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 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
belanger@hartford.edu
860.768.4156

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**
- 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

**Jamie Harlow**  
**Director**  
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<tr>
<th>Tina Berrien</th>
<th>Dianne Silliman</th>
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<td><a href="mailto:silliman@hartford.edu">silliman@hartford.edu</a></td>
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| Admission and Student Financial Assistance | College of Education, Nursing and Health Professions  
Athletics | Construction Institute |
| College of Arts and Sciences | General Counsel and University Secretary  
Hillyer College | Facilities Administration  
Office of the President | Facilities Buildings, Grounds and Skilled Trades |
| University Libraries | University Relations  
Women’s Advancement Initiative |

**Jen Conley**  
**Associate Director**  
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| Bursar’s Office | Barney School of Business  
Career Services | Center for Adult Academic Services  
Counseling and Psychological Services | College of Engineering, Technology and Architecture  
Financial Affairs | Faculty Center for Learning Development |
| Financial Accounting Services | Hartford Art School  
Mail Services | Institutional Advancement  
Payroll | Office of Marketing and Communication |
| Print Services | Institutional Effectiveness  
Procurement | International Center  
Public Safety | Office of the Provost |
| Residential Life | Registrar’s Office  
Student Affairs, Division of | Student Administrative Services Center  
The Hartt School |

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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](http://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.

Revised 9/2017