

#### Brenda Hebert

Payroll related questions  
Benefit administration  
AEA Manager leave balances  
Travel expense processing  
Sick Bank information/requests  
Employee Assistant Program  
Family and Medical Leave Act  
Work Comp Forms/Records  
COBRA  
IPERS  
Seniority Listings  
Bloodborne Pathogens  
Child Abuse/Mandatory Reporter  
Background checks  
Substitutes List

#### Josh Bader

Accounts Receivable  
PLAEA inventory system  
Recruit & Hire - Talent Ed  
eReqs/Purchase Orders  
Motel Listing Updated

#### Michelle Dowd

PLAEA Fianances  
Board Secretary  
Equity Coordinator  
Insurance Committee Chair  
Master Contracts  
Salary schedule placement  
Employee Contracts (inc. extended)  
Contracted Service Contracts  
Evaluation Cycles/Forms  
Lane Change Approvals/Forms  
Licensure Information  
Personnel Files  
Resignation Letters/Information  
Work Agreements