

Sandra Montanez-Diodonet Superintendent of Schools

Division of Human Resources Organizational Chart

Miguel Frias Director of Human Resources

Brenda Wheeler

Coordinator of Health Benefits & Human Capital

Contact Email: hrbenefits@passaicschools.org

Benefits

Absences (Excuses/Medical notes) Address/Name Changes Attendance for the District Bereavement Days Disability Jury Duty Leave of Absences Monthly Attendance Sheets Pensions and Health Benefits Vacation Days Worker's Comp Miguel Frias Director of Human Resources

Contact Email: hrdirector@passaicschools.org

Directors Office

Accommodations Agenda Items District Policies Contracts/Salary Calculations Employee Discipline Grievances Kelly Education/Substitutes Legal Purchase orders/Requisitions Reclassifications/Transcripts Retro Payments RICE Notices/Transfers Retirement/Resignation Letters Sick Day Payout State Reports Elizabeth Perez

Coordinator of Human Resources

Contact Email: hrservices@passaicschools.org

Services

Certifications/Licensing Check Routings Internships Loan Forgiveness Forms Mentoring/Evaluations/EdCert Job Postings Onboarding(All Staff and Volunteers) Payroll Notifications P.L. 2018, Chapter 5 (Pass/Trash Law) Position Control Roster ROPE Forms Unemployment Verification of Employment Letters W-4 Updates

Division of Human Resources

973.470.5532 | 663 Main Avenue, Passaic, NJ 07055 | mfrias@passaicschools.org

"Our human resource is our most important resource."