

## Human Resources - Quick Reference Guide

TOPIC	Contact Name	Email/Website	Phone #
Address Change	Dianne Tate	<a href="#">Change Address Form</a>	304-348-6658
Annuity-403b	Mark Starcher	<a href="mailto:mbstarcher@mail.kana.k12.wv.us">mbstarcher@mail.kana.k12.wv.us</a>	304-348-6699
Benefits	Mark Starcher	<a href="mailto:mbstarcher@mail.kana.k12.wv.us">mbstarcher@mail.kana.k12.wv.us</a>	304-348-6699
Certification			
<ul style="list-style-type: none"> <li>• Alternative Certification</li> </ul>	Ron Pauley	<a href="mailto:rpauley@mail.kana.k12.wv.us">rpauley@mail.kana.k12.wv.us</a>	304-348-7714
<ul style="list-style-type: none"> <li>• Certification Portal-Automated Forms</li> </ul>	Ron Pauley	<a href="mailto:rpauley@mail.kana.k12.wv.us">rpauley@mail.kana.k12.wv.us</a>	304-348-7714
<ul style="list-style-type: none"> <li>• National Board Certification</li> </ul>	Ron Pauley	<a href="mailto:rpauley@mail.kana.k12.wv.us">rpauley@mail.kana.k12.wv.us</a>	304-348-7714
<ul style="list-style-type: none"> <li>• New Hires</li> </ul>	Ron Pauley	<a href="mailto:rpauley@mail.kana.k12.wv.us">rpauley@mail.kana.k12.wv.us</a>	304-348-7714
<ul style="list-style-type: none"> <li>• On-line payment</li> </ul>	Ron Pauley	<a href="mailto:rpauley@mail.kana.k12.wv.us">rpauley@mail.kana.k12.wv.us</a>	304-348-7714
<ul style="list-style-type: none"> <li>• Renewals</li> </ul>	Ron Pauley	<a href="mailto:rpauley@mail.kana.k12.wv.us">rpauley@mail.kana.k12.wv.us</a>	304-348-7714
Child Support	Payroll	<a href="mailto:teresasmith@mail.kana.k12.wv.us">teresasmith@mail.kana.k12.wv.us</a>	348-7770 #312
COBRA	Mark Starcher	<a href="mailto:mbstarcher@mail.kana.k12.wv.us">mbstarcher@mail.kana.k12.wv.us</a>	304-348-6699
Direct Deposit	Dianne Tate	<a href="#">Direct Deposit Form</a>	304-348-6658
Disability Insurance	Mark Starcher	<a href="mailto:mbstarcher@mail.kana.k12.wv.us">mbstarcher@mail.kana.k12.wv.us</a>	304-348-6699
District Password Reset	Rita Nary	<a href="mailto:rnary@mail.kana.k12.wv.us">rnary@mail.kana.k12.wv.us</a>	304-348-6180
Donated Leave	Becky Graley	<a href="mailto:egraley@mail.kana.k12.wv.us">egraley@mail.kana.k12.wv.us</a>	304-348-7749
Door Access	Linda Edmonds	<a href="mailto:ledmonds@mail.kana.k12.wv.us">ledmonds@mail.kana.k12.wv.us</a>	304-348-7726
Employee Assistance Program	Process Strategies		304-348-1049
Employee Relations	Carol Hamric	<a href="mailto:chamric@mail.kana.k12.wv.us">chamric@mail.kana.k12.wv.us</a>	304-348-6656
Employment Openings		<a href="https://www.applitrack.com/kanawha/onlineapp/">https://www.applitrack.com/kanawha/onlineapp/</a>	
Employment Verification	Zina Watts	<a href="mailto:zwatts@mail.kana.k12.wv.us">zwatts@mail.kana.k12.wv.us</a>	304-348-6666
Evaluation System-SERVICE	Tabetha Gillespie	<a href="mailto:tgillespie@mail.kana.k12.wv.us">tgillespie@mail.kana.k12.wv.us</a>	304-348-6657
Evaluation System-PROFESSIONAL	Kim Olsen	<a href="mailto:kdolsen@mail.kana.k12.wv.us">kdolsen@mail.kana.k12.wv.us</a>	304-348-6696
Garnishments	Payroll	<a href="mailto:teresasmith@mail.kana.k12.wv.us">teresasmith@mail.kana.k12.wv.us</a>	348-7770 #312
General Employment Questions	Payroll	<a href="mailto:teresasmith@mail.kana.k12.wv.us">teresasmith@mail.kana.k12.wv.us</a>	348-7770 #312
<ul style="list-style-type: none"> <li>• Administrators</li> </ul>	Carol Hamric	<a href="mailto:chamric@mail.kana.k12.wv.us">chamric@mail.kana.k12.wv.us</a>	304-348-6656
<ul style="list-style-type: none"> <li>• Service</li> </ul>	Tabetha Gillespie	<a href="mailto:tgillespie@mail.kana.k12.wv.us">tgillespie@mail.kana.k12.wv.us</a>	304-348-6657
<ul style="list-style-type: none"> <li>• Contracts</li> </ul>	Becky Graley	<a href="mailto:egraley@mail.kana.k12.wv.us">egraley@mail.kana.k12.wv.us</a>	304-348-7749
<ul style="list-style-type: none"> <li>• Substitutes-SERVICE</li> </ul>	Tabetha Gillespie	<a href="mailto:tgillespie@mail.kana.k12.wv.us">tgillespie@mail.kana.k12.wv.us</a>	304-348-6657
<ul style="list-style-type: none"> <li>• Substitutes-PROFESSIONAL</li> </ul>	Kim Olsen	<a href="mailto:kdolsen@mail.kana.k12.wv.us">kdolsen@mail.kana.k12.wv.us</a>	304-348-6696
<ul style="list-style-type: none"> <li>• Teachers</li> </ul>	Kim Olsen	<a href="mailto:kdolsen@mail.kana.k12.wv.us">kdolsen@mail.kana.k12.wv.us</a>	304-348-6696

Grievances	General Counsel		304-348-7798
Human Resources Processing Center	Vickie Church	<a href="mailto:vchurch@mail.kana.k12.wv.us">vchurch@mail.kana.k12.wv.us</a>	304-348-7753
ID Badges	Linda Edmonds	<a href="mailto:ledmonds@mail.kana.k12.wv.us">ledmonds@mail.kana.k12.wv.us</a>	304-348-7726
Induction Program	Elaine Gayton	<a href="mailto:egayton@mail.kana.k12.wv.us">egayton@mail.kana.k12.wv.us</a>	304-348-6105
Insurance-Health, Dental, Vision	Mark Starcher	<a href="mailto:mbstarcher@mail.kana.k12.wv.us">mbstarcher@mail.kana.k12.wv.us</a>	304-348-6699
Leave Of Absence/FMLA	Mark Starcher	<a href="mailto:mbstarcher@mail.kana.k12.wv.us">mbstarcher@mail.kana.k12.wv.us</a>	304-348-6699
Life Insurance	Mark Starcher	<a href="mailto:mbstarcher@mail.kana.k12.wv.us">mbstarcher@mail.kana.k12.wv.us</a>	304-348-6699
Long Term Disability	Mark Starcher	<a href="mailto:mbstarcher@mail.kana.k12.wv.us">mbstarcher@mail.kana.k12.wv.us</a>	304-348-6699
Name Change	Dianne Tate	<a href="#">Change Address Form</a>	304-348-6658
On Line Application System Assistance	Vickie Church	<a href="mailto:vchurch@mail.kana.k12.wv.us">vchurch@mail.kana.k12.wv.us</a>	304-348-7753
Open Enrollment	Mark Starcher	<a href="mailto:mbstarcher@mail.kana.k12.wv.us">mbstarcher@mail.kana.k12.wv.us</a>	304-348-6699
Orientation Information			
• Professional, Teachers, Substitutes	Kim Olsen	<a href="mailto:kdolsen@mail.kana.k12.wv.us">kdolsen@mail.kana.k12.wv.us</a>	304-348-6696
• Service, Substitutes	Tabetha Gillespie	<a href="mailto:tgillespie@mail.kana.k12.wv.us">tgillespie@mail.kana.k12.wv.us</a>	304-348-6657
• Contracts	Becky Graley	<a href="mailto:egraley@mail.kana.k12.wv.us">egraley@mail.kana.k12.wv.us</a>	304-348-7749
Payroll	Teresa Smith		
Policies-Personnel	Carol Hamric	<a href="mailto:chamric@mail.kana.k12.wv.us">chamric@mail.kana.k12.wv.us</a>	304-348-6656
Professional Development	Elaine Gayton	<a href="mailto:egayton@mail.kana.k12.wv.us">egayton@mail.kana.k12.wv.us</a>	304-348-6105
Recruitment			
• Service	Tabetha Gillespie	<a href="mailto:tgillespie@mail.kana.k12.wv.us">tgillespie@mail.kana.k12.wv.us</a>	304-348-6657
• Teachers	Kim Olsen	<a href="mailto:kdolsen@mail.kana.k12.wv.us">kdolsen@mail.kana.k12.wv.us</a>	304-348-6696
Retirement Board		<a href="https://www.wvretirement.com/">https://www.wvretirement.com/</a>	304-558-3570
Student Loan Information	Ron Pauley	<a href="mailto:rpauley@mail.kana.k12.wv.us">rpauley@mail.kana.k12.wv.us</a>	304-348-7714
Student Teaching	Kim Olsen	<a href="mailto:kdolsen@mail.kana.k12.wv.us">kdolsen@mail.kana.k12.wv.us</a>	304-348-6696
Substitute Smartfind Express	Christi Hodge	<a href="mailto:cbhodge@mail.kana.k12.wv.us">cbhodge@mail.kana.k12.wv.us</a>	304-348-7713
Unemployment Insurance	Carol Hamric	<a href="mailto:chamric@mail.kana.k12.wv.us">chamric@mail.kana.k12.wv.us</a>	304-348-6656
W-2 Questions	Teresa Smith	<a href="mailto:teresasmith@mail.kana.k12.wv.us">teresasmith@mail.kana.k12.wv.us</a>	348-7770 #312
Withholding-WV and Federal Tax	Dianne Tate	<a href="mailto:ttate@mail.kana.k12.wv.us">ttate@mail.kana.k12.wv.us</a>	304-348-6658
Worker's Compensation	Becky Graley	<a href="mailto:egraley@mail.kana.k12.wv.us">egraley@mail.kana.k12.wv.us</a>	304-348-7749