

Questions, contact
Please call or schedule an appointment if you have questions!!

Burke George/Human Resource Manager
 (Burke_George@colonialhts.net) 524-3400, Ext 18

❖ Licensure and Renewal	❖ Coursework for Licensure	❖ Adding Endorsements	❖ Contract Issues and Questions
❖ General Personnel Information/Questions		❖ Scheduling to Review Employee Files	

Melissa Lynch/Accounting & Special Projects Specialist
 (Melissa_Lynch@colonialhts.net) 524-3400, Ext 23

❖ Leave (Sick, Personal Business, Annual)	❖ Family Medical Leave (FMLA)	❖ Volunteers
❖ Sick Leave Bank	❖ Worker's Compensation	

Rebecca "Becky" Millirons/Payroll and Benefits Specialist
 (Rebecca_Millirons@colonialhts.net) 524-3400, Ext 16

❖ Payroll Information/Questions	❖ Health Insurance	❖ Virginia Retirement System
❖ Tax Sheltered Annuities (TSA), 403 B	❖ Direct Deposit and Changing Tax Withholding	

Melissa Kapinskis/Business Services Specialist-Accounts Payable
 (Melissa_Kapinskis@colonialhts.net) 524-3400, Ext 15

❖ Reimbursement for Travel or Supplies	❖ Credit Card Usage for School Division	❖ Invoices, Billing
❖ Vendor Questions	❖ Purchase Order Questions or Change Orders	

Doris Swearingen/Secretary
 (Doris_Swearingen@colonialhts.net) 524-3400, Ext 11

❖ Professional Development (courses and conferences)	❖ Field Trip Requests
❖ Tuition Assistance Requests	

Must be submitted 30 days in advance