

HUMAN RESOURCES / PAYROLL CONTACTS

NEIL FINCH – ext. 2043

Superintendent of Schools

- Staffing – Teachers, Social Workers, Library Staff and Educational Associates (recognition of experience, reclassification and secondments)
- CUPE and Teacher Local Negotiations
- Interpretations of Collective Agreements / Acts / Regulations
- HR Policies
- CUPE/STF Labour / Management
- Grievances / Arbitrations / Human Rights, etc.
- Determine contract types for CUPE/non-CUPE/STF hires
- Teacher Leaves requiring Ed Centre Approval by HR (Δ)
- Interns and Practicum Students (teaching)
- Student Enrolment Reports (Cindy)

DIANNE BIRKELAND – ext. 2045

Administrative Assistant

- Support for CUPE, sub CUPE & contracted employees
 - Staffing
 - Postings and April/May staffing
 - Checklists
 - Letters of Offer
 - New employee sign up
 - CUPE substitute lists and annual summer audit
- Practicum Students (non-teaching)
- SRB Support re: CUPE staff
- Support Staff Work Year Calendars
- Name change for CUPE, sub CUPE and contracted employees

TWYLA HALAYKA – ext. 2036

Administrative Assistant

- Support for Teacher and sub Teachers
 - Staffing
 - Postings
 - Checklists
 - Interview Scheduling
 - Contracts and/or Letters of Offer
 - New employee sign up
 - Substitute Teacher list
- Notification of Leave Approval / Denial for Teaching staff
- EEP and SPRTB Support
- SRB Support re: Teaching staff
- Teacher address changes
- Bursaries
- Practicum students (Teaching only)

JAMIE HENRY – ext. 2001

Human Resources Manager

- Staffing – Assist Superintendents and Managers with staffing all CUPE Support positions (except Educational Associates)
- CUPE Negotiations
- Interpretations of Collective Agreements / Acts / Regulations
- Workplace Accommodations / Return to Work Programs
- All CUPE leaves requiring Ed Centre Approval by HR (Δ)
- Benefits and Pension Administrator for CUPE/Non-Teaching Staff
- Seniority
- Administer non-CUPE/STF employee contracts
- Practicum students (non-teaching)

DANICA RIOU – ext. 2015

Payroll Administrator

- Teachers
- Vice-Principals/Principals
- Director/Superintendents
- Consultants
- Speech/Language Pathologist

BARB MARGESON – ext. 2002

Payroll Administrator

- Educational Associates/Language Assistant
- Social Workers
- Secretaries/Receptionist
- Librarians
- Mechanics
- Maintenance
- Records clerk/Purchasing
- Non-teaching temp contracts
- Out of Scope contracts
- KidsFirst contracts
- Mentor Support Coaches

JASMINE ROBERTSON – ext. 2048

Payroll Administrator

- Bus Drivers
- Non-Teaching subs (Casuals)
- Computer Technicians
- Caretakers
- Cooks and General Helpers
- Board Members
- Accounting Clerks
- School Mentors
- French Monitor
- Maintenance Summer Students
- Summer Literacy Camp contracts
- Nutrition/After-school contracts
- Sub Teachers

