

## UPDATES/INFO FOR SUPERVISORS AND MANAGERS FROM UNH HUMAN RESOURCES OFFICE

**USNH HR INTRODUCTORY INCREASE POLICY** has been revised, effective 7/1/08.

The [introductory increase policy](#) has been expanded, now authorizing departments to provide introductory increases to employees who are hired above the first quartile of the salary range. The employing department also has an option to award a bonus in lieu of a continuing increase. The intent has shifted to recognizing “the attainment of significant skills during an introductory period”, rather than “successful completion of the introductory period.” As before, the employing department is authorized but not obligated to grant such an increase or bonus. An introductory increase is an option for departments to use at their discretion, with consideration given to job performance and skills attainment, starting salary and placement in the range, internal equity, and funding.

**“MANAGER’S TOOLKIT”** is available on the HR web site under “Supervision”. The direct link is: [www.unh.edu/hr/Table-of-Contents.htm](http://www.unh.edu/hr/Table-of-Contents.htm)

The toolkit is available as a resource for several aspects of performance management such as: performance planning, ongoing feedback, and performance improvement. Detailed information is provided in each of these and other areas. HR Partners are available to consult with supervisors and managers throughout the performance management cycle.

### **ANNUAL STAFF PERFORMANCE ASSESSMENTS WERE TO HAVE BEEN COMPLETED AND SUBMITTED TO HUMAN RESOURCES DURING THE PERIOD JANUARY 1 – MAY 30, 2008.**

You may contact Linda Strum in Human Resources (862-0501) for the names of employees in your department for whom performance assessments have not yet been completed.

### **MINIMUM WAGE TO INCREASE.**

Effective 7/24/08, the Federal minimum wage will be increased from \$6.50/hr to \$6.55/hr. Effective 9/1/08, the State of New Hampshire minimum wage will be increased from \$6.55/hr to \$7.25/hr.

**FAMILY AND MEDICAL LEAVE (FMLA) REMINDER.** When employees are on medical leave for more than five continuous days or on intermittent medical leave, among your responsibilities as a supervisor or manager are to:

- Require the employee to complete a [Request for Leave of Absence form](#). Supervisor then signs, and **forwards to Human Resources.**
- Require that the employee have a [Certification of Health Care Provider form](#) completed and **submitted directly to Human Resources.**

The Certification form would also be completed for an employee’s extended/intermittent leave to care for an immediate family member, and/or for situations in which an employee is requesting workplace adjustments or accommodations.

Information on [Family and Medical Leave](#) is available on the [HR web site](#) under “Benefits” and “Policies”. Also, HR has created charts relative to medical leave and maternity leave under the “Benefits” and “Supervision” sections of the HR web site to assist supervisors and employees with applying USNH leave policies for medical situations.

An information sheet on **“Handling Employee Medical Information”** is also available on the HR web site at: [www.unh.edu/hr/how-to-handle-medical-issues-of-employees.htm](http://www.unh.edu/hr/how-to-handle-medical-issues-of-employees.htm). A reminder that if you are made aware of the nature of the medical condition of an employee or his/her family member, keep the information confidential and do not share any details of this information with others. Emails, announcements at staff meetings, and other methods of communication about the specifics of employees’ (or their families’) medical conditions are unlawful as well as inappropriate. This also applies to referencing an employee’s medical condition and/or medical issues in performance assessments.

**Please contact Human Resources at 862-0501 or your [HR Partner](#) directly with any questions on the above information.**

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