

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)
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KAREN KUBICA – 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
- Leave Management system

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)
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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)
- Leave Management System

DANICA RIOU – ext. 2015

Payroll Administrator

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