Best Practices for Departmental Managers

Part 2

Property

• Ensure that at least one employee in your department is familiar with the departmental inventory (a list of all items tagged with silver UM stickers containing a bar code and corresponding six digit number). If you are unsure whether a designated person has been identified, contact Property Control for assistance.

• Make sure that the designated person has SAP authorization to access the inventory on-line.

• Be aware that all items, whether on inventory or not, belong to the University and can only be disposed of in accordance with University Property Control Policies.

• Be certain that proper forms are completed for inventory items removed from the department. These forms include loan forms, transfer forms, and disposal forms.

Human Resources

• Develop detailed position descriptions for all employees.

• Communicate your expectations to employees. They need to know how you will measure their performance.

• Complete annual performance evaluations on all employees.

• Appropriately address complaints and grievances and seek guidance when unsure how to proceed.

• Ensure that employees submit appropriate leave slips for sick and vacation time used. Remember, “1st Day Illness” (personal leave) must be used for the first day of an absence resulting from an illness.
• Encourage employees to review their leave records for accuracy.
• Perform employee exit interviews to obtain feedback on job descriptions, process inefficiencies, etc., and to complete the University Termination Checklist.
• Ensure that any employee working overtime is receiving appropriate pay or compensatory time.

IT
• Become familiar with Information Security policies, including use of individual IDs and routine changing of passwords.
• Ensure that all departmental employees understand to not share and properly safeguard passwords (do not tape passwords to a desk or workstation). Use a combination of capital letters, numbers, and special characters in passwords.
• Change passwords on servers and computers whenever an employee is terminated.
• Communicate to all departmental employees to lock workstation when they leave their work areas for more than a few minutes. (Ctrl + Alt + Del, then choose “lock computer”)

Disaster Recovery
• Ensure that departmental employees are aware of procedures to follow in the event of critical incidents including building evacuation.
• Develop an office disaster recovery plan. Store all files critical to operations on a network drive, as well as on a removable disk, CD, etc. and store in a safe or off-site.
• Develop a departmental communication plan for communicating with employees regarding disaster plans, meeting places, etc.