

**Red Oak ISD - Human Resources Department**

Who do I call in Human Resources?

What is the question?	Contact Person	Ext.	Resources
Address Changes	Administrative Assistant Susana Mendoza	4105	Staff can request address changes directly in Skyward to be approved. Staff may also email Susana to request as well.
Badges	Administrative Assistant Susana Mendoza	4105	If staff need a new or replacement badge, they will contact Susana for help.
Benefits/Benefits HUB	Benefits & Leave Administrator Maricela Torres	4173	Benefits Hub: <a href="https://mybenefitshub.com/Redoakisd">https://mybenefitshub.com/Redoakisd</a>  Benefits Webpage: <a href="https://www.redoakisd.org/page/2009">https://www.redoakisd.org/page/2009</a>  Benefit Flyers: I:\Administration\SHARED\Administrators\Admin Summit - 2024 - 2025\Human Resources\Benefits
Certification - Paraprofessional	HR Director Rob Waller	4172	<a href="https://tea.texas.gov/texas-educators/certification/becoming-an-educational-aide-in-texas">https://tea.texas.gov/texas-educators/certification/becoming-an-educational-aide-in-texas</a>
Certification - Professional	Executive HR Director Catrina Reeves	4092	TEA Assignment Chart: <a href="https://tea.texas.gov/texas-educators/certification/tac231chart.pdf">https://tea.texas.gov/texas-educators/certification/tac231chart.pdf</a> District of Innovation Plan
Contracts	Executive HR Director Catrina Reeves	4092	Contracts are sent in the Spring through Skyward.
Early Notice Incentive	Executive HR Director Catrina Reeves	4092	Information will be provided in December. Staff are offered an incentive to provide early notice of retirement or resignation effective end of the year in order for district to begin hiring for the following year.
Employee Accommodation Requests	Benefits & Leave Administrator Maricela Torres	4173	Contact Torres and she will work through the process with the employee.
Exit Interviews	Administrative Assistant Susana Mendoza		
Fast Track Help	Executive HR Director Catrina Reeves HR Director Rob Waller	4092 4172	Contact Reeves or Waller with Fast Track questions.
Fingerprint Processing -- Auxiliary/Paraprofessional	HR Director Rob Waller	4172	
Fingerprint Processing-- Professional	Executive HR Director Catrina Reeves	4092	
Frontline	Sub Coordinator Margaret Wolf	4174	Frontline is the absence management system used by the district.
Harassment/ Discrimination/ Grievances	Deputy Superintendent Michelle Ailara	4002	Board Policy DIA, DGBA
Job Descriptions	HR Director Rob Waller	4172	Staff sign their job descriptions at New Hire Orientation and those are placed in their personnel file located in HR.
Job Fairs/Recruiting	HR Director Rob Waller	4172	Schedules will be provided in the Spring for Principals to sign up to participate.
Job Postings-- Auxiliary/Paraprofessional	HR Director Rob Waller	4172	
Job Postings--Professional	Executive HR Director Catrina Reeves	4092	
Leave Questions	Benefits & Leave Administrator Maricela Torres	4173	Benefits Website: <a href="https://www.redoakisd.org/Page/2011">https://www.redoakisd.org/Page/2011</a>
Letters of Reasonable Assurance	HR Director Rob Waller	4172	At-will employees do not receive contracts but instead will receive a Letter of Reasonable Assurance in May to return for the following school year.

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Loan Forgiveness	Administrative Assistant Susana Mendoza	4105	Staff may need a District Representative to affirm their employment to provide for loan forgiveness opportunities.
Name Changes	Administrative Assistant Susana Mendoza	4105	Staff must have a copy of updated driver's license and social security card in order to request a name change.
New Hire Process-- Auxiliary/Paraprofessional	HR Director Rob Waller	4172	
New Hire Process--Professional	Executive HR Director Catrina Reeves	4092	
Paraprofessional/Auxiliary Employee Support	HR Director Rob Waller	4172	
Personnel	Deputy Superintendent Michelle Ailara Executive HR Director Catrina Reeves HR Director Rob Waller	4002 4092 4172	
Salary--Auxiliary/ Paraprofessional	HR Director Rob Waller	4172	Beginning salaries are based on years experience in a related role. Compensation plan: RO Webpage: <a href="https://www.redoakisd.org/Page/2016">https://www.redoakisd.org/Page/2016</a>
Salary--Professional	Executive HR Director Catrina Reeves	4092	Beginning salaries are based on years experience in a related role. Compensation plan: RO Webpage: <a href="https://www.redoakisd.org/Page/2016">https://www.redoakisd.org/Page/2016</a>
Service Awards	Records Specialist Brandy Childress	4041	
Service Records	Records Specialist Brandy Childress	4041	<a href="https://www.redoakisd.org//cms/module/selectsurvey/TakeSurvey.aspx?SurveyID=131">https://www.redoakisd.org//cms/module/selectsurvey/TakeSurvey.aspx?SurveyID=131</a>
Staff Absences	Benefits & Leave Administrator Maricela Torres	4173	Handbook pg. 25-27, Board Policy DEC(Local)
Student Observers	HR Director Rob Waller	4172	<a href="https://www.redoakisd.org/Page/4335">https://www.redoakisd.org/Page/4335</a>
Student Teachers	HR Director Rob Waller	4172	<a href="https://www.redoakisd.org/Page/4334">https://www.redoakisd.org/Page/4334</a>
Substitute-Long Term	Substitute Coordinator Margaret Wolf	4174	Contact Wolf and she will work on making related arrangements.
Substitutes/On-Boarding/ Orientation/ Concerns	HR Director Rob Waller	4172	Substitutes will be on-boarded monthly. Go to <a href="https://www.redoakisd.org/Page/4927">https://www.redoakisd.org/Page/4927</a> for all things subs.
Work Day Calendars	Executive HR Director Catrina Reeves	4092	Work day calendars reflect the start and end work dates for each position in the district.
Work Injuries	Benefits & Leave Administrator Maricela Torres	4173	<a href="https://www.redoakisd.org/Page/2017">https://www.redoakisd.org/Page/2017</a>