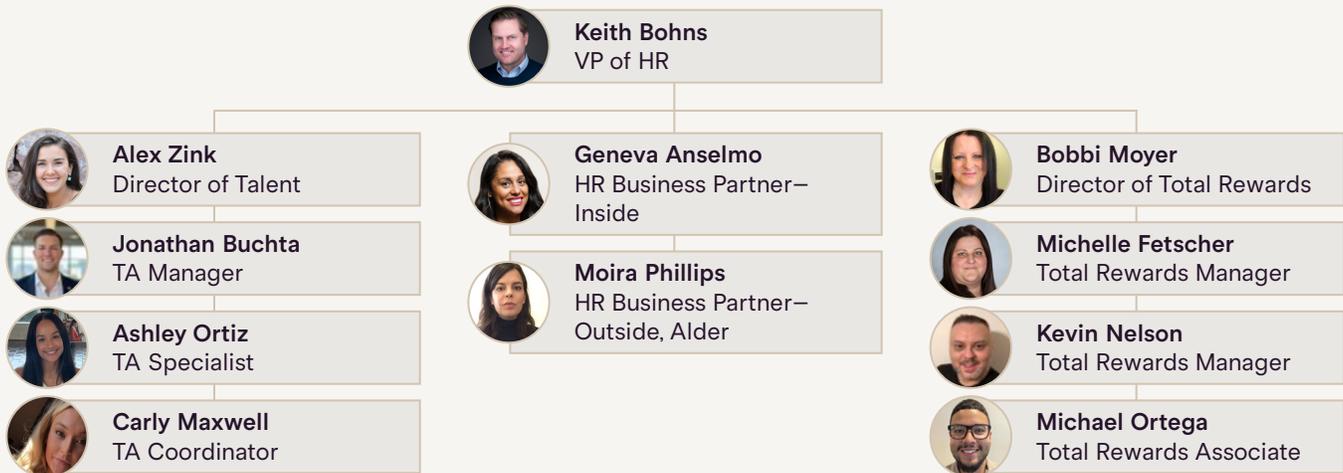


# Human Resources (HR)

## Where To Go for Support

As Leo FM transitions to a **streamlined, shared services HR structure**, we understand employees may have questions about where to go for support. This chart is designed to provide clarity on the new model, introduce key contacts, and outline how the new HR team will support you.



HR Area	Focus	Frequently Asked Questions
<b>Total Rewards</b> Bobbi Moyer	Payroll, Benefits, Compensation, Safety Compliance, Time Off, Leave Management, Workers' Comp	<ul style="list-style-type: none"> <li>How do I access my pay stubs and tax documents?</li> <li>When is the next open enrollment period?</li> <li>Who do I talk to about compliance or regulatory issues?</li> </ul>
<b>HR Business Partners</b> Geneva Anselmo— Inside Moira Phillips— Outside	Team Member Concerns, Performance Management, HR Coaching, HR Policies, Talent and Succession Planning	<ul style="list-style-type: none"> <li>I'm having a conflict with my manager. Can we talk through it?</li> <li>Can you help explain the performance review process?</li> <li>How do I track my paid time off?</li> <li>Is my team structure changing?</li> </ul>
<b>Learning &amp; Development</b> Alex Zink	Training, Career Development, Management and Leadership Programs	<ul style="list-style-type: none"> <li>How do I apply for the Leadership Development Program or Manager Bootcamp?</li> <li>How do I enroll a new employee in safety training?</li> <li>Who can I talk to about career development opportunities?</li> </ul>
<b>Talent Acquisition</b> Alex Zink	Recruiting, Hiring, Onboarding	<ul style="list-style-type: none"> <li>How do I open a new role on my team?</li> <li>Who should I contact if I have questions about onboarding?</li> <li>Can you help me understand our referral program?</li> </ul>

The new structure will go into effect in July 2025, but we expect a transitional period of about 90 days. Please continue reaching out to your designated HR representative—they will loop in the appropriate party.

