

## Job Description

---

<b>Job Title:</b>	Supervisor, Employee Relations & Payroll
<b>Department:</b>	Plant Operations
<b>Reports To:</b>	Director, Business Services
<b>Jobs Reporting:</b>	Payroll Administrator
<b>Salary Grade:</b>	USG 7
<b>Effective Date:</b>	January 1 <sup>st</sup> , 2017

---

### **Primary Purpose**

The Supervisor, Employee Relations & Payroll provides guidance and administrative support to senior level management in regards to all human resource related activities for both salaried support staff and staff who fall under the CUPE Collective Agreement. The position acts in a supervisory capacity to oversee and ensure CUPE bi-weekly payroll is submitted accurately and timely, in strict accordance with terms outlined in CUPE local 793 Collective Agreement, UW Policies and Employment Standards Act of Ontario. The incumbent will work closely and collaboratively with Human Resources, Health Services, Safety Office and other appropriate University departments to ensure UW policies and procedures are followed. This position is responsible for all administrative activities associated with staff, including but limited to, recruitment, layoffs, health and safety, grievance processes, and communications as it pertains to effective labour relations within the department.

### **Key Accountabilities**

#### **Strategic Planning**

Assists with and supports strategic planning efforts addressing stewardship responsibilities and long-term sustainability of the University's campus, facilities and infrastructure and maximizing opportunities for efficient delivery of campus services and optimal investments in University-wide infrastructure.

- Provide Executive Director, Facilities and Director, Business Services with confidential and strategic advice, information and data to support decision making.

#### **HR Administration and Employee Relations**

Liaisons with the University HR department and maintains or has access to all support and CUPE staff documents for future use. The Supervisor, Employee Relations & Payroll is among the trusted personnel in the company in terms of information dissemination.

- Provide guidance and administrative support to all management and staff on HR related matters; foster collaboration with and amongst all levels of staff, contributing to the overall department morale.
- Ensure appropriate communication of HR administrative information throughout the department to ensure continuity and consistency.
- Advise and support department business units in the recruitment, onboarding, evaluation, promotion, professional development, and retention of all staff.
- Prepare and post job openings using iCIMS HR software
- Participate in the hiring process through short listing candidates and providing questions as part of the team hiring interviews as required
- Coach managers and supervisors in regards to absence management
- Develop and implement a departmental orientation program.
- Act as a resource to ensure that all managers maintain a consistent hiring practice in accordance with UW policies and guidelines.
- Monitor and manage succession planning.
- Assist departmental supervisors in determining optimal staffing levels and position management.
- Assist with employee conflict resolution meetings and grievance documentation and record keeping in consultation with Human Resources.
- Attend University Union Management scheduled meetings

## Job Description



- Participate in pre contract negotiation meetings within the department, advising senior management of issues in need of discussion/clarification
- Participate in contract negotiations
- Update and maintain job descriptions to align with Plant Operations mission statement and values
- Principle liaison with Human Resources Partner regarding employment activity/concerns.
- Creation and deployment of job satisfaction and team building initiatives.

### **Records Management**

- Create and maintain confidential CUPE employees and salaried staff records, including job descriptions, vacation entitlements and balances, attendance, sick leave, travel, training, conferences and courses and terminations.
- Manage the destruction process of all employee and payroll related records in accordance with University retention schedules
- Manage departmental position numbers, including reclassification process.
- Produce and distribute accurate rotating overtime reports used for scheduling purposes, distributing overtime opportunities equitably and tracking time off in lieu of overtime worked. Maintain list of staff opting in and out of OT.
- Verify and distribute seniority reports for collective bargaining unit members, processing and documenting seniority rankings as outlined in the CA.
- Maintain apprenticeship program records, tracking apprenticeship hours and notifying HR of subsequent rate increases.
- Maintain departmental Incident Reports and related WSIB information in coordination with Safety Office.
- Maintain driver's license information, using Finance Sharepoint site and or the operations CMMS system.

### **Payroll & Financial Responsibilities**

- Accountable for overseeing the submission of accurate payroll data; troubleshooting errors as required prior to electronic submission of bi-weekly gross payroll reports to Human Resources by Payroll Admin
- Oversee the reconciliation of payroll reports with UW Financial system and supervise resolution of discrepancies between Plant Ops payroll submission and HR records.
- Prepare and calculate Union Paid leave billing.
- Management of Custodian petty cash fund - \$500
- Oversee the reporting of year-end payroll splits between fiscal years for regular, temporary and casual payrolls.
- Prepare reports as requested to aid managers/directors in budget preparation.
- Development and communication of CUPE full time, temporary and casual staff payroll processes, guidelines in cooperation with all departmental Supervisors in accordance with the departments' strategic initiatives.
- Investigate payroll inconsistencies, respond to payroll inquiries from staff and provide resolution to associated problems.
- Co-ordinate computerized payroll application changes with department IT specialist.
- Supervise the accuracy of the payroll database: when hiring new employees, updating employee information, inputting hourly wage increase tables, pay schedules and processing times, leaves and terminations, 2% in lieu of vacation calculations, retroactive pay adjusts, vacation payout calculations, etc.

### **General Management**

Responsible for employee relations of support staff reporting to the position, fostering a client-focused, service oriented work environment while establishing and maintaining good working relationships among support staff.

- Organize, plan and delegate workflow for all daily/weekly related payroll activities to ensure deadlines are adhered to.
- Coaches, evaluates, trains and develops employees in their growth and development, ensuring quality and consistency of services delivered.
- Establishes and maintains good working relationships among support staff.
- Assists, as appropriate, with interviewing and selection of support staff for temporary or permanent positions.

## Job Description

<ul style="list-style-type: none"> <li>Supports disciplinary process consistent with University policy, collective agreement, and departmental frameworks.</li> </ul>
<b>Other</b> Performs other related duties and responsibilities as assigned and supports departmental activities.

### Required Qualifications

<b>Education</b> <ul style="list-style-type: none"> <li>Postsecondary education in a discipline related to Human Resources and Payroll administration, or an equivalent combination of education and experience.</li> </ul>
<b>Experience</b> <ul style="list-style-type: none"> <li>Five (5) years of progressive experience administering payroll in a unionized environment preferred.</li> </ul>
<b>Knowledge/Skills/Abilities</b> <ul style="list-style-type: none"> <li>Excellent human relation skills including the ability to develop and maintain constructive relationships amongst all levels of staff, including unionized members.</li> <li>Excellent verbal and written communication skills.</li> <li>Proven willingness and ability to adapt to changing administrative and financial systems</li> <li>Proven ability to effectively manage multiple priorities and exercise prudent judgement.</li> </ul>
<b>Technical</b> <ul style="list-style-type: none"> <li>Intermediate in the following programs: MS Word, Excel, PowerPoint, Access, Sharepoint, HRMS, UW financial systems</li> </ul>

### Nature and Scope

- Contacts:** Internally communicates with departmental staff, CUPE, HR Payroll team, HR Partner, Disability Advisor, Health & Safety Officer, Finance, and Occupational Health. Must maintain excellent working relationships with all management, union staff and non-union staff. Professional and cooperative interactions with peers, co-workers and all levels of management
- Level of Responsibility:** Accountable for the supervision of accurate completion of bi-weekly gross payrolls for approximately 350 hourly paid employees accounting for \$25, 000 000 in annual salary expense. Administers a specialized function within the department Maintains confidential information. Self-directed, ability to work with minimal supervision.
- Decision-Making Authority:** Independent judgment in time management, task prioritization and decision-making in order to meet payroll schedule demands. Continually review ways to improve employee training and job satisfaction in cooperation with all supervisors. Working with the IT specialist to optimize and develop requirements to enhance the computerized payroll system.
- Physical and Sensory Demands:** Ability to work in a high volume environment that requires multi-tasking varied duties and the ability to prioritize effectively. Subject to frequent interruptions.
- Working Environment:** May be required to work extended hours, especially around stat holidays. Flexibility in work schedule to provide guidance and assistance to Night Shift Supervisors. Possibility of dealing with upset individuals. Stress/pressure associated with managing daily workflow requiring adherence to strict deadlines.