

TDLWD Human Resources Contact List

Subject	Primary Contact(s)	Secondary Contact(s)
401K	Jacquelyn.Humphrey@tn.gov 615-741-5385	
Address/Record Changes/Name Changes	Mariam.Abdallah@tn.gov 615-741-2551	ESS Navigation: My Page tab > Employee Self Service > Personal Information > Home and mailing address > Edit . --- Phone Numbers: My Page tab > Employee Self Service > Personal Information > Phone Numbers
ADA	Evelyn.Gaines.Guzman@tn.gov 615-253-1331	
Affirmative Action	Evelyn.Gaines.Guzman@tn.gov 615-253-1331	
Announcements (Job Postings) Request deadline to LWFD HR: Noon Friday: (If Holiday: Noon Thursday)	Charlette.S.Watson@tn.gov 615-741-5382 337.02; 337.03/15; 33704-05-06; 337.20 UI Kimberly.Driver@tn.gov 615-741-5387 33701; 337.07 WF Services; 33709; 337.10 JS	
Attendance and Leave	Jennifer.Keeling@tn.gov 615-253-6908	
Building Access Codes (French Landing)	Mariam.Abdallah@tn.gov 615-741-2551	Elizabeth.Guy@tn.gov 615-253-8410
Classification/Compensation Position reclassifications; Position establishments; professional certification; Shift differentials; assignment differentials; equity; working out of class, etc.	Kendra.Reeves@tn.gov 615-253-3201 337.02; 337.03/15; 33704-05-06; 337.20 UI Kimberly.Driver@tn.gov 615-741-5387 33701; 337.07 WF Services; 33709; 337.10 JS	
Disciplinary Actions	Evelyn.Gaines.Guzman@tn.gov 615-253-1331	
Dispute Resolutions	Evelyn.Gaines.Guzman@tn.gov 615-253-1331	
Diversity & Inclusion	TBA	
Edison Security Forms	Kimberly.Driver@tn.gov 615-741-5387	Mariam.Abdallah@tn.gov 615-741-2551 Kendra.Reeves@tn.gov 615-253-3201
Edison User Notification ID for New Hires	Mariam.Abdallah@tn.gov 615-741-2551	Kimberly.Driver@tn.gov 615-741-5387
Educational Update in Edison	Mariam.Abdallah@tn.gov 615-741-2551	Kimberly.Driver@tn.gov 615-741-5387 Kendra.Reeves@tn.gov 615-253-3201 Charlette.S.Watson@tn.gov 615-741-5382
EEO	Evelyn.Gaines.Guzman@tn.gov 615-253-1331	
Emergency Plans	TBA	
Employee Benefits & Insurance	Elizabeth.Guy@tn.gov 615-253-8410	
Employee Assistance Program (EAP)	Elizabeth.Guy@tn.gov 615-253-8410	

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Employee Opinion Survey	TBA	
Employee Orientation	Mariam.Abdallah@tn.gov 615-741-2551	Elizabeth.Guy@tn.gov 615-253-8410
Employee Relations	Evelyn.Gaines.Guzman@tn.gov 615-253-1331	
Flex Increase & 120 day expiration dates	Charlette.S.Watson@tn.gov 615-741-5382 337.02; 337.03/15; 33704-05-06; 337.20 UI Kimberly.Driver@tn.gov 615-741-5387 33701; 337.07 WF Services; 33709; 337.10 JS	Kendra.Reeves@tn.gov 615-253-3201
Flexible Benefits	Jacquelyn.Humphrey@tn.gov 615-741-5385	
FMLA	Elizabeth.Guy@tn.gov 615-253-8410	Jennifer.Keeling@tn.gov 615-253-6908
Garnishments	Jacquelyn.Humphrey@tn.gov 615-741-5385	
Garnishment Letters	Evelyn.Gaines.Guzman@tn.gov 615-253-1331	
Grievances	Evelyn.Gaines.Guzman@tn.gov 615-253-1331	
HR Update	TBA	
<i>Ideas for Excellence</i>	TBA	
Identification Badges	Mariam.Abdallah@tn.gov 615-741-2551	
Job Analysis	Kendra.Reeves@tn.gov 615-253-3201 337.02; 337.03/15; 33704-05-06; 337.20 UI Kimberly.Driver@tn.gov 615-741-5387 33701; 337.07; 33709; 337.10 JS	
Longevity	Jennifer.Keeling@tn.gov 615-253-6908	
Office Audits	Evelyn.Gaines.Guzman@tn.gov 615-253-1331	
Organizational Charts	Kimberly.Driver@tn.gov 615-741-5387	Charlette.S.Watson@tn.gov 615-741-5382
Parking Tags (French Landing)	Mariam.Abdallah@tn.gov 615-741-2551	
Part-Time Hours	Jennifer.Keeling@tn.gov 615-253-6908	
Payroll	Jacquelyn.Humphrey@tn.gov 615-741-5385	
Performance Evaluations	Jackie.Berg@tn.gov 615 253-6274	
Personnel Files Imaging	Mariam.Abdallah@tn.gov 615-741-2551	
Policy and Procedure	Evelyn.Gaines.Guzman@tn.gov 615-253-1331	
Promotions/Demotions	Charlette.S.Watson@tn.gov 615-741-5382 337.02; 337.03/15; 33704-05-06; 337.10 UI Kimberly.Driver@tn.gov 615-741-5387 33701; 337.07; 33709; 337.10 JS	
Red Cross Blood Drive	Jackie.Berg@tn.gov 615 253-6274	

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Registers	Charlette.S.Watson@tn.gov 615-741-5382 337.02; 337.03/15; 33704-05-06; 337.20 UI Kimberly.Driver@tn.gov - 615-741-5387 33701; 337.07; 337.10 JS	Jennifer.Keeling@tn.gov 615 253-6908 33709
Respectful Workplace Training	Evelyn.Gaines.Guzman@tn.gov 615-253-1331	Charlette.S.Watson@tn.gov 615-741-5382
Reports to Changes DeptID Changes County Changes	Mariam.Abdallah@tn.gov 615-741-2551	Kendra.Reeves@tn.gov ; 615-253-3201 Charlette.S.Watson@tn.gov 615-741-5382 337.02; 337.03/15; 33704-05-06; 337.20 UI Kimberly.Driver@tn.gov - 615-741-5387 33701; 337.07;;33709; 337.10 JS Jennifer.Keeling@tn.gov 615 253-6908 33709
Retirement	Jacquelyn.Humphrey@tn.gov 615-741-5385	
RIF – Reduction-in-force	Kendra.Reeves@tn.gov 615-253-3201	Kimberly.Driver@tn.gov 615-741-5387
Secondary Employment	Evelyn.Gaines.Guzman@tn.gov 615-253-1331	
Separations	Jennifer.Keeling@tn.gov 615-253-6908 33709	Charlette.S.Watson@tn.gov 615-741-5382 337.02; 337.03/15; 33704-05-06; 337.20 UI Kimberly.Driver@tn.gov - 615-741-5387 33701; 337.07; 337.10 JS
Service Awards	Jackie.Berg@tn.gov 615 253-6274	
Sick Leave Bank	Elizabeth.Guy@tn.gov 615-253-8410	
Special Projects	TBA	
State ID Replacement	Mariam.Abdallah@tn.gov 615-741-2551	
Strategic Planning	Fred.Gaston@tn.gov 615-253-6290	
Swipe and Ride Cards	Jacquelyn.Humphrey@tn.gov 615-741-5385	Elizabeth.Guy@tn.gov 615-253-8410
Time Administration	Jennifer.Keeling@tn.gov 615-253-6908	
Title VI and IX	Evelyn.Gaines.Guzman@tn.gov 615-253-1331	Charlette.S.Watson@tn.gov 615-741-5385
Training	Brian.Mule@tn.gov 615-313-3145 Gregory.Ricketts@tn.gov 615-313-3145	Evelyn.Gaines.Guzman@tn.gov 615-253-1331
TDLWD Directory	Mariam.Abdallah@tn.gov 615-741-2551	
Transactions:1050's: Appointments Transfers	Charlette.S.Watson@tn.gov 615-741-5385 337.02; 337.03/15; 33704-05-06; 337.20 UI Kimberly.Driver@tn.gov 615-741-5387 33701; 337.07; 337.10 JS	Jennifer.Keeling@tn.gov 615 253-6908 33709

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Tuition Fee Waivers	Jacquelyn.Humphrey@tn.gov 615-741-5385	
Verification of Employment	Jacquelyn.Humphrey@tn.gov 615-741-5385	
Volunteer/Temporary Workers	Jackie.Berg@tn.gov 615-253-6274	
Workers' Compensation	Jackie.Berg@tn.gov 615-253-6274	Jennifer.Keeling@tn.gov 615-253-6908
Workplace Discrimination	Evelyn.Gaines.Guzman@tn.gov 615-253-1331	
Workplace Harassment Investigations	Evelyn.Gaines.Guzman@tn.gov 615-253-1331	
Years of Service	Jennifer.Keeling@tn.gov 615-253-6908	