

CMMC HUMAN RESOURCES CUSTOMER SERVICE CONTACTS GUIDE

This guide has been developed in response to employee opinion survey requests for easier access to Human Resources staff and information. It is designed to direct employees to the right person, phone extension or information location as quickly as possible. Please know that all Human Resources staff members are available between 7:00 am and 4:30 pm, Monday through Friday, to answer your questions or seek out the answer if they don't know it. Please keep this guide in a place that is accessible to all employees.

It is also available on <http://cmhcintranet.cmhc.org>

CMMC HUMAN RESOURCES

CUSTOMER SERVICE CONTACTS

BENEFITS

Insurances	
Health, Dental and Prescription Drugs	www.wausaubenefits.com or 1-800-826-9781 Jerry Marstaller x2391 marstall@cmhc.org or Becky Ouellette x 2194 bouellette@cmhc.org
Life Insurance	SunLife Jerry Marstaller x2391 marstall@cmhc.org or Becky Ouellette x 2194 bouellette@cmhc.org
Long Term Disability	UnumProvident 1-800-341-0861 Jerry Marstaller x2391 marstall@cmhc.org or Becky Ouellette x 2194 bouellette@cmhc.org

COMMUNICATION

Intranet Message Board	cmhcintranet.cmhc.org
Employee Rounds (newsletter)	Tom Reichard x 2394 reichart@cmhc.org
Cafeteria Message Board	Karen Bryant x 2684 bryantk@cmhc.org
Email questions	HRhelp@cmhc.org

COMPENSATION (Pay, differentials, premiums)

See Manager for policies.	Managers will work with Human Resources, as needed.
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EMPLOYEE ASSISTANCE PROGRAM (Confidential assistance with personal concerns)

Employee Assistance Program (EAP)	1-800-769-9819 24 hours a day
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EMPLOYEE ACTIVITIES

Employee Special Events Committee	Sue Bowie x 2472 bowies@cmhc.org
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EMPLOYEE CENTER DISCOUNT TICKETS

Fun park Tickets, Corporate or Lost Valley Ski Pass, Movie Passes	Teresa Stevens x 2390 stevente@cmhc.org
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EMPLOYEE HEALTH SERVICES

Annual Health Updates	Employee Health x2830
Ergonomic Assessments	Employee Health x2830
Return to work clearance	Employee Health x2830
Scorekeeper	Barbara Aliberti x2905 aliberti@cmhc.org

EMPLOYEE RELATIONS (Assistance with work-related issues)

Consult with Manager first	Katy Sperl x2755 sperl@cmhc.org
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EMPLOYMENT (Job opportunities)

Employment Opportunities (Job postings)	www.cmmc.org
Change of Status (Transfers)	Human Resources Contacts Beth Bowie x2387 bowieb@cmhc.org Tina Kelly x2386 kellytin@cmhc.org Kelly Negm x2396 negmkell@cmhc.org

HOW TO CONTACT THE HUMAN RESOURCES DEPARTMENT

Phone	Call the main desk x 2390
Internet	Go to our website www.cmmc.org
Email	GroupWise address HR Help
Intranet	http://cmhcintranet.cmhc.org

HUMAN RESOURCES POLICIES

Consult CMMF Policy Pages	http://cmhcintranet.cmhc.org
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iCARE (Education Tracking)

iCare Issues	Kristen Garvin x7178 garvinkr@cmhc.org
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LICENSURE/REGISTRATION QUESTIONS

Licensure and Registration questions	Karen Bryant x2684 bryantk@cmhc.org
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LOGOWEAR

Logowear Merchandise Sales	Gift Shop
Logowear Departmental Charges	Gift Shop
Logowear Special orders for individuals	Gifts Shop
Logowear Special orders for departments	Sue Smith x2475 smithsue@cmhc.org

PAYROLL INFORMATION

W-4 questions	Payroll x2273 or 2274
W-4 Tax Withholding Tables	Payroll x2273 or 2274
Income Verifications	Payroll x2273 or 2274
W-2 questions	Payroll x2273 or 2274
Direct Deposit questions	Payroll x2273 or 2274

PERFORMANCE EVALUATIONS

Yearly and 90 day evaluations	Teresa Stevens x2390 stevente@cmhc.org
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RETIREMENT

The CMMF Pension Plan	Jerry Marstaller x2391 or Becky Ouellette x2194
Nationwide 403 (b) TSA	Sagemark Consulting, Susan Barnes 888-299-3144 scbarnes@inc.com
Nationwide 457	Sagemark Consulting, Susan Barnes 888-299-3144 scbarnes@inc.com
Fidelity Roth IRA	Sagemark Consulting, Susan Barnes 888-299-3144 scbarnes@inc.com
401 (k)	Jerry Marstaller x2391 or Becky Ouellette x2194

SPENDING ACCOUNTS

Healthcare and Dependent Care Spending Account Questions	www.wausaubenefits.com or 1-800-826-9781 Jerry Marstaller x2391 marstall@cmhc.org or Becky Ouellette x 2194 bouellette@cmhc.org
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TERMINATIONS

Exit Interviews	Human Resources Contacts Beth Bowie x2387 bowieb@cmhc.org Tina Kelly x2386 kellytin@cmhc.org Kelly Negm x2396 negmkell@cmhc.org
Benefit Questions	Human Resources Coordinators Beth Bowie x2387 bowieb@cmhc.org Tina Kelly x2386 kellytin@cmhc.org Kelly Negm x2396 negmkell@cmhc.org

TIME OFF

LOA's (FMLA, Medical, Personal, Military Leaves)	Cindy Labrie x5777 labriec@cmhc.org Karen Bryant x2684 bryantk@cmhc.org
Choice Time and Extended Sick Bank Questions	Front Reception Desk x2390
Choice Time Donation Pool	Front Reception Desk x2390

TUITION REIMBURSEMENT

National Certification	Keith Bourgault x2270 keithb@cmhc.org
Tuition Reimbursement	Keith Bourgault x2270

VOLUNTARY BENEFITS (Benefits you can choose to purchase)

Vision, Short Term Disability and Accident	EBM, Inc. 1-800-639-4025
529 College Savings Plans	LPL Financial Services 207-985-8300 Laurie.bachelder@lpl.com
Auto/Homeowners Insurance	MetLife 1-800-GETMET-8 (1-800-438-6388) The Hartford Agency 1-800-482-0754
Long Term Care Insurance	Todd Grove 207-772-5793 todd.grove@lctfp.com

WORKER'S COMPENSATION

First Report of Injury	Clark Phinney x2946 phinnecl@cmhc.org
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