



HUMAN RESOURCE SERVICES...OUR SERVICES ~ OUR PEOPLE

Department Administration



Discipline Process and Policies

Doug Aitkenhead 780 441-6061
Sean McGuinness 780 441-6097

Negotiations—ATA

Doug Aitkenhead 780 441-6061

Department Communications

• Reaching Out
Sharon Herout 780 441-6056

District Principal –HRS

Kathie Tourangeau 780 441-6146

Human Resource Services

Legal Issues

Doug Aitkenhead 780 441-6061

HRS Policies and Regulations

• Maintenance and Update
Doug Aitkenhead 780 441-6061
Sean McGuinness 780 441-6097

Out of Scope and ATA

Employee Liaison

Doug Aitkenhead 780 441-6061

Administrator Request for

Personal Leave

Doug Aitkenhead 780 441-6061

Appeals (Staffing)

Doug Aitkenhead 780 441-6061

Employee & Family Assistance

Program (EFAP)

Linda Gallop 780 488-4960

Leadership Development Programs

Application Process

Sharon Herout 780 441-6056

School Based Administrator

Application Process

Sharon Herout 780 441-6056
Sean McGuinness 780 441-6097

MyECSD and HRS Website

• Development; Maintenance; Updates
Sharon Herout 780 441-6056
Lana Dogor 780 441-6118

Reception and Mail

Donna Checknita 780 441-6000
Chris Dulaba 780 441-6064

Fitness Passes

Sharon Herout 780 441-6056

Employee Relations



Grievances/Arbitrations

Sean McGuinness 780 441-6097

Termination Process

Sean McGuinness 780 441-6097

Collective Agreements

• Interpretation
• Negotiations AUPE/ECSSA
Sean McGuinness 780 441-6097
Doug Aitkenhead 780 441-6061

Out of Scope Terms & Conditions

• Interpretation
• Maintenance/Update
Sean McGuinness 780 441-6097

Human Rights Complaints

Sean McGuinness 780 441-6097

Employee Liaison-AUPE & ECSSA

Sean McGuinness 780 441-6097

Performance Management (ECSSA; AUPE; OOS)

• Appraisal
• Discipline
• Conflict Resolution
• Coaching
Sean McGuinness 780 441-6097

Performance Appraisal/ Evaluation/Documentation

• ECSSA; AUPE; OOS
Pat McLaughlin 780 441-6120
Sean McGuinness 780 441-6097

Harassment Policies

Sean McGuinness 780 441-6097

Health Care Spending Account

Serena Brown 780 441-6186

Compensation - Out of Scope

Pat McLaughlin 780 441-6120

Job Sizing/Description/ Classification - ECSSA; Out of Scope

Pat McLaughlin 780 441-6120

Retirements/Resignations

Sean McGuinness 780 441-6097
Linda Deans 780 441-6055

Former/Current Staff Obituaries

Sean McGuinness 780 441-6097

Leaves - Maternity; Education; Compassionate; Deferred; Personal

Sean McGuinness 780 441-6097
Linda Deans 780 441-6055

Teacher Certification/ Employment & Salary Verification

Linda Deans 780 441-6055

Occupational Health & Safety

Darrell Ungstad 780 441-6177

Employee Health Services

• Medical leaves
• Return to work program
Sean McGuinness 780 441-6097
Janet Meara 780 441-6008

Facilitated Return to Work

Sean McGuinness 780 441-6097

Employee Support Services



Human Resources Management System (HRMS) Maintenance and Development

• Data Management & Self Service
Jessie Foley 780 441-6058

AESOP

• Help Desk
Lisa Benedetto 780 441-6059

Self-Service

• On Line Applications
• Pay Information Process
Jessie Foley 780 441-6058

HRS Data Input

• Substitute payroll
• Casual/hourly timesheet verification
• Personal Information Update
Manuela Medeiros 780 441-6066

Pension/Benefits

Orlene Algeo 780 441-6033
Rosy Dubon 780 441-6050
Maria Ferenac 780 441-6051

New Employee Registration

Rosy Dubon 780 441-6050
Linda Sandl 780 441-6187

Payroll

Charlann Cockburn 780 441-6052
Darlene Harris 780 441-6047
Brenda Tupala 780 441-6034
Angie Williams 780 441-6032
Violet Salamon 780 441-6107

Staff Replacement

Lisa Benedetto 780 441-6060
Manuela Medeiros 780 441-6066

Human Resource Services General Inquiries

780 441-6056 or
Email inquiries to: hres@ecsd.net

Fax Numbers

Human Resource Services
Fax 780 441.6147

Employee Health Services
Fax 780 425.5130

Employee Time Sheets
Fax 780 441.6116

AESOP

Staff Attendance System
Help Desk

(7:30 a.m. - 12:30 p.m.)
780 441-6059

Staff Attendance System

www.aesoponline.com
or

1-800-94aesop
(1-800-942-3767)

Website: www.hrs.ecsd.net

Staffing



Recruitment/Selection/ Placement

• Job Fairs; Position Advertisements;
Presentations
• Interviews; Shortlists
Lana Dogor 780 441-6118
Linda Sandl 780 441-6187
Charolette Player 780 441-6098

Teacher Recruitment

Charolette Player 780 441-6098
Marc Motut 780 441-6049

Support Staff Recruitment

Marc Motut 780 441-6049

Religion Course Requirements (Teachers)

Lana Dogor 780 441-6118
Charolette Player 780 441-6098

Appraisal/Evaluation/ Documentation

• Teacher Evaluation of
Probationary, Interim and Temporary
Contract Teachers
Charolette Player 780 441-6098
Marc Motut 780 441-6049

Staff Development

Danny Burrell 780 447-2513
Ext321

Staff Recognition

Sharon Herout 780 441-6056
Janet Meara 780 441-6008

Employment Documentation

• Criminal Record Check
• Child Welfare Check
• Teacher Certificate
Lana Dogor 780 441-6118
Linda Sandl 780 441-6187

Contracts: Types, Orientation & Signing of Contracts

Lana Dogor 780 441-6118
Linda Sandl 780 441-6187
Charolette Player 780 441-6098

Staffing Committee

• Availability of positions
• Continuous Contracts
• Staffing Cycle Information
• Staffing Bulletin Information
• Reassignment, Transfers, Exchanges
Charolette Player 780 441-6098

File Access and Maintenance

Vincenzo Nardi 780 441-6010

Our Mission

To promote a climate which inspires
all to learn and grow in Christ!