

Office of Human Resources and Employee Relations

Contacts

Warner, Joanne -	Interim Vice President....	4764	Clark, Ruth -	Personnel Operations Director....	5843
Ziegler, Pam -	Human Resource Rep II....	7858	Wu, Chi-Feng -	Human Resource Assistant.....	6652
Higbee, Colleen -	Payroll & Benefits Coord...	4510	Botts, Veronica -	Human Resource Assistant.....	4769
Sherman, Debbie -	Conf Ass/Sec to VP.....	5880	Teske, Nancy -	Payroll & Employee Benefits	
Smith, Jamie -	Human Resource Rep I....	5842		Manager.....	4515

LEGEND:
Admin = Administrative/Professional Technical/Exempt Employee
Class = Classified
Fac FT = Faculty Full-Time
Fac PT = Faculty Part-Time

AMERICAN with DISABILITIES ACT(ADA) Coord.

.....*Kim Thompson Ext. 4544*

ADA ACCOMMODATIONS - EMPLOYEES

Employee Reasonable Accommodations

.....*Kim Thompson Ext. 4544*

AFFIRMATIVE ACTION PLAN DEV..... *Pam Ziegler*

BENEFITS/INSURANCE (see Insurance or Retirement).....*Colleen Higbee/Nancy Teske*

CLASSIFIED TRAINING & STAFFING

DEVELOPMENT..... *Pam Ziegler/Ruth Clark*

COLLECTIVE BARGAINING UNITS

Application & Contract Interpretation

Chief Administrative Lead.....*Joanne Warner*

COMMITTEES

ADA Chair.....*Kim Thompson ext. 4544*

Affirmative Action Advisory Chair.....*Joanne Warner*

Classified Training & Staff Development Advisor

.....*Ruth Clark*

Wellness.....*Joanne Warner, Chair/Jamie Smith*

General Information.....*Debbie Sherman*

EMPLOYEE CONCERNS & ISSUES

Admin, Class & Fac.....*Joanne Warner/Ruth Clark*

EMPLOYMENT VERIFICATION

Credit-Related.....*Chi-Feng Wu/Jamie Smith*

Governmental (DSHS, IRS).....*Nancy Teske*

EXTERNAL AGENCIES (SCC LIAISON)

Employee Advisory Service*Joanne Warner*

Employment Security*Joanne Warner*

HR Management Commission.....*Joanne Warner*

Human Rights Commission.....*Joanne Warner*

Labor & Industries.....*Jamie Smith*

EXTERNAL AGENCIES (SCC LIAISON) Con't.

Tax Related Inquires (IRS, SSA, L&I).....*Nancy Teske*

WA State Department of Personnel.....*Joanne Warner*

FORM REQUESTS..... *Veronica Botts*

HUMAN RIGHTS

Complaints.....*Joanne Warner*

INFORMATION *Veronica Botts*

INSURANCE (Medical/Dental, Life, Long-Term Disa.)

.....*Colleen Higbee/Nancy Teske*

JOB SEARCHES..... *Veronica Botts*

JOINT LABOR/MGMNT COMMITTEES (JL/MC)

.....see Collective Bargaining Units, Classified Staff

JOINT UNION/MGNT COMMITTEE (JU/MC)

.....see Collective Bargaining Units, Faculty

LEAVES

Balances (Vacation & Sick).....*Nancy Teske*

Changes to Leave Slips.....*Nancy Teske*

Faculty Leave.....*Pam Ziegler*

Family/Medical.....*Jamie Smith/Ruth Clark*

Sabbatical.....*Ruth Clark/Joanne Warner*

Shared.....*Jamie Smith/Ruth Clark*

Sick Leave Buyout.....*Chi-Feng Wu/Nancy Teske*

Questions:

Admin.....*Ruth Clark*

Classified.....*Jamie Smith/Ruth Clark*

Faculty.....*Pam Ziegler/Ruth Clark*

ON-THE-JOB INJURY - L&I..... *Jamie Smith*

ORGANIZATIONAL CHARTS..... *Debbie Sherman*

SALARY - General Information

Office of Human Resources and Employee Relations

Contacts

PAYROLL

Admin, Fac FT.....*Nancy Teske/Colleen Higbee*
Fac PT.....*Nancy Teske/Colleen Higbee*
Automatic Deductions...*Nancy Teske/Colleen Higbee*
Direct Deposit..... *Nancy Teske*
Employment Verification:
 DSHS, Attorney General, IRS.....*Nancy Teske*
 Hourly, Student Hourly, Work Study
 *Colleen Higbee/Jamie Smith*
Tax-Related Inquires:
 IRS, SSA, L&I..... *Nancy Teske*

PERFORMANCE EVALUATIONS

Form Requests.....*Chi-Feng Wu*
Admin.....*Ruth Clark*
Classified:
 EDPP Training.....*Ruth Clark*
 Evaluation Status/Deadlines.....*Chi-Feng Wu*
 Fac FT & PT.....*Ruth Clark*

PERSONNEL ACTIONS

Admin.....*Ruth Clark*
Classified.....*Jamie Smith/Pam Teske*
Faculty:
 Full-Time.....*Ruth Clark*
 Part-Time..... *Pam Ziegler/Ruth Clark*
 SCC@LFP.....*Jamie Smith/Pam Ziegler*
 Hourly.....*Jamie Smith/Pam Ziegler*

PIN Number (access to Instructor Briefcase or Web Earnings)..... *Nancy Teske/Colleen Higbee*

POLICIES & PROCEDURES (College-wide)

Coordinator.....*Joanne Warner*
Information/Website.....*Debbie Sherman*

RECRUITMENT

Admin, Class, Fac FT.....*Jamie Smith/Pam Ziegler*
Advertising..... *Chi-Feng Wu/Jamie Smith*
Applications Packets.....*Veronica Botts*
Fac PT Pools..... *Jamie Smith/Veronica Botts*

RETIREMENT (PERS, TIAA/CREF, TRS)

Eligibility..... *Colleen Higbee/Ruth Clark*
Enrollment..... *Colleen Higbee/Ruth Clark*
Retiree Counseling (procedures/benefits)
 *Colleen Higbee/Ruth Clark*

RETURN-TO-WORK (coordinator).....*Joanne Warner*

Admin.....*Ruth Clark/Pam Ziegler*
Classified.....*Jamie Smith/Pam Ziegler*
Faculty Full-Time.....*Ruth Clark/Pam Ziegler*
Faculty Part-Time..... *Pam Ziegler/Ruth Clark*
Hourly/Work Study.....*Jamie Smith/Pam Ziegler*

SEXUAL HARASSMENT COMPLAINTS

Employee.....*Joanne Warner*
Student.....*Zakiya Stewart Ext. 4642*

SYSTEM ID NUMBER (SID)

.....*Nancy Teske/Colleen Higbee*

VOLUNTEERS

Registration.....*Ruth Clark*
Time Sheets.....*Nancy Teske*

WEBSITES Maintained & Updated by HR/ER
(see below)

Collective Bargaining Agreements

Debbie Sherman

JLMC - Campus wide

<http://intranet.shore.ctc.edu/intranetpolicy/staff.htm>

JLMC - CMGMC

<http://intranet.shore.ctc.edu/intranetpolicy/plantop.htm>

Faculty (Federation)

<http://intranet.shore.ctc.edu/intranetpolicy/faculty.htm>

Committees.....*Debbie Sherman*

Americans with Disabilities (ADA) Committee

<http://intranet.shore.ctc.edu/intgovada/>

Affirmative Action Advisory Committee

<http://intranet.shore.ctc.edu/intgovaffirmac/>

Classified Training & Staff Development

<http://intranet.shore.ctc.edu/intgovacclstrn/>

Wellness Committee

<http://intranet.shore.ctc.edu/intgovwellness/>

Human Resources Information

FAQs.....*Debbie Sherman*

<http://intranet.shore.ctc.edu/intranethr/>

Recruitment.....*Veronica Botts*

<http://success.shore.ctc.edu/hr>

Organizational Charts.....*Debbie Sherman*

<http://intranet.shore.ctc.edu/intranetcharts/>

SCC Policy Manual..... *Debbie Sherman*

<http://intranet.shore.ctc.edu/intranetpolicy/tableof.htm>