



School District of the City of Pontiac

Human Resources Office | Y'londa Kellum, Assistant Superintendent of Human Resources

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Pontiac School District HR Team

<p>Y'londa Kellum Assistant Superintendent of Human Resources Y'londa.kellum@pontiacschools.org (248) 451-6813</p>	<ul style="list-style-type: none"> • Human Resources Leadership & Supervision • Labor Relations • Employee Relations • Contract Negotiations & Administration • Disciplinary Procedures • Grievance Process • Teacher & Administrator Staffing • Additional Hours & Pay Issues – Salaried Employees • Teacher & Administrator Supplemental Pay • Title IX Coordinator • Notary Public • Administrator & Teacher Interviewing • Staffing Placement • Salary Placement
<p>Regina Nicholas Recruiting Coordinator Regina.nicholas@pontiacschools.org (248) 451-6865</p>	<ul style="list-style-type: none"> • Job Postings • Recruitment Fairs for all groups • Support Staff Interviewing • New Hire Processing • Exit Interviews • Reference Checks/Employment Verifications
<p>Ashley Smith Human Resources Generalist Ashley.smith@pontiacschools.org (248) 451-6812</p>	<ul style="list-style-type: none"> • HR Information Systems & Reporting • Hourly Employee Support (<i>Parapro, Food Service, Police Authority Officers</i>) • New Hire Processing • Teacher and Administrator Certification • Criminal Background Checks • District Reporting to State and Federal Agencies • Exit Interviews • Support Staff Interviewing • Support Staff Employee Relations • Payroll Processing • Reference Checks/Employment Verifications • Sub Para Staffing
<p>Shelly Fasse Human Resources Generalist Michelle.fasse@pontiacschools.org (248) 451-6810</p>	<ul style="list-style-type: none"> • HR Information Systems & Reporting • Hourly Employee Support (<i>Secretarial, Teacher Assistants, Building Helpers</i>) • Payroll Processing • Notary Public • New Hire Processing • Criminal Background Checks • Registry of Education Personnel (REP) Reporting • Exit Interviews • Support Staff Interviewing • Support Staff Employee Relations • Reference Checks/Employment Verifications



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Michael Emerson
Benefits Coordinator
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- ACA Reporting
- Safe Schools Training
- Leave of Absences
- Short & Long-Term Disability
- Substitute Teacher Placement
- Employee Absence Management (AESOP)
- Drug Testing
- Notary Public
- Worker's Compensation Process management & Unemployment Process Management
- Insurance Benefits, Medical Leave of Absence, and FMLA, and PMLA Process Management