

## Your Guide to **Human Resources Responsibilities** at Umbrella Family

Task / Area	Who is Responsible
<b>Accommodations / Accessibility</b> (AODA)	Lynne Berwick
<b>Benefits Program, EAP, RRSPs</b> (New Enrollments/Changes/Questions)	Jhadea Hodge
<b>Dayforce Password Resets</b>	dayforcesupport@umbrellafamily.com
<b>Employee Files</b> (Audits & Requests)	Jhadea Hodge
<b>Employee Badges</b>	Jennifer Miles
<b>Employment Verification Letters / Letters of Employment</b>	Jhadea Hodge
<b>Exit Survey / Exit Interviews</b>	Jhadea Hodge
<b>Human Resources Policy / Procedure Interpretations &amp; Revisions</b>	Lynne Berwick
<b>Incident / Accident Reports / WSIB Claims</b>	Lynne Berwick
<b>Investigations</b>	Lynne Berwick
<b>Job Postings</b> (Union)	Geli Yong
<b>Joint Health and Safety Committee</b>	Lynne Berwick
<b>Layoffs / Terminations</b>	Lynne Berwick
<b>Leaves of Absence</b>	Lynne Berwick
<b>New Hire Paperwork / Ministry Documents</b>	Jhadea Hodge
<b>Orientation &amp; Onboarding</b>	Jhadea Hodge
<b>Performance Issues / Concerns</b> (Attendance Concerns)	Lynne Berwick
<b>Recruitment</b> (Internal / Union)	Geli Yong
<b>Recruitment</b> (External / Union)	Geli Yong
<b>Recruitment</b> (Non-Union/Management)	Lynne Berwick
<b>Recruitment Events / Job Fairs</b> (College Liaison)	Geli Yong
<b>Reference Checks / Education Verifications</b>	Geli Yong
<b>Resignations</b> (all employees including Supply)	Jhadea Hodge
<b>Return to Work</b>	Lynne Berwick
<b>Seniority List</b>	Jhadea Hodge
<b>Students on Placements / Volunteers</b>	Jhadea Hodge
<b>Supply Tracker / Supply Availability Survey</b>	Jhadea Hodge
<b>Technical Support - Citation Canada</b> (Learning Management System)	Jhadea Hodge
<b>Technical Support - JazzHR</b> (Recruitment System)	Geli Yong
<b>Union / Labour Relations</b>	Lynne Berwick / Courtney Potts

*\*Payroll related questions should be directed to your Supervisor or the Finance department.*

*Contact your Supervisor if you are not sure who to direct your question to.*

### Your HR team:

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