

HR Team Members		
Erin Dean	HR Director	874.5228
Monica Carbajal	Talent Development Specialist	874.5252
Jannet Ann Leggett	Privacy and Policy Specialist	874.5253
Sharmayne Horton	Manager, HR Services	874.5220
Bailey Corrigan	HR Coordinator	874.5209
Leanne Clouthier	HR Coordinator	874.5215
Tiffany Demarcke	Payroll Specialist	874.5243

HR Services	Primary Contact	Back-Up Contact
Strategic Initiatives & Direction	Erin	
Management Compensation	Erin	Sharmayne
Collective Agreement Issues & Bargaining	Erin or Sharmayne	
Employee & Labour Relations	Erin or Sharmayne	Bailey
Performance Management	Erin or Sharmayne	
ATIPP or Privacy Breaches	Jannet Ann	
Approval of Special Leave, Parental, LWOP	Sharmayne	Tiffany
Employee Benefits - Manulife, PSSA	Sharmayne	
New Employee Set-up in Great Plains	Sharmayne	
Apprentice Program	Bailey	
Employee Fitness Reimbursement	Sharmayne	
Union Wage Increases	Sharmayne	
Payroll Related Inquiries	Tiffany	Sharmayne
Penny Timesheet System	Tiffany	Sharmayne
Employment Verification Letters	Tiffany	Any member of HR services team
Collective Agreement Interpretation (Payroll Related)	Tiffany	Sharmayne
ROE, T4, Pension Reporting	Tiffany	
WSCC Inquiries / Reporting (Payroll Related)	Tiffany	Sharmayne
Protective Clothing Allowance	Tiffany	
Pay Code Set-up / Access	Tiffany	Sharmayne
Leave Entitlements	Tiffany	
Recruitment	Bailey	
Medical Travel	Leanne	Bailey
YK & Hay River Corporate Apartments	Leanne	Bailey
Employee Recognition (Formal and Kudo's)	Monica	
Employee On-Boarding	Bailey	Sharmayne
Performance Appraisals - Union or Management	Monica	Bailey
Long Service Awards	Bailey	Leanne
Bursary Program	Bailey	
Training and Professional Development Inquiries	Monica	
Training Records	Amanda Tybring (HSE)	Bailey or Monica