

HR Department Contact Information

Executive Director for Human Resource Services: Brandy Merrick, M.Ed.

Education Complex 2417 Yonkers

JoAnn Gamez, Personnel Information and Records Specialist 806 293-6140

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AESOP

Change to District Records

Criminal Background Checks & Fingerprints

Employee Records

Employment Verification

Fingerprint Process & Appointments

New Hire Packet

Service Records

Substitute Applications & Information

Theresa Burns, Benefits and Leave Specialist 806 293-6134

theresa.burns@plainviewisd.org

Catastrophic Event Bank

Family Medical Leave

Health Insurance/Insurance Benefits

Supplemental Benefits (Dental, Vision, etc.)

Temporary Disability

Worker's Compensation

Kym Norrell, Payroll Specialist 806 293-6165

kym.norrell@plainviewisd.org

Income/Salary Verification

Payroll/Pay Checks

Retirement

Sarah de la Fuente, Compliance Specialist 806 293-6141

sarah.delafuente@plainviewisd.org

Certifications

Incentive & Supplemental Duty

Job Fairs

Loan Forgiveness

Long-Term Substituting (≥ 11 days)

PAKS

Personnel Action Reports

Renewal of SBEC/TEA Certification

Substitute Training/Orientation

Workplace Posting Requirements