

CONTACT LIST 2021

<u>Melissa</u> Accident/Injury Reporting Auto Claims Liability Claims Equipment Claims Property Claims Safety Manual Insurance Certificates Safety Program	<u>Lisa</u> Safety Shoes Safety Awards W/C Invoice Questions <u>Kim Marshall</u> Processes HCRA Applicants Assists Risk Management Americans with Disabilities Act Advises Applicant of their Rights & Responsibilities	<u>Nealon Starr</u> Health Ins. Issues Health Ins. Invoices Health Ins. Authorizations Health Ins. Referrals	<u>Finance</u> Payroll Questions (Lori) Leave Questions (Lori) Ins. Deductions (Lori) Vision Ins. Questions (Shirlene) Dental Questions (Shirlene) Voluntary Ins. Questions (Shirlene) Flex Plan Questions (Shirlene) Retirement Questions (Lori) Health Ins./Changes in Coverage (Shirlene)
<u>GinNeal McVay</u> Departmental Budgeting HR Policy Development Interdepartmental HR Consultant Professional Development Planning Organizational Design Directs Action Plans for HR Classification System Compensation System	<u>Cindy</u> HR Questions Emp. Handbook/HR Policies Tuition Reimbursement Training & Development Exit Interviews Notice of Actions Salary Surveys CSB Coordinator	<u>Rae</u> Personnel Actions FMLA Organizational Chart Revisions Return to Work Medicals Sick Leave Pool Job Description Revisions Employee Evaluation Forms	<u>Dixie</u> Drug Free Workplace NeoGov Position Advertisements Review Applications for Minimum Qualification Student Enrollment Applicant Questions Purchase Orders

Rachel
Assists Job Applicants
Pre-Employment Forms/Process
New Employee Background & Physicals
New Employee Orientation
HR Website
Personnel Files
Service Awards
Purchase Orders
Public Records Request
Training & Development Scheduling

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