



HUMAN RESOURCES FUNCTIONS

Function	Point of Contact for HR Admin	Point of Contact for Chair/Director	Point of Contact for Faculty/Staff
Position Control			
<u>Initiate PME</u>	<u>Maria/Vanna</u>	<u>Local HR Admin</u>	Local HR Admin
<u>Position Allocation</u>	<u>Dan</u>	<u>Dan</u>	Chair
<u>Employee Work Profiles</u>	<u>Stephanie</u>	<u>Dan</u>	Chair
<u>Org Charts</u>	<u>Stephanie</u>	<u>Local HR Admin</u>	Chair
<u>Reorganization of Duties</u>	<u>Dan</u>	<u>Dan</u>	Chair
<u>Position Strategy</u>		<u>Dan</u>	Chair
<u>Recruitment Authorization</u>	<u>Dan</u>	<u>Dan</u>	Chair
Recruitment			
<u>Faculty</u>	<u>Vanna</u>	<u>Dan</u>	Local HR Admin
<u>Staff</u>	<u>Vanna</u>	<u>Dan</u>	Local HR Admin
<u>Temp Positions</u>	<u>Vanna</u>	<u>Local HR Admin</u>	Local HR Admin
<u>Chairs</u>		<u>Dan</u>	Dan
<u>Special Topics</u>			
Search Committee Coordination	Vanna	Local HR Admin	Local HR Admin
Recruitment Waiver Requests	Vanna	Local HR Admin	Local HR Admin
eWork Initiation	Vanna	Local HR Admin	Local HR Admin
Draft Advertisement Text	Vanna	Local HR Admin	Local HR Admin
Advertising	Vanna	Local HR Admin	Local HR Admin
Waiver Requests	Vanna	Local HR Admin	Local HR Admin
On-Boarding			
<u>Work Authorization</u>			
Initiation	Maria	Local HR Admin	Local HR Admin
Review	Maria	Local HR Admin	Local HR Admin
I-9	Maria	Local HR Admin	Local HR Admin
<u>Orientation</u>			
Faculty	Vanna	Local HR Admin	Local HR Admin
Staff	Vanna	Local HR Admin	Local HR Admin
Adjunct	Vanna	Local HR Admin	Local HR Admin
Temp Positions	Vanna	Local HR Admin	Local HR Admin
<u>Onboarding Packets</u>	<u>Vanna</u>	<u>Local HR Admin</u>	Local HR Admin
<u>Transcript Collection and Submission</u>	<u>Vanna</u>	<u>Local HR Admin</u>	Local HR Admin
<u>Health Insurance</u>	<u>Benefits</u>	<u>Dan</u>	Benefits
<u>Training</u>			
Export Compliance	Stephanie	Local HR Admin	Local HR Admin
Title IX	Maria	Local HR Admin	Local HR Admin
Equal Opportunity	Maria	Local HR Admin	Local HR Admin
Ethics	Maria	Local HR Admin	Local HR Admin
IT Security	Dale	Local HR Admin	Local HR Admin
Off-Boarding			
<u>Exit Interviews</u>	<u>Vanna</u>	<u>Local HR Admin</u>	Local HR Admin
<u>Retirement Planning</u>	<u>Benefits</u>	<u>Dan</u>	Benefits
<u>Leave Payout</u>	<u>Payroll</u>	<u>Dan</u>	Payroll
<u>Emeritus Status</u>	<u>Maria</u>	<u>Dan</u>	Chair
<u>Exit Checklist: COS</u>	<u>Vanna</u>	<u>Local HR Admin</u>	Local HR Admin
<u>Exit Checklists: Supervisor, Property</u>	<u>Vanna</u>	<u>Local HR Admin</u>	Local HR Admin

Function	Point of Contact for HR Admin	Point of Contact for Chair/Director	Point of Contact for Faculty/Staff
Performing and Engagement			
<u>Awards and Recognition</u>			
Recognition Leave	Vanna	Dan	Chair
Celebration of Success Awards	Vanna	Dan	Chair
Mason-wide awards	Vanna	Dan	Chair
<u>Telework, Flextime, Remote Work</u>			
Eligibility	Maria	Dan	Chair
Appropriateness	Maria	Dan	Chair
<u>Compensation</u>			
Raise requests		Dan	Chair
Temp pay		Dan	Chair
Supplemental Pay		Dan	Chair
Salary Increase Proposals (SIP)		Dan	Chair
Bonuses		Dan	Chair
Minimums		Dan	Chair
Conversion factors		Dan	Chair
Matrices		Dan	Chair
Retention		Dan	Chair
Equity		Dan	Chair
Pay scales		Dan	Chair
COS Compensation Plan		Dan	Chair
<u>Performance Evaluations</u>			
Process			
<i>Instructional Faculty</i>	<i>Dan</i>	<i>Local HR Admin</i>	Local HR Admin
<i>Research Faculty</i>	<i>Maria</i>	<i>Local HR Admin</i>	Local HR Admin
<i>Admin Faculty</i>	<i>Dan</i>	<i>Local HR Admin</i>	Local HR Admin
<i>Classified Staff</i>	<i>Vanna</i>	<i>Local HR Admin</i>	Local HR Admin
Content		Dan	Chair
Special Topics			
<i>Collection and Retention</i>	<i>Vanna</i>	<i>Local HR Admin</i>	Local HR Admin
<i>Processing and Submission</i>	<i>Vanna</i>	<i>Local HR Admin</i>	Local HR Admin
<u>Tenure-Line RPT</u>			
Promotion	Dan	Dan	Chair
Granting Tenure	Dan	Dan	Chair
Tenure-Track Renewal Dossiers	Dan	Dan	Chair
<u>Term RMP</u>			
Promotion	Dan	Dan	Chair
Multi-Year Contracts	Dan	Dan	Chair
Non-Reappointment	Dan	Dan	Chair
<u>Leave (personal, study, sick)</u>			
Tenure-Track Study Leave	Maria	Dan	Chair
Tenured Study Leave	Maria	Dan	Chair
Transitional Retirement Leave	Maria	Dan	Chair
Short Term Disability (STD)	Benefits	Dan	Benefits
Annual Leave	Benefits	Dan	Chair
Sick Leave	Benefits	Dan	Dan/Chair
VSDP Leave	Benefits	Dan	Dan/Chair
<u>Employee Relations & Consultation</u>			
Performance		Dan	Chair
Engagement	Stephanie	Dan	Chair
Discipline		Dan	Chair
Dispute Resolution	Dan	Dan	Chair
Policy Violations	Maria	Dan	Chair
Coaching	Dan	Dan	Chair
Grievances		Dan	Chair
Involuntary Separations	Dan	Dan	Chair
<u>Training</u>			
CDE Annual Training	Stephanie	Local HR Admin	Local HR Admin
Professional development	Stephanie	Local HR Admin	Local HR Admin
Skill development	Stephanie	Local HR Admin	Local HR Admin

Function	Point of Contact for HR Admin	Point of Contact for Chair/Director	Point of Contact for Faculty/Staff
Appointment & Reappointment			
<u>Faculty</u>			
Draft Contracts	Maria	Dan	Local HR Admin
Initiate Hiring Proposals	Maria	Dan	Local HR Admin
Approve Hiring Proposals	Maria	Dan	Local HR Admin
Signing Bonus	Maria	Dan	Chair
Relocation Bonus	Maria	Dan	Chair
<u>Staff</u>			
Initiate Hiring Proposals	Vanna	Dan	Local HR Admin
Approve Hiring Proposals	Vanna	Dan	Local HR Admin
Signing Bonus	Vanna	Dan	Chair
<u>Temp Positions</u>			
Appointment Memo	Vanna	Local HR Admin	Local HR Admin
Initiate/Approve EPAF	Vanna	Local HR Admin	Local HR Admin
<u>Chairs</u>			
Committee appointments	Maria	Dan	Chair
Recommendation memos	Maria	Dan	Chair
<u>Affiliates</u>			
Memo	Maria	Local HR Admin	Local HR Admin
Visas	Maria	Local HR Admin	Local HR Admin
EPAFs	Maria	Local HR Admin	Local HR Admin
<u>EPAF (with COS Finance)</u>			
Initial appointments	Vanna	Local HR Admin	Local HR Admin
Renewal appointment	Vanna	Local HR Admin	Local HR Admin
Compensation	Vanna	Local HR Admin	Local HR Admin
<u>Special Topics</u>			
Overload	Maria	Local HR Admin	Local HR Admin
Contract Language	Maria	Local HR Admin	Local HR Admin
Research Extended	Maria	Local HR Admin	Local HR Admin

Transaction Forms			
<u>CTF</u>	<u>Maria/Vanna</u>	<u>Local HR Admin</u>	Local HR Admin
<u>FTF</u>	<u>Maria/Vanna</u>	<u>Local HR Admin</u>	Local HR Admin
<u>Ammended Timesheets</u>	<u>Maria/Vanna</u>	<u>Local HR Admin</u>	Local HR Admin
<u>Supervisor / TS Approver Change</u>	<u>Maria/Vanna</u>	<u>Local HR Admin</u>	Local HR Admin
<u>Transitional Retirement</u>	<u>Dan</u>	<u>Dan</u>	Dan/Chair
<u>Separations</u>	<u>Maria/Vanna</u>	<u>Local HR Admin</u>	Local HR Admin

Policy Application			
<u>COS Workload Policy</u>		<u>Dan</u>	Chair
<u>Fair Labor Standard Act</u>		<u>Dan</u>	Dan
<u>Affordable Care Act</u>		<u>Dan</u>	Dan
<u>Outside Employment</u>		<u>Dan</u>	Chair
<u>Conflict of Interest</u>		<u>Dan</u>	Dan/Chair
<u>Conflict of Commitment</u>		<u>Dan</u>	Dan/Chair
<u>HR Policy Compliance</u>		<u>Dan</u>	Dan
<u>Timesheet Approver Fines</u>		<u>Dan</u>	Dan