

HUMAN RESOURCES DIRECTORY

Human Resources	
Executive Assistant Heather Christian	x11394
Executive Director of Human Resources Ivory McDaniel	x11396
<i>Compliance</i>	
<i>Union Contracts & Negotiations</i>	
<i>Wage & Hour</i>	

Employee & Labor Relations	
Labor Relations Assistant Teresa Paulsen	x11386
Employee Relations Specialist Nicole Morotti	x11395
<i>Employee Discipline</i>	
<i>Employee Evaluations</i>	

EEO-Employment & Educational Opportunity	
EEO Assistant Rachel Stockton	x11387
EEO Officer Allison Baldock	x11466
Title IX Vacant	x11379
<i>Non-Discrimination</i>	
<i>Section 504</i>	
<i>Student Discipline</i>	

Employee Benefits	
Benefits Assistant Robin Carlson	x11311
Assistant Director of HR Kathy Port	x11324
<i>Health Benefits</i>	
<i>Plan Enrollment</i>	
<i>FMLA/AFLA</i>	
<i>Fitness for Duty</i>	
<i>Supplemental Retirement Plans</i>	

Recruiting & Staffing	
Recruiting Specialist Karlene Manuel	x11277
District Recruiter Shayna Ellingrud	x11380
<i>AppliTrack (Frontline)</i>	
<i>Job Postings-External/Internal</i>	
<i>Job Descriptions</i>	
<i>Position Classification</i>	
<i>Recruitment/Job Fairs</i>	

ESSA/Sub-Temps/Non-Represented <i>Hourly & Classified Staff</i>	
HR Technician D'Lila Matzie	x11357
HR Coordinator Mechelle Nash	x11381
New Hires	
Orientation	
Employee Notifications	
Employment Verification	
Employee Evaluations	
Leave of Absence requests	
Negotiated Agreement Inquiries	
Reassignment / Transfers	
Records requests	
Resignation / Retirement	
Supplemental Pay	

FEA & FPA <i>Certified Staff</i>	
HR Technician Kelly Slechta	x11383
HR Coordinator Shea Wollmann	x11384
New Hires & Orientation	
Certification & Qualifications	
Employee Notifications	
Employment Verification	
Employee Evaluations	
Job Share requests	
Leave of Absence requests	
Negotiated Agreement Inquiries	
Reassignment / Transfers	
Records requests	
Resignation / Retirement	
Salary Information & Changes	
Supplemental Pay	

Who to Call	
General Questions, Volunteers, File Review & Requests	
Karen Motschenbacher	x11326
Frontline, Student Employment & SAS Contracts	
Mechelle Nash	x11381
Fingerprinting & Military Access	
Heather Christian	x11394
TCP-Time Clock Plus	
Payroll Department	x11321