

## HR Organizational Functional Chart

### Director

- Administration / Business Planning
- Labour Relations Strategy / Union Relations / Strategic Bargaining Preparation
- Corporate Policy Support / Development
- Change Management / Change Culture / Benefits Realization
- HR Policy Development
- Corporate Alignment Design and Support
- Support for SMT, Business Units
- Human Resources Strategy

### Manager Organizational Development & Health

- HR Planning
- Employee Surveys
- Corporate Training and Program Development
- Diversity Awareness
- PDP Development
- Orientation Programs
- Human Rights Issues
- Workplace Rights Policy and Process (Investigation & Mediation)
- Conflict Resolution
- HRM Competences
- HR Web Development and Employee Communications
- Wellness Programs
- Workplace Health Services
  - EFAP support
  - Wellness programs
  - Duty to Accommodate
  - Return to Work, WCB
  - Disability Case Mgmt
- Change Management

### Manager Total Compensation

- Compensation Systems Strategy & Design
- Recognition & Rewards
- Compensation Costing
- Job classification / job rating
- HRMS (SAP HR) Management
- Data management and employee data storage
- Data processing
- Pensions Relationship Management
- HRM Pension Plan Administration
- Benefits Design and Development / Administration
- Benefits Relationship Management
- Benefits Costing
- Group Insurance Administration

### Manager Client Services

- Direct delivery and coordination of HR Services through management of HR Consultants, Specialists
- Staffing / Recruitment
- EE Relationship Management
- Performance Management
- Succession Planning Management
- Career Counselling Coordination
- Priority Placement Program
- HR reports for management
- HR Strategic Services and business planning
- Internal Communications Management
- Duty to Accommodate support
- Attendance Support roll-out
- Employee data validation
- Employee Safety support
- Health and Safety Committee support

### Manager Labour Relations

- Collective Agreement Administration & Advice
- Collective Agreement Negotiations
- Grievance Management
- Labour Relations Education & Training
- Labour Arbitrations
- Labour Relations Board
- External Tribunals
- Labour Relations Toolkit
- Performance Management
- Occupational Health and Safety
- Attendance Support
- Duty to Accommodate