

## **Role of Human Resources**

MCAD's Human Resources Office supports compliance with federal, state and other legal authorities, and supports MCAD's ethical practices in employee relations.

Compliance Issues: (HR has full authority in these issues)

- Wage and hour law
  - overtime payment requirements (shared with accounting)
  - exempt vs. non-exempt determinations
- Application of other employment laws (unemployment, workers' compensation, FMLA)
- OSHA regulations
- ADA compliance
- Determination of benefits eligibility, including pension.

Risk Management: (Departments must work with HR before taking action on these issues to minimize institutional risk)

- Staff hiring: advertising, setting of initial wage, salary letters, contracts, special employment conditions); benefits-eligible faculty hiring: review of all contracts, letters of employment before sent
- Staff leaves (all); faculty disability leaves
- Written performance improvement plans, formal discipline/termination actions, determination of severance benefits and severance agreements
- Sexual harassment complaints, discrimination complaints
- Salary increases, promotions, bonuses
- Position descriptions
- Staff policy exceptions (major exceptions are approved by the President)

Consultation:

- Organizational/departmental structure; position re-structuring
- Training and development opportunities
- Intra and inter departmental conflict resolution
- Performance management, departmental effectiveness
- Search strategies beyond general advertising
- Employee recognition/reward strategies
- Resolution of work/life issues