

Human Resources Services Contact List

(September 2016)

SUPERINTENDENT OF HRS

<ul style="list-style-type: none"> ➤ CORPORATE INITIATIVES ➤ NEGOTIATIONS ➤ STRATEGIC PLANNING ➤ POLICY DEVELOPMENT ➤ SUCCESSION PLANNING ➤ NEGOTIATIONS ➤ LEGISLATIVE COMPLIANCE ➤ RECRUITMENT AND TRAINING 	<p>Jason Connolly Jason.Connolly@wcdsb.ca (519) 578-3677 ext. 2219</p>
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MANAGER OF HRS

<ul style="list-style-type: none"> ➤ HARASSMENT MANAGEMENT ➤ RECRUITMENT STRATEGIES – AODA & EIE ➤ LABOUR & EMPLOYEE RELATIONS ➤ JOB EVALUATION & PAY EQUITY ➤ EARLY CHILDHOOD EDUCATORS ➤ PERFORMANCE APPRAISAL & JOB EVALUATIONS ➤ STAFF DEVELOPMENT ➤ NEGOTIATIONS 	<p>Maura Quish, HRS Officer Maura.Quish@wcdsb.ca (519) 578-3677 ext. 2368</p>
<p><u>Administrative Support</u></p> <ul style="list-style-type: none"> • Elem & Sec Support • Recruitment (<i>all employee groups</i>) • Apply to Education 	<p>Natasa Kopic, Administrative Assistant Natasa.Kopic@wcdsb.ca (519) 578-3677 ext. 2250</p>

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<ul style="list-style-type: none"> • CUPE Postings • Staffnet/Website Postings and Advertisements 	
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ELEMENTARY/ SECONDARY and OCCASIONAL TEACHERS

<ul style="list-style-type: none"> ➤ Elementary Teachers ➤ Secondary Teachers ➤ Occasional Teachers <p>(includes contract administration, recruitment and staffing)</p>	<p>Anne Vair, HRS Officer Anne.Vair@wcdsb.ca (519) 578-3677 ext. 2252</p>
<p><u>Administrative Support</u></p> <ul style="list-style-type: none"> • Elementary Teachers • Secondary Teachers • Student Teachers • AQ Course Verification & Tracking • Short Term Leaves (Elem & Sec) • QECO (Elem & Sec) 	<p>Melissa Szymkowski, Administrative Assistant Melissa.Szymkowski@wcdsb.ca (519) 578-3677 ext. 2389</p>
<p><u>Administrative Support</u></p> <ul style="list-style-type: none"> • Secondary Teachers • Occasional Teachers • Smartfind back up support • CUPE – Administrative Assistants, Library Technicians and Child and Youth Workers 	<p>Cheryl Janes, Administrative Assistant Cheryl.Janes@wcdsb.ca (519) 578-3677 ext. 2389</p>

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CUPE SUPPORT & EDUCATIONAL ASSISTANTS

<ul style="list-style-type: none"> ➤ C.U.P.E. (includes contract administration, recruitment and staffing) ➤ OMERS Initial & Exit Process (all employee groups) 	<p>Connie Eaton, HRS Officer Connie.Eaton@wcdsb.ca (519) 578-3677 ext. 2298</p>
<p><u>Administrative Support</u></p> <ul style="list-style-type: none"> • CUPE – Educational Assistants, DECEs, Computer Technicians, • CUPE Supply Coverage • Leaves of Absence • OMERS eligibility 	<p>Ashley Snyder, Administrative Assistant Ashley.Snyder@wcdsb.ca (519) 578-3677 ext. 2240</p>

UNIFOR, PASS, APSSP, Administrators & Employee Health/Dental Benefits/Life and LTD

<ul style="list-style-type: none"> ➤ Unifor, APSSP, PASS, Administrators (includes contract administration, recruitment and staffing) ➤ Leaves of Absence Inquiries and approvals ➤ Health, Dental and Group Life Benefit inquiries ➤ Group benefit management – Trust Transition 	<p>Melissa Resmer Melissa.Resmer@wcdsb.ca (519) 578-3677 ext. 2214</p>
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<p><u>Administrative Support</u></p> <ul style="list-style-type: none"> • PASS, APSSP, Unifor, Administrators • Benefit Administrative Support 	<p>Marina Ducharme Administrative Assistant Marina.Ducharme@wcdsb.ca (519) 578-3677 ext. 2340</p>
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OCCUPATIONAL HEALTH & SAFETY

<ul style="list-style-type: none"> ➤ Environmental Health ➤ Risk Management & Due Diligence ➤ Fire Protection & Prevention ➤ Emergency Response Management ➤ Internal Accident Reporting Statistics – safety training development ➤ Employee Safety Development 	<p>Denny Bitovski, Health & Safety Officer Denny.Bitovski@wcdsb.ca (519) 578-3677 ext. 226</p>
<p><u>Safety Specialist – Bill 168</u></p> <ul style="list-style-type: none"> • Workplace Violence Reports • Risk Assessment Reports • Health & Safety Team • Emergency Response Management • Internal Accident Reports for employees 	<p>Denise Francis, Safety Specialist Denise.Francis@wcdsb.ca (519) 578-3677 ext. 2340</p>

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TOTAL ABSENCE MANAGEMENT PROGRAM – Occupational and Non-occupational

<ul style="list-style-type: none"> ➤ Employee Attendance Support ➤ WSIB ➤ Return To Work & Accommodation ➤ Sick Leave Benefits (all employee groups) 	<p>Nicole Monotiuk, Total Attendance Management Officer Nicole.Monotiuk@wcdsb.ca (519) 578-3677 ext. 2210</p>
<p><u>Administrative Support</u></p> <ul style="list-style-type: none"> • Employee Attendance Support • WSIB • Return to Work & Accommodation • Sick Leave Benefits 	<p>Lavinia Vashishtha, Administrative Assistant II Lavinia.Vashishtha@wcdsb.ca (519) 578-3677 ext. 2251</p>
<p><u>Administrative Support</u></p> <ul style="list-style-type: none"> • Employee Attendance Support Maintenance • Benefit Administration Support 	<p>Katherine Dykstra, Administrative Assistant, I Lindsay.English@wcdsb.ca (519) 578-3677 ext. 2251</p>

DATA MANAGEMENT

<ul style="list-style-type: none"> ➤ ISYS/SmartFind HR Systems ➤ NTIP/TPA ➤ ONSIS – Ministry Reporting ➤ Reports 	<p>Jennifer Hoogendam, HRS Officer Jennifer.Hoogendam@wcdsb.ca (519) 578-3677 ext. 2248</p>
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➤ Records and Filing	
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CONTINUING EDUCATION

<ul style="list-style-type: none"> ➤ OSSTF, OECTA, and all Continuing Education Program personnel ➤ (includes contract administration, recruitment and staffing) 	<p>Brenda Cieasarik, HRS Officer Brenda.Ciesarik@wcdsb.ca (519) 745-1201, ext 268</p>
<p><u>Administrative Support</u></p> <ul style="list-style-type: none"> • Secondary Credit Teachers, ESL, LINC, LBS, International Languages • Daycare to Childcare • Recruitment, staffing transfers, etc. 	<p>Amanda McCraw, HR Assistant Amanda.McCraw@wcdsb.ca (519) 745-1201</p>