

**Directory of Principal Contacts  
Human Resources  
Edmonds College**

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

<b>Function</b>	<b>Principal Contact</b>	<b>Extension</b>
<a href="#"><u>Vice President of Human Resources</u></a>	Suzanne Moreau	1647
Classified Employee Personnel Rules/Negotiated Agreement	Casey King Joan Wyant	1246 1814
Classified Position Reviews/Reclassifications	Joseph Roland Joan Wyant	1470 1814
Disability Accommodations (Processes/Issues)	Casey King	1246
Discrimination Complaints/Issues (Employees and Students)	Casey King Joan Wyant	1246 1814
Employee Benefits (Medical, Dental, Life Insurance, Long-Term Disability) Full Time and Associate Faculty Classified/Exempt	Denise Olson AJ Hernandez	1069 1077
Employee Earnings History and Leave Balances and Leave Questions	Denise Olson AJ Hernandez	1069 1077
Employee Information Changes (Addresses, Phone Numbers, Name Changes, etc.)	Kathi Gentry	1774
Employee Records Administrative/Exempt, Classified (Non – Head Start) Volunteers/Interns and Non-Permanent Hourly <u>Students (including International Students)</u>  Full-Time and Part-Time Faculty	Kathi Gentry  Kevin Keogh	1774  1326
Employment Verifications	Yi Li Kevin Keogh	1400 1326
Faculty Compensation/Contracts	Joseph Roland Kevin Keogh	1470 1326
Faculty Leave	Denise Olson Kevin Keogh	1069 1326
Faculty Negotiated Agreement Questions	Suzanne Moreau Casey King Joan Wyant	1647 1246 1814

Family Medical Leave Act (FMLA) Process	Denise Olson	1069
Faculty PAF(Special Assignment PAFs)	Kevin Keogh	1326
Forms and Processes	Kathryn Schrenk	1036
General Human Resources Information	Human Resources	hr@edmonds.edu
Organizational Charts	Kathryn Schrenk	1036
Organizational Development and Employee Training (ODET) Payroll Questions (also by email at hr@edmonds.edu)	Avery Christenson Joseph Roland / Thu Ha Sara Liong/Chielo Sayas	1085 1470 / 1812 1973/1249
Policies and Procedures	Suzanne Moreau Casey King Joan Wyant	1647 1246 1814
Public Records Requests	Kathryn Schrenk	1036
Public Service Loan Forgiveness Certification	AJ Hernandez	1077
Recruitment Information	Thien Ngo	1857
Title IX and Sexual Harassment Complaints (Employees and Students)	Joan Wyant Casey King	1814 1246
Shared Leave Process	Denise Olson	1069
Sick Leave Buy-Back	Denise Olson	1069
Tuition Waiver for Employees	Kathi Gentry	1774
Unemployment Compensation	Denise Olson	1069
Whistleblower Forms and Information (Washington State)	Casey King	1246
All Head Start, including: Employee Records Disability Accommodations Employee Benefits Employee Leave Questions Family Medical Leave Act Recruitment Information Worker's Compensation (L&I)	Bethany Sugawara	4502
Worker's Compensation Claims (L&I) (Injury and Illness Incident Report)	Denise Olson	1069