

## 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   | <a href="#">EMPLOYEE updates in Employee Self Service</a> |                   |
| 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.)                                  | <a href="http://www.verifent.com">www.verifent.com</a>    |                   |
| 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  | Jennifer Schaefer   | 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   | Jennifer Schaefer   | 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          |