

Who To Call - Human Resources

HR General Information
 Amy Joyce - Chief Human Resources Officer
 Phil Ragusky - Director Human Resources
FAX

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

Subject	Person Responsible	Phone
Address/Telephone	EMPLOYEE updates in Dashboard/ Employee Self Service	
Name Changes	Briana Levo	415-8016
Kelly Subs (Teachers/Nurses)	Laura Warren	415-8019
Background Checks/Fingerprints (Administrator)	Suzanne Osredker	415-8023
Background Checks/Fingerprints (Certified)	Suzanne Osredker	415-8023
Background Checks/Fingerprints (Operations)	Lisa Powers	415-8022
Background Checks (Parent Volunteers)	Briana Levo	415-8016
Certification Renewals	Julie Ellis	415-8127
Channel Changes	Suzanne Osredker	415-8023
Contracts (Administrator)	Suzanne Osredker	415-8023
Contracts (Certified)	Suzanne Osredker	415-8023
Contracts (Extra-Duty)	Briana Levo	415-8016
Core Data	Julie Ellis	415-8127
CWA Issues/Contract	Amy Joyce/Phil Ragusky	415-8092/415-8021
Retirement Benefits (Administrators)	Suzanne Osredker	415-8023
Sick Leave Award for Retirement (Operations)	Lisa Powers	415-8022
Employee Relations Issues (Certified)	Amy Joyce	415-8092
Employee Relations Issues (Operations)	Phil Ragusky	415-8021
Employment Verifications	www.verifent.com	
Evaluation Materials (Administrator & Certified)	Amy Joyce	415-8092
Evaluation Materials (Operations)	Phil Ragusky	415-8021
Extra Duty	Briana Levo	415-8016
FMLA Leave (Certified)	Brenda Mullen	415-8015
FMLA Leave (Operations)	Brenda Mullen	415-8015
Long Term Disability (Operations)	Brenda Mullen	415-8015
HR Budget	Angel Lane	415-8017
PNEA	Amy Joyce	415-8092
PNA	Amy Joyce	415-8092
Policy Questions (Certified)	Amy Joyce/Phil Ragusky/Suzanne Osredker	415-8092
Policy Questions (Operations)	Amy Joyce/Phil Ragusky/Lisa Powers	415-8021
Postings (Certified)	Laura Warren	415-8019
Postings (Operations)	Laura Warren	415-8019
Resignations (Administrators & Certified)	Amy Joyce	415-8092
Resignations (Operations)	Lisa Powers	415-8022
Safe Schools Training	Julie Masterson	415-8143
Salary Placement (Certified)	Suzanne Osredker	415-8023
Salary Placement (Operations)	Phil Ragusky/Lisa Powers	415-8021/415-8022
Student Teacher Placement	Julie Ellis	415-8127
Substitute Secretaries	Brenda Mullen	415-8015
Summer School	Briana Levo	415-8016
Swim Club	Briana Levo	415-8016
Tenure Status	Suzanne Osredker	415-8023
Travel	Angel Lane	415-8017
Unemployment Claims	Lisa Powers/Phil Ragusky	415-8021
Vacancies (Administrator)	Suzanne Osredker	415-8023
Vacancies (Certified & Admin Intern)	Laura Warren	415-8019
Vacancies (Operations)	Lisa Powers	415-8022
Vacancies (TA's, Food Svcs, Swim Club)	Briana Levo	415-8016
WorkForce (Certified & Operations)	Julie Masterson/Lisa Powers	415-8143/415-8022
Years of Service Tracking	Suzanne Osredker	415-8023