

# 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](mailto: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



**Kari Bailey**  
Staffing Coordinator  
(507) 537-2292  
[kari.bailey@swwc.org](mailto: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
- Scholarship Program
- Tuition Assistance
- University Partnerships



**Jennifer Lee**  
HR Assistant  
(507) 537-2285  
[jennifer.lee@swwc.org](mailto: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



**Jodi Robinson**  
HR Specialist  
(507) 337-2963  
[jodi.robinson@swwc.org](mailto: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

## Payroll Questions?

Please contact Jackie Jostock at  
(507) 537-2242 or [jackie.jostock@swwc.org](mailto:jackie.jostock@swwc.org)