The office of Human Resources Development (HRD) is committed to attracting, encouraging, developing and retaining a highly qualified workforce which supports the University of Hartford’s mission of excellence. We share the University’s dedication to building a culture that respects all of its members, celebrates their diversity and contributions as well as values integrity, creativity and accomplishment.

HRD strives to establish, cultivate and maintain engaged partnerships with our faculty and staff. Our goal is to provide top-quality customer service, understanding that the positive and effective execution of our duties is instrumental to the University of Hartford’s core business—the education of students. Every member of our community contributes to and plays an important role in our students’ education. Every member of our community leaves an individual mark on students, faculty, staff, visitors and everyone and everything the University does, day in and day out. Every member of our community must strive to encourage students to pursue their passions, to be excited about learning, to find ways to overcome obstacles to learning, to become empowered to succeed and to propel themselves toward success, because these skills show students there are no limits to their future successes. Our organizational structure is designed to support and assist the University’s educational community and provide each member with a personal point of contact through a designated HR team who can assist with any human resource issue.

We invite you to call us at 860.768.4666 or visit our website at www.hartford.edu/hrd to learn more about our benefits and programs and encourage you to take advantage of the services provided to you.

Lisa Belanger-Buoniconti
Executive Director
Deputy Title IX Coordinator for Faculty and Staff
belanger@hartford.edu
860.768.4156

SERVICES

HR Administration
Affirmative Action & EEO Compliance
Banner/HRIS HR Support
HR Policies and Procedures
Personnel Records

Talent Acquisition
Job Posting
Recruitment
Hiring
Orientation and Onboarding
Employment Verification

Compensation
Job Analysis
Salary Administration

Benefits
Adoption & Surrogacy Assistance
Bereavement Leave
Employee Assistance Program
Family and Medical Leave
Holidays
Life Insurance
Long-term Care Insurance
Long-term Disability
Medical and Dental Insurance
Personal Accident Insurance
Personal Days
Pre-tax Reimbursement Accounts
403(b) Retirement Plans – TIAA
Short-term Disability
Tuition Remission
Unpaid Leaves of Absence
Vacation
Voluntary Phased Retirement Plan
Voluntary Wellness Program
Vision Insurance
Workers’ Compensation Insurance

Training & Development
(www.hartford.edu/empower)
Banner/HRIS Training
Harassment & Discrimination Prevention Training
Red Flag Identity Theft Prevention Training
Supervisory Training
Non-supervisory Training
Workplace Safety Training

Employee Relations
Performance Management
Disciplinary Procedures
Grievance Procedures
Labor/Union Relations
Termination Procedures
Exit Interview
HR TEAM SERVICE STRUCTURE

Jamie Harlow
Director
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860.768.4155

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<th>Tina Berrien</th>
<th>Dianne Silliman</th>
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<tr>
<td>Admission and Student Financial Assistance</td>
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Jen Conley
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Information on workplace laws are posted outside the Office of Human Resources Development in the Auerbach Computer and Administration Center, the Handel Performing Arts Center and the Facilities Building.

Job posting opportunities and workplace policies are available on the HRD website at www.hartford.edu.

The University of Hartford is an Equal Employment Opportunity and Affirmative Action employer. In compliance with nondiscrimination regulations, the University of Hartford does not discriminate against employees on the basis of race, color, sex, age, religion, national and ethnic origin, pregnancy, present or past history of mental disability, intellectual disability, learning disability, physical disability, marital status, sexual orientation, gender identity or expression, veteran status, genetic information, or any other protected class under applicable law.

Consistent with the requirements of Title IX of the Education Amendments of 1972, as amended, the University of Hartford does not discriminate on the basis of sex in the conduct or operation of its educational programs or activities, including employment therein and admission thereto.

Revised 1/2019