



NNCEA HUMAN RESOURCES

The below chart identifies the person responsible for each task within NNCEA.

As of July 15, 2025 the following positions are held:

Human Resource Generalist: Leah Heyns

leahh@nncea.ca

Human Resource Coordinator: Myrna Spence

myrnas@nncea.ca

HR Systems & Record Management

Task	Responsible
Humi	HR Generalist
WorkEasy	HR Coordinator
Payroll Spreadsheet	HR Coordinator
Personnel Files	HR Coordinator
Benefits and Pension	HR Coordinator
SharePoint Uploads	Both
Employee Contact/Info	Hr Coordinator

Leave & Time Off

Task	Responsible
Approving and Processing Leaves	HR Coordinator (payroll staff) HR Generalist (Humi Staff)
Tracking sick/annual leave	HR Coordinator (payroll staff) HR Generalist (Humi Staff)

Onboarding

Task	Responsible
New Hire coordination	HR Coordinator
Submitting new hire paperwork	HR Coordinator
Collecting documents	HR Coordinator

Policy Compliance/Health and Safety

Task	Responsible
Drafting and updating policies	HR Generalist
Managing Workplace Investigations	HR Generalist
Harassment and Violence Complaints	HR Generalist
Compliance with CBA and Labour Code	HR Generalist
Annual Policy Reviews	HR Generalist

Recruitment and Staffing

Task	Responsible
Job Postings	HR Generalist
Interview coordination	HR Coordinator
Attend interviews (if needed)	HR Coordinator HR Generalist
Creating offer letters	HR Generalist
Updating job descriptions	HR Generalist
Applicant tracking	HR Coordinator
Admin Assistants	HR Generalist

Employee Development and Relations

Task	Responsible
Tracking Probation Periods	HR Coordinator
Responding to employee questions/concerns	HR Coordinator HR Generalist
Training and Professional Development	HR Generalist HR Coordinator
Compliance with CBA and Labour Code	HR Generalist
Employee file audits	HR Coordinator