

HR GENERALISTS

First point of contact on all HR questions, issues and concerns.

AD/APC/TD/WDRS/DIR (2nd floor)

Heather Sidman x3326 hsidman@fnal.gov
Monday, Wednesday and Thursday - AD Cross Gallery, MS 306
Tuesday and Friday - TD, ICB, 3rd floor (west)

CD/BSS/FESS/ES&H&Q/FIN

Jeff Artel x3325 jartel@fnal.gov
Monday, Wednesday and Friday - CD, FCC, MS 370
Tuesday and Thursday - Sections, WH 4SW

PPD/CMS/FCPA/LBNE/DIR (VMS & Office of Comm.)

Deanne Slapa x4669 dslapa@fnal.gov
Monday, Wednesday and Friday - PPD Wilson Hall 8W, MS 208
Tuesday and Thursday - SiDet Lab A, MS 310

INTERNATIONAL SERVICES

VISA OFFICE/USERS OFFICE

MS 103

Amanda Thompson x4203 petersen@fnal.gov
Barb Book x3111 bbook@fnal.gov
Borys Jurkiw, Mgr. x4363 borys@fnal.gov
Kappy Sherman x3811 kappy013@fnal.gov
Samantha Poeppelman x3933 sepoep2@fnal.gov

- Computing privileges for Users - **Barb & Kappy**
- Labor certification - **Amanda**
- Lawful employability (I-9) processing - **Amanda**
- Long-term assignment outside U.S. - **Borys & Amanda**
- Non-U.S. interns - **Amanda & Samantha**
- Permanent residence - **Amanda**
- Policies/procedures - **Borys & Amanda**
- User access: ID/badge - **Barb & Kappy**
- Users Executive Committee - **Barb**
- Visas: applications - **Amanda & Samantha**
- Visas: H and J - **Amanda & Samantha**

OFFICE FOR PROFESSIONAL & ORGANIZATION DEVELOPMENT

MS 107
MS 124

Barb Brooks, Mgr. x5021 bbrooks@fnal.gov
Karen Karlix-Smith x4365 karlix@fnal.gov
Nicole Gee x3697 nicole@fnal.gov

- Computer courses - **Nicole**
- Fermilab Management Practices (FMP) enroll - **Nicole**
- FMP enroll for "make-up" modules - **Karen**
- FRA Scholarship - **Nicole**
- Leadership/management development - **Barb**
- Professional development courses - **Barb**
- Scheduling a vendor course - **Nicole**
- Technical courses - **Nicole**
- Training Center room reservations - **Karen**
- Tuition Assistance Program - **Karen**
- University of Chicago Tuition Remission Program - **Nicole**

SECTION OFFICE

MS 107

Barb Brooks, Deputy Head x5021 bbrooks@fnal.gov
Chris Johnson x3381 johnsonc@fnal.gov
Kay Van Vreede, Head x3396 vanvreed@fnal.gov

- Conflict of Interest form - **Chris**
- General HR feedback - **Kay**
- Outside employment/consulting form - **Chris**
- Sick leave letters - **Chris**

WELLNESS

MS 126

Jeanne Ecker x2548 jkoester@fnal.gov
Lucy Ontiveros x3978 lucina@fnal.gov

- Class registration - **Lucy**
- New classes and recreation activities - **Jeanne**
- Movie ticket sales - **Lucy**
- Memberships: pool and recreation facility - **Lucy**
- Recreation facility operation, clubs, leagues & pool - **Jeanne**
- Wellness programs - **Jeanne**

Who Does What in HR?



Workforce Development and Resources Section

- Arts & Lecture Series Box Office
- Benefits
- Children's Center
- Compensation
- Employee Assistance Program
- Employee Records/HR Information Systems
- Employee Relations
- Employment
- Equal Opportunity & Diversity Office
- HR Generalists
- International Services - Visa Office/Users Office
- Office for Professional & Organization Development
- Section Office
- Wellness



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<http://wdrs.fnal.gov>

ARTS & LECTURE SERIES BOX OFFICE MS 111

Kathy Johnson x2787 audweb@fnal.gov
·Publicity
·Scheduled Performances
·Tickets

BENEFITS MS 126

Ann Marie Matthei x3395 amatthei@fnal.gov
Jennifer Gondorchin x4361 jgondo@fnal.gov
Lucy Ontiveros x3978 lucina@fnal.gov
Tara Turner, Mgr. X6463 tturner@fnal.gov
Wilma Cardona x6800 wcardona@fnal.gov

- Applying for Retirement - **Wilma**
- Assigned to CERN - benefits - **Wilma**
- COBRA/Retiree medical payments - **Ann Marie**
- COBRA insurance - **Ann Marie**
- Flexible Spending Account - **Jennifer**
- (FMLA) Family Medical Leave - **Jennifer**
- HIPAA information - **Wilma**
- Insurance carrier claim questions/issues - **Ann Marie**
- Long Term Disability - **Jennifer**
- Medical, dental, life insurance enroll - **Ann Marie**
- Medical ID Card questions - **Ann Marie**
- Notice of Credible Coverage - **Wilma**
- Retirement Plan enroll 401(a)/403(b) - **Jennifer**
- Service Award Program - **Lucy**
- SSC plan administration - **Wilma**
- Suggest future benefit changes - **Wilma**
- Travel insurance (CHUBB) - **Wilma**
- Vacation Donation - **Jennifer**

CHILDREN'S CENTER MS 348

Mary Simmons x3762 msimmons@fnal.gov
Patti Hedrick x3762 daycare@fnal.gov

- Day Camp schedule/program information - **Patti & Mary**
- Day Care enroll/policy/program information - **Patti & Mary**
- Maternity Closet - **Patti & Mary**
- School Age Children's program - **Patti & Mary**

COMPENSATION MS 124

Borys Jurkiw, Mgr. x4363 borys@fnal.gov
Jackie Zolna x6471 jzolna@fnal.gov
Jane Sylvester x3417 jrubel@fnal.gov

- Compensation policies/procedures - **Borys, Jackie & Jane**
- Promotion and R&R Program tracking - **Jane**
- Compensation issues from Accelerator and Operations Sectors - **Jane**
- Compensation issues from Particle Physics and Computing Sectors - **Jackie**

EMPLOYEE ASSISTANCE PROGRAM MS 117

Kathy Burke, On-site Counselor x3591 kburke@fnal.gov

EMPLOYEE RECORDS/HR INFORMATION SYSTEMS MS 124

Borys Jurkiw, Mgr. x4363 borys@fnal.gov
Laurie Pederson x2988 couperus@fnal.gov
Kimberly Pearce x3324 kpearce@fnal.gov

- Employee records - **Laurie**
- Employment verification - **Laurie**
- HRIS (HR Information Systems) - **Laurie & Borys**
- Information change: home address, Lab mail station, phone extension, physical location, emergency contact - **Laurie**
- Personnel file review - **Laurie**
- Reports: DOE/other agencies, Lab-related - **Laurie & Borys**
- Salary review - **Borys**

EMPLOYEE RELATIONS MS 124

Juanita Frazier, Mgr. x3793 frazier@fnal.gov
Kathleen Venn Bowers x4367 kvb@fnal.gov

- Collective bargaining/labor relations - **Juanita**
- Employee relations questions/issues - **Juanita**
- Personnel policies/procedures - **Juanita**
- Performance management - **Juanita**
- To-Join Travel (Scientific Personnel) - **Jason**

EMPLOYMENT MS 116

Cara Brown x3793 cnbrown@fnal.gov
Jason Johnson x5810 jasonj@fnal.gov
Juanita Frazier, Mgr. x3793 frazier@fnal.gov
Shelley Krivich x5809 krivich@fnal.gov

- Cooperative Education Program - **Shelley**
- Engineering recruitment - **Shelley**
- Employment policies/procedures - **Juanita**
- Exit interviews - **Jason**
- General recruitment - **Shelley**
- IT recruitment - **Cara**
- New Hire orientation - **Jason**
- On-Call Program - **Jason**
- Scientific recruitment - **Cara**
- Seasonal/summer employment - **Jason**
- Senior management recruitment - **Juanita**

EQUAL OPPORTUNITY & DIVERSITY OFFICE MS 117

Dianne Engram, Mgr. x4633 engram@fnal.gov
Linda Diepholz x3415 diepholz@fnal.gov
Sandra Charles x4574 scharles@fnal.gov

- Administrative support - **Linda**
- Disability accommodation - **Dianne**
- Diversity initiatives - **Dianne & Sandra**
- Equal Opportunity complaints/concerns - **Dianne & Sandra**
- FermiLINK (Mentor Program) - **Sandra**
- Operations/compliance/data requests - **Dianne**
- TARGET, SIST, and GEM programs - **Dianne & Sandra**