



South Shore Regional Centre for Education

Human Resources 2025/2026

Charmaine Romkey HR DIRECTOR

Phone: (902) 541-3019
Email: cromkey@ssrce.ca

Collective agreement inquiries
Disciplinary matters
Workplace Investigations
Labour relations – All union groups

Ashley Dixon HR EXECUTIVE ASSISTANT

Phone: (902) 541-3002
Email: adixon@ssrce.ca

ALL Employees:
HR Director inquires
General inquiries
Substitute/casual work opportunities

Donna Halverson HR MANAGER

Phone: (902) 541-3080
Email: dhalverson@ssrce.ca

Employee Pension Inquires
Employee Benefit Plan inquires
EasyConnect Lead
Attendance Management Lead
SAP Lead
Staffing Support
Non Teaching leave inquires
Supervisor/Manager/Principal Support

Jennifer McMullen HR COORDINATOR - TEACHING (NSTU, PSAANS)

Phone: (902) 541-3046
Email: jmcullen@ssrce.ca

Principal Support
Performance Management Lead
Staffing and Recruitment Lead
Return to work coordination
Employee Relations
Accommodations
Injury on Duty
Contract interpretation or clarification

Natasha Sode PERSONNEL OFFICER - TEACHING (NSTU, PSAANS)

Phone: (902) 541-3022
Email: nsode@ssrce.ca

Help desk support for all systems
Term List/Seniority Lists
Employee onboarding
EasyConnect management
Employee wellness
General inquiries/help
Recruitment website (SuccessFactors)
Substitute/casual work opportunities
Reporting
Staffing support
SAP maintenance

Trusha Proothi PERSONNEL OFFICER

Email: tproothi@ssrce.ca

Help desk support for all systems
Criminal Records checks, Child Abuse checks, declarations,
licenses and certifications
General inquiries/help
Recruitment website (SuccessFactors)
Substitute/casual work opportunities
Reporting
Letters and Contracts
SAP Data Loads
Staffing Support

Stacey Soares HR COORDINATOR - NON TEACHING (SEIU, NSGEU, CUPE, NON-UNION)

Phone: (902) 541-3007
Email: ssoares@ssrce.ca

Supervisor/Manager/Principal support
Performance Management Lead
WCB - claims management and appeals
Return to work coordination
Ergonomic Assessments and Accommodations
Employee Relations
Reporting
Staffing and Recruitment Lead
Contract interpretation or clarification

Nadine Murray-Mailman PERSONNEL OFFICER - NON TEACHING (SEIU, NSGEU, CUPE, NON-UNION)

Phone: (902) 541-3003
Email: nmurray-mailman@ssrce.ca

Help desk support for all systems
EasyConnect management
General inquiries/help
Substitute/casual work opportunities
Recruitment website (SuccessFactors)
Seniority lists
Reporting
Employee onboarding
Staffing support
SAP maintenance