### Greenwich Public Schools Human Resources Department Contacts for Major Functions related to GPS Staff\* as of December, 2023

### **Director of Human Resources** David Eisenstein (x7461)

Contact Dave for questions about:

- Job postings & hiring for PAs & security personnel
- Internal investigations & disciplinary proceedings for PAs & security personnel
- Contract interpretation questions for LIUNA BOE

### Chief Human Resources Officer Jonathan S. Budd, Ph.D. (x7405)

Contact Jonathan for questions about:

- Job postings & hiring for administrators, teachers, & coaches
- Internal investigations & disciplinary proceedings for administrators, teachers, & coaches
- Contract interpretation questions for GOSA & GEA
- Requesting long-term leave
- Requesting accommodations

## Executive Assistant to the CHRO

Susana Valenzuela (x7458)

Contact Susana for questions about:

- Your certification
- Your personnel file
- Completion of forms
- Coaching, Schedule C, & summer school contracts

# Human Resources Technicians Tara DeMakes (x7441) Mayra Granja (x7457)

Contact Mayra for questions about:

- Using Frontline for absence reporting
- How much leave time you have
- Taking bereavement leave

Contact Tara for questions about:

• TalentEd

### Customer Service Representative Gloria Amortegui (x7508)

Contact Gloria for questions about:

- ullet PPRC, including EDL
- Tuition reimbursement

#### 2023-24 PPRC Meeting Dates

Oct. 26 April 25
Dec. 19 June 6
Feb. 29

- Questions about payroll should be directed to payroll@greenwich.k12.ct.us.
- Questions about Teachers' Retirement Board or 403(b) plan administration should be directed to Donna Thibault (x7440).
- Questions about health insurance should be directed to the Town of Greenwich at employeebenefits@greenwichct.org.

<sup>\*</sup> Note: The chart above denotes only major job responsibilities for GPS staff (administrators, teachers, PAs, and security personnel), and does not include HR job responsibilities fulfilled for Town of Greenwich employees working for the BOE.