

CIRES Supervisor Training Series

Presenters:

2/10: Angela Knight

- ASAs, Career Track, Professional Dev't Fund, and CO EPA etc.

2/17: Kelly Leandro

- Performance Management

2/24: Jimena Ugaz, Blair Perri & Casey Kipple

- Hiring & Onboarding

3/3: Lucia Harrop, Annie Fudale & Nikki Joy

- Onboarding within NOAA Cooperative Agreement, and Finance Introductions

All sessions start @ 10 a.m. and will be recorded

Goals of this training

Support CIRES supervisor by:

- Sharing information and updates on current CU and CIRES protocols;
- Providing best practices, tips, resources; and
- Creating a shared understanding of the role and expectations of the CIRES supervisor.
- Offering updated trainings 2x/year with recorded option.

Resulting in useful information for your supervisor toolkit.

CIRES Supervisors and Science Advisors

Supervisors

- Must be CU Employee
- Listed in CU personnel system as supervisor
- May directly oversee the scientific or technical work of CIRES employees or collaborate with Science Advisors
- Provide a communications channel between employees, CIRES, University, and Labs/Centers
- Technical contact between CIRES and employees:
 - Guidance for Arriving and Departing
 - Completion of time cards and documentation of leave
 - Other HR processes as they arise
- Provide advice and support of the Career Track promotion process through evaluation and recommendation letter
- Prepare and complete annual employee performance evaluation and rating sheet (ASA)

Science Advisors

- Generally are Federal Employees and at NOAA (but are elsewhere in CIRES)
- Work with supervisors to provide direction and support to the efforts of research teams and individual employees.
- Support Career Track promotion process through evaluation and recommendation
- Prepare and complete annual Scientific Evaluation portion of ASA
- Play a critical role in establishing and preserving the collaborative atmosphere of the Boulder NOAA laboratories.
- Establish a legitimate institutional channel for NOAA scientists to provide input, direction and feedback for CIRES employees working in the Boulder NOAA labs.

Relationship Building: Get to Know your Employee – Build Trust

Establish and maintain regular communications:

- Recommend regular meetings with supervisee(s).
 - Discuss workload, priorities, what's going well, any challenges experienced.
- Include science advisor at times. Seek out separate check-ins with the science advisor. Encourage employee to do so as well.
- Establishing trust allows a better sense of supervisee's career goals, job performance, potential issues, and areas of concern.
- Regular check-ins allow you to be better informed, to influence personnel decisions, including performance ratings, merit allocation, and ongoing employment.
- Investment = Increased engagement
- Surface issues as appropriate with CIRES HR.

What is the Annual Summary of Accomplishments (ASA)?

- ASA process is annual performance evaluation and planning process at CIRES.
- Evaluation period is July 1 – June 30 of each year.
- The ASA form is used for capturing accomplishments and facilitating evaluation and feedback between employee, supervisor and science advisor.
- Critical process for evaluating career growth, goals and project timelines.
- The first step in the yearly merit increase process.

ASA Form - 3 Main Sections

- Primary Responsibilities (job duties over past year)
- Narrative (self-evaluation of past year)
- Objective & Plans (goals and plans for year ahead)

Employee
Section:



- Assessment (performance evaluation of past year)
- Planning (performance plan for year ahead)

Supervisor
Section:



- Assessment of Contributions & Plans (performance evaluation of past year, in addition to goals/projects for year ahead).

Science
Advisor
Section:



ASA Submission Details & Dates

Now	<p>Log into InsideCIRES and begin entering info into your ASA. System is online all year for entry of accomplishments</p> <p>Period of performance is July 1, 2020 - June 30, 2021</p>
June 30	Employee Deadline to Complete and submit ASA to Supervisor
July 1- August 6	<ul style="list-style-type: none">•Supervisor reads ASA, receives SA input, and complete forms•Supervisor, science advisor & employee meet and discuss•Supervisor and employee complete rating sheet
August 6	Supervisor & employee sign rating sheet, ASA, and submit completed application to CIRES HR

ASA Preparation– Supervisor Tips

- Review Employee’s Submitted ASA
- Consider input from Science Advisor
- Complete Supervisor Assessment
 - Include positive contributions and areas of strength
 - Address performance issues (ideally this is not the first time)
 - Consider recommendations for improvement
 - Performance Improvement Plan (PIP) or recommendations where necessary, in consultation with CIRES HR
 - Set goals/plans/projects for coming year – *remain flexible*
 - Be open to adjusting your commentary based on evaluation meeting with the employee and science advisor

Evaluation Meeting

- Include Science Advisor where possible
- Confirm employee's job description is up-to-date
- Answer any questions employee has about assessment
- Review career track status/plans
- Review existing telework arrangements.
- Discuss schedule for upcoming check-ins
- Concurrence/edits
- Sign and submit final rating sheet and ASA to CIRES HR

Special Considerations during ASA

- Equity and compression issues should NOT be addressed in merit process
 - Out of cycle increases
 - Career track planning and promotion process
- Additional documentation can be submitted with the packet

Upcoming Virtual ASA Trainings:

- ***Monday, April 5, 10 – 11 a.m. (NOAA)***
- ***Monday, April 12, 10 – 11 a.m. (campus-based)***

Facilitated by Lucia Harrop

Questions on supervisor's ASA responsibilities?

What is Career Track?

- Career Track is the internal promotion structure for CIRES employees.
- Tracks include:
 - Administrative Associate Track
 - Associate Scientist Track
 - Research Scientist Track
- Career Track promotions recognize career growth and are considered annually through CT promotion process.
- Requests for promotion should be initiated by employee, with support from supervisor or science advisor.
- Promotions generally need concurrence of supervisor.

2021 Career Track Timeline

Complete promotion packages submitted online	Dec 2020
Letters of Reference Due	Jan 28, 2021
Packages under review by Division Directors and Career Track Committee	Jan 29 – Mar 16
Promotion recommendations forwarded to CIRES Director	March 16
Candidates notified of promotion decisions.	Late April
Salary increases effective for promotions.	May 1

Permission from campus leadership to process promotional salary increases in May 2021



Career Track 2020-2021

Reminders & Clarifications

- **Years of service** are calculated using as a beginning date either the notification date of the last promotion or the candidate's appointment start date. The ending date will be the day each year that promotions are formally announced (currently May 1).
 - Example: Last promoted May 1, 2017, and your promotion to the next level requires four years of service, those four years will be satisfied May 1, 2021. For this year, that person is eligible to apply for promotion in this current 2020-21 cycle.
- **Years of service** is a technical requirement to be eligible for promotion; however, it is far from the most important criterion. Much more important is your career progress as defined in the guidelines.
- While a candidate can go up **early for promotion**, we strongly advise that it be no earlier than one year in advance.

Career Track Continued

- A combination of both **post-doc and Research Scientist I experience** *may* count towards the three-year criteria before promotion to Research Scientist II is considered.
- **Career Track Promotions** require the support of the supervisor, and ideally the science advisor as well.
- **Science Advisor Support Letter** encouraged, but not required.
- **Career Track Review Committee** Launched – Reviewing current AS & RS programs
- **Updated Guidance & Timelines Available:**
<https://insidecires.colorado.edu/hr/tracks>

Professional Development Budget

- FY 2021 Budget Available for non-technical PD requests.
- Initial priority of CU-led trainings
 - Full list of CU training options available here:
<https://www.colorado.edu/hr/learning-development/employee-learning>
 - Popular courses include, Crucial Conversations, Leadership, Incl. Excellence, Emotional Intelligence, etc.
- Online request form now available on InsideCIRES homepage:
<https://insidecires.colorado.edu/proDevRequest/>
- Employee initiates request; Requires Supervisor Approval.
- CIRES HR processes approved requests and guides employee to register for specific course.

Professional Development Requests

Employees now see the following bar when logging into InsideCIREs:



Supervisors with pending requests will see following bar:



You can then hit “Review Requests” to review those from employees and opt to “decline” or “approve”. Or, you can submit your own via “Submit Request”. Approved requests move to CIREs HR to finalize. Employee is notified.

CO Equal Pay Act

Goal: Prohibit Wage Discrimination by paying peers doing similar work, similar pay. Exceptions for seniority, merit, education, training, experience...

What to expect when hiring (support CIRES HR):

- 1/1/21 – Job ads must include hiring salary rate/range
- Most new positions will need to be posted
- Cannot ask candidates about their salary history

Info Session: <https://ciresblogs.colorado.edu/cires-admin/2020/12/04/co-equal-pay-act-info-session/>

Reminders

Notify CIRES HR of employees who are:

- Retiring
- Resigning
- Planning to take leave (paid, unpaid, parental, etc.)

Timesheets

- Individual timesheets completed by 7th of the month
- Supervisor approves timesheets by 10th of month
- Employees on leave should submit a timesheet
- Please ensure these are completed and approved on a monthly basis.
Accurate accruals are very important.

Questions? We're Here to Help!

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Cooperative Institute for Research in Environmental Sciences
UNIVERSITY OF COLORADO BOULDER and NOAA

