

Administration and Finance – 2021

HR/BENEFITS

**ASSESSMENT PLAN**



# HR Benefits

## ■ Issues:

- Absences are not being reported properly
- Unreported absences are a liability for the campus
- MPP's need to be educated about the Family Medical Leave Act

# HR/Benefits

## Initial Assessment:

- Will MPP training for Leaves of Absence Affect Unreported Absences?

## Goals:

- Introduce MPP training module
- Impact unreported absence liability

# HR Benefits

## Purpose:

To create FMLA/Leaves training for MPP's

## How:

- Survey MPP's about their knowledge
- Develop training based on answers



# HR Benefits

## ■ Sample Survey questions:

- What previous experience(s) have you had with an employee on a leave of absence? Box for written answers
- Is it permissible to contact an employee when they're on leave?                      Yes      No      I don't know
- Can you ask an employee on leave to work?    Yes      No
- What does FMLA provide?                      Multiple choice
- Do you approve your employee's absence management entries?                      Yes      No      I don't know

# Timeframes

- Survey sent by February 19, 2021
- Training developed by April 30, 2021
- Email training dates to MPP's by June 1, 2021



# Leaves of Absence Training

## Desired outcomes:

- ❑ To educate and inform 25-50% of MPP's about FMLA by December 31, 2021
- ❑ To impact and reduce the number of unreported absences reported by Payroll
- ❑ To reduce the negative financial impact for the employee and the employer