

Facilities Human Resources

- Facilities Services and Facilities Planning, Design & Construction employ ~200 full-time employees.
- Our workforce consists of over 50 different job titles in a variety of classified, professional, and skilled trade positions.
- Nine labor unions are represented at Facilities:
 - Carpenters
 - Electricians
 - Operating Engineers – Heating Plant
 - Operating Engineers – Motor Pool
 - Painters
 - Plumbers
 - Laborers
 - Teamsters
 - Montana Public Employees Association (MPEA)
- Facilities conducts an average of 20 recruitments per year.

Facilities Human Resources (FHR) serves as a daily resource for the management and staff of Facilities Services and Facilities Planning, Design and Construction regarding personnel-related matters. FHR also offers guidance on HR issues to the other departments that comprise University Services (University Police and Safety & Risk Management).

FHR manages the recruitment process for Facilities, and partners with MSU's central HR office to ensure Facilities recruitments are conducted in compliance with all applicable policies and procedures.

FHR coordinates with Facilities employees and supervisors and Safety & Risk Management when employees are under Workers' Compensation or the Early Return To Work program.

FHR collaborates with supervisors and HR to identify and implement appropriate flexible pay options for employees, such as progression plans (career ladders), strategic pay, and lump sum bonuses, and oversees the annual performance appraisal process.

FHR serves as a liaison with MSU's central HR office for employees on Family Medical Leave and the Random Drug Testing of employees who hold a Commercial Drivers License. FHR works with employees to ensure issues regarding health insurance, retirement, etc. are resolved with HR, and is available to discuss workplace issues and identify strategies, options and assistance that may be available to employees.

