

Middlebury

All office numbers refer to Marble Works unless otherwise indicated.

Guide to Human Resource Services

Service	Contact	Phone	Email	Office
Provides direct customer service, applicant inquiries, employment verifications, office operations, and new employee on-boarding support. Training registrations (new employee orientation & safety training).	Jeremy Horn	5711	jhorn@middlebury.edu	Front
Retirement, Health, Dental, Vision, Flex spending and dependent tuition.	Benefits Specialists at GMHEC	5485	benefits@gmhec.org	
Leaves of absence, disability, work-related injuries/worker's compensation, post-offer pre-employment screening.	Sarah Nyhan	4005	sarah.nyhan@gmhec.org	201
Paychecks, tax questions, W2.	Marc McDonough (Payroll Office)	5461	mmcdonough@middlebury.edu	012
Time entry, time sheets, time approval and online directory information.	Philip Stapleton	5702	pstapleton@middlebury.edu	115
Manages a multi-disciplinary team focused on recruiting and onboarding talented individuals. Oversight of programs dedicated to staffing operations across the institution and through a wide variety of operations from academic support to recreational facilities and core operations.	Cathy Vincent	5624	vincent@middlebury.edu	114
Midd Student employment and new hire paperwork.	Samantha Flint (Sam)	2551	sflint@middlebury.edu	161 Adirondack View
Compensation and job descriptions.	Jenna Quenneville	2932	jenna@middlebury.edu	113
Leading the Middlebury implementation of Oracle's Human Capital Management System and managing HRIS function.	Ellen Usilton	5467	eusilton@middlebury.edu	112
Responsible for day-to-day HR information systems and operations (data management) policies and practices.	Macky Gaines	2323	mgaines@middlebury.edu	118
Provides data analysis and support for Oracle HCM project implementation.	Patrick Salomon	5261	psalomon@middlebury.edu	112

Employee relations, policy questions, workplace concerns, performance management and evaluations, Staff Development Fund information.	Laura Carotenuto	2012	lcaroten@middlebury.edu	120
Partners with Middlebury divisions to deliver a full range of HR strategic services. Collaborates with management teams to target HR services to aid in accomplishing operational goals. Provides employee relations support for managers, supervisors and staff.	Brian Cash	3640	bpcash@middlebury.edu	111