      (<http://emergency.pepperdine.edu/personal-preparedness/>)

**6 | ESTABLISH GUIDELINES, POLICIES AND PROCEDURES FOR WORK LIFE IN YOUR AREA.**

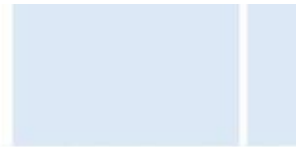
- Vacation expectations      (<http://services.pepperdine.edu/hr/supervisor/policies/policymanual.htm#15-0>)
- Sick-time expectations      (<http://services.pepperdine.edu/hr/supervisor/policies/policymanual.htm#14-6>)
- Attire and workspace expectations      (<http://services.pepperdine.edu/hr/supervisor/policies/policymanual.htm#11-0>)
- Consider a physical space consultation in your area      (<http://services.pepperdine.edu/hr/supervisor/workspace/>)

**7 | UNDERSTAND, FAMILIARIZE, AND DISCUSS WITH YOUR AREA ANY RELEVANT POLICIES AND PROCEDURES UNIQUE TO YOUR MAJOR AREA OR DEPARTMENT.**

- Related office safety issues
- Ergonomic evaluations      (To schedule an appointment, contact: 310-506-4397)
- Driver Status Form      (Contact the Office of Insurance and Risk: 310-506-4410)

**8 | INCREASE YOUR KNOWLEDGE ABOUT COMMUNICATION SKILLS AND UNIVERSITY PROCEDURES TO EFFECTIVELY MANAGE THOSE IN YOUR AREA.**

- Employee Assessment form and policies      (<http://services.pepperdine.edu/hr/supervisor/performance-management/>)



**9 | ENCOURAGE YOUR STAFF TO ATTEND UNIVERSITY-SPONSORED EVENTS AND VARIOUS PROFESSIONAL DEVELOPMENT OPPORTUNITIES.**

- President Briefings (First Wednesday of each month) (<http://www.pepperdine.edu/president/briefings/>)
- Convocation/Chapel (Wednesdays, 10:00 a.m.) (<http://community.pepperdine.edu/seaver/convo/>)
- Annual Bible Lectures (<http://www.pepperdine.edu/biblelectures/>)
- Dean’s Distinguished Lecture Series (<http://seaver.pepperdine.edu/dean/lectureseries/>)
- Professional Development Series (<http://community.pepperdine.edu/hr/development/>)
- Wellness Programs (<http://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.

*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.*

I-9 Forms	Faith Fonseca	(310) 506-6248
Applications (Job)	Faith Fonseca	(310) 506-6248
Benefits	Christine Hannick	(310) 506-7358
Compensation	Carla Anderson	(310) 506-6218
Employee Relations	Sean Michael Phillips	(310) 506-6213
Employment	Faith Fonseca	(310) 506-4396
Events (Human Resources)	Dana Hinojosa	(310) 506-6225
Medical Insurance	Christine Hannick	(310) 506-7358
PeopleSoft	Carla Anderson	(310) 506-6218
Recruitment	Faith Fonseca	(310) 506-6248
Retirement	Christine Hannick	(310) 506-7358
Reward and Recognition	Dana Hinojosa	(310) 506-6225
Professional Development	Dana Hinojosa	(310) 506-6225
Wellness	Angie Pedersen	(310) 506-4190
Workers Compensation	Angie Pedersen	(310) 506-4190