

Medical Campus HR Contacts

Who to contact on the Medical Campus for HR services:

BU Human Resources (HR) Service:	Overview of Services:	BU HR Contact:	Contact's Title:	Contact Phone:	Contact Email:
HR Service Center	General inquiries for all HR services, e.g. to get a BU ID; arrange to meet to discuss and complete paperwork for a PFML or other personal leave of absence.	1 st Paula Whalen 2 nd Evangelia Koulogeorgiou	Senior HRSC Representatives		pwhalen@bu.edu ekouloge@bu.edu
Talent Recruitment Services	To fill a vacancy, screen applicants, schedule interviews, screening and rank candidates for interviews, issue a job offer, and schedule onboarding for new hires.	Kristen Necreala	Senior Recruitment Specialist	857-352-1157	kdowd@bu.edu
Performance Development & Organizational Development & Learning	Identify courses and programs for employees to improve skills; identify and enroll supervisors in learning programs to help themselves and their staff improve their performance. General inquiries on learning at BU and how to enroll as a 1 st time supervisor in specific cohort programs.	1 st Joy Chen	Senior Manager, Leadership Development	617-353-2230	joyfchen@bu.edu
		2 nd Mark Braun	Program Director, Organizational Development & Learning	617-358-0677	mbraun@bu.edu
Performance Management & Employee Relations	Draft Performance Improvement Plans, talking points with employees who are not meeting performance expectations, process for severance when performance hasn't improved if employment separation is necessary. Process for employees who are not meeting performance expectation, consultation for offboarding (separate employment at BU); guidance for employees who need a leave, handling employee death, bereavement leave and crisis intervention to support employees.	1 st Louise Gant	Senior Human Resources Business Partner	617-358-0210	Louiseag@bu.edu
		2 nd Danielle Thompson	Human Resources Business Partner	617-353-3323	DThom109@bu.edu
Labor Relations	For clarity on Collective Bargaining Agreement language, to issuing a memorandum of understanding to resolve a grievance, support conduct of a grievance meeting, address inquiries from staff represented by a union.	David Ossam	Director of Labor Relations	617-353-2380	Dossam@bu.edu
Compensation	Create or revise position description, request a compensation review, conduct a job equity for similar jobs, merit increase inquiries, FLSA changes/reviews.	Craig Beem	Assistant VP of Compensation & HRIS	617-353-2380	Cbeem@bu.edu
HR Information Systems (SAP Forms)	To complete SAP forms to submit specific position or salary changes, update personal information to prevent deadnaming, etc.				