



Who do I go to for*:

Sick day – your direct supervisor: all clinical team – Tracy (2nd Jane), Admin - Cristy

Days off (PTO requests) – your direct supervisor

Your work schedule is messed up – your direct supervisor: clinical – Tracy (2nd Jane), Admin – Cristy

Benefits questions – Zach, (2nd Dawn)

Something is off with the patient schedule – Cristy

Expense report submissions – your direct supervisor

Something broken:

- Computer/tech/copier/fax/phones – Jason
- Dental equipment (including chairs) – Jane
- Something in the clinic that is not dental equipment (lights, waiting room chairs, etc.) - Jason

Ordering something

- Office supplies – Cristy
- Clinic needs – Jane
- Other needs – Jason

Hospital Program questions – Nicole

School-Based Program questions – Beth

Monday Memo info or issues – Katy

Ideas for improvement – your direct supervisor or suggestion box in the online team portal.

When in doubt – go to your supervisor first. If you feel uncomfortable going to your supervisor, go up the chain of command to their supervisor.

*2nd are to be contacted if the 1st point of contact is out of the office.



Other services

Green Bay Police Non-Emergency dispatch: 920-391-7450

Green Bay Fire Non-Emergency: 920-448-3280

Graffiti/Property Damage – Officer Kevin Warych, 920-639-6698, kevin.warych@greenbaywi.gov

Homelessness/Vagrancy – Officer Nate Allen, 920-562-2520, nateal@greenbaywi.gov

City of GB requests for services - <https://rfs.greenbaywi.gov/requestforservice/>

Ashwaubenon Non-Emergency – 920-492-2995

Plumber	Beno Plumbing Contractor	920-468-4777
HVAC	Robinson Heating and Cooling	920-490-3394
Electrical	Metzler Electric	920-406-7515
Window Cleaners	Sudas Window Cleaning	920-713-5010