

Human Resources Who to Contact

MA

mlaxell

763.550.2114

Michelle Axell

Director of Human Resources

District Calendar

Employee Concerns

Employee Handbook

HR Budget - Supervisor Level

Labor Relations

Policies & Procedures

Union Negotiations

Workplace Investigations

Conduct Job Studies

Reclassification Determination

ROWE

Wellbeing

HS

hlseidenkranz

763.550.7126

Heidi Seidenkranz

Human Resources Coordinator

403b Match determination

Administrative Clock Hour

Assignment letters

Board Report Sup Level

Compliance & STAR reporting

Contract Interpretation Support

Current Employee Certifications/Licensure

Essential Training

Evaluation - TalentEd Administrator Support

Extended School Year (ESY)

HR Policy/Procedure Interpretation Support

Lane changes

Process Special Permissions

Receive Data Requests

Resignation/Terminations

Staff Planning/Management

Staff Salary/Longevity calculations

Staff Status changes

Staff Tenure/Permanent Status

Unemployment

SK

saklingelhutz

763.550.7118

Stephanie Klingelhutz

Human Resources Coordinator

ACA Compliance

Contact Information for the Employee Assistance Program (EAP)

Employee Dependability Supervisor Level

Employee Wellness

FMLA

Insurance benefits

Insurance Committee Facilitator

Leave Benefits

Leave of Absence Requests

LTD Paperwork & Qualification

Retirement

Teachers on Call/Substitute Resources

Work Restrictions

Workers' Compensation

AA

avachterkirch

763.550.7131

Amanda Achterkirch

Talent Acquisition Professional

Application Review - Supervisor Level

AppliTrack Questions & Support

District Website

Interview Process - Supervisor Level

New Hire License Confirmation/Job Assignment

New Hire Orientation - Supervisor Level

New Hire Salary Determination

References - Licensed Staff

Oversees the initial application to the final onboarding process

Provides employment and career counseling to prospective applicants and District employees

Recruitment & Retention

Job Fair Coordination

SG

sngonrowski

763.550.7124

Stephanie Gonrowski

Admin V

Applicant Issues

Board Report - New Hires

Employee Loan Agreements

Employee Loan Forgiveness

HR Budget support

ID Badges

Invoice payment

Jury Duty

New Staff Essential training

New Staff Hiring & Welcome

New Staff Orientation support

P Card

PEM Coordination

References - Non Licensed

Special Permissions

VOEs

Website Job Posting

AK

amkohler

763.550.7158

Anna Kohler

Admin V

Aesop questions/support

Board Report - Temp Hires

Extended School Year (ESY)

Manages New Hire set up and onboarding work

Prepare Data Requests

Pulls Monthly Reports

Request for Name Change

Requests to Review Personnel File

TalentEd Support

Time/Attendance questions/support

Processing Temporary Hiring Agreements

Annual All Staff Essential Training