



Human Resources Department Services

HR Team Member	Position	Primary Service Area	Email	Phone
Patty Hoppenstedt	Vice President of Human Resources	<ul style="list-style-type: none"> • Strategic Direction of the HR Department and Standardization of Procedures • Talent Management Plan Administration <ul style="list-style-type: none"> ○ Attract, Retain, Reward, Develop and Promote top talent • Talent Acquisition Strategy and Senior Level Recruiting • Southwestern Alumni Relations and Family Reunion Event • Staffing Plans and Position Control • Mary Moore Foundation Administration • Professional Development and Employee Training • Employment Agreements • Compensation Plans and Incentive Programs • Personnel Policy Management and Interpretation <ul style="list-style-type: none"> ○ Compliance with State and Federal laws, regulations and industry best practice • Performance Management • Business/Performance Improvement Plans • Corrective Action Program • Termination Process and Strategy • Succession Planning and Mentoring Program • Labor Relations • Employee Complaints and Investigations • EEOC Officer • HR Project Management and Program Implementation • HR Briefings and Executive Reporting • Provide guidance and support to Business Leaders and Managers for HR related matters • Budget Administration 	phoppenstedt@southwestern.com	615.391.2872

Kerry Myrick	Human Resources Manager	<ul style="list-style-type: none"> • Recruiting Program Management <ul style="list-style-type: none"> ○ Job Descriptions, Sourcing and Lead Generation, Recruiting and Attracting, Interviewing and Assessing, Hiring and Onboarding top talent • Candidate Screening and Selection Process • New Hire Orientation <ul style="list-style-type: none"> ○ Assist with Culture 101 • Onboarding, Exit and Engagement Surveys • Service Awards and Recognition Programs • Employee Engagement Events • Manage Employee off-boarding • HR Communications for Company Newsletter, Intranet, HR e-Blast, etc. • Assist with Performance Management • Assist with Succession Planning and Mentoring Program • Assist with Compensation Plans <ul style="list-style-type: none"> ○ Assign appropriate pay grades to new or updated positions 	kmyrick@southwestern.com	615.391.2513
Jessica Harlan	Benefits and HRIS Analyst	<ul style="list-style-type: none"> • Group Benefit Programs <ul style="list-style-type: none"> ○ Medical, dental, vision, EAP, long-term disability, life insurance, FSA, HSA, 401(k) plan • COBRA and retiree insurance programs • Workers' Compensation • Leave of Absence administration to include FMLA and ADA accommodation requests • Unemployment Benefits • HRIS Administration • HR Reporting and Analytics • Employment Verifications • Company Organizational Charts 	jharlan@southwestern.com	615.391.2509
Trish Hicks	Administrative Assistant	<ul style="list-style-type: none"> • Overall HR Administrative Support • HR project support • Assist with Recruiting and Onboarding initiatives • Assist with employee engagement programs • Electronic Personnel Records • HR Records Retention and Document Destruction • Labor Law Poster Compliance 	thicks@southwestern.com	615.391.2511