

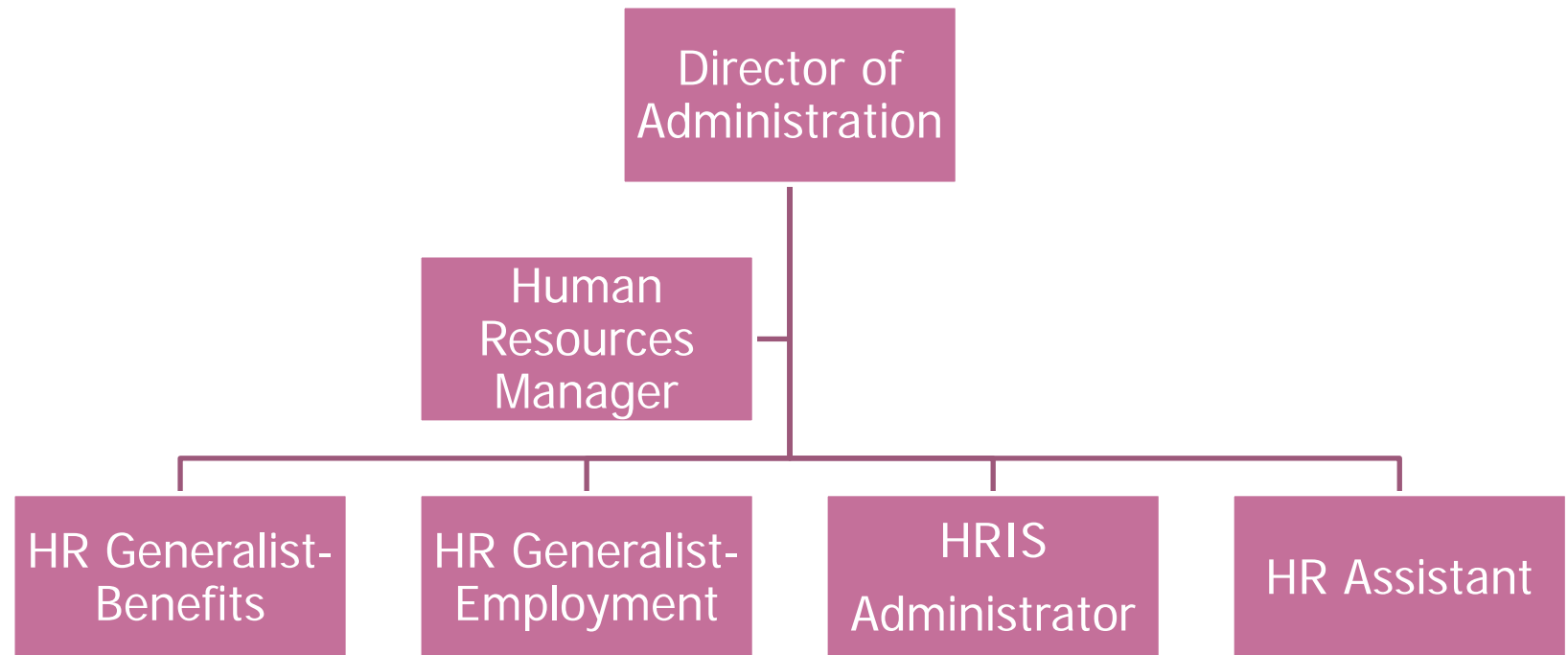
# Human Resources-

## How do we keep the water flowing?

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Presented by:  
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Human Resources Manager

# The Human Resources Department



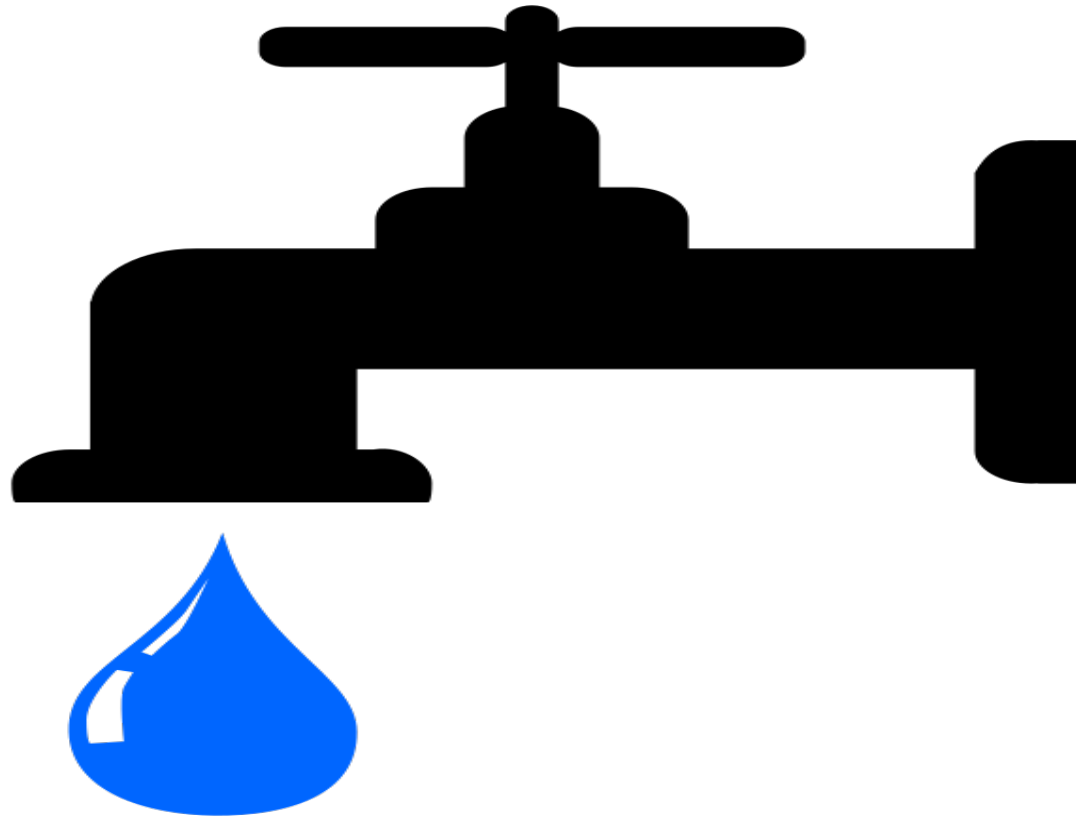
# What is Human Resources Management?

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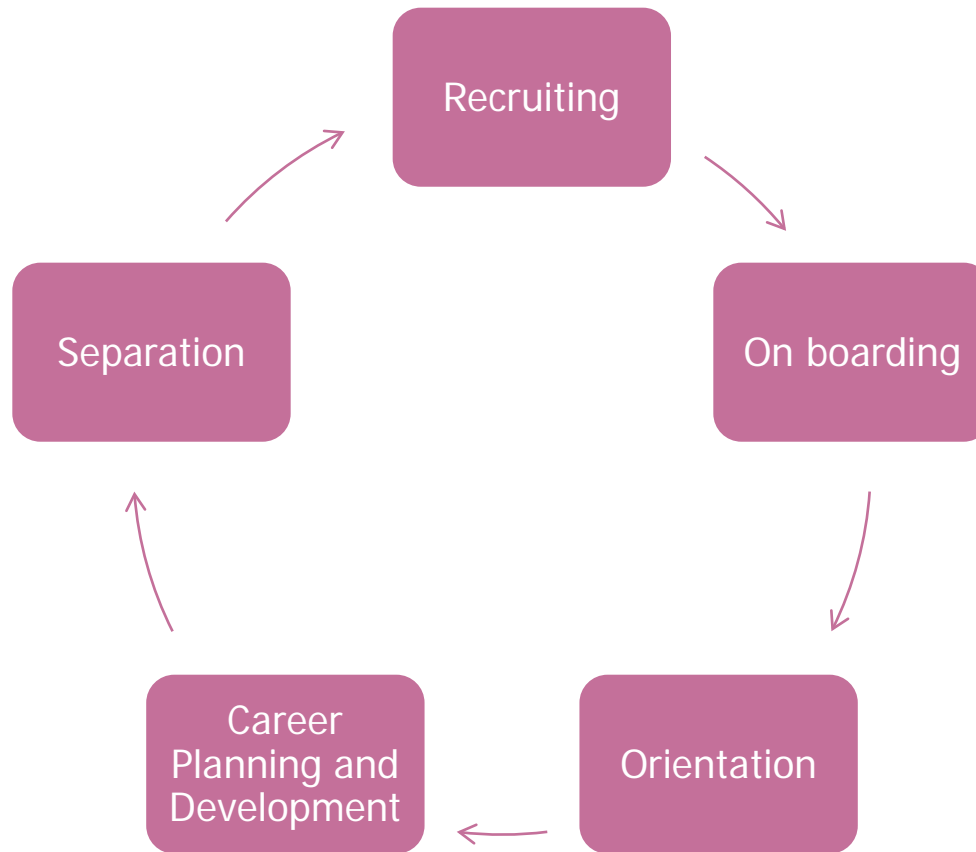
- HRM is the function within an organization that focuses on recruitment of, management of and providing direction for the people who work in an organization.

# How does HR help keep the water flowing?

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# Employee Life Cycle





# Recruitment at SCWA

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- Source candidates
- Interview
- Make selection
- Conduct background check
- Make Offer
- Select hire date



# On-Boarding

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- Follow up
- Pre-employment tests
- New Hire Orientation
- Work station, computer/phone set up

# Orientation

- New hire training







# Career Development

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- Bidding/Promotions/Transfers
- Performance evaluations
- Employee Development
- Training
  - Company training
  - Vendor training
  - Continuing Education/Seminars





# Separations

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- Exit interviews
- Retirement conferences
- Collection of company property
- Separation



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# **OTHER AREAS OF HUMAN RESOURCES....**





# Leaves Administration

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- Family Medical Leave Act (FMLA)
- NYS Disability
- Personal Leave



# Benefits Management

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- Health Benefits
- Ancillary Benefits
- Voluntary Benefits
- Pension Benefits
- Deferred Compensation
- Retiree Benefits



# Compliance

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- Authority Policies and Procedures
- Collective Bargaining Agreements
- Federal, State and Local Laws



# Administration

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- SAP Management
- Personnel File Maintenance
- Manage the Employee Portal
- Communication
- Event Planning



# Employee Relations

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- Communication
- Implementing policies/procedures
- Achieving Goals and Objectives
- Conflict Resolution/Counseling
- Progressive Discipline



# Management Relations





# When all else fails.....

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RESOURCES**

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