

Particle Physics Sector Hr Generalist PPD/CMS/FCPA

Denise has accepted anew opportunity outside of the lab.

There will be someone taking her place in the near future.

In the interim, please contact Heather Sidman at x3326 or by email at hsidman@fnal.gov for HR Generalist assistance. Her office locations are: Monday, Wednesday, Thursday – AD Cross Gallery (XGC-126); Tuesday and Friday – TD Industrial Center Building (3rd floor, west)

Office Locations:

Monday, Thursday and Friday - Wilson Hall, 8th Floor west side, next to elevator, MS 208

Tuesday and Wednesday - SiDet Lab A, MS 310

Who are we?

Human Resources (HR) Generalists are work partners for managers and employees and act as liaisons between the Lab and core HR functions. In FY11, the Generalists relocated to offices across the Lab to provide greater accessibility for employees and improved HR customer service. In FY12, the Generalists will visit work areas to gather customer feedback on HR programs and overall Lab communication to make recommendations for improvement; prepare a proposal for a knowledge transfer program; and present pertinent HR topics to their D/S/Cs.

How can we help?

The HR Generalists are the first point of contact on HR questions, issues and concerns, in areas of HR including Benefits, Compensation, Employee Relations, Equal Opportunity & Diversity, and Professional & Organizational Development. We will try to answer your questions immediately or for more complicated or detailed issues, will contact the appropriate HR specialist or refer you to the appropriate individual to provide you an answer quickly and effectively.

Benefits - items such as:

- Insurance
- The Family and Medical Leave Act (FMLA)
- Flexible Spending Accounts
- Preparation for Retirement

Compensation - items such as:

- Job Descriptions - Review and Development
- Promotion and Equity Adjustments
- Reward & Recognition Awards
- Annual Salary Review

Employee Relations - items such as:

- Personnel Policies/Procedures
- Resolution of Unacceptable Conduct Issues
- Performance Reviews/Management

Employment - items such as:

- Introductions To and Follow-Up with New Employees After Orientation

Employee Records/HR Information Systems - items such as:

- Personnel Information Changes - Address, Phone Extension, Emergency Contact

Equal Opportunity & Diversity Office - items such as:

- Disability Accommodations
- Diversity Initiatives
- Equal Opportunity Issues/Concerns

Office of Professional & Organization Development - items such as:

- Fermilab Mgmt. Practices, Leadership/Mgmt. & Professional Development Course Availability

- Scholarships/University of Chicago Tuition Remission Program
- Tuition Assistance Program

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Questions or Concerns, email:
[websupport](#)

Last
updated:
November
15,