

Dear Colleagues,

The mission of the Human Resources Team is to aggressively provide excellent human resource support to you, our customers. We hope that this Human Resources Reference Card will help you easily find key HR contacts and important websites.

As always, we welcome feedback on ways we can improve our customer service—feel free to drop by our offices at any time or call me directly to discuss what’s on your mind.

*Best Regards,
Kimberly Suyes
Director, Human Resources*

SCHOOLS HR CONTACTS

HR Dept. General Information

<http://www.albemarle.org/hr>

(434) 296-5827

Elementary Schools

Laura Faraoni..... 3074

Mitsuko Clemmons-Nazeer.....3846

Secondary Schools

Jennifer Weller Kim..... 3256

Larry Lawwill5862

School Support Services

Davra Miller 3015

John Gray.....3215

Benefits Liaison

Brittany Shifflett..... 3365

Substitute Staffing

Brittany Shifflett3365

Workers' Comp.; Safety & Wellness

Pam Carter 4514

Licensure

Beth Churms 3014

Organizational Development & Training

Louise Wyatt (All Classified)..... 3894

Retirement

Claudine Cloutier 3018

Leave

Traci Brooks 3348

Sexual Harassment and Discrimination

Kimberly Suyes 3342

Payroll (Finance Payroll)

Pam Powell5857

Southern Health

<http://www.southernhealth.com>

(800) 627-4872

United Concordia

<http://www.ucci.com>

(866) 851-7568