

HUMAN RESOURCES GUIDELINES AND CONTACTS

Item	HR Staff	Relevant Date	Notes
403(b) Enrollment/Changes	Wendy		
Applicant Reference Checks	Jules & Michele		Calls/questions to Michele Jules for review & sign off
Application Status Questions	Michele		
Basic Flex Plan Questions and Enrollment	Wendy	Renew Annually	
Benefit Eligibility Determination	Jules	Eligibility after probationary requirements met, full-time employment status, and >802 accrued hours	
Benefits Enrollment/Questions	Wendy	Must enroll within 30 days of eligibility notice or qualifying event	Medical, Dental, Vision, & Life Insurance
Change of Address/Change of Name Forms	Jennifer & Michele		Forms also available in the Front Office
COBRA Questions	Wendy		
Conflict of Interest Forms	Jennifer & Michele		Employees must report/update any potential conflict of interest
Conflict of Interest Management Plans	Becky		In conjunction with supervisor
Direct Hire Meetings with Supervisors	Jennifer & Michele		Conducted at New Hire Orientations
Disciplinary Action Issues/Questions	Becky		
Driving Status Review/Driving Status Records	Jules		Requests from Program Coordinators
Employee Wellness Program	Wendy		
Employment Advertising	Jules	Thursday AM deadline for Sunday Gazette	
Employment Verification	Michele & Jules		May have to go to Finance or previous supervisor for additional information. Jules for review & sign off
FMLA Approval/Questions	Jules		
Harassment/Discrimination Complaints	Becky & Jules		
I-9 Status	Jennifer & Michele		
Injuries/Worker's Comp	Wendy		Must be reported within 24 hours or ASAP.
Interim and Supplemental Insurance Coverage Questions	Wendy		

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Interview Scheduling	Michele		
Leave of Absence	Becky		Unpaid leave
Licensing & Evaluation Reports	Jennifer	Issued Monthly	
Light Duty Staff	Wendy		
MSDS Information	Michele	Updated as needed	
New Hire Orientation	Jennifer, Michele, Wendy & Jules		BBP @ 1:00pm
Obtain Reference or Employment Verification from ROI	Michele & Jules		May have to go to Finance or previous supervisor for additional information. Jules for review & sign off
Personnel File Questions/Copies	Jennifer & Michele		Staff need to complete a request from personnel file form. \$.25 per page for copies. May take up to 5 days to process request
Positions Available List for Grapevine	Jules	Noon, payroll Wednesday	Submissions from Relief Coordinators
Probationary Status Review	Jules		
Rehires/ Rehire Questions	Jules		Former Employees need to fill out an application
Retirement Fund Questions	Wendy		All employees eligible
Summary Plan Description	Wendy	Updated Annually	
TB Test Questions	Wendy		
Training Questions	Jennifer		
Training Scheduling/ Rescheduling/Sign-ins	Jennifer		Request should come from program supervisors
Training Time Sheets	Jennifer & Michele	Due by 9:00 PSM Mondays	Attach any KCMHSAS pink training completion sheets.
Under 74 Hours List Actions	Jules		
Unemployment Claims	Jules		
Volunteer Questions	Jules		
Wage Increase Following Training Completion	Jennifer		5%