

Human Resources



**A Partner in the
Work Life Cycle
of an Employee**

Human Resources

- **Work Life Cycle of an Employee at LaGuardia**
- **Recruitment**
- **Personnel and Budget Committee**
- **Personnel Review Committee**
- **Onboarding**
- **Performance Management**
- **Training and Development**
- **Offboarding**

Human Resources



WORKLIFE CYCLE OF AN EMPLOYEE

Human Resources



**Personnel
and
Budget
Committee**

Who are the members of the College Wide Personnel and Budget Committee?

- **Chairperson of the Committee**
 - **President**
- **Voting Members of the Committee:**
 - **Vice President of Academic Affairs**
 - **Vice President of Adult and Continuing Education**
 - **All Department Chairpersons**
- **Recording Members:**
 - **Executive Director of Human Resources**
 - **Associate Director of Human Resources**

Granting of Tenure/CCE

- **Professorial Titles:** Tenure after 7 years of outstanding continuous employment (effective Fall 2007)
- **College Laboratory Technicians:** Tenure after 5 years of outstanding continuous employment
- **Lecturers:** CCE (Certificate of Continuous Employment) after 5 years of outstanding continuous employment

Promotion within Professorial Titles

- **All candidates must show:**
 - Excellence in Performance
 - Commitment to the College
 - Continued Professional Growth
 - Superior College Contributions
 - Leadership
- **Assistant Professor to Associate Professor**
 - Minimum of 2 years as an Assistant Professor
- **Associate Professor to Professor**
 - Minimum of 2 years as an Associate Professor
 - Must be Tenured

Human Resources



**Personnel
Review
Committee**

ONBOARDING PROCESS

HUMAN RESOURCES

- Provide general information about LaGuardia to new employee
- Guide employee in completing hiring/benefit documents
- Employee information is entered into database-creating RFA and into CUNYfirst – prompting action into the Chancellor's Report
- Invite employee to attend general New Employee Orientation – fall or spring
- Employee attends 30-day Entrance Interview (feedback session) in HR

THE MANAGER

- Announce new employee's arrival to co-workers (prior to arrival)
- Assign employee “buddy/mentor”
- Review first week/month assignments with employee

Human Resources



Performance Management

Human Resources



Training and Development

Leadership Development

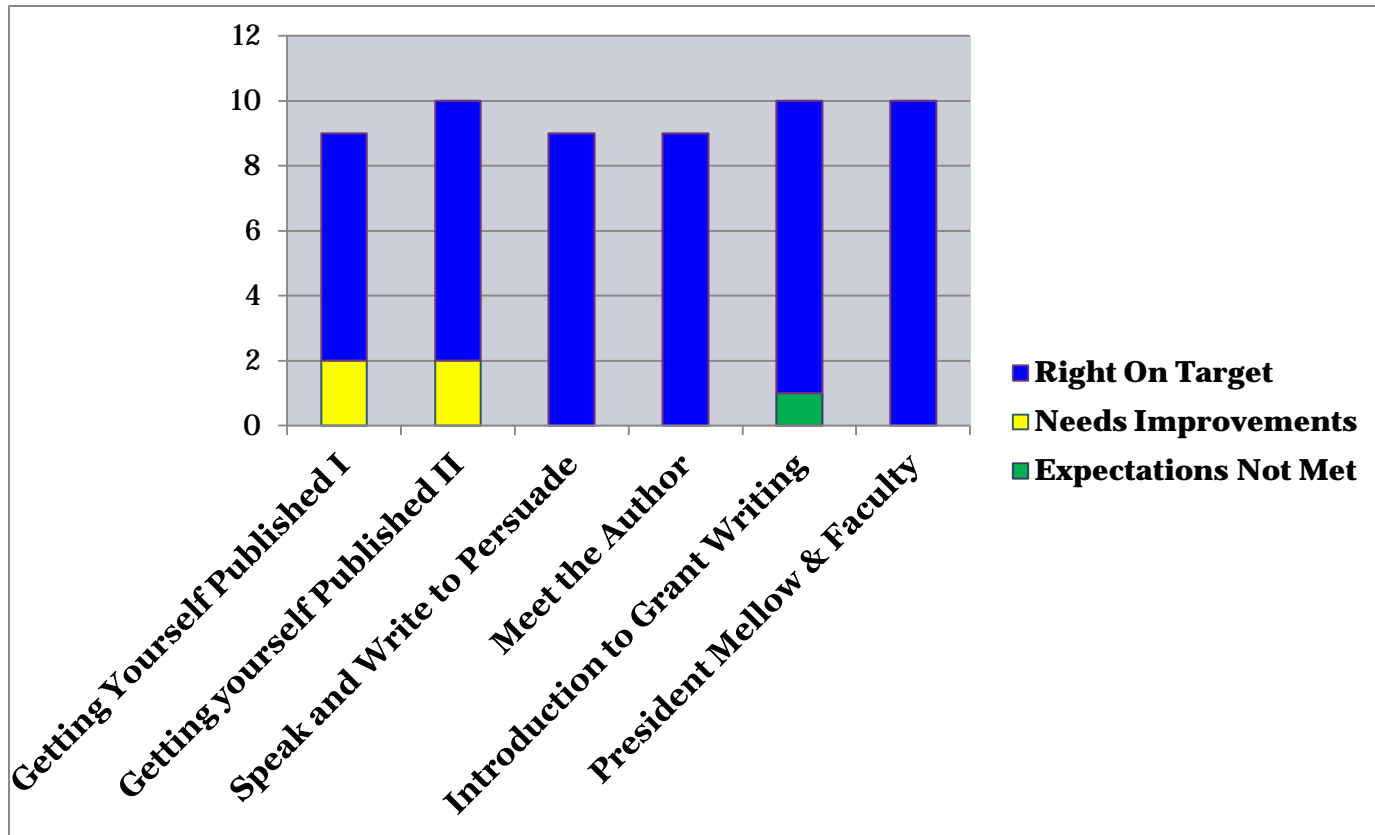
- **Leadership Essentials for Administrative Assistant Development – LEAD**

Strategic Plan Target 9.2.3

- **Target Audience**
 - CUNY Office and Administrative Assistants
- **Objective**
 - To address the changing role of the administrative professional
- **Offered**
 - 2007 – 31 participants
 - 2008 - 26 participants
 - 2009 – 30 participants

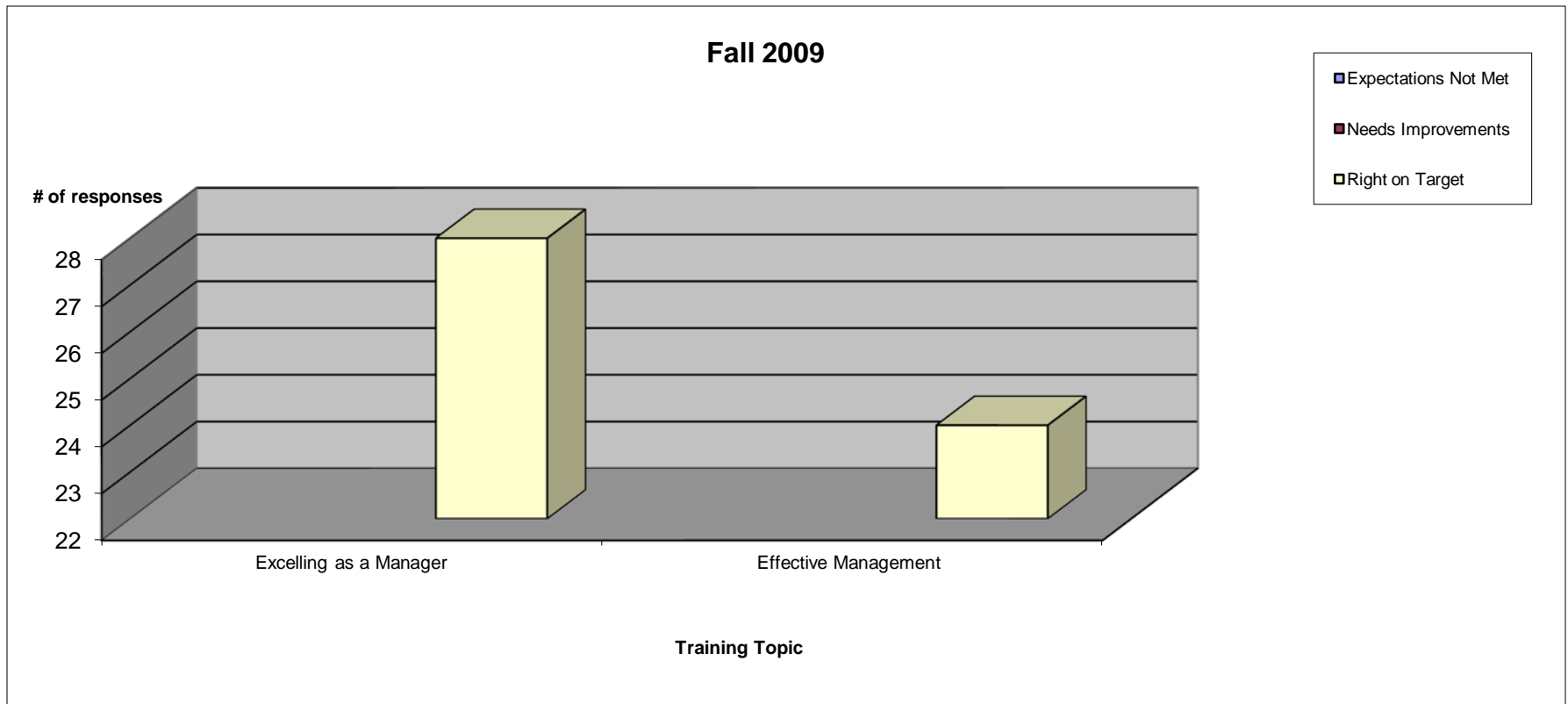
Faculty Professional Development Assessment

- **PATH 2010**



Managerial/Supervisory Development Assessment

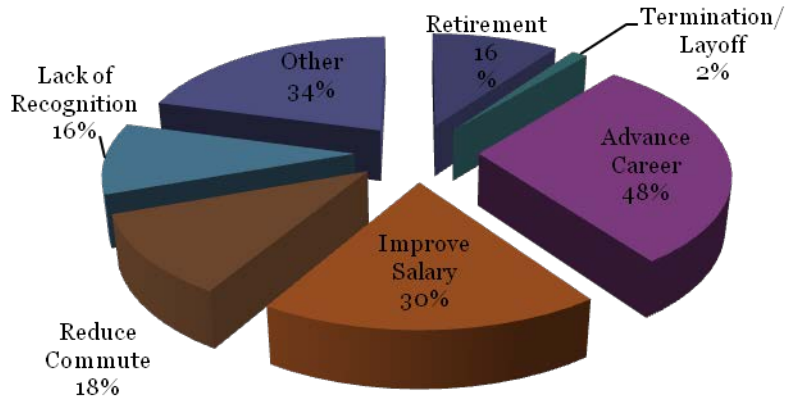
- **STEP 2009**



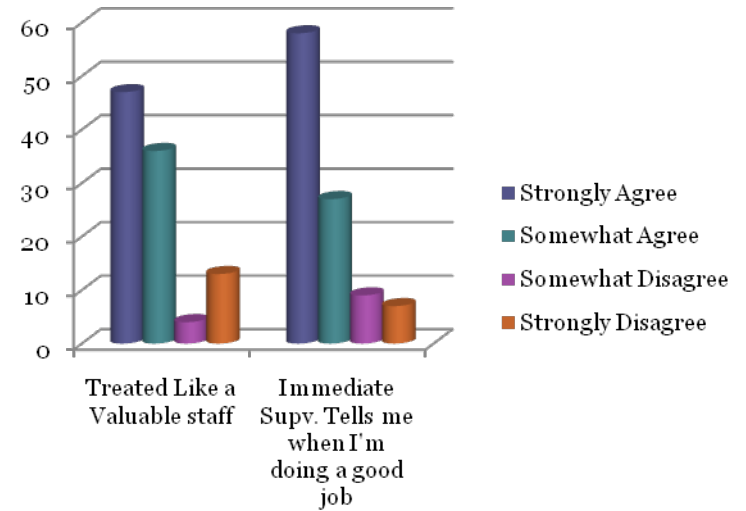
SEPARATION (EXIT) PROCESS

- **Separation Policy** – guides the departing employee through the process of separation from the college
- **Acknowledgement Letter** – confirms receipt of the resignation letter and date for exit conference
- **Exit interview form** via Survey Monkey – enables departing employees an opportunity to provide feedback regarding his/her employment

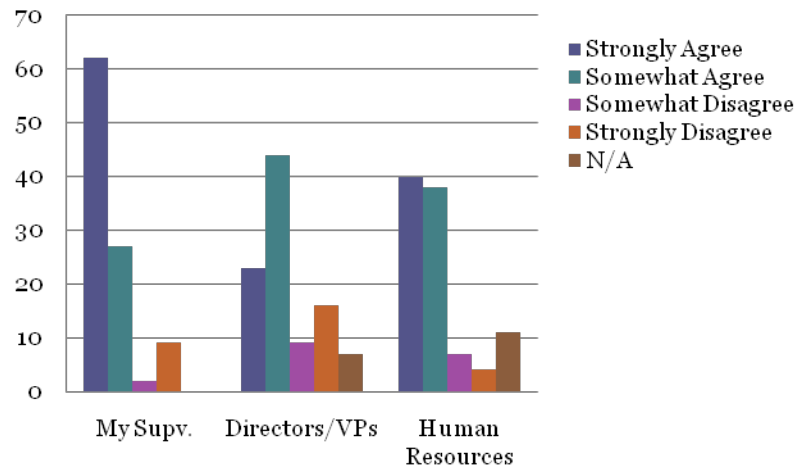
Why Are You Leaving?



Your Treatment Here



If I had Questions or Concerns, I felt Comfortable Speaking with:



Questions & Answers

Contact Information:

Human Resources Department

718-482-5075

Rooms E407 and E408

Executive Compensation Plan

Hiring Process

- Nationwide, comprehensive search
- College President or Designee submits Documentation for Appointment of Candidate to OHRM for review and approval by Board of Trustees' Committee on Committee on Faculty, Staff and Administration(FSA Committee)
 - Documents include: ECP Appointment and Change form, Letter of Justification, CV, Job Description/PVN, Organizational Chart, and a Resolution(position of Vice President or higher)
- For appointments of positions of Vice President or higher , College President and Candidate must be present at FSA Committee meeting