

# New Faculty Orientation

HR Information

Executive Director  
Human Resources

HR  
Coordinator

- HR coordination
- Job evaluation
- HR website
- Relocation
- Offer letters

Labour  
Relations

Manager  
Labour Relations

- Grievance resolution
- Arbitrations
- Human rights
- Negotiations
- Anti-harassment
- Labour relations board
- LA interpretation
- LR advice
- Risk management
- HR policies
- Training

Organizational  
Development

Manager  
Learning &  
Engagement

- HR branding
- Organizational learning & training
- Leadership development
- Employee engagement
- Succession planning
- Performance Planning
- Team work

HR Operations

Associate Director  
Human Resources

HR Consultants  
& Advisors

- Portfolio support
- Employee relations
- Labour relations
- Contract interpretation
- Recruitment
- Selection
- Investigations
- Performance management
- Organizational design
- Job evaluation

HR/Payroll  
Coordinator

- HR Smart support
- Coordinate HR Officers
- Payroll shared processes
- Payroll support
- Employee relations
- Process and quality improvement
- Provide educational materials

HR Officers  
& Assistant

- Portfolio model
- Employee relations
- Benefits and Pension Plans
- STD & LTD
- Benefit enrolment
- Auxiliary processes
- Reception
- Job postings
- Offer letters
- Advertising

Organizational  
Culture

Manager  
Work/Life  
& Retention

- Portfolio support
- Health & Safety
- Career laddering
- EAP
- Equity
- Diversity
- Wellness
- Training

Total Rewards

Manager  
Total Rewards  
& Recognition

- Disability management
- Compensation
- Recognition programs
- Health benefits
- Pension plans
- Orientations
- Job evaluation
- Threat assessments
- Tuition waivers
- Top 100

Organizational  
Effectiveness

Manager  
HR Solutions  
& Analytics

- Workforce planning
- Information systems
- Applicant tracking
- HR measures
- HR reporting
- Position control
- Banner functions
- Workflow management

Talent Acquisition

Talent Acquisition  
Consultant

- Recruitment
- Selection
- Strategic Staffing
- Trends
- Retention
- Onboarding

# Human Resources Contacts

**Theron Reed**

Manager, Total Rewards & Recognition

treed@tru.ca

Local: 5341

**Brock Olsen**

HR Officer

**Faculty**

bolsen@tru.ca

Local: 5346

# Welcome Email

- Surveys and Courses to complete  
(Freedom of Information,  
Harassment/Discrimination, Info Security,  
Safety and Emergency Management,  
Diversity Survey)
  - Please complete as soon as possible
-

# Benefit Info.

- Manulife Benefits
- Employee Assistance Program
  - [www.LifeWorks.com](http://www.LifeWorks.com)
  - User ID: tru
  - Password: lifeworks
- College Pension
  - [college.pensionsbc.ca](http://college.pensionsbc.ca)
- Other Benefits
  - *Tuition Reimbursement*
  - *Fitness Classes*
  - *Lunch n' Learns*
  - *Meat Store*
  - *Culinary Cafeteria*



# Payroll

- Every 2<sup>nd</sup> Thursday
- Sessional Pay
- Student Employees



---

Questions?

---