

Central Office Support
Who Ya Gonna Call?
 August 20, 2018

As some of you know, Sylvia Charron left our employ in May. With her departure, Christina and I have reassigned Sylvia's work responsibilities between Heather French and Robin Miller. Please refer to the table below to see who you should contact directly (first!) with questions or to send information to this office.

Heather French hfrench@washnesu.org 454-9924 x 205		Robin Miller rmiller@washnesu.org 454-9924 x 212	
All personnel file questions/submissions, general Human Resource matters	Applications, employee packets, benefit packets, contracts, liability/worker's comp claims, licensing materials and questions, etc.	Job posting information, requests for staffing	
Questions about background check status, forms for chaperones, mentors, and other volunteers		Professional Development Requests	Signed requests from the schools should be sent to Robin. Questions about eligibility for reimbursement.
New employee intake (onboarding process)	Job applications, contracting, background checks, fingerprinting. Notifications of new hires to affected parties. HR coordination of substitute hiring.	Universal Pre-school	
FMLA/VTPLA requests, processing, status		Column moves	September requests for anticipated column moves next school year, transcripts for completed courses (transcript verification)
Student planned absence requests		Employee accident reports. Student accident reports.	
Educator Licensing (ALIS) coordination		Liability insurance	Equipment damage that may be insured. Tracking of claims.
Open enrollment for employee health/dental care		Annual physical, Random Drug/Alcohol Testing (bus drivers)	
Certificates of insurance	When required for field trips, etc.	Home Schooler coordination	
		Annual newspaper reporting	