

Getting to Know Human Resources!

Thomas F. Campbell, Ed.D, Assistant Superintendent for Human Resources
 Brian F. Higgins, Assistant Director of Human Resources
 Lisa Tedeschi, Assistant to the Assistant Superintendent for Human Resources
 Sue Patch, Human Resources Specialist
 Mary Santiago, Human Resources Administrative Assistant
 Cindy Salamone, Payroll Supervisor
 Stacy Dixon, Payroll Coordinator

The Human Resources Department takes great pride in providing all employees with quality and prompt service for their personnel needs. The department operates with a team mindset – anyone in the department will gladly assist you with your matter. To help expedite your request, please review the list below to see which staff member can best assist you with your matter:

Question	HR Staff Member to Contact
If I have a question about my paycheck, whom should I contact?	Email grp_dis_hrpayrollhelpdesk@needham.k12.ma.us, or call Cindy Salamone or Stacy Dixon
If there is an HR-related emergency and I cannot contact the Assistant Superintendent for HR, whom should I contact?	Brian Higgins or Lisa Tedeschi
Who can assist me with AppliTrack, AESOP or My Learning Plan?	Lisa Tedeschi or Mary Santiago
Who can provide me with a copy of my letter of reappointment, stipend award, etc.?	Lisa Tedeschi
Who conducts and manages exit interviews?	Brian Higgins
Who conducts investigations relating to employee conduct and complaints?	Tom Campbell, with assistance from Brian Higgins
Who conducts onboarding and new hire paperwork for new employees?	Sue Patch

Who coordinates administrative matters for HR?	Mary Santiago
Who coordinates the mentoring program for all professionally licensed staff members?	Tom Campbell
Who do I send tuition reimbursement requests to?	Mary Santiago, approved by Brian Higgins
Who do I speak to about Family Medical Leave Act (FMLA) matters?	Sue Patch, approved by Brian Higgins
Who do I speak to in order to review my personnel file?	Lisa Tedeschi
Who do I submit a staff 504 request to?	Brian Higgins
Who handles MTRS enrollment?	Lisa Tedeschi
Who is responsible for completing payroll?	Cindy Salamone or Stacy Dixon
Who is responsible for reviewing all CORI and SAFIS background checks for new and existing employees?	Brian Higgins
Who is the liaison to the Town for Unemployment?	Brian Higgins
Who is the liaison to the Town for Worker's Compensation?	Brian Higgins
Who is the School's liaison to the Town for employee benefits (health, dental, life, FSA, etc.)?	Mary Santiago
Who manages grievances for all union and non-union employees?	Tom Campbell, with assistance from Brian Higgins
Who manages the job description database and employee handbook?	Brian Higgins

Who manages the Request to be Absent forms?	Sue Patch
Who manages the substitute teacher program and resources?	Sue Patch
Who oversees the supervision and evaluation program for all non-licensed staff?	Brian Higgins
Who oversees the supervision and evaluation program for all professional staff?	Tom Campbell
Who responds to verification of employment inquiries concerned with verifying compensation items?	Cindy Salamone or Stacy Dixon
Who responds to verification of employment inquiries concerned with verifying non-compensation items?	Sue Patch
How do I obtain a copy of my past pay check stub or W-2 form?	Visit the employee portal at: https://ivisions.needhamma.gov/iVisions/
Who should I call if I have a concern about a recent change made to my employment status (i.e. rate of pay, position title, FTE, etc.)?	Lisa Tedeschi