



11083 Hamilton Avenue  
Cincinnati, OH 45231-1499  
513.674.4364

## Information for Central Office and Building Personnel

*Distribute as Appropriate*

### Points of Contact

#### **Matt Wendeln – Program Manager**

(513) 674-4264 Matt.Wendeln@hcsc.org

#### **Kelly Samad – Human Resources**

(513) 674-4201 Kelly.Samad@hcsc.org

#### **Brenda Dowers - Aesop**

(513) 674-4267 Brenda.Dowers@hcsc.org

#### **George Maringer– Invoicing**

(513) 674-4361 George.Maringer@hcsc.org

#### **Missy Fischer – Payroll**

(513) 674-4275 Missy.Fischer@hcsc.org

#### **Gerry Furniss – Non-teaching Substitutes**

(419) 725-9495 Gerry@rachelwixey.com

### New Substitutes

Direct potential new subs to our Comprehensive Substitute Solutions website: <http://www.ccs-cog.org>. Please add this link to your district website.

### Long Term Substitute Placements

Notify via email Kelly Samad, Human Resources, of all Long Term Substitute Assignments. Include name of sub, name of teacher, start date, projected end date, rate, step date/rate (if any). We will provide email confirmation to substitute, district point(s) of contact, CSS Human Resources, CSS Treasurer's Office.

### Long Term Substitute Vacancies

For hard to fill long term assignments, our office will provide a list of substitutes in the needed licensure area, with contact information. Please send these requests to Kelly Samad, Human Resources.

### School Closings/Delays - Aesop

District is responsible for making timely changes to Aesop calendar and posting Aesop Web Alert so that subs get as much advanced notice as possible. If district is uncertain how to do this, please contact Brenda Dowers.

### Complaints/Potential Blocking of Substitutes

Contact Matt Wendeln, Program Manager, (513) 674-4264 or Matt.Wendeln@hcsc.org. We will follow-up on concerns and complaints. If subs are to be blocked from buildings or district, our office will exclude them.

### Changes to District Points of Contact – HR Office, Treasurer's Office, Aesop Navigator, etc.

Notify us of changes in district personnel so we can contact the proper district personnel to resolve questions.

### Absence Reconciliation, Invoicing, and Payment

Reconcile absences at the building level and district level within two (2) business days of the end of the Pay Period. This ensures a clean download by us for payroll. Hamilton County ESC invoices bi-monthly. Timely payment of invoices is essential and appreciated.