

Western Engineering Human Resources Team - Who Does What?

Updated February 23, 2018

Director of Administration	Manager, Staff Human Resources	Human Resources Coordinator
Christina Bobier	Stephanie Davy	Laura Fleming
Employee Relations		
<ul style="list-style-type: none"> • Leads all Faculty HR functions • HR Team reports to Director • Conflict management • We Act Implementation • WE Development Academy • Faculty Mentorship Committee • Faculty performance management 	<ul style="list-style-type: none"> • Leads all Staff HR functions • Conflict management • Staff Mentorship Resource Group • Staff performance management • Staff training & development • WEAct implementation (staff) 	<ul style="list-style-type: none"> • Employee relations support (faculty/staff)
Salary Administration & Payroll		
<ul style="list-style-type: none"> • Faculty Salary - questions and discrepancies • Leaves of Absence (faculty) 	<ul style="list-style-type: none"> • Staff Salary - questions and discrepancies • Leaves of Absence (staff) 	<ul style="list-style-type: none"> • Employment confirmation letters (faculty and staff) • Manages all payroll for staff/faculty, work bursary students, DW and Summer Academy • Account Code Changes/Funding Changes • Staff vacation tracking (Timetracker)
Collective Agreement(s) & Legislation		
<ul style="list-style-type: none"> • GTA Collective Agreement • UWOFA Collective Agreement • Grievance management (faculty, staff & GTA) • Promotion & Tenure 	<ul style="list-style-type: none"> • UWOSA Collective Agreement • PMA Agreement and Policies • PDA Collective Agreement • Western HR policies • Employment Legislation • AODA legislation 	<ul style="list-style-type: none"> • Sabbaticals • Workload (incl Alternative Workload) • APE Procedures & Criteria • Annual probationary review process • Official file management (faculty & staff)
Recruitment and Orientation		
<ul style="list-style-type: none"> • Faculty recruitment and on-boarding • Part-time Faculty (Limited Duties) Recruitment /budget • Academic Administrative Recruitment (Chairs, Assoc Deans) 	Staff recruitment and on-boarding (RF, TF and TP operating and grant funded) <ul style="list-style-type: none"> - Job descriptions - PIF approvals 	<ul style="list-style-type: none"> • Part time Faculty recruitment (Limited Duty/Standing Appointments, Adjuncts/Cross/Affiliate appointments) • Part time Staff recruitment • Faculty/staff orientation planning • Visiting Foreign Academics • Volunteer appointments
OTHER		
<ul style="list-style-type: none"> • Faculty Council <ul style="list-style-type: none"> - Executive Committee - Nominating Committee • Privacy Officer 	<ul style="list-style-type: none"> • All-Staff Meetings • Back-up Privacy Officer 	<ul style="list-style-type: none"> • Director, Manager calendars • HR website (intranet) • Assists Western Engineering Awards Committee