

HR Team Members		
Gordon Jennings	HR Director	874.5203
Sharmayne Horton	HR Specialist	874.5220
Erin Dean	HR Specialist	874.5228
Dara Hall	HR Specialist	874.5256
Pennie Pokiak	Payroll Specialist	874.5240
Kristen Slade	Training & Development Specialist	874.5252

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

*\*for corporate apartments in other regions contact: Onida Banksland (Inuvik), Boyd Mallaley or Todd Roche (Fort Simpson), Ken Bell (Fort Smith)*