

HR Department Responsibilities During HR Director Vacancy (Winter 2025)

<i>If you have a question about:</i>	<i>Contact:</i>	<i>If you have a question about:</i>	<i>Contact:</i>
Americans with Disabilities Act (ADA)	Joleen (Jeff)	Job Postings (New or Remove)	Melinda
Applications for Employment	Melinda	Leave Balances (Sick, Vacation)	Joleen
Auto Accidents	Thomas	Liability Claims	Thomas
Background Checks	Melinda	Light Duty / Modified Duty	Thomas/Joleen
Benefits, Employee	Joleen	Off-Cycle Pay Changes	Postpone*
Dental Insurance	Joleen	Orientation, New Hire	Melinda
Discipline/Termination of Employees	Joleen (Jeff)	OutProcessing/Exit Process	Joleen
Driver History	Thomas	Personnel Action Forms (PAFs)	Melinda
Drug Testing, Employee/Applicant	Thomas	Performance Evaluations	Joleen
Employee Assistance Program (EAP)	Joleen	Policies, Personnel	Joleen
ESS Password Resets	Melinda	Position Control / Open Positions	Joleen
Exceptions to Policy	Postpone*	Requests for Reorganization	Postpone*
Flexible Spending (Flex)	Joleen	Retirement	Joleen
FMLA	Joleen	Safety, Employee	Thomas
General / Other Questions	Melinda	Separation Paperwork (Full Time)	Joleen
Harassment / Discrimination	Joleen (Jeff)	Separation Paperwork (Part Time)	Melinda
Health Insurance	Joleen	Sick Leave Donation	Joleen
I-9 / Employee Identification	Melinda	Supplemental Benefits	Joleen
Insurance Certificates	Thomas	Unemployment Claims	Joleen
Job Description Updates	Postpone*	Verification of Employment	Melinda
Job Grading	Postpone*	Workers' Compensation	Thomas

** These items should be postponed until budget cycle and/or until HR Department returns to full capacity.*

HR Contact Information

General HR Telephone

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