Science of Supervision: Learning Objectives

This one-day in-person program follows up on the concepts learned in the Science of Supervision D2L course, utilizing scenarios and discussions with system office staff from Human Resources, General Counsel, and Diversity and Inclusion.

Learning Objectives

- Identify “management rights” and distinguish them from “terms and conditions of employment”
- Define exclusivity and direct dealing and the impact it has on their supervisory actions.
- Describe the roles, rights, and responsibilities of unions in the Minnesota State system.

Unit 1: Welcome to Science of Supervision

Unit 2: Code of Conduct
Recognize the following key ethical issues addressed in the Employee Code of Conduct training.

- Use of Influence
- Personal Advantage
- State Property
- Respond appropriately to situations in which a staff member is in violation of the Code of Conduct or other ethical policies (e.g. alcohol and drug use).
- Interpret and apply the Code and ethics policies to actual work situations involving their staff.

Unit 3: Data Practices
As a new leader in Minnesota State, you will have access to government data and other types of private information. This unit will help you understand how to protect the integrity of this data.

Unit 4: Safe Work Environments
This unit explores your responsibility as a supervisor for ensuring a safe environment for employees, students, and guests. Topics include hazard planning, hazardous waste, and associated laws and policies.

Unit 5: Inclusive and Harassment-Free Environments
This unit is designed to help you recognize, prevent, and report sexual harassment and other forms of discrimination in order to create an inclusive and respectful atmosphere for all.

- Define and recognize discrimination and harassment in the workplace.
- Implement and communicate to staff the process for reporting incidents of harassment.
- Recognize that people have different perceptions and interpretations of harassment-free work environments.
Unit 6: Timekeeping
Supervisors have a responsibility to accurately track employee time, both to ensure the unit’s work is getting done and to monitor the system’s overtime costs. This module will help you understand the policies and processes associated with timekeeping.

Unit 7: Managing Leaves
Supervisors need to understand and manage employee leaves. This unit introduces the key types of leave, focusing on vacation, sick leave, and the Family Medical Leave Act (FMLA).
- Use the labor contracts to approve, deny, schedule and track leaves, including granting vacation requests
- Use a tool or process to document employee leave and attendance.
- Investigate and resolve misuse or abuse of leaves.

Unit 8: Americans with Disabilities Act
The Americans with Disabilities Act (ADA) requires workplaces to make reasonable accommodations to individuals with disabilities. This unit explains the basic components of the ADA and helps supervisors create accessible workplaces.

Unit 10: Our Public and Unionized Environment
As a public, unionized environment, Minnesota State provides unique challenges for supervisors. This unit will help you understand the labor environment and its implications for your work.

Unit 11: Performance Management: Progressive Discipline
Managing employee performance is one of a supervisor’s most important responsibilities. This unit focuses on the progressive discipline aspect of the performance management cycle.
- List the key components of the performance management process.
- Define progressive discipline, just cause and due process.
- Conduct initial fact-finding and information gathering required for progressive discipline, and properly document the results.

Unit 12: Classification and Compensation
The classification and compensation system at Minnesota State is based on a philosophical framework established by the State of Minnesota. This unit will help you be more effective by understanding how laws, regulations, collective bargaining agreements and personnel plans, and policies impact the compensation system.