

Human Resources Department

Jacobsen Hall – 2nd Floor

7:30 a.m. – 5:00 p.m. (Monday thru Friday)

The Human Resources Department provides services and support for State and Research Foundation employees in the following areas:

- Benefits**
- Compensation and Performance Management**
- Employee and Labor Relations**
- Human Resource Information Systems**
- Recruitment and Appointments**
- Training and Development**

Benefits

We administer benefits offered to NY State and Research Foundation employees that include:

- **Death and Survivor benefits**
- **Dental and Vision benefits**
- **Employee Assistance Program (EAP)**
- **Flex Spending Accounts (Dependent and Health Care)**
- **Health insurance (including prescription drug benefits)**
- **Leaves of absence (child care, military, disability sabbatical, FMLA, etc.)**
- **Long Term Disability Plan**
- **Retirement Plans**
- **Tax sheltered annuities and deferred compensation**
- **Workers' Compensation (workplace injury reporting)**

Compensation and Performance Management

We handle the paperwork to:

- **Make salary adjustments for salary graded and professional employees**
- **Add or make changes in positions**
- **Coordinate the performance management process for non-faculty staff**
- **Reappoint and complete the non-renewal process for professional employees**
- **Maintain compliance with DNV HR requirements**

Employee and Labor Relations

- We administer and interpret the collective bargaining agreements, including the Agreement between the State of New York and United University Professions, which covers State appointed faculty.**
- We address all employee relations matters related to Research Foundation and Management/Confidential employees.**
- We provide guidance and assistance to Senior Leadership, Chairs, managers and supervisors in addressing inappropriate work behaviors, performance concerns, etc.**

Recruitment and Appointments of Staff

- We provide resources and assistance to departments for development of recruitment strategies. As a faculty member, you may be involved in recruiting other faculty, and you may hire professional staff (e.g., assistants, technicians).**
- We can help, with suggestions about interviewing and selection, helping ensure that your process meets all contractual requirements.**
- We provide on-boarding and orientation for all new employees.**

Organizational Training and Development (OTD)

We provide a variety of training services to the Upstate community including:

- Consultations with employees and departments to provide house-wide educational programs, e.g., leadership training, communication skills**
- Program Development including but not limited to, mandatory training required by DNV for accreditation, new employee orientation, customer service, cultural diversity, team building, workplace violence and leadership/management**

Human Resources Questions Related to Faculty Employment

For faculty needing assistance with the on-boarding process, compensation issues, term appointments, etc. please contact:

- For the College of Medicine - Stacy Mehlek, Faculty Appointments Specialist, Office of Faculty Affairs & Faculty Development, 464-5239, mehleks@upstate.edu**
- For the Colleges of Nursing and Health Professions and the Library – Jacqueline Peak, Human Resources Associate, Human Resources Office, 464-4934, peakj@upstate.edu**