

HUMAN RESOURCES DEPARTMENT SERVICES

	<u>Ext.</u>
Brenda Sellers, Associate Superintendent for Human Resources & Support Services. . . .	1207
email: bsellers@fortsmithschools.org	
Kelly Allen, Supervisor of Human Resources Support.	1283
Mary Carter, Human Resources Office Manager.	1298
Elaine Griffin, Human Resources Secretary.	1208
Kendy Brown, Human Resources Secretary.	1398
_____, <i>Substitute System Clerk.</i>	1295
Ashli Black, Receptionist.	1200

*Please call on us whenever we may be of assistance.
To guide you, initial contact persons for specific Human Resources Department functions are shown below.
Written correspondence should be addressed to Brenda Sellers.*

	<u>Contact</u>
Annual School Personnel Report – Certified.	Brenda Sellers
Annual School Personnel Report – Classified.	Kelly Allen/Mary Carter
Applicants.	Elaine Griffin
Appointment Scheduling.	Elaine Griffin
Bus Supervision Duty (Early Morning and Late Afternoon).	Kelly Allen/Mary Carter
Catastrophic Illness Leave.	Kendy Brown
Compliments and Complaints about:	
Information Services.	Brenda Sellers
Professional Development.	Brenda Sellers
Student Services.	Brenda Sellers
Substitutes.	Brenda Sellers
Technology.	Brenda Sellers
Transportation.	Brenda Sellers via Randy Bridges
Contracts.	Kelly Allen
Contract Copies.	Kendy Brown
Equity Issues.	Brenda Sellers
Evaluation Questions.	Brenda Sellers
Family and Medical Leave.	Kendy Brown
Harassment in Any Form.	Brenda Sellers
Maternity Leave.	Kendy Brown
Military Leave.	Kendy Brown
Leaves of Absence.	Brenda Sellers
New Certified Staff Orientation.	Mary Carter
New Teacher Induction.	Brenda Sellers
Open Positions.	Elaine Griffin
Pay Increase Requests Due to Additional College Hours.	Kelly Allen
Personnel Directory.	Kendy Brown/Mary Carter
Personnel Recommendations.	Brenda Sellers
Recruitment.	Elaine Griffin
Resignations.	Brenda Sellers
Retirees.	Brenda Sellers
Social Security Numbers for New/Transfer Employees.	Mary Carter
Staff Problems.	Brenda Sellers
Staffing Requests.	Brenda Sellers
Substitute Requests	Ashli Black
Surveys and Reports.	Kelly Allen/Mary Carter
Teacher Licensure	Mary Carter
Telephone Numbers Not Listed in Personnel Directory.	Kendy Brown
Transcript Copies.	Kendy Brown
Transfer Requests.	Elaine Griffin
Twenty-Year Service Award.	Mary Carter

Need forms? A number of forms may be printed out from the [FSPS website](#) (click on Human Resources):
Application • Evaluation • Address Change • Pay Increase Request
Personnel Policies and Salary Schedules are also posted at the site.