

HUMAN RESOURCES TIP SHEET



Dr. Gary Blair, Interim Director, Human Resources
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For Human Resources Questions:

- a. To report changes in your personal information - licensure questions and renewal, change in personal information, direct deposit, family medical leave, retirement, life insurance, Aesop, TimeClock Plus, fingerprinting, new employee processing etc.: Christie Durham, Admin. Tech.-H.R., (434) 245-2950, durhamc1@charlottesvilleschools.org
- b. Tuition reimbursement, Flu and Hep B inoculations, contract status, etc.: Maria Lewis, Human Resources Operations Coordinator, (434) 245-2963, lewism1@charlottesvilleschools.org
- c. Health insurance coverage: Kim Garrison, Account Manager, (434) 817-1097, benefits@charlottesvilleschools.org
- d. AFLAC insurance, flexible spending account: Michelle Hyde Lawson, (434) 760-2257, mlawson@bostbenefits.com
- e. Tax sheltered annuities: Renee Hoover – Director of Finance, (434) 245-2952, hooverr1@charlottesvilleschools.org.
- f. Payroll questions: Alyson Woodward – Technical Specialist/Payroll, (434) 245-2959, seaya1@charlottesvilleschools.org
- g. Worker's compensation, gym membership: Donna Seay, Technical Specialist/Admin Acct, (434) 245-2948, thompsd1@charlottesvilleschools.org
- h. Fingerprinting, change in personal information, student teachers, new employee processing, TimeClock Plus, benefits: Laura Floyd, Human Resources Coordinator, (434) 245-2960, floydl1@charlottesvilleschools.org
- i. Conference/school car rentals, general questions: Renee Haden, Receptionist, (434) 245-2400, hadenr1@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.