

HR Department Contact Information

Associate Superintendent: Brandy Merrick, M.Ed.

Education Center ~ 2417 Yonkers ~ 806 293-6000

Sylvia Mendoza, Admin Assistant to HR Services

806 293-6137

sylvia.mendoza@plainviewisd.org

PISD Online Applications
Substitute Applications & Information
Job Fairs/Recruitment

Scheduling Substitute Testing & Trainings
Exit Questionnaire

Sandra Munoz, HR Records Specialist

806 293-6131

sandra.munoz@plainviewisd.org

AESOP
Address/Phone Number Change
Change to District Records
Criminal Background Checks & Fingerprints
Employee Records

Employment Verification
Fingerprint Process & Appointments
New Hire Packet
Pathway to Teach/Pro

JoAnn Gamez, Benefits & Leave Specialist

806 293-6140

joann.gamez@plainviewisd.org

Catastrophic Event Bank
Family Medical Leave
Health Insurance/Insurance Benefits
Supplemental Benefits (Dental, Vision, etc.)

Temporary Disability
Worker's Compensation
Service Records

Sarah de la Fuente, Compliance Specialist

806 293-6141

sarah.delafuente@plainviewisd.org

Addendums
Certifications
DOI Information
Evaluations
Incentive & Supplemental Duty
Loan Forgiveness
Long-Term Substituting (≥11 days)

PAKS
Personnel Action Reports (PAF)
Reimbursements
Safe School Trainings
Renewal of SBEC/TEA Certifications
Workplace Posting Requirements

Kym Norrell, Payroll Manager

kym.norrell@plainviewisd.org

806 293-6165

Theresa Burns, Payroll Manager

theresa.burns@plainviewisd.org

806 293-6134

Victor Hernandez, Financial Service Officer

victor.hernandez@plainviewisd.org

806 296-6170

Kym, Theresa or Victor can assist on the following:

- Income/Salary Verification
- Payroll
- Retirement