

| Topic (Sorted by major HR Categories) | Primary Contact Person | | | |
|--|-----------------------------------|------|--|------|
| | CERTIFICATED | | CLASSIFIED | |
| ADMINISTRATION: | | | | |
| Board Report..... | Sandra Vincent | 4652 | Heidi Kaye | 4657 |
| Calendar - Classified..... | | | Randy Perez | 4659 |
| Calendar - School..... | Sandra Vincent | 4653 | | |
| Calendar - Management..... | Alex Harp | 4652 | | |
| Employee Recognition Tea..... | Alex Harp | 4652 | Heidi Kaye | 4657 |
| Job Descriptions..... | Belen Magers | 4653 | Heidi Kaye | 4657 |
| Layoffs..... | Belen Magers | 4653 | Randy Perez | 4659 |
| Leave of Absence/Medical Leave..... | Barbara Corrick | 4647 | Barbara Corrick | 4647 |
| Personnel Commission..... | | | Randy Perez | 4659 |
| BENEFITS: | | | | |
| Flex 125 Plans..... | | | | |
| Hartford AD&D..... | | 4622 | | |
| Health & Welfare Benefits..... | Patreese Williams | | Patreese Williams | 4622 |
| US Life Insurance..... | | | | |
| Worker's Compensation..... | Barbara Corrick | 4647 | Barbara Corrick | 4647 |
| American Fidelity Disability..... | | | | |
| State Disability Insurance (SDI)..... | | 4622 | | 4622 |
| Tax Shelter Annuities..... | | | | |
| The Standard Disability Insurance..... | | | | |
| Voluntary Deductions (other Life Insurance)..... | (Payroll) | | (Payroll) | |
| CREDENTIALS: | | | | |
| ALL credential concerns..... | Ashley Van De Ven | 4654 | | |
| EMPLOYMENT/RECRUITMENT: | | | | |
| Application Submission..... | www.edjoin.org | | www.neogov.org | |
| Coaches..... | | | Michelle Schofield | 4658 |
| Independent Consultant Agreements..... | Sandra Vincent | 4652 | | |
| Vacancies..... | | | Classified Staff | 4650 |
| New Employee Orientation..... | Alex Harp | 4652 | Michelle Nunez/ | 4658 |
| Recruitment/Postings/Testing/Summer School..... | Alex Harp | 4652 | Heidi Kaye | 4657 |
| Student Workers..... | | | Samah Rahman | 4656 |
| Temporary Reassignment (SEIU only)..... | | | Samah Rahman | 4656 |
| Volunteers/Student Teachers..... | Neal Elgar | 4655 | | |
| GENERAL HR: | | | | |
| Aeries Certificated Data Maintenance..... | Alex Harp | 4652 | | |
| ID Badge..... | Neal Elgar | 4655 | To be determined | 4655 |
| Personal Necessity Leave..... | Sandra Vincent | 4653 | | |
| Reimbursement Claims (loss or damages)..... | Sandra Vincent | 4653 | Sandra Vincent | 4653 |
| State Reporting (various)..... | To be determined | 4652 | | |
| LABOR RELATIONS: | | | | |
| Catastrophic Leave..... | SLEA | | Heidi Kaye | 4656 |
| Evaluations: Staff Performance..... | Ashley Van De Ven | 4654 | Michelle Schofield | 4658 |
| Employment Agreements..... | Sandra Vincent | 4653 | Heidi Kaye/Michelle Schofi | 4657 |
| Seniority List..... | To be determined | 4652 | Heidi Kaye | 4657 |
| PAYROLL/PAYCHECK/SALARY INCREMENTS: | | | | |
| Direct Deposit..... | Payroll | 4610 | Payroll | 4610 |
| Longevity - Administrators..... | Alex Harp | 4652 | | |
| Longevity - Classified..... | | | Michelle Schofield | 4658 |
| Paycheck Questions..... | Payroll | 4610 | Payroll | 4610 |
| Professional Growth (Class.)..... | | | Michelle Schofield | 4658 |
| Salary Increments/Column Hops..... | Alex Harp | 4652 | Michelle Schofield | 4658 |
| Sick Leave Balance..... | Payroll | 4610 | Payroll | 4610 |
| Tax Shelter Annuities..... | Payroll | 4610 | Payroll | 4610 |
| W-2 Form Request..... | Payroll | 4610 | Payroll | 4610 |
| RECORDS PROCESSING & RETENTION: | | | | |
| Address Changes/Name Changes..... | Human Resources | | Human Resources | |
| Employment Verification..... | 510-317-7965 FAX | 4650 | 510-317-7965 FAX | 4650 |
| Personnel File Maintenance/Review..... | Human Resources | | Human Resources | |
| SUBSTITUTES/STUDENT TEACHERS/VOLUNTEERS: | | | | |
| Aesop System Coordinator..... | | | | |
| Substitute Orientation (Class.)..... | Neal Elgar | 4655 | Samah Rahman | 4656 |
| Substitute Teacher Recruitment/Orientation..... | Neal Elgar | | | |