

## HUMAN RESOURCES TIP SHEET



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### **For Human Resources Questions:**

- a. To report changes in your personal information - local address, telephone, withholding status, direct deposit, family medical leave, retirement, life insurance, SubFinder, TimeLink, licensure questions and renewal, new employee processing etc.: Christie Durham, Admin. Tech.-H.R., (434) 245-2950, [durhamc1@charlottesvilleschools.org](mailto:durhamc1@charlottesvilleschools.org)
- b. Tuition reimbursement, supplemental pay, Flu and Hep B inoculations, contract status, etc.: Patricia Payne, Admin. Tech.-H.R. (434) 245-2951, [paynep1@charlottesvilleschools.org](mailto:paynep1@charlottesvilleschools.org)
- c. Health insurance coverage: Kerry Abbott, Account Manager, (434) 817-1062, [benefits@charlottesvilleschools.org](mailto:benefits@charlottesvilleschools.org)
- d. AFLAC insurance, flexible spending account: Michelle Hyde Lawson, (434) 760-2257, [michellehyde@aol.com](mailto:michellehyde@aol.com)
- e. Payroll questions or tax sheltered annuities: John Lloyd - Coord. of Accounting/Payroll, (434) 245-2952, [lloydj1@charlottesvilleschools.org](mailto:lloydj1@charlottesvilleschools.org).
- f. Worker's compensation, gym membership: Donna Seay, Admin. Tech-Finance, (434) 245-2948, [thompsd1@charlottesvilleschools.org](mailto:thompsd1@charlottesvilleschools.org)
- g. Fingerprinting, change in personal information, student teachers, new employee processing: Laura Floyd, Human Resources Coordinator, (434) 245-2960, [floydl1@charlottesvilleschools.org](mailto:floydl1@charlottesvilleschools.org)
- h. Conference/school car rentals, general questions: Renee Haden, Receptionist, (434) 245-2400, [hadenr1@charlottesvilleschools.org](mailto:hadenr1@charlottesvilleschools.org)
- i. General H.R. telephone line: (434) 245-2956, email: [humanresources@charlottesvilleschools.org](mailto:humanresources@charlottesvilleschools.org)

### **Important Information:**

All employees and family members are eligible to participate in an Employee Assistance Program. The EAP is a confidential assessment and referral service available through UVA Health Systems – Faculty and Employee Assistance Program – Telephone: (434) 243-2643 or email <http://www.uvafeap.com>. This service provides employees and family members help with family issues, relationships, drug/alcohol problems, and emotional issues.

### **How To Help Us:**

1. Keep your personal information and licensure status current.
2. When you call or email us, identify yourself as an employee.
3. Refer good potential employees.