

**OAK RIDGE SCHOOLS
 “WHO TO CALL FOR WHAT”
 in
 HUMAN RESOURCES**

SERVICE AREA	PHONE NUMBER	PRIMARY CONTACT	SECONDARY CONTACT
403b/401K <i>*Vendor Contact Information</i>	425-9022	Cathy Dunning cddunning@ortn.edu	Rebecca Medovich rdmedovich@ortn.edu
<i>*Enrollment/Change Questions</i>	425-9050	Kathe Foust kfoust@ortn.edu	
Budgets <i>(Employee assignments, positions, and Index B1)</i>	425-9022	Cathy Dunning cddunning@ortn.edu	Matthew Bradburn mbradburn@ortn.edu
Career Ladder (Certified)	425-9022	Cathy Dunning cddunning@ortn.edu	Matthew Bradburn mbradburn@ortn.edu
Compliance Coordinator <i>(Sexual Harassment, Employee Discrimination-Title VII)</i>	425-9008	Matthew Bradburn mbradburn@ortn.edu	
Criminal History Records Information Checks <i>(Employee Background Checks)</i>	425-9008	Tamara Jones tljones@ortn.edu	Cathy Dunning cddunning@ortn.edu Rebecca Medovich rdmedovich@ortn.edu
Employee Access (Skyward)	425-9022	Cathy Dunning cddunning@ortn.edu	
Employee Benefits <i>(Information about Health, Vision and Dental Insurance, Life Insurance, or USABLE Products)</i>	425-9020	Rebecca Medovich rdmedovich@ortn.edu	Cathy Dunning cddunning@ortn.edu Tamara Jones tljones@ortn.edu
Employee Contracts/Annual Pay Notices	425-9022	Cathy Dunning cddunning@ortn.edu	Matthew Bradburn mbradburn@ortn.edu

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Employment Assistance <i>(Help with job application process)</i>	425-9022	Cathy Dunning cddunning@ortn.edu	Tamara Jones tljones@ortn.edu
Higher Education Tuition Discount <i>(Discount for Licensed Educators’ children at TN State Colleges)</i>	425-9022	Cathy Dunning cddunning@ortn.edu	Matthew Bradburn mbradburn@ortn.edu
Job Requisitions/Postings	425-9022	Cathy Dunning cddunning@ortn.edu	Tamara Jones tljones@ortn.edu
Leave of Absence <i>(All absences more than 10 days, maternity leave, Family Medical Leave, recuperative health leave, etc.)</i>	425-9020	Rebecca Medovich rdmedovich@ortn.edu	Tamara Jones tljones@ortn.edu
Licensure <i>(Questions About Educator Licenses)</i>	425-9008	Cathy Dunning cddunning@ortn.edu	Matthew Bradburn mbradburn@ortn.edu
Loan Forgiveness	425-9022	Cathy Dunning cddunning@ortn.edu	Matthew Bradburn mbradburn@ortn.edu
Notary (Staff only)	425-9022	Cathy Dunning cddunning@ortn.edu	Tamara Jones tljones@ortn.edu
Organizational Chart (Skyward)	425-9022	Cathy Dunning cddunning@ortn.edu	

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Preference Process <i>(Annual Licensed Staff Requests for Next Year)</i>	425-9008	Matthew Bradburn mbradburn@ortn.edu	Cathy Dunning cddunning@ortn.edu
Retirement-TCRS <i>(Retirement process or acceptance letter)</i>	425-9022	Cathy Dunning cddunning@ortn.edu	
<i>(How to apply for benefits)</i>	425-9020	Rebecca Medovich rdmedovich@ortn.edu	
Salary Assistance <i>(Questions regarding salaries or placement)</i>	425-9022	Cathy Dunning cddunning@ortn.edu	Matthew Bradburn mbradburn@ortn.edu
Sick Bank	425-9020	Rebecca Medovich rdmedovich@ortn.edu	Matthew Bradburn mbradburn@ortn.edu
Sick Leave Days <i>(Questions about allocation of days)</i>	425-9020	Rebecca Medovich rdmedovich@ortn.edu	
Staff Calendars	425-9022	Cathy Dunning cddunning@ortn.edu	Matthew Bradburn mbradburn@ortn.edu
State/Federal Reporting <i>(Licensure experience, TEA Salary, EEOC, and EIS)</i>	425-9022	Cathy Dunning cddunning@ortn.edu	Matthew Bradburn mbradburn@ortn.edu

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SERVICE AREA	PHONE NUMBER	PRIMARY CONTACT	SECONDARY CONTACT
Substitutes *AESOP *Sub Application Process *Reconciliation *Payroll *Long Term Substitutes	425-9008 425-9022	Tamara Jones tljones@ortn.edu Cathy Dunning cddunning@ortn.edu	
Time Off (Skyward) <i>(True Time/Audit)</i>	425-9020	Rebecca Medovich rdmedovich@ortn.edu	Tamara Jones tljones@ortn.edu
Transfer of Sick Days (Certified)	425-9022	Cathy Dunning cddunning@ortn.edu	
Vacation Days <i>(Questions regarding days accrued)</i>	425-9022	Cathy Dunning cddunning@ortn.edu	Rebecca Medovich rdmedovich@ortn.edu
Verification of Employment <i>(Data documented for current and former employees)</i>	425-9022	Cathy Dunning cddunning@ortn.edu	Tamara Jones tljones@ortn.edu