

Who Should I Ask?

We are all willing to guide and assist you.

SOUTHWEST WEST CENTRAL SERVICE COOPERATIVE

SWWC

Education & Administrative Resources



Abby Polzine

Director of HR

(507) 537-2243

abby.polzine@swwc.org

- Bargaining group language
 - Master agreements
 - Personnel policies
- Contract and letter of assignment questions
- Employment or personnel issues
- Licensure
- Probationary periods
- Requesting workplace accommodations (ADA)
- Seniority
- Staffing and ULA process



Jennifer Lee

HR Assistant

(507) 537-2285

jennifer.lee@swwc.org

- Annual Training
- Background checks and hiring status
- Business cards, clothing store and name badges
- Contracts, Board letters, Letters of Assignment
- Employee Evaluations/Performance Reviews
- Frontline Central/AppliTrack Questions
- GROW Awards
- Job Descriptions
- Jury Duty
- Tracks Licensure Status
- Notary Public
- Personnel file requests
- PSLF and TLFA loan forgiveness applications
- Workers compensation



Kari Bailey

Staffing Coordinator

(507) 537-2292

kari.bailey@swwc.org

- Applying for Internal Positions
- Coordinates Career Experience
- Exit Interviews
- Hiring process
- Hiring status
- Job Postings
- Mentor Program
- Recruitment Events & Fairs
- Reference Checks
- Scheduling Orientation
- Tuition Assistance
- University Partnerships



Payroll



Jackie Jostock
Payroll Processing Specialist
(507) 537-2242
jackie.jostock@swwc.org

- Payroll
 - Hourly Wages
 - Salaries – Payoffs
 - W-4's
 - W-2's
 - Direct Deposit
 - Wage Statements
 - Pay Periods
- Pension Plans
 - PERA
 - TRA
- SmartER
 - Access/Locked Out/Reset Password
- TimeTracker
 - TimeOff Requests & Accruals
 - Clocking Hours/TimeSheets
- Verifications of Employment

Benefits



Jodi Robinson
HR Specialist
(507) 337-2963
jodi.robinson@swwc.org

- Insurance benefits
- Insurance enrollment through Ease
- COBRA
- Employee Assistance Program (EAP)
- Retirement benefits
- 403(b) benefits
- Financial benefits
- FMLA Leave
- Unemployment
- Verifications of Insurance
- Wellness Coordinator
- Wellness programs

Still have questions?
Please email hr@swwc.org