

# WQSB Human Resource Department

HR Support to Staff  
Effective Date: August 22, 2024

## Who to Contact in HR?

	HR Support	Contact
Teachers	Payroll Support (T4, relevé 1, sick leave, change of address, records of employment, etc.)	Kim Robertson: krobertson@wqsb.qc.ca
	Salary Classification and Qualification (Experience, scholarship, sttestation of schooling, brevets, permit, tolerances, etc.)	HRteachers@wqsb.qc.ca
	Staffing (Posting, hiring, priority of employment lists, leave of absence requests, Deferred sabbatical leaves, supply teachers, recruitment, engagement letters, etc.)	Claudia Loschmann: closchmann@wqsb.qc.ca
	Security Background Checks	Hayley Campbell: hcampbell@wqsb.qc.ca
	Seniority List	Kim Robertson: krobertson@wqsb.qc.ca
	Teacher Induction Program (TIP)	Amy Curry: acurry@wqsb.qc.ca
	Pension, Retirement, Progressive Retirement, buybacks	Sylvie Monette: smonette@wqsb.qc.ca
	Health Insurance	insurances@wqsb.qc.ca
	Medical certificates, Salary Insurance, Work Accident (CNESST), SAAQ, Return to Work	Mackenzie Kelly: mkelly@wqsb.qc.ca
	Maternity, Paternity, Parental, Preventive Withdrawal (CNESST)	Mackenzie Kelly: mkelly@wqsb.qc.ca
	Employee and Family Assistance Program	Mackenzie Kelly: mkelly@wqsb.qc.ca
	Attestation of Experience / Confirmation of Employment Letters	Hayley Campbell: hcampbell@wqsb.qc.ca
	Other HR related Inquiries	hr@wqsb.qc.ca
	Support Staff	Payroll Support (T4 and relevé 1, sick leave, change of address, records of employment, vacation bank, etc.)
Salary Classification (Education, experience)		Matthew Queale: mqueale@wqsb.qc.ca
Staffing (Posting, hiring, leave of absence requests, deferred sabbatical leave, engagement letters, etc.)		Patrick Hall: phall@wqsb.qc.ca
Security Background Checks		Hayley Campbell: hcampbell@wqsb.qc.ca
Seniority List and Priority of Employment Lists		Ian Earwaker: iearwaker@wqsb.qc.ca
Probation and Evaluation		Patrick Hall: phall@wqsb.qc.ca
Pension, Retirement, Progressive Retirement, buybacks		Sylvie Monette: smonette@wqsb.qc.ca
Health Insurance		insurances@wqsb.qc.ca
CPR & First Aid Annual Training		Patrick Hall: phall@wqsb.qc.ca
Medical certificates, Salary Insurance, Work Accident (CNESST), SAAQ, Return to Work		Mackenzie Kelly: mkelly@wqsb.qc.ca
Maternity, Paternity, Parental Preventive Withdrawal (CNESST)		Mackenzie Kelly: mkelly@wqsb.qc.ca
Employee and Family Assistance Program		Mackenzie Kelly: mkelly@wqsb.qc.ca
Attestation of Experience/Confirmation of Employment Letters		Hayley Campbell: hcampbell@wqsb.qc.ca
Other HR related Inquiries		hr@wqsb.qc.ca
Professionals	Payroll Support (T4 and relevé 1, sick leave, change of address, records of employment, vacation bank, etc.)	Ian Earwaker: iearwaker@wqsb.qc.ca
	Salary Classification (Education, Experience)	Matthew Queale: mqueale@wqsb.qc.ca
	Staffing (Posting, hiring, leave of absence requests, deferred sabbatical leave, engagement letters, etc.)	Patrick Hall: phall@wqsb.qc.ca
	Security Background Checks	Hayley Campbell: hcampbell@wqsb.qc.ca
	Seniority List	Ian Earwaker: iearwaker@wqsb.qc.ca
	Probation and Evaluation	Patrick Hall: phall@wqsb.qc.ca
	Pension, Retirement, Progressive Retirement, buybacks	Sylvie Monette: smonette@wqsb.qc.ca
	Health Insurance	insurances@wqsb.qc.ca
	Medical certificates, Salary Insurance, Work Accident (CNESST), SAAQ, Return to Work	Mackenzie Kelly: mkelly@wqsb.qc.ca
	Maternity, Paternity, Parental Preventive Withdrawal (CNESST)	Mackenzie Kelly: mkelly@wqsb.qc.ca
	Employee and Family Assistance Program	Mackenzie Kelly: mkelly@wqsb.qc.ca
	Attestation of Experience/Confirmation of Employment Letters	Hayley Campbell: hcampbell@wqsb.qc.ca
	Other HR related Inquiries	hr@wqsb.qc.ca
	Managers*	Payroll Support (T4 and relevé 1, sick leave, change of address, records of employment, vacation bank, etc.)
Salary Classification		Matthew Queale: mqueale@wqsb.qc.ca
Staffing (Posting, hiring, leave of absence requests, deferred sabbatical leave, engagement letters, etc.)		Claudia Loschmann: closchmann@wqsb.qc.ca
Probation and Evaluation		Alain Paquin: apaquin@wqsb.qc.ca
Security Background Checks		Hayley Campbell: hcampbell@wqsb.qc.ca
Pension, Retirement, Progressive Retirement, buybacks		Sylvie Monette: smonette@wqsb.qc.ca
Health Insurance		insurances@wqsb.qc.ca
Medical certificates, Salary Insurance, Work Accident (CNESST), SAAQ, Return to Work		Mackenzie Kelly: mkelly@wqsb.qc.ca
Maternity, Paternity, Parental Preventive Withdrawal (CNESST)		Mackenzie Kelly: mkelly@wqsb.qc.ca
Employee and Family Assistance Program		Mackenzie Kelly: mkelly@wqsb.qc.ca
Attestation of Experience/Confirmation of Employment Letters		Hayley Campbell: hcampbell@wqsb.qc.ca
Other HR related Inquiries		hr@wqsb.qc.ca

\*Cadre et Hors-Cadre

This document is also available online at: <https://westernquebec.ca/resources/staff/>

