

Who To Call - Human Resources

HR General Information
 Dr. Michael Baugus - Chief Human Resources Officer
 Dr. Kim Cohen - Director Human Resources
FAX

415-8018
415-8017
415-8021
415-8087

Subject	Person Responsible	Phone
Employee Address/Telephone Changes	EMPLOYEE updates in Employee Self Service	
Employee Name Changes	Carolyn Desloge	415-8016
Kelly Subs (Teachers/Nurses/SEI)	Laura Warren	415-8019
Background Checks/Fingerprints (Administrators and Certified)	Suzanne Osredker	415-8023
Background Checks/Fingerprints (Operations)	Lisa Powers	415-8022
Background Checks (TA's, Swim Club, Dietary Aides, AEL)	Carolyn Desloge	415-8016
Background checks - Volunteers & Vendors	Kathy Bowen	415-8025
Certification Renewals	Julie Ellis	415-8127
Channel Changes	Suzanne Osredker	415-8023
Contracts (Administrators and Certified)	Suzanne Osredker	415-8023
Contracts (Extra-Duty)	Suzanne Osredker	415-8016
Core Data	Julie Ellis	415-8127
CWA Issues/Contract	Dr. Michael Baugus/Dr. Kim Cohen	415-8017/415-8021
Retirement (Administrators)	Suzanne Osredker	415-8023
Sick Leave Award for Retirement (Operations)	Lisa Powers	415-8022
Employee Relations Issues (Certified)	Dr. Michael Baugus	415-8017
Employee Relations Issues (Operations)	Dr. Kim Cohen	415-8021
Employment Verifications (Mortgages, Loans, etc.)	www.verifent.com	
Employment Verifications (teaching experience and Public Student Loan Forgiveness)	Suzanne Osredker	415-8023
Evaluation Materials (Administrator & Certified)	Dr. Michael Baugus	415-8017
Evaluation Materials (Operations)	Dr. Kim Cohen	415-8021
FMLA Leave (Certified & Operations)	Brenda Mullen	415-8015
Long Term Disability (Operations)	Brenda Mullen	415-8015
HR Budget	Barb Pohle	415-8017
PNEA & PNA	Dr. Michael Baugus	415-8017
Policy Questions (Certified)	Dr. Michael Baugus/Dr. Kim Cohen/Suzanne Osredker	415-8017
Policy Questions (Operations)	Dr. Michael Baugus/Dr. Kim Cohen/Lisa Powers	415-8021
Postings (Certified & Operations)	Laura Warren	415-8019
Resignations (Administrators & Certified)	Dr. Michael Baugus/Suzanne Osredker	415-8023
Resignations (Operations)	Lisa Powers	415-8022
Safe Schools Training	Julie Masterson	415-8143
Salary Placement (Certified)	Suzanne Osredker	415-8023
Salary Placement (Operations)	Dr. Kim Cohen/Lisa Powers	415-8021/415-8022
Student Teacher Placement	Julie Ellis	415-8127
Substitute Secretaries	Brenda Mullen	415-8015
Summer School	Carolyn Desloge	415-8016
Swim Club	Carolyn Desloge	415-8016
Tenure Status	Suzanne Osredker	415-8023
Travel Reports	Barb Pohle	415-8017
Unemployment Claims	Lisa Powers/Dr. Kim Cohen	415-8021
Vacancies (Administrator)	Suzanne Osredker	415-8023
Vacancies (Certified & Admin Intern)	Laura Warren	415-8019
Vacancies (Operations)	Lisa Powers	415-8022
WorkForce (Certified & Operations)	Julie Masterson/Lisa Powers	415-8143/415-8022
Years of Service Tracking	Suzanne Osredker	415-8023