

# HUMAN RESOURCES / PAYROLL CONTACTS

## **CORY TRANN – ext. 2037**

### **Superintendent of Schools**

- Staffing – Teachers
- Teacher Local Negotiations
- Interpretations of Collective Agreements / Acts / Regulations
- Determine contract types for STF hires
- Teacher leaves requiring Ed Centre Approval by HR (Δ)
- Interns and Practicum Students (teaching)
- HR Policies

## **JEFF COURT – ext. 2007**

### **Superintendent of Schools**

- Staffing – Social Workers, Library Staff and Educational Associates (recognition of experience, reclassification and secondments)
- CUPE Negotiations / Labour Management
- Grievances / Arbitrations / Human Rights, etc.
- Interns and Practicum Students (non-teaching)
- HR Policies

## **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 summer audit
- Practicum Students (non-teaching)
- SRB Support re: CUPE staff
- Support Staff Work Year Calendars
- Name & address changes for CUPE, sub CUPE and contracted employees
- **Automated Dispatch System (EA's)**

## **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 and summer audit
- EEP and SPRTB Support
- SRB Support re: Teaching staff
- Name & address changes for Teachers
- Bursaries
- Practicum students (Teaching only)
- Student Enrolment Reports
- **Automated Dispatch System (Teachers)**

## **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

## **JASMINE ROBERTSON – ext. 2048**

### **Payroll Administrator**

- Educational Associates/Language Assistant
- Social Workers
- Secretaries/Receptionist
- Librarians
- Mechanics
- Maintenance
- Records clerk/Purchasing
- Out of Scope contracts
- KidsFirst contracts
- Mentor Support Coaches / School Mentors
- Computer Technicians
- Caretakers
- Cooks and General Helpers
- Board Members
- Accounting Clerks
- French Monitor
- Family Resource Centre Contracts
- MCHB Contracts

## **RACQUEL MORILLO – ext. 2013**

### **Payroll Administrator**

- Bus Drivers
- Non-Teaching subs (Casuals)
- Maintenance Summer Students
- Summer Literacy Camp contracts
- Nutrition/After-school contracts
- Sub Teachers