

Human Resource Services and Programs

<p><u>Human Resources Administration</u> Director: Jim Garner X. 7535 Manager: Nicole Perreault X. 7534</p>	<p><u>BENEFITS & PENSION ADMINISTRATION</u> Benefits Administrator: Angie Hiller X. 7532</p>	<p><u>RECRUITMENT</u> Recruitment Coordinator: Neil Cosby X. 7742</p>	<p><u>COMPENSATION</u> Human Resources Consultant: Vicki Turchi X. 7531</p>
<ul style="list-style-type: none"> ▪ Policy setting ▪ Program/practice development ▪ Workforce planning ▪ Employment Legislation compliance ▪ Grievance and arbitration management ▪ Employee & Management advising & coaching ▪ Contract interpretation 	<ul style="list-style-type: none"> ▪ Benefits/Pension administration for full-time staff ▪ Benefit inquiries ▪ Remittances ▪ New employee documentation ▪ Leave of absences 	<ul style="list-style-type: none"> ▪ Posting ▪ Recruiting & selection ▪ Coordinator appointments ▪ Orientation 	<ul style="list-style-type: none"> ▪ Performance Mgmt ▪ Classification systems ▪ Salary administration ▪ Employee transfers ▪ Secondments
<p><u>ACCESSIBILITY/ATTENDANCE/FOI</u> Human Resources Consultant: Colleen Lovell X. 7530</p>	<p>HRIS and Benefit Consultant: Dianne Davoli X. 7533</p>	<p><u>TEMPORARY EMPLOYEES ADMINISTRATION</u> Human Resources Associate: Johna Goyetche x. 7423</p>	<p><u>OCCUPATIONAL HEALTH & SAFETY</u> Manager: Rick Demers X. 7517 H&S Assistant: Tessa Frassetto X. 7837</p>
<ul style="list-style-type: none"> ▪ Accessibility ▪ Attendance Management ▪ Freedom of Information 	<ul style="list-style-type: none"> ▪ Retiree benefits/pension administration, ▪ Retirement counseling ▪ Benefit Administration for partial load employees ▪ Survey administration ▪ Process automation 	<ul style="list-style-type: none"> ▪ Temporary employee administration ▪ Reporting 	<ul style="list-style-type: none"> ▪ Health & Safety Administration ▪ Workplace Safety & Insurance Board administration ▪ Fire Safety
<p><u>Human Resources Office Administration</u> Human Resources Assistant: Josephine Boydell X. 7878</p>			
<ul style="list-style-type: none"> ▪ Administrative support ▪ Reception ▪ General enquiries ▪ Notifications 			