

Human Resources – Quick Reference Guide

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

Grievances	General Counsel		304-348-7798
Human Resources Processing Center	Vickie Church	vchurch@mail.kana.k12.wv.us	304-348-7753
ID Badges	Terri Hoke	thoke@mail.kana.k12.wv.us	304-348-7726
Induction Program	Elaine Gayton	egayton@mail.kana.k12.wv.us	304-348-6105
Insurance-Health, Dental Vision	Mark Starcher	mbstarcher@mail.kana.k12.wv.us	304-348-6699
Leave Of Absence / FMLA	Mark Starcher	mbstarcher@mail.kana.k12.wv.us	304-348-6699
Life Insurance	Mark Starcher	mbstarcher@mail.kana.k12.wv.us	304-348-6699
Long Term Disability	Mark Starcher	mbstarcher@mail.kana.k12.wv.us	304-348-6699
Name Change	Dianne Tate	Change Address Form	304-348-6658
On-Line Application System Assistance	Vickie Church	vchurch@mail.kana.k12.wv.us	304-348-7753
Open Enrollment	Mark Starcher	mbstarcher@mail.kana.k12.wv.us	304-348-6699
Orientation Information			
<ul style="list-style-type: none"> Professional, Teachers, Substitutes 	Kim Olsen	kdolsen@mail.kana.k12.wv.us	304-348-6696
<ul style="list-style-type: none"> Service, Substitutes 	Tabetha Gillespie	tgillespie@mail.kana.k12.wv.us	304-348-6657
<ul style="list-style-type: none"> Contracts 	Leslie Hartzell	lhartwell@mail.kana.k12.wv.us	304-348-7749
Payroll	Teresa Smith	teresasmith@mail.kana.k12.wv.us	348-7770 #312
Policies – Personnel	Carol Hamric	chamric@mail.kana.k12.wv.us	304-348-6656
Professional Development	Elaine Gayton	egayton@mail.kana.k12.wv.us	304-348-6105
Recruitment			
<ul style="list-style-type: none"> Service 	Tabetha Gillespie	tgillespie@mail.kana.k12.wv.us	304-348-6657
<ul style="list-style-type: none"> Teachers 	Kim Olsen	kdolsen@mail.kana.k12.wv.us	304-348-6696
Retirement Board		https://www.wvretirement.com/	304-558-3570
Student Loan Information	Ron Pauley	rpauley@mail.kana.k12.wv.us	304-348-7714
Student Teaching	Kim Olsen	kdolsen@mail.kana.k12.wv.us	304-348-6696
Substitute Smartfind Express	Christi Hodge	cbhodge@mail.kana.k12.wv.us	304-348-7713
Unemployment Insurance	Carol Hamric	chamric@mail.kana.k12.wv.us	304-348-6656
W-2 Questions	Teresa Smith	teresasmith@mail.kana.k12.wv.us	348-7770 #312
Withholding – WV and Federal Tax	Dianne Tate	ttate@mail.kana.k12.wv.us	304-348-6658
Workers' Compensation	Carol Hamric	chamric@mail.kana.k12.wv.us	304-348-6656