

Who to Call in Human Resources
2021-2022

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<p>Schools and Departments: CDS, MHS, MTP, Special Education and Guidance</p>	<p>Schools and Departments: CDS, DVH, THS and Teaching and Learning, Plant Operations, District Office, Information Technology and Food and Nutrition</p>	<p>Schools and Departments: DVH, MDN, THS and Teaching and Learning & CTE</p>	<p>Schools and Departments: MDN, MHS, MTP, SPED , CTE and Guidance, Transportation and Food and Nutrition</p>
<p>Major Responsibilities:</p> <ul style="list-style-type: none"> • Trouble shooting issues • Employment verifications* • Salary Advancement • Contract issues • PAR hold-ups • Fingerprints for Certified • Processing Volunteers (CDS, MHS and MTP) • Processing Coaching PARs • Certification through ADE verification and DPS card Renewals and processing 	<p>Major Responsibilities:</p> <ul style="list-style-type: none"> • Trouble shooting issues • Employment verifications* • Salary Advancement • PAR hold-ups • Notice of Assignment issues • Fingerprints for classified staff • Processing Volunteers (DVH) • Classified and Instructional Support non-ADE licensure/certification verification, fingerprinting renewal and processing 	<p>Major Responsibilities:</p> <ul style="list-style-type: none"> • Employment verifications* • Salary Advancement • Contract issues • PAR hold-ups • Fingerprints for Certified • Processing Volunteers (MDN, DVH and THS) • Processing Coaching PARs • Certification through ADE verification and DPS card Renewals and processing 	<p>Major Responsibilities:</p> <ul style="list-style-type: none"> • Employment verifications* • Salary Advancement • PAR hold-ups • Notice of Assignment issues • Fingerprints for classified staff • Processing Volunteers (MTP) • Classified and Instructional Support non-ADE licensure/certification verification, fingerprinting renewal and processing
<p>Employment Processing (Applicant processing and Job postings):</p> <ul style="list-style-type: none"> • Administrative • Certified • Instructional Support and Volunteers • Coaches • Supplemental • Summer Education Academy 	<p>Employment Processing (Applicant processing and Job postings):</p> <ul style="list-style-type: none"> • Administrative • Instructional Support • Classified Exempt • Classified Non-exempt • Summer Academies and Summer Bookstore • Supplemental • Event Workers 	<p>Employment Processing (Applicant processing and Job postings):</p> <ul style="list-style-type: none"> • Administrative • Certified • Instructional Support and Volunteers • Coaches • Supplemental • Summer Education Academy 	<p>Employment Processing (Applicant processing and Job postings):</p> <ul style="list-style-type: none"> • Administrative • Instructional Support • Classified Exempt • Classified Non-exempt • Summer Academies and Summer Bookstore • Supplemental • Event Workers

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

Questions re: ESI?

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Other Questions:

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Alicia Langbehn, Human Resources Manager x 15013 or alangbehn@tempeunion.org