

Introduction

The overarching purpose of HR is to recruit, retain, develop and reward talent that will achieve the mission, vision and goals of the University to give it a competitive advantage and to ensure that employment related practices, policies and procedures are legally compliant and model best practices.

Our Mission

To ensure human resource services, policies/procedures and systems align with the University's strategies, values and mission. This can best be accomplished through continuous research, learning, development and delivery of innovative results oriented HR services, policies and systems for administrators, faculty, staff and applicants.

Our Vision

To be recognized as an employer of choice and provider of results oriented HR services, policies/procedures and systems consistent with our Jesuit traditions of excellence, community, justice, service, leadership, discernment and learning.

Climate Survey Themes

- Human Resources has not been viewed as a credible partner for achieving the vision, mission and goals of the University.
- Policies and procedures were generally not viewed as a means to achieve the mission and goals of the University but often seen as an end in themselves.
- Human Resources was not viewed as having a customer service orientation.
- Human Resources was understaffed to meet goals and objectives; staff needed to improve Human Resource competencies and develop a broader range of skills and abilities.
- Existing office space presented a challenge to effective delivery of Human Resources services.

Who we were...



August 2008

Who we are...

Vice President for Human
Resources
(Patricia Day)

Administrative
Assistant
(Janice Mecadon)

Director of
Compensation /
Benefits
(Patricia Tetreault)

Human Resource
Manager

Senior Human
Resource
Assistant
(Eileen Notarianni)

HRIS /
Compensation
Specialist

Human Resource
Assistant
(Catherine Schneider)

September 2009

What we do...

Human Resource Services and Areas of Responsibility can be divided into five general subject areas:

- Benefits
- Compensation and HRIS
- Recruitment and employment
- Employee Relations
- Learning and development

Compensation & Benefits Philosophy

The University of Scranton's Total Compensation philosophy is to provide a fair, competitive and financially affordable total compensation package to all employees who contribute to the University's mission and goals.

Compensation Policy

In order to support this strategy the University's compensation program must:

- allow the University to recruit, retain, develop and motivate a diverse and competent workforce.
- promote fairness and consistency in pay practices.
- reward employees for contributions toward the University's mission and goals.
- be externally competitive in appropriate recruitment area/labor market.
- provide flexible, equitable and consistent pay practices.

Compensation Policy (cont)

- provide a benefits program that meets major health and welfare needs of employees and is reasonably affordable.
- be responsible to market conditions, easy to administer and clearly communicated.
- comply with all applicable laws and regulations.

Compensation and HRIS

Our Services Include:

- creating an overall compensation strategy that is aligned with the University's strategy to ensure that we are able to recruit, retain, motivate and reward high quality employees.
- evaluating positions consistently and fairly and classifying them into appropriate pay ranges, ensuring that positions are internally and externally equitable and meet the business needs of the University.
- providing compensation related guidelines, tools, information and training to managers to assist them with job design, position descriptions and compensation planning.

Compensation and HRIS (cont.)

- conducting salary surveys and analyzing relevant market pay data to assist leadership in making good compensation decisions.
- advising hiring managers, department heads and divisional leadership regarding promotions, upgrades, new positions, transfers, reorganizations and the impacts these decisions will have on their compensation programs.
- staying abreast on the most current market trends to ensure our compensation plans are equitable, competitive, effective and strategically aligned.
- ensuring compliance with the Fair Labor Standards Act (FLSA) and applicable state and federal wage and hour laws.

Benefits Philosophy

To develop fair, competitive, financially sound benefit programs which are concurrent with the University's mission and strategic goals.

Our Responsibilities Include:

- Review and evaluate benefit programs
- Administration of benefits
- Regulatory compliance

Benefits

- Adoption Assistance
- Credit Union
- Dental Insurance
- Dependent Tuition Remission
- Employee Assistance Program (EAP)
- Employee Tuition Remission
- Leave of Absence
 - Family Medical Leave
 - Medical
 - Military
 - Personal
- Life Insurance
- Long-Term Disability/Long Term Care
- Medical Insurance
- Paid Time Off
 - Bereavement
 - Family Illness
 - Holidays

- Jury Duty
- Mission/Community Service
- Personal
- Sick
- Vacation
- Retirement Benefits/Pension Plans
 - Qualified
 - Mandatory
 - Voluntary 403(b)
- Relocation Expenses
- Reimbursement Accounts
- Short-Term Disability
- Social Security Contributions
- Supplemental Life Insurance
- Unemployment Compensation
- Use of Facilities
- Vision Insurance
- Worker's Compensation

Compensation and Benefits: Upcoming Highlights

- **Open Enrollment- November**
- **Communication Materials**
 - Revised Summary Plan Descriptions (SPD)
 - Redesign of Web Pages
- **Review of Compensation Policy and Practices**
- **Re-establish Pension Committee**

Recruitment & Employment

The University of Scranton strives to be an employer of choice to attract and retain the best candidates and to provide for on-going professional development.

Our Services Include:

- Posting of all staff vacancies on our website and placing all non-faculty recruitment advertising.
- Assisting and advising hiring managers with developing and executing recruitment strategies, coordinating with Equity and Diversity and the Office of General Counsel to ensure our recruiting strategies meet our affirmative action commitments.
- Screening and referring candidates to hiring managers; interviewing candidates as required.

Recruitment & Employment (cont.)

- Advising hiring managers on reference checking; conducting background checks.
- Developing and conducting new hire orientation programs.
- Managing temporary staffing needs and coordinating with managers and temporary agencies to ensure quality and compliance with policies.
- Assisting internal and external job applicants with identifying the right job opportunities.

Recruitment & Employment: Upcoming Highlights

- People Admin
- New Employee Orientation
- On-Boarding Process
- Succession Planning

Employee Relations

We are committed to providing a positive and productive work environment by helping to resolve work related problems.

Our Services Include:

- Advice and assistance to employees seeking to resolve work related problems.
- Clarification and advice on University policies and procedures and compliance with employment laws including FMLA, ADA, EEO, etc.
- Guidance to supervisors and managers regarding interpreting policies and procedures.
- Training for supervisors and managers in employment issues.
- Employee Assistance Programs

Employee Relations: Upcoming Highlights

- **Supervisory Training**
- **Tool Kit for Managers and Supervisors**

Learning and Development

The University of Scranton is committed to continuous improvement and the growth and development of our employees.

Our Services Include:

New Employee Orientation and On-Boarding

Performance Management

Professional and Leadership Development

Human Resources

Credible partner for achieving the mission, vision and goals of the University.

- **Strategic**
- **Customer focused**
- **Technical Expertise**
- **Accurate**
- **Timely**
- **Confidential**
- **Consistency**
- **Effective Communications**
- **Welcoming**