NEW MANAGEMENT ORIENTATION

Purpose: To accelerate your transition to your supervisor/management role at UA.

1. **Act as representatives and agents of The University of Alabama**
   - Management rights and responsibilities
   - Working for a public institution in the state of Alabama
   - Employment at Will p.3
   - Union Status
   - State Funding
   - Public Information (Governor’s Open Alabama website – http://open.alabama.gov)
   - Ethics Commissions
     - Statement of Economic Interest
     - Required State Ethics Law Training
   - State of Alabama Board of Adjustment
   - Self-Insured Health Insurance

2. **Responsible for exemplifying and maintaining the highest ethical standards and integrity of the University.**
   - Core Competencies

3. **Seek to advance the long-term interests of the University.**
   - UA’s Mission and Vision

4. **Understand and apply appropriate federal and state laws.**
   - Employment Law Tutorial
   - Anti-Discrimination
   - Compensation
   - Leave

5. **Know and administer fairly the policies of the University.**
   - An Equal Employment Opportunity Workplace p. 3
   - Harassment is Prohibited p. 3
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Assurance against Retaliation p. 3

Compensation, Pay and Benefits Administration
- Timekeeping and Approval p. 20 (non-exempt vs. exempt)
- #600.00 – General Compensation
- Call-out time; Special Event pay; Shift Differential p. 21
- #602.00 – Overtime and Compensatory Time
- #601.00 – Employees Who Work When Normal Operations are Suspended
- Breaks – p. 22
- Holidays - p. 8
- Annual Leave - p.8
- Sick Leave - p.10
- #701 – Family Medical Leave
- Jury Duty - p.13
- Funeral Leave - p. 14
- Birthday Leave - p.14
- EAP

6. Ensure employees understand their responsibilities and how to perform the duties of their jobs.
   - Position Descriptions – jobs.ua.edu/hr (use myBama log in)

   - Coaching and Counseling
   - Annual Performance Evaluations p. 30
   - Introductory Period Review p. 24 (online as of 1/1/2012 - jobs.ua.edu/hr)

8. Know when and how to take disciplinary action, including termination of employment when necessary.
   - Expectations of Employees p. 30 – 32
   - Employee Counseling and Progressive Discipline

9. Recognize and reward good performance.
   - Supervisor’s role in employee’s Total Compensation
   - UA Recognition programs