



Name / Position	Responsibilities	Phone
Human Resources General Information www.epjobs.org	<ul style="list-style-type: none"> • Positions Available • Address & Name Changes • Personnel File • Absence Management • Application Process • Employee ID Badges • General HR Questions 	952-975-7100
Thomas May <i>Executive Director</i>	<ul style="list-style-type: none"> • Labor Relations / Master Agreements • Interpretation of HR Policies • Leaves of Absence / Leaves • Conflict Mediation • Human Rights Officer • Discrimination / Harassment 	952-975-7102
Brenda Nielsen <i>Director of Employee Services</i>	<ul style="list-style-type: none"> • Staffing • Supervise Staffing Coordinators • Seniority • Job Descriptions • Interviewing Standards & Hiring • Data Requests 	952-975-7132
Katy Stromberg <i>Benefits Coordinator</i>	<ul style="list-style-type: none"> • Medical, Dental, Life & Flex Enrollment • Additional Life Insurance & Long-Term Care Benefit Continuation (COBRA) • Tax Sheltered Annuities / 403(b) • VEBA / Health Reimbursement Accounts • Maternity Leaves 	952-975-7035
Amy Fox <i>Executive Assistant</i>	<ul style="list-style-type: none"> • Administrative Support to Executive Director • Worker's Compensation • Medical Leave of Absence • Long Term Disability 	952-975-7105
Camille Hallen <i>Staffing Coordinator</i> <ul style="list-style-type: none"> • K-6 • Building Services • Food Service • Transportation • EP Online 	<ul style="list-style-type: none"> • Staffing Processing • New Hire Orientations, Onboarding, Paperwork & Background Checks • Teacher Licensing & Lane Changes • Job Postings • Leave Records • Absence Management • Provide Badge Security • AppliTrack Management • Recruiting & Advertising 	952-975-7103
Morgan Kopka <i>Staffing Coordinator</i> <ul style="list-style-type: none"> • Early Childhood • ECSE • Community Ed • Little Eagles 	<ul style="list-style-type: none"> • Staffing Processing • New Hire Orientations, Onboarding, Paperwork & Background Checks • Job Postings • Teacher Licensing & Lane Changes • Leave Records • Absence Management • AppliTrack Management • Recruiting & Advertising 	952-975-7106
Samone Phomphene <i>Staffing Coordinator</i> <ul style="list-style-type: none"> • 7-12 • Reserves • Para Substitutes 	<ul style="list-style-type: none"> • Staffing Processing • New Hire Orientations, Onboarding, Paperwork & Background Checks • Teacher Licensing & Lane Changes • Job Postings • Leave Records • Absence Management • Provide Badge Security • AppliTrack Management • Recruiting & Advertising 	952-975-7104