

**Directory of Principal Contacts  
For Functions in the Human Resources Office  
Edmonds Community College**

Forms and information can be found on the HR web page at <http://employees.edcc.edu/hr/default.html>. For questions please see our principal contacts below.

<b><u>Function</u></b>	<b><u>Principal Contact</u></b>	<b><u>Extension</u></b>
<b>Affirmative Action Information and Data</b>	Cathie Agor	1832
<b><a href="#">Campus Directory Updates (Employees)</a></b>	Janette Reilley	1774
<b>Classified Employee Personnel Rules/Negotiated Agreement</b>	Dennis Curran Suzanne Moreau	1647 1246
<b>Classified Position Reviews/Reclassifications</b>	Joseph Roland	1470
<b>Disability Accommodations (Processes/Issues)</b>	Cathie Agor Dennis Curran Suzanne Moreau	1832 1647 1246
<b>Discrimination Complaints/Issues (Employees and Students)</b>	Dennis Curran Suzanne Moreau	1647 1246
<b>Employee Benefits</b> (Medical, Dental, Life Insurance, Long-Term Disability)	Debbie Lau (N-Z, All PT Faculty) Denise Olson (A-M, All PT Hourly)	1077 1069
<b>Employee Earnings History and Leave Balances</b>	<a href="https://transact.edcc.edu/empearnlv/">https://transact.edcc.edu/empearnlv/</a>	
<b>Employee Information Changes</b> (Addresses, Phone Numbers, Name Changes, etc.)	Kathi Gentry	1400
<b>Employee Records</b>	<a href="#">E-Personal Information Form (E-PIF)</a>	
Classified (Non – Head Start)	Janette Reilley	1774
Classified (Head Start)	Bethany Sugawara	4502
Exempt	Janette Reilley	1774
Full-time and Part-time Faculty	Mable Liddell	1326
Part-time Hourly and Students	Janette Reilley	1774
<b>Employment Verifications</b>	Tricia Lovely	1024
<b>Faculty Negotiated Agreement Questions</b>	Dennis Curran Suzanne Moreau	1647 1246
<b>Faculty Salary Placement History</b>	Joseph Roland	1470
<b>Family Medical Leave Act (FMLA) Process</b>	Debbie Lau (N-Z, All PT Faculty) Denise Olson (A-M, All PT Hourly)	1077 1069
<b>Forms – General Human Resources Forms</b> Self-Serve Forms	Kathi Gentry	1400
	<a href="#">HR Forms</a>	
<b>Forms – Benefits – Self-Serve</b>	<a href="#">Benefits Forms Folder</a>	
<b>General Human Resources Information</b>	Kathi Gentry	1400

<b><u>Function</u></b>	<b><u>Principal Contact</u></b>	<b><u>Extension</u></b>
<b>Leave Balances/Earning History</b>	<a href="https://transact.edcc.edu/empearlv">https://transact.edcc.edu/empearlv</a>	
<b>Organizational Charts</b>	Nadescha Bunje	1036
<b>Payroll Questions – Bellevue College Payroll Services</b>	Jim Craswell	1492
<b>Personnel Action Forms (PAFs)/Salary/Wage Rate Information</b>		
Classified (Non-Head Start)	Janette Reilley	1774
Classified (Head Start)	Bethany Sugawara	4502
Full-time and Part-time Faculty	Mable Liddell	1326
Exempt	Janette Reilley	1774
Part-time Hourly and Students	Janette Reilley	1774
<b>Personnel and Human Resources Policies and Processes</b>	Dennis Curran	1647
	Suzanne Moreau	1246
<b>Public Records Requests</b>	Tricia Lovely	1024
	Dennis Curran	1647
<b>Recruitment Information</b>		
Classified, Exempt, and Faculty	Joseph Roland	1470
	Cathie Agor	1832
<b>Sexual Harassment Complaints (Employees and Students)</b>	Dennis Curran	1647
	Suzanne Moreau	1246
	Gene Blahato	1812
<b>Shared Leave Process</b>	Debbie Lau (N-Z, All PT Faculty)	1077
	Denise Olson (A-M, All PT Hourly)	1069
<b>Sick Leave Buy-Back</b>	Debbie Lau (N-Z, All PT Faculty)	1077
	Denise Olson (A-M, All PT Hourly)	1069
<b>Time and Leave Reporting (TLR)</b>	Debbie Lau (N-Z, All PT Faculty)	1077
	Denise Olson (A-M, All PT Hourly)	1069
<b>Title IX – Reports/Complaints/Investigations</b>	Dennis Curran	1647
	Suzanne Moreau	1246
	Gene Blahato	1812
<b>Tuition Waiver for Employees</b>	Kathi Gentry	1400
<b>Unemployment Compensation</b>	Suzanne Moreau	1246
<b>Whistleblower Forms and Information (Washington State)</b>	<a href="#">Whistleblower Information</a>	
	Dennis Curran	1647
<b>Worker's Compensation Claims (L &amp; I)</b>	Debbie Lau (N-Z, All PT Faculty)	1077
(Injury and Illness Incident Report)	Denise Olson (A-M, All PT Hourly)	1069