

HUMAN RESOURCES

Email: hr@shoreline.edu

Phone: 206-546-4769

Name	Title	Email
Zura, Veronica	Exec Director – Human Resources	vzura@shoreline.edu
Venture, Sabrina	Manager – Human Resources	sventure@shoreline.edu
Fox, Terrell	Business Analyst – HCM/FWL	tfox@shoreline.edu
Reed, Amy	HR Consultant Asst 1	areed@shoreline.edu
Overby, Aleksa	HR Consultant – Faculty	aoverby@shoreline.edu
Sanders, Melissa	HR Consultant – Classified	msanders@shoreline.edu
Lovely, Trica	HR Consultant – Admin	tlovely@shoreline.edu

PAYROLL & BENEFITS

Email: payroll@shoreline.edu; benefits@shoreline.edu

Phone: 206-546-4515 (Payroll), 206-546-4510 (Benefits)

Name	Title	Email
Castaneda, Ricky	Manager – Payroll	rcastaneda@shoreline.edu
Mach, My	Payroll Coordinator	mmach@shoreline.edu
Mayes, Ashley	Benefits Coordinator	amayes@shoreline.edu

TITLE IX/EEO & PUBLIC RECORDS

Email: titleixcoordinator@shoreline.edu; eeo@shoreline.edu; publicrecords@shoreline.edu

Phone: 206-533-6746

Name	Title	Email
O'Connor, Liam	Title IX / EEO Coordinator, Public Records Officer	loconnor@shoreline.edu

OTHER TOPICS: Who do I contact for questions about.....

TOPIC	CONTACT
Accommodation Requests/Support (employees)	Tricia Lovely
Admin/Exempt Staff (any topic)	Tricia Lovely
Benefits (healthcare, retirement, etc)	Ashley Mayes
Business Cards, Name Tags, and Placards	HR@shoreline.edu
Classified Staff (any topic)	Melissa Sanders
Equal Employment Opportunity (EEO) Info or Complaints	EEO@shoreline.edu
Family Medical Leave (FML) Requests/Support	Veronica Zura
Faculty Members (any topic)	Aleksa Overby
Faculty Workload (FWL) Submissions	Terrell Fox
Forms (HR)	HR@shoreline.edu

Hourly/Student Employee PAs	HR@shoreline.edu
Labor & Industry (LNI) Claims	Tricia Lovely
Leave Reporting in ctcLink – Process Inquiries	payroll@shoreline.edu
Organizational Chart	HR@shoreline.edu
Person of Interest (POI) / Volunteers	HR@shoreline.edu
Paid Family Medical Leave (PFML) – Program Inquiries	www.paidleave.wa.gov
Policies (college-wide)	Veronica Zura
Professional Development Offerings & Info	Pro-d@shoreline.edu
Public Records Requests	publicrecords@shoreline.edu
Recruitment Process Inquiries (General)	HR@shoreline.edu
Retirement Plan – Inquiries	Ashley Mayes
Sabbaticals	Aleksa Overby
Shared Leave Requests	HR@shoreline.edu
Sick Leave Buyout Annual	Ricky Castaneda
Social Security Wage Information	Ashley Mayes
Timesheets – Inquiries or Support	payroll@shoreline.edu
Title IX Training, Info or Complaints	titleIXcoordinator@shoreline.edu
Verification of Employment	HR@shoreline.edu
Unemployment (ESD) Claims	Sabrina Venture