

270 East State Street, Columbus, OH 43215 Business Hours: 8:00 a.m. – 5:00 pm

**READY4SUCCESS**



## Office of Human Resources

### **Mira Wright**

*Chief Human Resources Officer*

**Nicole Overstreet**, *Executive Secretary II*

**Phone:** 614-365-5715 **Fax:** 614-365-5652

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### **Mike De Fabbo**

*Executive Director*

**Human Resources Operations Phone:** 380-997-4450

**Fax:** 614-365-8332

[mdefabbo@columbus.k12.oh.us](mailto:mdefabbo@columbus.k12.oh.us)

[chale@columbus.k12.oh.us](mailto:chale@columbus.k12.oh.us)

[jdean@columbus.k12.oh.us](mailto:jdean@columbus.k12.oh.us)

[ttrigg@columbus.k12.oh.us](mailto:ttrigg@columbus.k12.oh.us)

### **Courtney Hale**

*Director*

**Human Resources Administration**

**Phone: Leaves Management:** 614-365-6791

**Benefits:** 614-365-6475

**Fax:** 614-365-5652

### **John Dean**

*Director*

**Labor Management & Employee Relations Phone:** 365-5636

**Fax:** 614-365-5741

### **Terri Trigg**

*Director*

#### Quick Reference - Email Listing

CATEGORY	OFFICE	EMAIL
Retirements/Resignations	TA	<a href="mailto:employmentstaffing@columbus.k12.oh.us">employmentstaffing@columbus.k12.oh.us</a>
Article 211	TA	<a href="mailto:article211@columbus.k12.oh.us">article211@columbus.k12.oh.us</a>
I-9 Information	TA	<a href="mailto:I9@columbus.k12.oh.us">I9@columbus.k12.oh.us</a>
Instructional Assistants	TA	<a href="mailto:instrucassisthelp@columbus.k12.oh.us">instrucassisthelp@columbus.k12.oh.us</a>
Verification Requests	TA	<a href="mailto:verifications@columbus.k12.oh.us">verifications@columbus.k12.oh.us</a>

Certificated Questions	TA	<a href="mailto:certificatedinquiry@columbus.k12.oh.us">certificatedinquiry@columbus.k12.oh.us</a>
Classified Questions	TA	<a href="mailto:classifiedServices@columbus.k12.oh.us">classifiedServices@columbus.k12.oh.us</a>
Fingerprints	TA	<a href="mailto:employmentstaffing@columbus.k12.oh.us">employmentstaffing@columbus.k12.oh.us</a>
Employee Relations	ER	<a href="mailto:employeerelations@columbus.k12.oh.us">employeerelations@columbus.k12.oh.us</a>
Benefits	HRA	<a href="mailto:Benefitquestions@columbus.k12.oh.us">Benefitquestions@columbus.k12.oh.us</a>
Contracts -Teachers/Administrators	HRA	<a href="mailto:contractquestions@columbus.k12.oh.us">contractquestions@columbus.k12.oh.us</a>
Leaves of Absence	HRA	<a href="mailto:leavesofabsence@columbus.k12.oh.us">leavesofabsence@columbus.k12.oh.us</a>
Public Schools Works	HRA	<a href="mailto:PublicSchoolWorks@columbus.k12.oh.us">PublicSchoolWorks@columbus.k12.oh.us</a>
Substitute Employees	HRA	<a href="mailto:sems@columbus.k12.oh.us">sems@columbus.k12.oh.us</a>
Work Place Injuries	HRA	<a href="mailto:workplaceinjuries@columbus.k12.oh.us">workplaceinjuries@columbus.k12.oh.us</a>
HR Data & Systems	HRIS	<a href="mailto:HRIS@columbus.k12.oh.us">HRIS@columbus.k12.oh.us</a>

**HUMAN RESOURCES ADMINISTRATION – Courtney Hale, Director**

<b>Hollie Aselage, Manager (Benefits)</b>	<b>Eric Ulas, Manager (HRA)</b>
Mesha Bostic, Benefits Analyst	Penny Roth, Worker's Compensation Coordinator
Jovonni Jeter, Benefits Analyst	Roz Cornelius, Human Resources Assistant II (SEMS)
	Janet McCoy, Human Resources Assistant II (Leaves)
<b>Human Resources Administration</b>	Maribel Richardson, Human Resources Assistant I (SEMS)
Michelle Jones, Human Resources Representative	Tanisha Swan, Human Resources Assistant I (Leaves)
Twilla Cole, Wellness Secretary	Adrienne Thomas, Human Resources Assistant Substitute (Leaves)

**BENEFITS**

CATEGORY	STAFF	PHONE	FA	EMAIL
Benefits Payroll Adjustment & Deductions	Benefits	614-365-6475	614-365-4044	<a href="mailto:Benefitquestions@columbus.k12.oh.us">Benefitquestions@columbus.k12.oh.us</a>
Benefits Enrollment & Termination	Benefits	614-365-6475	614-365-4044	<a href="mailto:Benefitquestions@columbus.k12.oh.us">Benefitquestions@columbus.k12.oh.us</a>
Child Support Enforcement Agency	Benefits	614-365-6475	614-365-4044	<a href="mailto:Benefitquestions@columbus.k12.oh.us">Benefitquestions@columbus.k12.oh.us</a>
Claims Resolutions	Benefits	614-365-6475	614-365-4044	<a href="mailto:Benefitquestions@columbus.k12.oh.us">Benefitquestions@columbus.k12.oh.us</a>
COBRA/Benefits Continuation	Benefits	614-365-6475	614-365-4044	<a href="mailto:Benefitquestions@columbus.k12.oh.us">Benefitquestions@columbus.k12.oh.us</a>
General Benefits Questions	Benefits	614-365-6475	614-365-4044	<a href="mailto:Benefitquestions@columbus.k12.oh.us">Benefitquestions@columbus.k12.oh.us</a>
Short Term Disability	Benefits	614-365-6475	614-365-4044	<a href="mailto:Benefitquestions@columbus.k12.oh.us">Benefitquestions@columbus.k12.oh.us</a>
Social Security Forms	Benefits	614-365-6475	614-365-4044	<a href="mailto:Benefitquestions@columbus.k12.oh.us">Benefitquestions@columbus.k12.oh.us</a>
Fit for Duty	Benefits	614-365-6475	614-365-4044	<a href="mailto:Benefitquestions@columbus.k12.oh.us">Benefitquestions@columbus.k12.oh.us</a>

Voluntary Benefits	Benefits	614-365-6475	614-365-4044	<a href="mailto:Benefitquestions@columbus.k12.oh.us">Benefitquestions@columbus.k12.oh.us</a>
HUMAN RESOURCES ADMINISTRATION				
CATEGORY	STAFF	PHONE	FA	EMAIL
Contract Info (Continuing Contract—see Talent Acquisitions)	HRA		614-365-4044	<a href="mailto:ContractQuestions@columbus.k12.oh.us">ContractQuestions@columbus.k12.oh.us</a>
Employee Assistance Program	HRA	380-997-3137	614-365-4044	<a href="mailto:micjones@columbus.k12.oh.us">micjones@columbus.k12.oh.us</a>
Fitness For Duty	HRA	614-365-5636	614-365-4044	<a href="mailto:eulas@columbus.k12.oh.us">eulas@columbus.k12.oh.us</a>
Performance Evaluations for non- school based Administrators and Classified Employees	HRA	380-997-3137	614-365-4044	<a href="mailto:micjones@columbus.k12.oh.us">micjones@columbus.k12.oh.us</a>
Professional Leaves	HRA	380-997-3137	614-365-4044	<a href="mailto:ProfessionalLeaves@columbus.k12.oh.us">ProfessionalLeaves@columbus.k12.oh.us</a>
Public School Works (PSW)	HRA	380-997-3137	614-365-4044	<a href="mailto:PublicSchoolWorks@columbus.k12.oh.us">PublicSchoolWorks@columbus.k12.oh.us</a>
Tuition Reimbursement	HRA	380-997-3137	614-365-4044	<a href="mailto:micjones@columbus.k12.oh.us">micjones@columbus.k12.oh.us</a>
LEAVES MANAGEMENT				
CATEGORY	STAFF	PHONE	FA	EMAIL
Catastrophic Leave/Donation-Certificated	Leaves Management	614-365-6791	614-365-4044	<a href="mailto:leavesofabsence@columbus.k12.oh.us">leavesofabsence@columbus.k12.oh.us</a>
Catastrophic Leave/Donation-Classified	Leaves Management	614-365-6791	614-365-4044	<a href="mailto:leavesofabsence@columbus.k12.oh.us">leavesofabsence@columbus.k12.oh.us</a>
Jury Duty	Leaves Management	614-365-6791	614-365-4044	<a href="mailto:leavesofabsence@columbus.k12.oh.us">leavesofabsence@columbus.k12.oh.us</a>
Medical Leave & FMLA	Leaves Management	614-365-6791	614-365-4044	<a href="mailto:leavesofabsence@columbus.k12.oh.us">leavesofabsence@columbus.k12.oh.us</a>
Medical Leave & FMLA Classified	Leaves Management	614-365-6791	614-365-4044	<a href="mailto:leavesofabsence@columbus.k12.oh.us">leavesofabsence@columbus.k12.oh.us</a>
Educational Leave	Leaves Management	614-365-6791	614-365-5652	<a href="mailto:Jmccoy4227@columbus.k12.oh.us">Jmccoy4227@columbus.k12.oh.us</a>
Religious Leave	Leaves Management	614-365-6791	614-365-4044	<a href="mailto:leavesofabsence@columbus.k12.oh.us">leavesofabsence@columbus.k12.oh.us</a>
Union Leaves	Leaves Management	614-365-6791	614-365-4044	<a href="mailto:leavesofabsence@columbus.k12.oh.us">leavesofabsence@columbus.k12.oh.us</a>
SUBSTITUTE EMPLOYEES MANAGEMENT SYSTEM				
CATEGORY	STAFF	PHONE	FA	EMAIL
Substitute Employee Management System (SEMS)	SEMS	614-365-5080	614-365-5885	<a href="mailto:sems@columbus.k12.oh.us">sems@columbus.k12.oh.us</a>
Substitute Performance Report	SEMS	614-365-5080	614-365-5885	<a href="mailto:sems@columbus.k12.oh.us">sems@columbus.k12.oh.us</a>
WORKER'S COMPENSATION				
CATEGORY	STAFF	PHONE	FA	EMAIL
Injury Reporting	Worker's Comp Coordinator	614-365-6448	614-365-4044	<a href="mailto:workplaceinjuries@columbus.k12.oh.us">workplaceinjuries@columbus.k12.oh.us</a>

OSHA/PERRP Reports	Worker's Comp Coordinator	614-365-6448	614-365-4044	<a href="mailto:workplaceinjuries@columbus.k12.oh.us">workplaceinjuries@columbus.k12.oh.us</a>
Worker's Compensation	Worker's Comp Coordinator	614-365-6448	614-365-4044	<a href="mailto:workplaceinjuries@columbus.k12.oh.us">workplaceinjuries@columbus.k12.oh.us</a>
<b>HUMAN RESOURCES DATA &amp; SYSTEMS – Michael De Fabbo, Executive Director</b>				
Debra Winter Richards, Manager		Ashley Lynch, Human Resources Assistant II		
		Alexandre Meldaus-Crockett, Human Resources Assistant I		
		Dan Hausman, Human Resources Assistant Substitute		
CATEGORY	STAFF	PHONE	F	EMAIL
Access to MUNIS	Munis Access Request Form			<a href="mailto:CCS_MunisSupport@columbus.k12.oh.us">CCS_MunisSupport@columbus.k12.oh.us</a>
Data Integrity Audit	Dan Hausman	614-365-5676	614-365-8332	<a href="mailto:dhausman@columbus.k12.oh.us">dhausman@columbus.k12.oh.us</a>
MUNIS Issues Escalation	Debra Winter Richards	513-310-3016	614-365-8332	<a href="mailto:drichards@columbus.k12.oh.us">drichards@columbus.k12.oh.us</a>
MUNIS HR Functional SME	Alex Crockett	380-997-35187	614-365-8332	<a href="mailto:ameldauscrockett@columbus.k12.oh.us">ameldauscrockett@columbus.k12.oh.us</a>
Reporting, Analytics, & Roster Requests	CCSDAS	380-997-3145	614-365-8332	
MUNIS HR Functional SME	Ashley Lynch	614-365-5828	614-365-8332	<a href="mailto:alynch@columbus.k12.oh.us">alynch@columbus.k12.oh.us</a>
Supervisor and Org. Changes	Debra Winter Richards	513-310-3016	614-365-8332	<a href="mailto:drichards@columbus.k12.oh.us">drichards@columbus.k12.oh.us</a>
TALX Administrator	Debra Winter Richards	513-310-3016	614-365-8332	<a href="mailto:drichards@columbus.k12.oh.us">drichards@columbus.k12.oh.us</a>
<b>LABOR MANAGEMENT &amp; EMPLOYEE RELATIONS – John Dean, Director</b>				
Mary Anne Baum, Manager		William Alverson, Investigator		Terri Ellis, Human Resources Assistant II
Dianne McLinn, Hearing Officer		Andrea Barrett, Investigator		Charlie Ellis, Human Resources Assistant I
David Taylor, Hearing Officer		Phyllis Barrett Williams, Investigator		
		Maxine Eggleston, Investigator		
CATEGORY	STAFF	PHONE	FAX	EMAIL
Administrative Offices Closed	ER	614-365-5636	614-365-5741	<a href="mailto:employeerelations@columbus.k12.oh.us">employeerelations@columbus.k12.oh.us</a>
Allegations of Abuse	ER	614-365-5636	614-365-5741	<a href="mailto:employeerelations@columbus.k12.oh.us">employeerelations@columbus.k12.oh.us</a>
CEA Contract Concerns	ER	614-365-5636	614-365-5741	<a href="mailto:employeerelations@columbus.k12.oh.us">employeerelations@columbus.k12.oh.us</a>
Disciplinary Files	ER	614-365-5636	614-365-5741	<a href="mailto:employeerelations@columbus.k12.oh.us">employeerelations@columbus.k12.oh.us</a>
Drug and Alcohol Concerns	ER	614-365-5636	614-365-5741	<a href="mailto:employeerelations@columbus.k12.oh.us">employeerelations@columbus.k12.oh.us</a>
Drug Testing Program	ER	614-365-5636	614-365-5741	<a href="mailto:employeerelations@columbus.k12.oh.us">employeerelations@columbus.k12.oh.us</a>
Employee Discipline	ER	614-365-5636	614-365-5741	<a href="mailto:employeerelations@columbus.k12.oh.us">employeerelations@columbus.k12.oh.us</a>
Employee Misconduct	ER	614-365-5636	614-365-5741	<a href="mailto:employeerelations@columbus.k12.oh.us">employeerelations@columbus.k12.oh.us</a>
Grievances	ER	614-365-5636	614-365-5741	<a href="mailto:employeerelations@columbus.k12.oh.us">employeerelations@columbus.k12.oh.us</a>
Investigations of Misconduct	ER	614-365-5636	614-365-5741	<a href="mailto:employeerelations@columbus.k12.oh.us">employeerelations@columbus.k12.oh.us</a>

OAPSE Contract Concerns	ER	614-365-5636	614-365-5741	<a href="mailto:employeerelations@columbus.k12.oh.us">employeerelations@columbus.k12.oh.us</a>
Unemployment Claims	ER	614-365-5637	614-365-5741	<a href="mailto:employeerelations@columbus.k12.oh.us">employeerelations@columbus.k12.oh.us</a>
Performance Based Incentives	ER	614-365-5636	614-365-5741	<a href="mailto:employeerelations@columbus.k12.oh.us">employeerelations@columbus.k12.oh.us</a>
<b>TALENT ACQUISITION – Terri Trigg, Director</b>				
<b>LaMeika Robinson, Manager (Certificated)</b>		<b>Ebony McShan, Manger (Classified)</b>		
Leslie Butler, Human Resources Representative		Amanda Hill, Human Resources Representative		
Anthony Crawford, Human Resources Assistant II		Rita Fisher, Human Resources Assistant II		
Juwana Steele, Human Resources Assistant I		Nick Steyer, Human Resources Assistant II		
Traci Cox, Human Resources Assistant I		Lisa Allen, Human Resources Assistant I		
Anthony Hines, Human Resources Generalist		Allison Begue, Human Resources Assistant I		
<b>Talent Acquisition</b>		Jean Slaughter, Human Resources Assistant I		
Alicia Reynolds, Human Resources Generalist		Natosha Hardin, Human Resources Assistant I		
<b>CERTIFICATED TALENT</b>				
CATEGORY	STAFF	PHONE	FAX	EMAIL
Article 211 Process	LaMeika Robinson	614-365-8708	614-365-8332	<a href="mailto:lrobinson1@columbus.k12.oh.us">lrobinson1@columbus.k12.oh.us</a>
Certificated Processing	Anthony Crawford	614-365-5651	614-365-8332	<a href="mailto:acrawford@columbus.k12.oh.us">acrawford@columbus.k12.oh.us</a>
Certificated – Job Share	Anthony Crawford	614-365-5651	614-365-8332	<a href="mailto:Article211@columbus.k12.oh.us">Article211@columbus.k12.oh.us</a>
Certificated-Voluntary Staff Reduction	Juwana Steele	614-365-5609	614-365-8332	<a href="mailto:Article211@columbus.k12.oh.us">Article211@columbus.k12.oh.us</a>
Continuing Contract Eligibility	Leslie Butler	614-365-6680	614-365-8332	<a href="mailto:lbutler@columbus.k12.oh.us">lbutler@columbus.k12.oh.us</a>
Instructional Assistants	Natosha Hardin	614-365-5859	614-365-8332	<a href="mailto:nhardin@columbus.k12.oh.us">nhardin@columbus.k12.oh.us</a>
Licensure & Renewal	Leslie Butler	614-365-6680	614-365-8332	<a href="mailto:lbutler@columbus.k12.oh.us">lbutler@columbus.k12.oh.us</a>
Salary Increases – Certificated	Anthony Crawford	614-365-5651	614-365-8332	<a href="mailto:acrawford@columbus.k12.oh.us">acrawford@columbus.k12.oh.us</a>
Recruitment (Certificated)	LaMeika Robinson	614-365-8708	614-365-8332	<a href="mailto:lrobinson1@columbus.k12.oh.us">lrobinson1@columbus.k12.oh.us</a>
<b>CLASSIFIED TALENT</b>				
CATEGORY	STAFF	PHONE	FAX	EMAIL
Classified-Bus Drivers	Nick Steyer	614-365-5323	614-365-8332	<a href="mailto:nsteyer@columbus.k12.oh.us">nsteyer@columbus.k12.oh.us</a>
Classified-Custodians	Rita Fisher	614-365-5759	614-365-8332	<a href="mailto:rfisher902@columbus.k12.oh.us">rfisher902@columbus.k12.oh.us</a>
Classified-Food Service	Allison Begue	380-997-2281	614-365-8332	<a href="mailto:abegue@columbus.k12.oh.us">abegue@columbus.k12.oh.us</a>
Classified-Secretaries	Allison Begue	380-997-2281	614-365-8332	<a href="mailto:abegue@columbus.k12.oh.us">abegue@columbus.k12.oh.us</a>

Classified Civil Service (job postings, applications, review, testing, eligible lists, job audits	Amanda Hill	614-365-5774	614-365-8332	<a href="mailto:ClassifiedServices@columbus.k12.oh.us">ClassifiedServices@columbus.k12.oh.us</a>
Instructional Assistants	Natosha Hardin	614-365-5859	614-365-8332	<a href="mailto:instrucassishelp@columbus.k12.oh.us">instrucassishelp@columbus.k12.oh.us</a>
Recruitment (Classified)	Ebony McShan	380-997-3140	614-365-8332	<a href="mailto:emcshan@columbus.k12.oh.us">emcshan@columbus.k12.oh.us</a>
TALENT AQUISION				
CATEGORY	STAFF	PHONE	FAX	EMAIL
Address Change	Employee Self-Service	N/A	N/A	<a href="https://columbus.munisselfservice.com/default.aspx">https://columbus.munisselfservice.com/default.aspx</a>
PT/FT Requisition Requests	Juwana Steele	380-997-2096	614-365-8332	<a href="https://columbus.munisselfservice.com/default.aspx">https://columbus.munisselfservice.com/default.aspx</a>
Allocations	Nick Steyer	614-365-5323	614-365-8332	<a href="mailto:nsteyer@columbus.k12.oh.us">nsteyer@columbus.k12.oh.us</a>
CEC Front Desk Rep.	Jean Slaughter	614-365-5000	614-365-8332	<a href="mailto:jslaught@columbus.k12.oh.us">jslaught@columbus.k12.oh.us</a>
Deceased Employee Notification	Nick Steyer	614-365-5602	614-365-8332	<a href="mailto:nsteyer@columbus.k12.oh.us">nsteyer@columbus.k12.oh.us</a>
Employee Eligibility Verification (Form I-9)	Lisa Allen	614-365-5602	614-365-8746	<a href="mailto:lallen2@columbus.k12.oh.us">lallen2@columbus.k12.oh.us</a>
Employment Verifications	Talent Acquisition	614-365-5602	614-365-8746	<a href="mailto:verifications@columbus.k12.oh.us">verifications@columbus.k12.oh.us</a>
Fingerprinting	Talent Acquisition	614-365-5602	614-365-8332	<a href="mailto:employmentstaffing@columbus.k12.oh.us">employmentstaffing@columbus.k12.oh.us</a>
ID Badges	Talent Acquisition	614-365-5602	614-365-8746	<a href="mailto:employmentstaffing@columbus.k12.oh.us">employmentstaffing@columbus.k12.oh.us</a>
Loan Forgiveness	Talent Acquisition	614-365-5000	614-365-8332	<a href="mailto:verifications@columbus.k12.oh.us">verifications@columbus.k12.oh.us</a>
Pupil Activity Permits	Traci Cox	614-365-7580	614-365-8332	<a href="mailto:tcx1@columbus.k12.oh.us">tcx1@columbus.k12.oh.us</a>
Retirements & Resignations	Nick Steyer	614-365-5323	614-365-8332	<a href="mailto:nsteyer@columbus.k12.oh.us">nsteyer@columbus.k12.oh.us</a>
Name Change	Lisa Allen	614-365-5602	614-365-8746	<a href="mailto:lallen2@columbus.k12.oh.us">lallen2@columbus.k12.oh.us</a>
Supplemental Contracts	Traci Cox	614-365-7580	614-365-8746	<a href="mailto:tcx1@columbus.k12.oh.us">tcx1@columbus.k12.oh.us</a>
Telephone Number Change	Employee Self- Serve	N/A	N/A	<a href="https://columbus.munisselfservice.com/default.aspx">https://columbus.munisselfservice.com/default.aspx</a>
Licensure & Renewal	Leslie Butler	614-365-6680	614-365-8332	<a href="mailto:license@columbus.k12.oh.us">license@columbus.k12.oh.us</a>