



HUMAN RESOURCE FAQ'S

WHERE IS THE HUMAN RESOURCES DEPARTMENT LOCATED?

The Human Resources Department is located at LEARN'S central office, 44 Hatchetts Hill Road, Old Lyme, CT. (860) 434-4800

**Any questions?
Contact HR!**

HOW DO I CONTACT THE HUMAN RESOURCES DEPARTMENT?

You can email or call any of the following:

Contact HR at learnhrdept@learn.k12.ct.us or Any of the HR Team Members at [this link](#).

WHERE CAN I FIND A COPY OF THE EMPLOYEE HANDBOOK?

EMPLOYEE HANDBOOK

You can find (and download) a copy of the employee handbook on LEARN's website within the LEARN Employee [Quicklinks](#).

You can also navigate to the LEARN Human Resources Department located on the LEARN website by [clicking here](#).

HOW DO I CONTACT MY UNION REPRESENTATIVES?

The LEARN Education Association (LEA) and LEARN Administrator Organization (LAO) collective bargaining agreements can be found on LEARN's website within the LEARN Employee [Quicklinks](#).

- LEA Representative Contacts: [Tricia Baran](#) and [Brenda Cornell](#) Link to the LEA [Agreement](#)
- LAO Representative: [Mr. Brad Columbus](#) Link to the LAO [Agreement](#)

THE WEATHER IS REALLY BAD. HOW DO I KNOW IF MY SCHOOL IS GOING TO BE OPEN?



All school-based employees (such as teachers, instructional assistants, related services staff, etc.) will generally follow the school closing decision made by the superintendent in the district where their classrooms are located or made by the Principal(s) of the Magnet Schools.

All 12-month employees continue to report to work as usual unless Hatchedts Hill (central office) is closed – this is the signal that all of LEARN is closed and 12-month employees do not need to report to work.

If Hatchedts Hill remains open, 12-month employees who are unable to make it into work may utilize emergency necessary time (if it is available). Anyone utilizing benefit time should not be expected to be working.

I HAVE A QUESTION ABOUT MY PAYCHECK, WHO SHOULD I CALL?

You may email or call Michelle Robert, the payroll point of contact at Ext. 142 or email at (mrobert@learn.k12.ct.us).

I NEED TO TAKE SICK LEAVE, WHO DO I TALK TO?

You should check with your school or program administrator and follow their instructions. In some circumstances, your administrator will have you work directly with the Human Resources department.

I HAVE A NEED TO REQUEST TIME OFF THAT IS NOT ILLNESS RELATED WHAT IS THE PROCESS?

Begin by completing the “Absence Other Than Illness” form located under the [Quicklinks](#) on the LEARN website or [click here](#) to access the form directly. Once this form is complete, send it directly to your supervisor/administrator.

WHERE CAN I FIND INFORMATION REGARDING TEACHERS RETIREMENT?

Below are links to information regarding Teachers Retirement:

- [CT Teachers' Retirement Handbook](#)
- [Teachers' Retirement Membership](#)
- [Retirement Information](#)