



SUFFOLK COUNTY WATER AUTHORITY

INTEROFFICE MEMORANDUM

HR

DATE: June 2, 2020
TO: All Employees
FROM: Donna Mancuso, Chief Human Resources Officer *DM*
SUBJECT: *APPOINTMENTS FOR MEETINGS WITH HR STAFF*

Announcement

As the Authority moves forward with Phase I of its COVID-19 Response Plan, please be reminded that protocols are in place limiting the number of employees congregating within close proximity. To ensure that we do not have several employees in HR at the same time, please see below.

- Please call to make an appointment with HR staff when an in-person meeting is required. This will limit the number of people waiting in the office area or hallways. **If you have an immediate need, phone HR in advance and advise that you have an urgent matter that must be addressed in person.** Our staff will make every effort to meet with you as soon as possible.
- For lost or damaged ID cards – if a replacement is necessary, please call HR and a replacement card will be placed in the interoffice mail. If the need is urgent, HR will advise when the replacement card has been created and is available for pick up.

Extensions for HR Staff:

Maria Astuto - Extension 2392 - Workers' Compensation

Joanne Berberich - Extension 2225 - Leaves of Absence and Employee Data

Nora Cairo - Extension 2213 - Benefits

Mike DiLeone - Extension 2230 - Employee Relations and Training

Emily Lowe - Extension 2278 - Employment and Job Bidding

Alex Nuzzo - Extension 2012 - Employee ID Cards, Tuition Reimbursement
and Employment Verifications