



Human Resources Staff
Who we are and how you can reach us!

Sandra McArthur

Human Resources Coordinator
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Krysten Howell

Administrative Assistant to the Human Resources Coordinator
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Confidential Administrative Assistant to the HR Coordinator. Assist the HR Coordinator, contracts, grievances, legal concerns, Union Labor Relations, negotiations, scheduling, fingerprinting, etc.

Judy Manzi

Intake Coordinator
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All aspects of hiring, fingerprinting, licensure & waivers, PCF's, job postings, course approvals, transcripts, etc.

Nancy Geary

Principal Clerk, Human Resources
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Attendance accruals, CORI's, correspondence, personal days, employee change of information forms, loan forgiveness, verifications of employment (non salary), substitutes, suitability letter, etc.

Christine McAuliffe

Benefits Specialist
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Benefits: health & dental, Cobra, disability, FMLA, incident reports, maternity/paternity leave, leave of absences, medical, sick bank