South Shore
Regional Centre for Education

Human Resources 2026/2027

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

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
Ergonomic Assessments and Accommodations
Non Teaching leave inquires
Supervisor/Manager/Principal Support

Anna MacKay
HR COORDINATOR - **TEACHING**
(NSTU, PSAANS)

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

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

Trusha Proothi
PERSONNEL OFFICER

Phone: (902) 541-8297
Email: tproothi@ssrce.ca

Help desk support for all systems
Employee Onboarding
Permit Teacher Process
General inquiries/help
Substitute/casual work opportunities
Recruitment website (SuccessFactors)
Reporting
Staffing Support
Term List/Seniority Lists
SAP Maintenance

Caitlin Hornbeck
PERSONNEL OFFICER

Email: chornbeck@ssrce.ca

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

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
Employee Relations
Reporting
Staffing and Recruitment Lead
Contract interpretation or clarification

Nadine Murray-Mailman
PERSONNEL OFFICER

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Email: nmurray-mailman@ssrce.ca

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