



## **EMPLOYEE RELATIONS ASSOCIATE**

### **GENERAL RESPONSIBILITIES**

Maintain and update the leave records for employees and track FMLA leave being taken by current employees. Maintain and update the investigation log on the computer including grievances.

### **ESSENTIAL TASKS**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Approve funeral leave requested.
- Make files for employees out on FMLA. Track use of FMLA, making sure we have necessary medical documentation and a release to work.
- Compute how many hours to pay overtime to cafeteria workers each payroll period, make copies, and give originals to payroll with 2-3 day deadline.
- Prorate terminated employees leave making sure they do not owe money for leave taken but not earned.
- Calculate payout of terminated employees leave, if needed.
- Input sick leave transferred from other school systems and transfer sick leave to other school systems.
- Calculate pay for all long term subs and give to payroll after copies made.
- Send out FMLA approval letters to employees applying for use of FMLA.
- Purchase printed supplies for the office, such as letterhead paper, envelopes, change report paper, etc.
- Code jury duty checks and give to Finance Department.
- Log in all investigation and grievance files into Excel document and update as needed, give copies to supervisors.
- Go to appropriate court clerks to receive copies of arrest warrant.
- Complete loss wage statements for lawyers and insurance companies in regards to our employees.
- Process subpoenas and ADA requests for approval.
- Route and process incoming mail. Answer telephone calls.
- Send FMLA medical packets to employees requesting a medical leave of absence.
- Answer questions dealing with FMLA policies.
- Put employees in sick leave banks if necessary and track their use.
- Perform related work as required.

**KNOWLEDGE, SKILLS AND ABILITIES**

Ability to plan, organize, successfully complete multiple projects and special events; ability to work independently in the absence of detailed instruction; knowledge of modern office procedures, computer skills (Windows-95-97, Excel, Access, Desktop Publisher, Power Point, Mac, and Page Maker); ability to follow up on current and past assignments with timely results; ability to work under pressure and interact with people of all backgrounds with tact, courtesy and diplomacy; adapt in editing and correct usage of English grammar, spelling, and vocabulary.

**EDUCATION AND EXPERIENCE**

High School Diploma. Any programs/training on payroll administration, Family and Medical Leave Act, word processing. Experience in payroll/human resources.  
A comparable amount of training and experience may be substituted for the minimum qualifications.

**PHYSICAL REQUIREMENTS**

None  
Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

**SPECIAL REQUIREMENTS**

None.

FLSA status: Non-exempt	Description: Rev. 6/00
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