



## Emma Teague, MS-HRD, PHR

**HR Management Professional** with an extensive background in Human Resources Management, Training & Development, and Business Operations servicing in the areas of:

Human Resources Operations  
Recruitment/Employee Relations

Leadership Training & Development  
Benefits & Compensation Administration

Federal/State Labor Relations  
EEO & Diversity Management

### PROFESSIONAL EXPERIENCE:

**Strategic Management:** Design, develop, and implement strategies to support, improve, and strengthen the Human Resources Department and services. Manage Human Resources annual department budgets. Manage employment practices, employee relations, benefits administration, compliance, and providing relevant institution-wide training and professional development opportunities.

**Leadership Development:** Member of the management team and HR Leadership Team; build management relationships and advise and coach front-line supervisors as well as employee personnel; successfully maintain union-free work environments for multiple locations while managing bargaining units at Union environment locations; implemented organizational and policy changes in new work environment; facilitated change focusing on high-performance business results.

**Talent Management:** Identify training and education needs and assessments; corporate new hire and training development programs by implementing effective training for management and non-management incumbents; manage 360 assessment for professional development, DISC team building, Technical Career Succession; develop and manage training and curriculum development, tools, resources, and LMS documents and records including quality ISO-9000 and AS-9100 compliance; instruct training on Management 101, business ethics, sexual harassment, DEIB, and manage progress reports via workforce management of human capital (KSAs).

**Employee Relations:** Manage employees' concerns timely and professionally to resolve issues; conduct investigations over multiple states; manage performance management programs; streamline employees' performance review process via Oracle/HCM, ABRA, and SAGE along with annual salary increases; manage EEO, Title IX, and Harassment investigations and disciplinary issues.

**Labor Management:** Manage multiple Bargaining Units simultaneously; lead the HR Labor Relations via Labor Management Committees partner with leadership regarding management direction and support regarding company policies and procedures; manage and resolve complex and sensitive employee relations matters, including Affirmative Action issues with problem resolution; oversee progressive disciplines and separation/severance agreements and due diligence. Served on the Labor Management Council for multiple bargaining units, including (CADA), (FA), and (CSEA).

**Policy Rationalization and Development:** Lead the development, implementation, and modification efforts of personnel policies and procedures; prepare and maintain specific policies and procedures manuals, including an employee handbook for multiple locations; ensure the implementation of compliance programs for all federal, state, and local regulations and requirements regarding HR policy compliance.

**Recruitment/Staffing:** Manage low-cost, effective, and timely sourcing of personnel and temporary hiring; hiring of exempt and non-exempt staff; manage pre-employment physicals, background checks, and screenings; assimilation new hires to comply with company policies and procedures; develop and Implement company's New Hire Orientation and Onboarding programs.

**Benefits Administration:** Oversee all benefit programs (FMLA / LOAs / ADA / WC / STD / LTD); assured responsibility for accuracy for annual open enrollment, new hire enrollment paperwork, and qualifying events.

**Salary Administration:** Oversee compensation programs such as salary administration based upon FLSA, job descriptions and bench-marking, performance merits, and employee bonuses; oversee corporate compensation guidelines and job description evaluations; align with local payroll; complete wage and salary surveys.

**Separation Process:** Oversee the separation process for exiting employees, coordinate benefits, severance packages, and payouts, and arrange outplacement services as needed.

**Legal:** Organize corporate and outside counsel on special investigations regarding contested terminations, FLSA, EEO, DOL-Affirmative Action, IRS, and business ethics; successfully represented at EEOC, unemployment, and workers' compensation hearings.

## EMPLOYMENT EXPERIENCE:

PIPER AIRCRAFT, INC., Vero Beach, FL (Hybrid) <b>Sr. Human Resources Manager – Talent Management</b>	2018 - Present
SI GROUP INC., Niskayuna, NY <b>North America - Employee Relations Manager</b> <b>Regional Human Resources Generalist (NY/TX/TN/SC)</b>	2014 - 2018
SCHENECTADY COUNTY COMMUNITY COLLEGE, Schenectady, NY <b>Executive Director of Human Resources</b>	2013 - 2014
GLENMONT JOB CORPS ACADEMY, Glenmont, NY <b>Human Resources Manager/EEO Affirmative Action Officer</b>	2011 - 2013
FARM FAMILY INSURANCE COMPANIES, Glenmont, NY <b>Employee Development Training Specialist</b>	2008 - 2011
CULLARI COMMUNICATIONS GROUP, Wilmington, DE <b>Consultant - New York State Ally Development/AstraZeneca</b>	2006 - 2008
PROFESSIONAL DEVELOPMENT PROGRAM SUNY ROCKEFELLER COLLEGE, Albany, NY <b>Professional Development Program - Education Trainer</b>	2002 - 2006

## EDUCATION:

Villanova University, Villanova, PA	M.S. Degree: Human Resources Development, 2014
Trinity International University, Miami, FL	B.A. Degree: Human Resources Management, 1997

## PROFESSIONAL DEVELOPMENT:

### Certified Programs, Courses and Seminars:

- *Certified: Thomas International Certified – Adult Education-DISC Certified, 2015*
- *Certified: HRCI - PHR Professional In Human Resources, 2014*
- *Certified: NYS Civil Service Commission Institute Training, 2013*
- *Certified: Master Certificates In Human Resource Management, 2010*
- *CRHRA: SPHR/PHR Certification Program, 2008*

## MEMBERSHIPS:

### Memberships and Corporate Continuing Education Programs:

- *Member, United Against Poverty – Indian River County – Community Advisory Board, 2024*
- *Member, Alpha Kappa Alpha (AKA) Eta Eta Omega Chapter, 2021*
- *Member, SHRM Regional HR Florida and Treasure Coast Human Resources Association (TCHRA), 2018*
- *Member, Society for Human Resource Management (SHRM), 2010*
- *Member, The American Society for Training & Development (ASTD), 2010*
- *Member, Capital Region Human Resource Association (CRHRA), 2010*