

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



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



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



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

Payroll Questions?

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