Supervisor Success Series
“3S”
Session 1: Starting the Search
• Introduction
• Strategize – Assess the open position
• Affirmative Action considerations
• Affordable Care Act and temporary employees
Welcome!

Let’s take a moment to hear from President Laurie Leshin ...
Introduction

• What is the 3S program and why are we doing it?
• What are the goals for 3S?
• Workforce Training Grant Program and National Training Associates (NTA)

• Supervisor Toolbox
  – Course material
  – Guides
  – Tips
  – Forms
Strategize - Assess the Open Position

• **Proactive instead of reactive solutions**
  – Assess the position
    ▪ Why, what, how, qualifications
    ▪ Best fit for the position and for WPI
    ▪ Diversity and inclusion

• HR will help!
• We need your help to create a diverse and inclusive community at WPI
Equal Employment Opportunity (EEO)

• We have all heard of it but, what is it?
  – It is required by law and prohibits discrimination.
    ▪ Based on race, color, religion, national origin, sex, age, disability, veteran status, and genetic information.
  – The objective of EEO laws are:
    ▪ To remedy past discrimination
    ▪ To prevent violations
    ▪ To ensure that employees are provided with the opportunity to:
      o Compete fairly for positions for which they are qualified
      o Receive objective ratings based on their performance
      o Not be subjected to personnel decisions or unfair treatment based on non-merit factors.
    • All employment decisions to be based on qualifications and merit.
<table>
<thead>
<tr>
<th>Issues</th>
<th>Issues</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ Appointment</td>
<td>✓ Performance evaluation</td>
</tr>
<tr>
<td>✓ Awards</td>
<td>✓ Harassment</td>
</tr>
<tr>
<td>✓ Promotion</td>
<td>✓ Sexual harassment</td>
</tr>
<tr>
<td>✓ Demotion</td>
<td>✓ Pay/overtime</td>
</tr>
<tr>
<td>✓ Reprimand</td>
<td>✓ Reassignment</td>
</tr>
<tr>
<td>✓ Suspension</td>
<td>✓ Time and attendance</td>
</tr>
<tr>
<td>✓ Termination</td>
<td>✓ Training</td>
</tr>
<tr>
<td>✓ Duty Hours</td>
<td>✓ Retirement</td>
</tr>
<tr>
<td>✓ Working Conditions</td>
<td>✓ Accommodation</td>
</tr>
</tbody>
</table>
Elements of an EEO Complaint

BASIS + ISSUE

- The issue must involve an adverse employment action causing the individual injury (i.e., a present harm or loss with respect to a term, condition, or privilege of employment.)

- There must be a connection between the use of the protected basis and the adverse action.

  For example: I believe I have been discriminated against on my basis of age, when on July 1, 2015, I was not promoted (issue).
Affirmative Action

What is Affirmative Action & Affirmative Action Plans?

- Method to achieve a diverse and representative workforce
- Legal obligation for federal contractors such as WPI
  - Positive outreach and Action Oriented programs
    - Proactive Steps in recruitment, education and training efforts
      - Professional Development, Mentoring
  - Monitoring the workforce
    - Ensuring Equal Pay for Equal Work
  - Identification of problem areas
    - Making good faith efforts to make adjustments to “underutilized” groups.
      - Strategic Diversity Staffing
- New Diversity Advocate Role
- Overall Goal- Fostering a climate of inclusion
Affirmative Action Does Not

- Create a quota system
- Create preferences
- Discriminate against non-minorities
Supervisor Responsibility

- Provide equal access to training and advancement opportunities
- Have regular performance discussions with staff
- Take active measures to retain employees and pay close attention to issues related to minorities and females
- Ensure compliance with company policies
- Prevent harassment of any kind
- Support positive outreach and recruitment efforts
Update on Laws

• The Affordable Care Act
  – Employer mandate
  – Eligibility
    ▪ Measurement Period and Stability Period
    ▪ Temporary workers
      o Positions re-evaluated every year for variable hour employees

• The Massachusetts Sick Time Law
Questions?