

# UNIVERSITY AT BUFFALO

Office of Employee Relations

 **University at Buffalo** The State University of New York



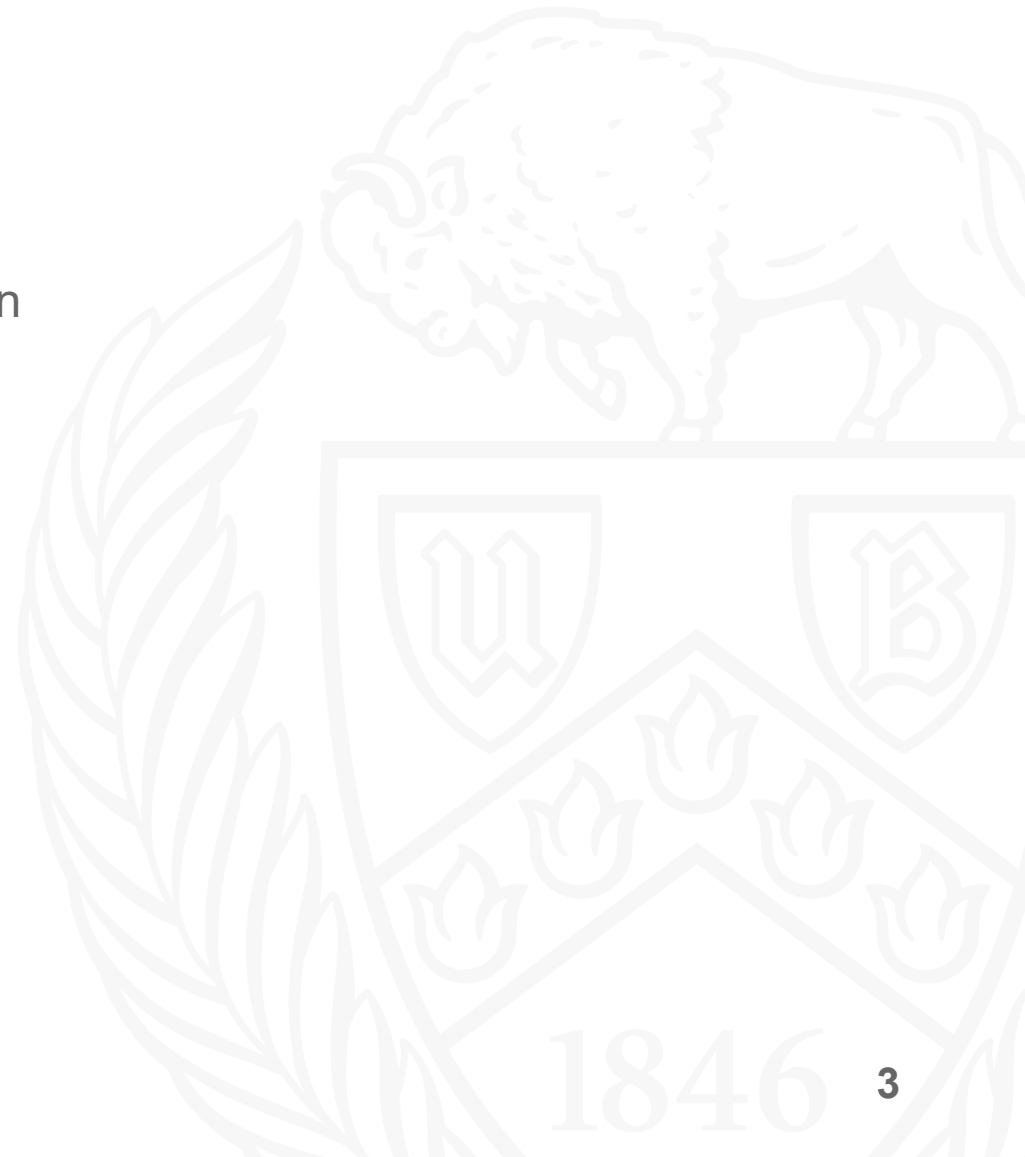
## Who We Are

- Director, Employee Relations
  - Christopher Putrino
- Assistant Directors, Employee Relations
  - Benjamin Leonard
  - Michele Reno
  - Brian Hines
- Assistant to Employee Relations
  - Joan Brant



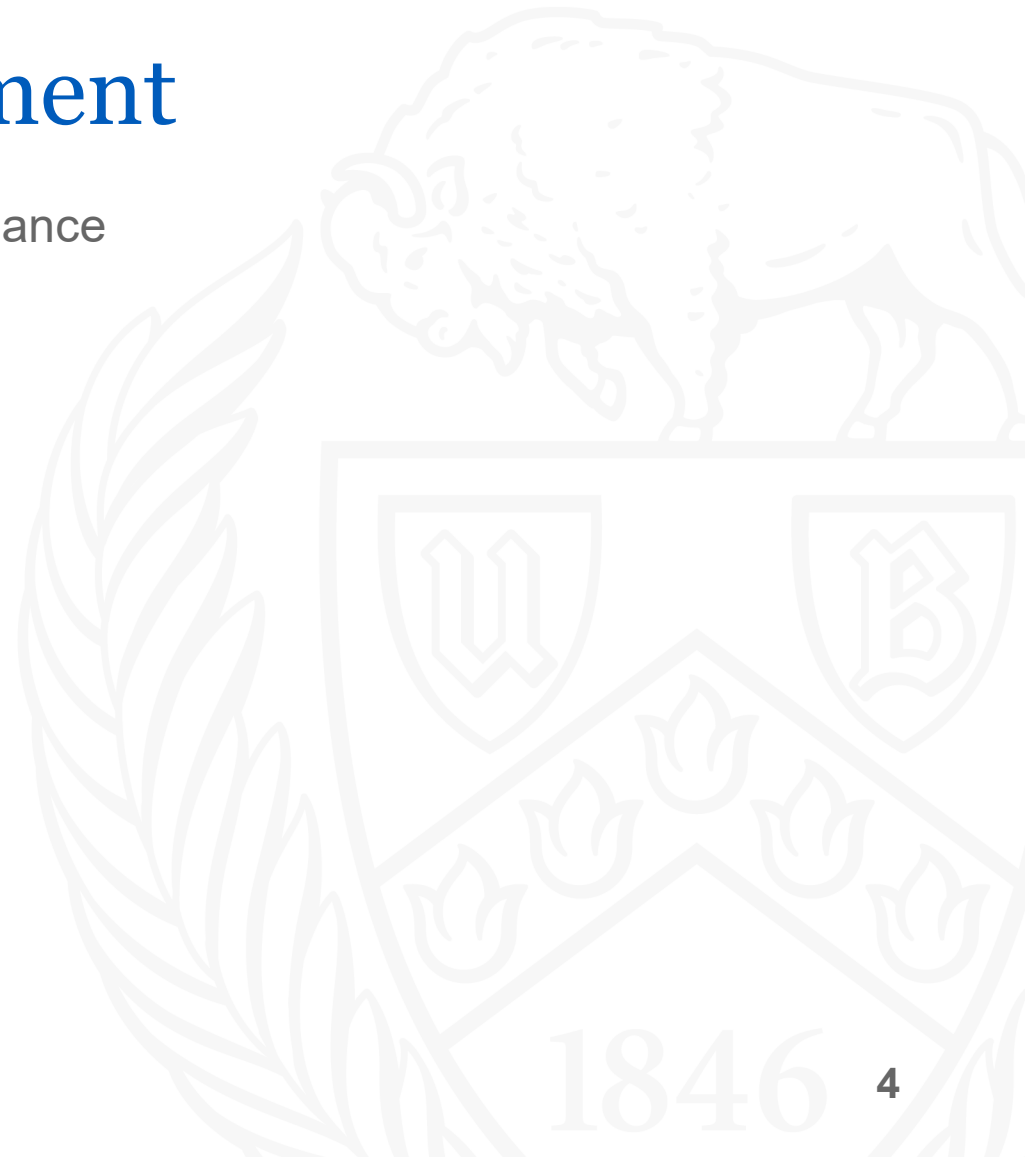
## What We Do

The Employee Relations (ER) department provides assistance to the State University of New York at Buffalo employee community in promoting a productive and positive campus work environment. ER advises leadership in the development of solutions that address workplace challenges and issues while recognizing both organizational and individual needs and objectives. We serve the campus with interpreting and administering the collective bargaining agreements and handling all labor issues, Human Resources policies, federal and state law, and the policies of the Board of Trustees.



# Employee Performance Management

- Advising all levels of university leadership on employee performance management
  - Implementing performance programs
  - Evaluating employee work performance
  - Setting expectations
  - Directing work assignments
  - Providing feedback
  - Coaching
  - Counseling



# Contract Administration

- UUP
  - Health Sciences Chapter
  - Center Chapter
- CSEA
  - Operational Services Unit
  - Administrative Services Unit
  - Institutional Services Unit
- CWA/GSEU
  - Graduate Student Negotiating Unit
- NYSCOBPA
  - Security Services Unit
- PBANYS
  - Agency Police Services Unit
- PEF
  - Professional, Scientific, and Technical negotiating unit

# Specific Policy Guidance

- Interpretation of the Policies of the Board of Trustee's
  - Appointments
  - Evaluations
  - Promotions
  - Leaves of absence
- Workplace Violence Prevention and annual training
- Impaired Employee issues/Drug and Alcohol Testing



# Employee Relations Functions

- Administration of independent medical examinations
- Administration of contractual grievance processes
- Advising individual employees on their employment rights
- Conducting misconduct investigations and administration of disciplinary processes
- General guidance on Federal and State employment laws
- Participation in Public Employment Relations Board proceedings
- Providing confidential consultations and/or referrals for all employees



## Final Note

- We want to welcome you to the University at Buffalo community and sincerely hope that you will not have to deal with any serious workplace conflict over the course of your career.
- Should a situation arise in which you need the assistance of Employee Relations please reach out as early as possible. We are here to serve the UB community and Early intervention is one of the best ways to address issues and prevent escalation.
- Thank you for your time and attention today and welcome to the University at Buffalo.

