



## INDEPENDENT SCHOOL DISTRICT #318

### Human Resource Department

820 NW 1<sup>st</sup> Ave | Grand Rapids, Minnesota 55744

**Holly Christenson**, Secretary | hchristenson@isd318.org | 218-327-5722

**Kasie VanQuekelberg**, Director | kvanquekelberg@isd318.org | 218-327-5708

### Staff Point of Contact

<p><b>Kasie VanQuekelberg</b>  <b>Human Resource Director</b>  <b>218-327-5708 or kvanquekelberg@isd318.org</b></p> <ul style="list-style-type: none"> <li>• Activity certifications</li> <li>• Certifications (Rate of pay, longevity, steps, lanes)</li> <li>• Contract Questions</li> <li>• Employee Evaluations</li> <li>• Lane Changes</li> <li>• Layoffs / ULAs / Non-renewals</li> <li>• Leave of Absence – Initial approval and eligibility</li> <li>• Loan Forgiveness</li> <li>• Public Data Requests</li> <li>• Realignment</li> <li>• Retirement / Resignations</li> <li>• Seniority</li> <li>• Teacher Licensure</li> </ul>	<p><b>Jenny Lund</b>  <b>Payroll &amp; Benefits Director</b>  <b>218-327-5806 or jlund@isd318.org</b></p> <ul style="list-style-type: none"> <li>• ACA 1095 Forms</li> <li>• Health Insurance Verifications/Verification of Employment</li> <li>• Insurance Changes</li> <li>• Leave accrual inquires (sick, personal, vacation)</li> <li>• Leave of Absence – Pay and Benefit implications</li> <li>• Medicare Questions</li> <li>• PERA / TRA separation forms</li> <li>• Retirement benefit questions</li> <li>• Unemployment</li> <li>• W-2</li> <li>• Workers Compensation</li> </ul>
<p><b>Holly Christenson</b>  <b>HR Secretary &amp; IASC Sub System Administrator</b>  <b>218-327-5722 or hchristenson@isd318.org</b></p> <ul style="list-style-type: none"> <li>• Current Substitute questions</li> <li>• Employment Verifications</li> <li>• Frontline (login assistance, corrections to timesheet or absences, punches, schedules, absences, assigning subs)</li> <li>• Postings (committees, changes needed)</li> <li>• Prospective Substitute inquiries</li> <li>• Staff Emails and Groups</li> </ul>	<p><b>Isaac Olson</b>  <b>Payroll &amp; Benefits Clerk</b>  <b>218-327-5790 or iolson@isd318.org</b></p> <ul style="list-style-type: none"> <li>• Life, LTD, Dental, Medical, Matching (403b/457), HCSP</li> <li>• Paycheck / Smart eR / ESS login support</li> <li>• Processed payroll questions (additional time paid, deductions, etc.)</li> </ul>