

Human Resources Department Staff and Duties

Scott Rollinson, Assistant Superintendent of Human Resources - Extension 1022

- Adherence to Federal and State Employment Laws
- Assist in the Development and Implementation of Personnel Policies and Procedures
- Board Level Matters
- Collective Bargaining Agreement Issues
- Employment Issues
- Evaluation/Licensure/Certification/RIF Process
- Harassment and EEO Complaints
- HIPAA Questions
- Investigation and Discipline
- Job Postings
- Labor Relations

Michelle Washington, Administrative Assistant – Extension 1021

- Aesop Substitute Placement System
- AppliTrack Applicant Processing for Substitutes
- Employee Self-Service Password Reset
- Human Resources Correspondence
- Maintenance of Substitutes' Records
- Process New Hire Paperwork for Substitutes
- Substitute Mobility Incentive Request Forms

Rachel Freeman, Human Resources Coordinator - Extension 1023

- AppliTrack Applicant Processing for New Hires
- Coordinate and Implement Human Resources' Protocols and Procedures
- Coordinate, Maintain, and Publish Employee Handbook
- Direct Staffing Process, Recruiting, Screening, Hiring and Orientation of District Staff
- Oversee Legal Compliance
- Process Paperwork for New Hires and Transfers
- Student Teachers and Intern Placement
- Unemployment Claims

Kari Floyd, Personnel Specialist - Extension 1020

- Board Agenda Paperwork
- Certification Matters
- Employee Self-Service Password Reset
- Salary Compensation Questions
- District and State Reporting
- Employee Contracts
- Maintenance of Employees' Records
- Personnel Actions Processing
- Seniority Listings
- Staff Evaluation Information
- Teacher Loan Forgiveness Verification Forms
- Verification of Employment Letters

Human Resources Department

Staff and Duties

Mari-Jo Reed, Benefits Specialist – Extension 1019

- Benefits Processing
- Coordinate Open Enrollment Process
- Employee Self-Service Password Reset
- Process Leaves of Absence
- Process Support Staff and Administrator Sick Bank Paperwork
- Maintain Personnel Directory

Danielle Lunsford, Payroll Specialist – Extension 1028

- 403(b) Inquiries
- ACA (1095-C) Forms
- Accruals Processing, including Personal Day Rollover
- Direct Deposit Processing
- Employee and Substitute Payroll Processing
- Employee Self-Service Password Reset
- Federal and State Taxes (W4's)
- Comp-Time, Hourly, and Overtime Payroll Sheets
(SIP/PD Payroll Timesheets go to Jen McDonald)
- Perfect Attendance Tracking
- Questions Regarding W-2's
- Workers' Compensation Claims

Diana Disch, Wellness Coordinator – Extension 1031

- Assess, Plan, and Implement Health/Wellness Programs
- Develop and Conduct Health/Wellness Trainings for Staff
- Internal Consultant for all Wellness Related Opportunities