

WQSB Human Resources Department 18-19



Effective February 18th, 2019 until June 30th, 2019

Who to Contact	Services Offered to Staff
<p>Terry Kharyati Director tkharyati@wqsb.qc.ca 819-684-2336 ext. 520001</p>	<ul style="list-style-type: none"> • Collective Agreements / Negotiations • Discipline / Working Conditions / Exploratory Meetings • Entente Multisectorielle • Executive Committee, Human Resources, Educational Policies Committees • Labour Relations Committees – Teachers, Professionals and Support Staff • Professional Improvement, Value Added Committees – Teachers • Reclassification – Support Staff • Recruitment and Retention of Teachers • Requests for Leave of Absence / Partial Leave of Absence • Staffing Allocations • Student Teachers Placement • Teachers Evaluations • Well-being of WQSB staff / Health and Safety Committee • Probation / Performance Evaluations – Support Staff • Professional Improvement Committee – Support Staff • Equal Access to Employment
<p>Sue Hunter Superintendent of Payroll shunter@wqsb.qc.ca 819-684-2336 ext. 520002</p>	<ul style="list-style-type: none"> • Bank of Annual Leave – Managers, Professionals • Deferred Sabbatical Leave • Priority of Employment lists – Teachers • Recommendation for Hiring / Hiring Process / Staffing Book • Maternity / Parental / Preventative Withdrawal • Application Brevet / Permit / Authorization / CEETC Exam • Salary Classification Teachers (Attestation of Schooling & Experience)
<p>Sylvie Monette Administration Technician smonette@wqsb.qc.ca 819-684-2336 ext. 520011</p>	<ul style="list-style-type: none"> • Absences – Managers • Oversize Class Compensation • Pension / Pension Buy-Back • Recruitment and Retention of Teacher • Retirement / Progressive Retirement • Value Added
<p>Krystal Boutin Administration Technician kboutin@wqsb.qc.ca 819-684-2336 ext. 520006</p>	<ul style="list-style-type: none"> • Accident Report / CNESST (work accident) / SAAQ (car accident) • Employee Assistance Program (Morneau Shepell) • Ergonomics / Accommodations • GoodLife Corporate Program • Probation / Performance Evaluations – Support Staff • Salary Insurance (Medical Leave) and Doctor's Note • Return to Work / Progressive Return to Work
<p>Nathalie Marcotte Office Agent Class I (working with Mackenzie Kelly) nmarcotte@wqsb.qc.ca 819-684-2336 ext. 520008</p>	<ul style="list-style-type: none"> • Applications / Correspondance / hr@wqsb.qc.ca / jobs_emplois@wqsb.qc.ca • Confirmation of Employment Letter / Attestation of Experience Letter • Postings • CPR Training • Declaration of Judicial Records • Engagement Letters & Contracts • Executive Resolutions • Individual Information Sheets • Supply Teachers List / Volunteer List • Western Québec School Board Awards for Teaching Excellence

Who to Contact	Services Offered to Staff
<p>Mackenzie Kelly Administration Technician (working with Suzan Hunter) mkelly@wqsb.qc.ca 819-684-2336 ext. 520010</p>	<ul style="list-style-type: none"> • Priority of Employment – Support Staff • Payroll / School Support for Pay / New employee forms – Schools #1 • Record of Employments (ROE) – Schools #1 • Vacation Statements – Schools #1 <p>Schools #1:</p> <ul style="list-style-type: none"> ✓ Chelsea Elementary ✓ D’Arcy McGee High School / Symmes Junior High School ✓ Lord Aylmer Elementary School ✓ Namur Intermediate School ✓ Pierre Elliott Trudeau Elementary ✓ Queen Elizabeth Elementary ✓ St.Michael’s High School ✓ Western Québec Career Centre ✓ WQSB Office
<p>Matthew Queale Administration Technician mqueale@wqsb.qc.ca 819-684-2336 ext. 520009</p>	<ul style="list-style-type: none"> • Salary Classification – Support Staff, Professionals (School & Experience) • Seniority – Teachers, Professionals, Support Staff • Payroll / School Support for Pay / New employee forms – Schools #2 • Record of Employments (ROE) – Schools #2 • Vacation Statements – Schools #2 <p>Schools #2:</p> <ul style="list-style-type: none"> ✓ Buckingham Elementary ✓ Eardley Elementary ✓ Greater Gatineau Elementary ✓ Hull Adult Education Centre ✓ Maniwaki Woodland ✓ Noranda School ✓ Philemon Wright High School / Hadley Junior High School ✓ South Hull Elementary ✓ Wakefield Elementary
<p>Lorraine Mallette Administration Technician lmallette@wqsb.qc.ca 819-684-2336 ext. 520007</p>	<ul style="list-style-type: none"> • Insurance – Professionals, Management and Support Staff (SSQ) • Insurance – Teachers (Industrielle Alliance) • RRSP Transfers • T4 / Relevé 1 • Payroll / School Support for Pay / New employee forms – #3 • Record of Employments (ROE) – Schools #3 • Vacation Statements – Schools #3 <p>Schools #3:</p> <ul style="list-style-type: none"> ✓ Dr. S.E. McDowell Elementary ✓ Dr. Wilbert Keon School ✓ G.Theberge School ✓ Golden Valley School ✓ Maniwaki Adult Education & Vocational Training Centre ✓ Onslow Elementary ✓ Poltimore Elementary ✓ Pontiac Continuing Education Centre ✓ Pontiac High School ✓ St. John’s Elementary ✓ Vald’Or Continuing Education & Community Learning Centre

Western Québec School Board | 15 rue Katimavik, Gatineau (QC), J9J 0E9 | 819-684-2336 or 1-800-363-9111