



# *Supervisor Responsibilities*

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As a supervisor, you have many important responsibilities to both the employees that you supervise and to CSU/CEMML. Many actions required of supervisors are governed by both federal and state law. In addition, there are employer rules and guidelines to uphold. This document is meant to highlight a few commonly misunderstood Fair Labor laws and commonly asked questions from supervisors.

## *SENSITIVE INFORMATION*

As a supervisor you may have access at times to employee sensitive information such as social security number, birth date, driver's license number, credit card numbers, etc. CSU policy requires that no sensitive information be transmitted electronically (including e-mail) or stored on any computer system. All items to be faxed or scanned must have the sensitive information blocked out. Any documents with sensitive information must either be shredded or placed in locked storage.

## *HOURS WORKED*

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### STATE CLASSIFIED and TEMPORARY HOURLY EMPLOYEES

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Under no condition will a State Classified or Temporary Hourly employee work more than 40 hours in a week (Saturday through Friday) without being compensated with either payment or compensatory time off. Overtime pay and compensatory time is earned at a rate of time and a half for the overtime worked. Under no conditions will compensatory time be granted for reasons other than working more than 40 hours in a week. The employee may not waive the right to overtime; by law, the employer must compensate for overtime worked.

Prior authorization is required from the CEMML Director at the beginning of the month before State Classified and Temporary Hourly employees may work overtime/comp time. Overtime Authorization forms are available at <http://www.cemml.colostate.edu/admindocs.htm>. Complete the left side of the form and fax to CEMML. Further instructions on how to complete the form is in the Employee Handbook on our website at <http://www.cemml.colostate.edu/files/handbook.pdf>.

Emergency overtime should be reported to CEMML Accounting as soon as possible for approval. The overtime approval status should be noted on the timesheet by the supervisor. All overtime will be paid regardless of approvals, but non-approved overtime may be subject to corrective or disciplinary action.

Accumulated comp time must be scheduled and taken as soon as practical. State Classified and Hourly employees being separated from University service who have accumulated comp time resulting from overtime shall be paid for such time in cash.

There are a small number of State Classified job classifications that are exempt from overtime. In general, all CEMML State Classified positions are eligible for overtime.

More detailed information is located in the Human Resources Manual at <http://www.hrs.colostate.edu/hrsman/Section01-GenProvisions.pdf>.

## ADMINISTRATIVE PROFESSIONAL EMPLOYEES

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The salary level of Administrative Professionals, who are exempt from overtime pay, takes into account that it may be necessary for the employee to occasionally work a reasonable amount of overtime. Guidelines for unusual situations in which an Admin Pro is required to work significant amounts of overtime for an extended period of time is located in the CEMML Employee Handbook at <http://www.cemml.colostate.edu/admindocs.htm>.

## HIRING

All employment forms must be received in the CEMML office no later than 48 hours before an employee may start working. Liability insurance coverage does not begin until all employment forms are received by CEMML Human Resources. The site supervisor is personally responsible for injury to individuals who work before their employment forms have been received by CEMML Human Resources. We cannot accept faxed or scanned employment forms. Employment forms are available on the CEMML website and change periodically. Make sure to always use current forms.

Incomplete forms will delay employment, so please be sure all the information is provided before mailing. Employment forms must be complete, signed, and mailed to: **CEMML Human Resources, Colorado State University, 1490 Campus Delivery, Fort Collins, CO 80523.**

## TEMPORARY HOURLY ANNOUNCEMENTS

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Job announcements must include the statement "CSU is an Affirmative Action/Equal Opportunity Employer." Advertising for hourly positions is typically done locally. However, announcements may be placed on the CEMML website by contacting CEMML Human Resources.

Hourly employees are paid at the minimum rate of job classifications. Commonly used classifications are located at <http://www.cemml.colostate.edu/files/payrates.pdf>.

## HOURLY EMPLOYMENT ELIGIBILITY

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Hourly employees are eligible to work six (6) months during any 12-month period. The eligibility period is based on pay period end dates, NOT on actual days worked. For example: one hour worked in a pay period that ends in March will have all of March counted as one month worked. This means that the

last day an hourly may work in the 6<sup>th</sup> month will be the day the last pay period ends in that month (not the last calendar day of that month). Contact CEMML Human Resources or CEMML Accounting for exact dates. Also contact CEMML Human Resources to determine eligibility for current or previously hired hourly employees.

Hourly employees who are students at universities other than CSU are eligible to work beyond the six-month period if they provide verification of student status each semester using the Student Verification Form at <http://www.cemml.colostate.edu/admindocs.htm>.

## SUBMISSION OF TIMESHEETS

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Fair Labor Law requires timely submission of timesheets. Hourly employees who work an excess of 40 hours per week must be compensated. See “Hours Worked” section above.

Ensure that the timesheets are an accurate representation of the hours actually worked. Do not include time taken for meals. **Reminder: Timesheets received after the close of business Monday deadline cannot be submitted until the following pay cycle (two weeks).**

## WORKERS' COMPENSATION

## INJURY / INCIDENT REPORT

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An employee who is injured or suffers an occupational illness as a result of a job must submit an on-line report within 4 days at <http://www.ehs.colostate.edu/WWorkComp/OnlineInjury.aspx>. Failure to do so can result in the loss of one day's benefits for each day's failure to report. *Supervisors must initiate the report if the injured employee does not.*

If the report is not submitted within 4 days following the date of injury or disease diagnosis, an explanation of reasons for late reporting must accompany the report. Failure to submit a report within 4 days can result in loss of benefit to the employee and CEMML is subject to fines up to \$500 a day for each day that the report is late.

## LOST TIME

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Inform CEMML Human Resources weekly of any time missed due to a work related injury or illness either by e-mail or mail. Temporary Hourly employees should use the “Temporary Hourly Employee Hours Missed Because of Work-Related Injury Form” at <http://www.cemml.colostate.edu/files/wctime.pdf>. Do not submit injury hours for hourly employees on a timesheet.

## MEDICAL TREATMENT

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In cases of job-related injury/illness, on-campus employees are required to obtain needed medical care either from Occupational Health Services at Poudre Valley Hospital, Concentra Medical Center, General Care Medical Clinic or WORKWELL Occupational Medicine. Exceptions will be made in an emergency in which an ambulance transports the patient to a hospital or an emergency attendant construes the degree of severity or urgency to require hospitalization. Off-campus employees must use a reputable doctor of their choice.

In the event of a work related injury to a CSU employee, provide all medical offices and pharmacies with the **CSU Environmental Services phone number: (970) 491-6745**. (Employees should not make payments or use their own health insurance.)

Copies of all medical documentation should be sent to CEMML Human Resources. Injured employees should return to work with a written release from the attending physician.

## CODES AND POLICIES

CEMML requires employees to comply with the Colorado State University Code of Ethical Behavior, Sexual Harassment Policy, and Alcohol/Drug Policy. These policies apply to interactions with both CSU and non-CSU employees. Employees are responsible for familiarizing themselves with the procedures, codes, and policies of the University.

If you have any questions or concerns regarding ethical behavior, sexual harassment, or alcohol/drug use, contact [Angela Thompson](#), CEMML Human Resources Director at (970) 491-1521 or your CSU supervisor immediately.

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### CODE OF ETHICAL BEHAVIOR

The Code of Ethical Behavior is located in the Academic Faculty and Administrative Professional Handbook at <http://facultycouncil.colostate.edu/files/manual/sectiond.htm#D.9>.

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### SEXUAL HARASSMENT POLICY

The Sexual Harassment Policy is located at [http://oeod.colostate.edu/sexual\\_harassment.aspx](http://oeod.colostate.edu/sexual_harassment.aspx).

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### ALCOHOL/DRUG POLICY

The Alcohol/Drug Policy is located at <http://www.colostate.edu/depts/CSUPD/03safety.pdf>.

*I have read and agree to follow the guidelines in this document as a supervisor of CEMML/CSU employees.*

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*Signature*

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*Date*

*Faxed signed forms the CEMML Human Resources at (970) 491-2713  
or e-mail to [CEMML\\_Contact@Mail.Colostate.edu](mailto:CEMML_Contact@Mail.Colostate.edu)*