

## Who to Call in Human Resources 2017-2018

<p><b>Tracy Preslaski,</b> Lead Human Resources Specialist – Certified Extension: 15022 <a href="mailto:tpreslaski@tempeunion.org">tpreslaski@tempeunion.org</a></p>	<p><b>Sara Glass,</b> Lead Human Resources Specialist – Classified Extension: 15021 <a href="mailto:saglass@tempeunion.org">saglass@tempeunion.org</a></p>	<p><b>Jena Brandon,</b> Human Resources Specialist – Certified Extension: 15024 <a href="mailto:jbrandon@tempeunion.org">jbrandon@tempeunion.org</a></p>	<p><b>Elizabeth Estrella,</b> Human Resources Specialist – Classified Extension: 15026 <a href="mailto:estrella@tempeunion.org">estrella@tempeunion.org</a></p>
<p><b>Schools and Departments:</b> CHS, MDN, MHS, MTP, Special Education, CTE and Guidance</p>	<p><b>Schools and Departments:</b> CDS, DVH, THS and Teaching and Learning, Plant Operations, District Office and Food and Nutrition</p>	<p><b>Schools and Departments:</b> CDS, DVH, THS and Teaching and Learning</p>	<p><b>Schools and Departments:</b> CHS, MDN, MHS, MTP, SPED , CTE and Guidance</p>
<p><b>Major Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Trouble shooting issues</li> <li>• Employment verifications*</li> <li>• Salary Advancement</li> <li>• Contract issues</li> <li>• PAR hold-ups</li> <li>• Fingerprints for Certified and volunteer staff</li> <li>• Processing Coaching PARs</li> <li>• Certification through ADE verification and DPS card Renewals and processing</li> </ul>	<p><b>Major Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Trouble shooting issues</li> <li>• Employment verifications*</li> <li>• Notice of Assignment issues</li> <li>• Salary Advancement</li> <li>• PAR hold-ups</li> <li>• Fingerprints for Classified and volunteer staff</li> <li>• Classified and Instructional Support non-ADE licensure/certification verification, fingerprinting renewal and processing</li> </ul>	<p><b>Major Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Employment verifications*</li> <li>• Salary Advancement</li> <li>• PAR hold-ups</li> <li>• Contract issues</li> <li>• Fingerprints for Certified and volunteer staff</li> <li>• Processing Coaching PARs</li> <li>• Certification through ADE verification and DPS card Renewals and processing</li> </ul>	<p><b>Major Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Employment verifications*</li> <li>• Salary Advancement PAR hold-ups</li> <li>• Notice of Assignment issues</li> <li>• Fingerprints for Classified and volunteer staff</li> <li>• Classified and Instructional Support non-ADE licensure/certification verification, fingerprinting renewal and processing</li> </ul>
<p><b>Employment Processing (Applicant processing and Job postings):</b></p> <ul style="list-style-type: none"> <li>• Administrative</li> <li>• Certified</li> <li>• Instructional Support and Volunteers</li> <li>• Coaches</li> <li>• Supplemental</li> <li>• Summer Education Academy</li> </ul>	<p><b>Employment Processing (Applicant processing and Job postings):</b></p> <ul style="list-style-type: none"> <li>• Administrative</li> <li>• Instructional Support</li> <li>• Classified Exempt</li> <li>• Classified Non-exempt</li> <li>• Summer Academies and Summer Bookstore</li> <li>• Volunteers</li> <li>• Supplemental</li> <li>• Event Workers</li> </ul>	<p><b>Employment Processing (Applicant processing and Job postings):</b></p> <ul style="list-style-type: none"> <li>• Administrative</li> <li>• Certified</li> <li>• Instructional Support and Volunteers</li> <li>• Coaches</li> <li>• Supplemental</li> <li>• Summer Education Academy</li> </ul>	<p><b>Employment Processing (Applicant processing and Job postings):</b></p> <ul style="list-style-type: none"> <li>• Administrative</li> <li>• Instructional Support</li> <li>• Classified Exempt</li> <li>• Classified Non-exempt</li> <li>• Summer Academies and Summer Bookstore</li> <li>• Volunteers</li> <li>• Supplemental</li> <li>• Event Workers</li> </ul>

\*Financial verification of employment go to the [Payroll Department](#).

### Questions re: ESI?

Subs, Coaches, etc. **Shaneeta Robbins, Substitute Coordinator** x 15023 or [srobbins@tempeunion.org](mailto:srobbins@tempeunion.org);

RTWs, etc. **Alicia Langbehn, Lead Human Resources Generalist** x 15013 or [alangbehn@tempeunion.org](mailto:alangbehn@tempeunion.org)