

SUPERVISOR RESPONSIBILITIES CHECKLIST (last updated on 01/24/2022)

This checklist summarizes your major responsibilities in the role of CIRES supervisor. It lists CIRES and campus resources which will assist you to better fulfill such duties.

- **PERFORMANCE and TALENT MANAGEMENT**

One of your main responsibilities in the role of Supervisor will be to guide your employee and offer constructive feedback both on successes and shortcomings. Please carefully review [this presentation](#) by Employee Relations consultant Kelly Leandro on the Supervisor's role in the Performance Management process.

- **ANNUAL SUMMARY OF ACCOMPLISHMENTS (ASA):**

CIRES employees and supervisors complete the Annual Summary of Accomplishments on an annual basis. Lucia Harrop (lucia.harrop@noaa.gov) will present on this process timelines and expectations in late spring each year, a couple of months prior to the process kick-off in late June. The written portion of the ASA process will include the employee's write up of their primary responsibilities, a narrative reflection, and goals for the coming year. Supervisors should review the employee statements, as well as any input or statements submitted by the science advisor where appropriate, prior to preparing a final assessment and performance rating. After the written portion of the ASA is completed, supervisors should meet with each of their employees to discuss past year's performance, future objectives and plans, and to communicate their final rating to the employee. Please visit [this link](#) to review Lucia's most recent past presentation and slides for a comprehensive overview of the process.

- **PROMOTION:**

Please refer to InsideCIRES for a description of the [promotion process](#) and supervisor responsibilities as well as this year's important due dates and timeline. In the role of supervisor, you should be aware of your employees' timelines for promotion as well as possible issues that could surface depending on each [career track](#) set of requirements.

- PROFESSIONAL DEVELOPMENT**

CIRES has a modest budget for professional development needs. Please have your employee fill out [this form](#) if they wish to request such funds and they have your support. Don't forget to remind your employee about CU's [training opportunities](#), many of which are free of charge.

*Please review [this presentation](#) from our HR Director, Angela Knight (angela.knight@colorado.edu) on ASA, career track, promotion, and Professional Development.

- **DIVERSITY, EQUITY AND INCLUSION:**
Diversity, Equity and Inclusion are core values of our organization. Please watch [this presentation](#) from DEI CIRES Director Susan Sullivan (Susan.Sullivan@colorado.edu) in conjunction with our central campus partners for best practices and guidelines on how to better support our DEI goals.

- **HIRING REGULAR POSITIONS:**
Jimena Ugaz (jimena.ugaz@colorado.edu), CIRES HR Generalist, will guide you through the process of posting, recruiting, interviewing and hiring of regular employees. Please submit a ticket to cireshr@colorado.edu for any hiring needs of regular positions.

Please also review [this video](#) on Posting, Interviewing & Hiring prior to launching a search. This presentation reviews the posting, evaluation, interviewing and hiring processes while also reviewing best practices for an inclusive and equitable search.

- **HIRING TEMPORARY EMPLOYEES:**
Jasmine Moore (jasmine.d.moore@colorado.edu) and Emily Hinga (emily.hinga@colorado.edu), CIRES HR Generalists, will guide you through the process of posting, recruiting, interviewing, and hiring of temporary employees. Please submit a ticket to cireshr@colorado.edu for any hiring needs of temporary roles.

- **HIRING STUDENTS:**
Jasmine Moore (jasmine.d.moore@colorado.edu) and Emily Hinga (emily.hinga@colorado.edu), CIRES HR Generalists, will guide you through the process of recruiting and hiring student employees. Please submit a ticket to cireshr@colorado.edu for any hiring needs of students.

- **INTERNATIONAL EMPLOYEES/ IMMIGRATION/ VISAS:**
Janet Garcia (janet.garcia@colorado.edu), CIRES Visa Coordinator, will guide you through the process of determining the appropriate visa status and preparing the paperwork for international employees. Please submit a ticket to cireshr@colorado.edu for any international employee needs.

- **WORK MODALITY (In-person, hybrid, remote):**
Please have your employee visit [this page](#) to enter their schedule. All employees must complete this “Remote Work Agreement” form even if they work in-person full-time. This template will allow them to indicate all work is performed in-office if applicable. **In addition** to that standardized form, those requesting 100% remote modality, need to submit [this request form](#) for both supervisor and Director’s approval.

- **FEDERAL CLEARANCE:**
CIRES Supervisors play a crucial role in guiding their new employees through the federal clearance process as well as the onboarding process. Please watch [this presentation](#) by NOAA Liaison and Senior Administrator Lucia Harrop

(Lucia.Harrop@noaa.gov) on onboarding an employee within the Cooperative Agreement.

- ONBOARDING YOUR EMPLOYEE:

The University of Colorado has developed comprehensive resources for proper onboarding. Please visit central HR's [onboarding page](#) for recommendations on how to communicate with your new hire and prepare for their arrival, remind them of their initial to-do list (such as attending mandatory trainings), refer them to CU's Welcome Experience or other relevant presentations or programs, help them build professional and community relationships, and more.

- TIME-SHEET APPROVAL and LEAVE INFORMATION:

Please watch [this presentation](#) from CIRES HR Payroll Expert LuAnn Line (LuAnn.Line@colorado.edu) and NOAA Senior Administrator Lucia Harrop (lucia.harrop@noaa.gov) on both employee and supervisor time reporting responsibilities. In this video, LuAnn and Lucia explain how to set-up preferences in My-leave, submit and approve time-sheets and also review the essentials of the Family Medical Leave Act (FMLA). Information on how to approve monthly and bi-weekly timesheets and assign a proxy in MyLeave can be found [here](#).

- TRAVEL:

All business travel requires pre-approval from CIRES Travel (CIRESTravel@colorado.edu). Requests are submitted through [InsideCIRES](#). Visit the CIRES Travel Services [website](#) for more information.

Supervisor's responsibilities when an employee leaves employment with CIRES either through resignation or retirement:

- RESIGNATION:

Accept resignation; if resignation is given verbally, ask employee to write resignation letter (email will suffice).

Have employee complete the End of Employment form on InsideCIRES (link to InsideCIRES is https://insidecires.colorado.edu/hr/forms/cires_end_of_employment_checklist.pdf) and send to CIRESHR@colorado.edu (attach End of Employment form and resignation letter/email).

Inform CIRES HR that the employee is resigning so that CIRES HR is aware of employee leaving and will be expecting the End of Employment form from employee.
Make plans for the employee to finalize or transition projects they are working on.

- RETIREMENT:

Accept retirement notice; if notice is given verbally, ask employee to write letter/email that they are retiring (email will suffice).

Have employee complete the End of Employment form on InsideCIRES (link to InsideCIRES

is https://insidecires.colorado.edu/hr/forms/cires_end_of_employment_checklist.pdf) and send to CIRESHR@colorado.edu (attach End of Employment form and official letter/email).

Have employee contact the CU Benefits office to start retirement process. CU Retirement Professionals contact information, phone number 303 860 4200, x3, or toll free 1 855 216 7740, x 3, email benefits@cu.edu.

Inform CIRES HR that the employee is retiring so that CIRES HR is aware of employee leaving and will be expecting the End of Employment form from employee.

Make plans for the employee to finalize or transition projects they are working on.

Select retirement gift for employee through CIRES retirement funds. (We have not yet decided who will be handling such gifts).

-HELPFUL CAMPUS RESOURCES FOR YOUR EMPLOYEES:

In the role of Supervisor, there will be times when employees may come to you for referrals to additional resources. Please familiarize yourself with some of the most important resources put together by our Employee Services Office, including resources for mental health crisis, ADA, veteran affairs, faculty and staff assistance programs and international students and scholars.

<https://www.colorado.edu/oiec/support-resources/cu-boulder-resources>

<https://www.colorado.edu/today/2018/09/28/campus-support-resources>

<https://www.colorado.edu/resources>

<https://www.colorado.edu/iss>

- SUPERVISOR RESOURCES PAGE IN InsideCIRES:

Please visit [this page](#) in InsideCIRES to find additional resources relevant to your supervisory role, including the Hiring Guide for supervisors and search committee members, tips for effective talent management and supervision, regret letter and position description templates, Skillsurvey questionnaire samples (used to collect professional references), and more.