

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

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

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

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<b>Preference Process</b> <i>(Annual Licensed Staff Requests for Next Year)</i>	425-9008	Matthew Bradburn mbradburn@ortn.edu	Cathy Dunning cddunning@ortn.edu
<b>Retirement-TCRS</b> <i>(Retirement process or acceptance letter)</i> <i>(How to apply for benefits)</i>	425-9022	Cathy Dunning cddunning@ortn.edu	Tamara Jones tljones@ortn.edu
<b>Salary Assistance</b> <i>(Questions regarding salaries or placement)</i>	425-9022	Cathy Dunning cddunning@ortn.edu	Matthew Bradburn mbradburn@ortn.edu
<b>Sick Bank</b>	425-9022	Cathy Dunning cddunning@ortn.edu	Matthew Bradburn mbradburn@ortn.edu
<b>Sick Leave Days</b> <i>(Questions about allocation of days)</i>	425-9020	Tamara Jones tljones@ortn.edu	Cathy Dunning cddunning@ortn.edu
<b>Staff Calendars</b>	425-9022	Cathy Dunning cddunning@ortn.edu	Matthew Bradburn mbradburn@ortn.edu
<b>State/Federal Reporting</b> <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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<b>Substitutes</b> *AESOP *Sub Application Process  *Reconciliation *Payroll *Long Term Substitutes	425-9022   425-9022	Cathy Dunning cddunning@ortn.edu   Cathy Dunning cddunning@ortn.edu	Tamara Jones tljones@ortn.edu
<b>Time Off (Skyward)</b> <i>(True Time/Audit)</i>	425-9022	Cathy Dunning cddunning@ortn.edu	Tamara Jones tljones@ortn.edu
<b>Transfer of Sick Days (Certified)</b>	425-9022	Cathy Dunning cddunning@ortn.edu	
<b>Vacation Days</b> <i>(Questions regarding days accrued)</i>	425-9022	Cathy Dunning cddunning@ortn.edu	Tamara Jones tljones@ortn.edu
<b>Verification of Employment</b> <i>(Data documented for current and former employees)</i>	425-9022	Cathy Dunning cddunning@ortn.edu	Tamara Jones tljones@ortn.edu