

Coaching & Counseling

- Address issues proactively
- Avoids any disciplinary action
- Awareness of policies
- Most concerns are in your discretion to deal with:
 - Personal life issues
 - Personality conflicts
- Discuss what the issue is, not who the person is
- Focus specifically, directly & honestly on the action or behavior

Performance Appraisals & Improvement Plans

- Review job descriptions
- Review Syllabus; use disclaimers
- Employee to self-assess (optional)
- Be concise; be truthful & don't be subjective
- Allow employee to address & redress
- Provide space for notes or comments
- Do not use white-out
- Do not write notes after document has been signed
- Be consistent with all employees

Professionalism

- Treat employees consistently
- Deal with facts
- Be patient
- Choose your words carefully
- Nonverbal Communication
- Keep teamwork in mind when you speak
- Avoid jokes
- Respect personal space

E-Mail & Social Media

- Emails are subject to open record requests
- Don't read or insert tone into emails
- Be professional
- Be mindful that often can't unsend
- Social Media Issues on the rise
- Be mindful of texts
- Outlook Rules, Time Delay, Signatures, Etc.!

Last Things to Know

- Always report discrimination, harassment, sexual harassment to Human Resources
- Office procedures
- Write your expectations so that they are clear
- Chain-of-command
- Mediation
- Proactive Consultation
- Training

Report any sexual harassment, harassment, retaliation or discrimination complaints to the Employee Relations Officer or the Human Resources Director immediately.

Statement of Equal Opportunity: No person shall be excluded from participation in, denied the benefits of, or be subject to discrimination under any program or activity sponsored or conducted by South Texas College on the basis of race, color, national origin, religion, age, sex, gender, disability, genetic information or veteran status.



SPRING SUPERVISORY SYMPOSIUM

Spring 2017

Employee Relations
South Texas College
Office of Human Resources

The Office of Human Resources is always ready to help provide guidance and information. We hope that you use this guide and keep it as a handy reference tool.

Policies:

All current policies are available online from the [STC homepage](#).

- Code of Ethics Policy Statement #4000
- Code of Professional Ethics for the Administration, Faculty & Staff #4001
- Standards of Conduct Policy #4901
- Discrimination, Harassment, Retaliation & Sexual Misconduct Policy #4216
- Employee Complaint Procedure Policy #4904
- Disciplinary Action Procedures #4911

Before Initiating Discipline

Questions to ask yourself:

- Reason(s) for the disciplinary action job related?
- Personalities? Does it impair work unit?
- Do you have the right information?
- Previous efforts
- Evidence and Documentation
- Are you focusing on the facts not on opinions?
- Job description/expectations understood
- Get guidance from your supervisor

Complaints

- All complaints must be taken seriously
- Most employees complain to supervisors only when they feel an issue is serious
 - Ignoring complaints can affect the work, commitment and morale
 - Ignoring employee complaints can create legal problems

Investigation Guidance

- Always speak with complainant and respondent first
- Question witnesses, if necessary
- Obtain evidence/documentation, if available
- Provide findings to both complainant and respondent
- Employee Relations has templates and more information

Title IX

Title IX of the Education Amendments 1972 (20 U.S.C. s1681 et seq.) and it's implementing regulations, 34 C.F.R. Part 106 (Title IX),

"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

- Duty to report
- Obligation to notify
- STC Title IX Webpage

Documentation

- Document the good, the questionable, and the bad
- Keep it neutral
- Stick to facts
- Don't be subjective
- Don't read or insert tone
- Get guidance from HR regarding written or final reprimands
- Insert a disclaimer about sensitive topics
- Use Email, Outlook Calendar, Sign In Sheets, and even Post-Its!

If it's not on paper, it doesn't exist.

Contact Us

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