

The office of Human Resources Development (HRD) is committed to attracting, encouraging, developing and retaining a highly qualified workforce which supports the University of Hartford's mission of excellence. We share the University's dedication to building a culture that respects all of its members, celebrates their diversity and contributions as well as values integrity, creativity and accomplishment.

HRD strives to establish, cultivate and maintain engaged partnerships with our faculty and staff. Our goal is to provide top-quality customer service, understanding that the positive and effective execution of our duties is instrumental to the University of Hartford's core business – the education of students. Every member of our community contributes to and plays an important role in our students' education. Every member of our community leaves an individual mark on students, faculty, staff, visitors and everyone and everything the University does, day in and day out. Every member of our community must strive to encourage students to pursue their passions, to be excited about learning, to find ways to overcome obstacles to learning, to become empowered to succeed and to propel themselves toward success, because these skills show students there are no limits to their future successes. Our organizational structure is designed to support and assist the University's educational community and provide each member with a personal point of contact through a designated HR team who can assist with any human resource issue.

We invite you to visit our website at www.hartford.edu/hrd for a comprehensive overview of the benefits and programs offered by our office and encourage you to take advantage of the services provided to you.

Lisa Belanger-Buoniconti
Executive Director
Deputy Title IX Coordinator for Faculty and Staff
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SERVICES

HR Administration

Affirmative Action & EEO
Compliance
Banner/HRIS HR Support
HR Policies and Procedures
Personnel Records

Talent Acquisition

Job Posting
Recruitment
Hiring
Orientation and Onboarding
Employment Verification

Compensation

Job Analysis
Merit Increase Management
Salary Administration

Benefits

Adoption Assistance
Bereavement Leave
Employee Assistance Program
Family and Medical Leave
Holidays
Life Insurance
Long-term Care Insurance
Long-term Disability Insurance
Medical and Dental Insurance
Personal Days
Pre-tax Reimbursement Accounts
Retirement Counseling
Short-term Disability Insurance
TIAA-CREF
Tuition Remission
Unpaid Leaves of Absence
Vacation
Voluntary Phased Retirement Plan
Voluntary Wellness Program
Voluntary Vision Plan
Workers' Compensation Insurance

Training & Development

www.hartford.edu/empower
Banner/HRIS Training
Harassment & Discrimination
Prevention Training
Supervisory Training
Non-supervisory Training
Workplace Safety Training

Employee Relations

Performance Management
Disciplinary Procedures
Grievance Procedures
Labor/Union Relations
Termination Procedures
Exit Interview

HR TEAM SERVICE STRUCTURE

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HUMAN RESOURCES SERVICE PARTNERS

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<p>Admission and Student Financial Assistance Athletics Hillyer College Office of the President University Libraries University Relations Women's Advancement Initiative</p>	<p>College of Education, Nursing and Health Professions Facilities Administration Facilities Buildings, Grounds and Skilled Trades</p>	<p>College of Arts and Sciences Construction Institute General Counsel and University Secretary</p>

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<p>Bursar's Office Financial Affairs Financial Accounting Services Mail Services Payroll Print Services Procurement The Hartt School</p>	<p>Barney School of Business Center for Adult Academic Services College of Engineering, Technology and Architecture Faculty Center for Learning Development Institutional Effectiveness International Center Office of the Provost Registrar's Office Student Administrative Services Center University Programs</p>	<p>Career Services Counseling and Psychological Services Hartford Art School Institutional Advancement Office of Marketing and Communication Public Safety Residential Life Student Affairs, Division of</p>

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Information on workplace laws are posted in the Auerbach Computer and Administration Center, Handel Performing Arts Center, Facilities Building and in the Office of Human Resources Development.

Job posting opportunities and workplace policies are available on the HRD website at www.hartford.edu/hrd.

Consistent with the requirements of Title IX of the Education Amendments of 1972, as amended, the University of Hartford does not discriminate on the basis of gender in the conduct or operation of its educational programs or activities, including employment therein and admission thereto.

The University of Hartford is an Equal Employment Opportunity and Affirmative Action employer. In compliance with nondiscrimination regulations, the University of Hartford does not discriminate against employees on the basis of race, color, sex, age, religion, national and ethnic origin, disability, marital status, sexual orientation, gender identity or expression, veteran status, genetic information, or any other protected class under applicable law.