Employee Support Quick Guide

Inquiries	Contact	Title	Email Address
Compliance & Labor Relations:			
Teaching Licensure/OPAL Questions/ Praxis Exams	Deborah Walter	Licensing Analyst	dwalter@washoeschools.net
ARL Program (Alternate Route to Licensure)	Deborah Walter	Licensing Analyst	dwalter@washoeschools.net
Discipline, Complaints, Grievances, ALWP /ALWOP	Anthony Spotts	Labor Relations Coordinator	aspotts@washoeschools.net
Name Changes	Nia Williams	HR Assistant	Nia.Williams@WashoeSchools.net
Verification of Employment (Mortgages, Loans, DWSS Assistance)	Nia Williams	HR Assistant	HumanResources@WashoeSchools.net
Worker's Comp	Maryrose Staffa ~ Kay Raiche	WC Specialists	
Professional Growth Systems:			
In- Service Courses/Credits	Liz Sellers	Staffing Specialist	ESellers@WashoeSchools.net
Probationary Status			MyPGSSupport@WashoeSchools.net
MyPGS Transcripts			MyPGSSupport@WashoeSchools.net
Talent Solutions:			
Overage Process	Dani Howell ~ Cali Walter	HR Hiring & Posting Team	HRPostingHiring@WashoeSchools.net
Job Board Postings	Dani Howell ~ Cali Walter	HR Hiring & Posting Team	HRPostingHiring@WashoeSchools.net
Application Assistance Questions / Employment opportunities		Talent Solution Recruiters	jobs@washoeschools.net
AESOP/ Sub Services /Retiree Guest Teachers/Admins	Jody Hilton ~ Camille Druitt	Staffing Specialists	SubOffice@washoeschools.net
Benefits:			
ADA Accommodations	Mackenzie Howren ~ Xiomara Interiano	Benefits Manager or Supervisor	Benefits@washoeschools.net
Leave of Absences/FMLA		Benefits Specialist	
Health, Vision, Dental, and Life Insurance (Active & Retirees)	Click here to find the Benefits Support list	Benefits Specialist	
American Fidelity Claim Forms		Benefits Specialist	
Letters of Creditable Coverage		Benefits Specialist	
Anthem Sydney Rewards	Emily Kummer	Wellness Partner	Emily.Kummer@WashoeSchools.net
HR Support:			
Public Service Loan Forgiveness		HR Generalists	
Professional Growth Salary Advancement		HR Generalists	
Coaches/ Hourly Assignments		HR Generalists	
NBCT/NCSC/ ASHA Certifications		HR Generalists	
Employee Separations (Retirement & Resignations)	Click here to find your HR Generalist	HR Generalists	
Onboarding & New Employee Orientation		HR Generalists	
Customer service for employees through employee life cycle		HR Generalists	
Negotiated Agreement Execution		HR Generalists	
Temporary Assignment Pay (TAP)		HR Generalists	
Payroll:			
Direct Deposit	Jennifer Chattin	Payroll Technician	JChattin@WashoeSchools.net
PERS Reporting/Termination Forms /Employee Salary Certifications	Kim West	PERS Specialist	KRWest@WashoeSchools.net
Additional Retirement Plans (403b, 457b, 401a)	Click here for the authorized WCSD provider list		eopy@washoeschools.net
Employee Online Questions			eopy@washoeschools.net
Outside Agencies:			
Retirement Service Credit Calculations / Pension Quotes	NV PERS - (775)687-4200	PERS Home Page | NVPERS	
Supplemental Policies & Products (Disability,Accidental,Cancer, and etc.)	American Fidelity - (775)829-1313		claims@americanfidelity.com
Association Contacts:			
WESP Homepage	Kristin Postinak	NSEA UniServ Director	kristin.prostinak@nsea-nv.org
WEA Homepage	Calen Evans	President	CaMEvans@WashoeSchools.net
WEA SLB	Earl Spriggs	Director	Earl.Spriggs@WashoeSchools.net
WSPA	Colbee Riordan	President	CRiordan@washoeschools.net
SPAW	Scott Barclay	President	sbarclay@washoeschools.net
WPTA Homepage	Joe Medulla	President	joseph.medulla@washoeschools.net
WCSPOA Homepage	Megan Lytle	President	megan.lytle@washoeschools.net

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