HR Department Responsibilities

If you have a question about:	*Contact:*
Americans with Disabilities Act (ADA)	Joleen/Kimberly
Applications for Employment	Zanah
Auto Accidents	Thomas
Background Checks	Melinda
Benefits, Employee	Joleen/Kimberly
Dental Insurance	Joleen/Kimberly
Discipline/Termination of Employees	Joleen/Kimberly
Driver History	Thomas
Drug Testing, Employee/Applicant	Thomas
Employee Assistance Program (EAP)	Joleen/Kimberly
ESS Password Resets	Zanah
Exceptions to Policy	Joleen/Kimberly
Flexible Spending (Flex)	Joleen/Kimberly
FMLA	Joleen/Kimberly
General / Other Questions	Zanah
Harassment / Discrimination	Joleen/Kimberly
Health Insurance	Joleen/Kimberly
I-9 / Employee Identification	Zanah
Insurance Certificates	Thomas
Job Description Updates	Joleen/Kimberly
Job Grading	Joleen/Kimberly

If you have a question about:	*Contact:*
Job Postings (New or Remove)	Melinda
Leave Balances (Sick, Vacation)	Kimberly
Liability Claims	Thomas
Light Duty / Modified Duty	Thomas/ Joleen/Kimberly
Off-Cycle Pay Changes	Joleen/Kimberly
Orientation, New Hire	Melinda
Out-Processing/Exit Process	Joleen/Kimberly
Personnel Action Forms (PAFs)	Melinda
Performance Evaluations	Joleen/Kimberly
Policies, Personnel	Joleen/Kimberly
Position Control / Open Positions	Joleen/Kimberly
Requests for Reorganization	Joleen/Kimberly
Retirement	Joleen/Kimberly
Safety, Employee	Thomas
Separation Paperwork (Full Time)	Joleen/Kimberly
Separation Paperwork (Part Time)	Melinda
Sick Leave Donation	Joleen/Kimberly
Supplemental Benefits	Joleen/Kimberly
Unemployment Claims	Joleen/Kimberly
Verification of Employment	Zanah
Workers' Compensation	Thomas

HR Contact Information

General HR Telephone

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