

**Directory of Principal Contacts**  
**Human Resources**  
**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.

Function	Principal Contact	Extension
<a href="#">Campus Directory Updates</a> (Employees)	Kathi Gentry	1774
Classified Employee Personnel Rules/Negotiated Agreement	Mushka Rohani Casey King	1647 1246
Classified Position Reviews/Reclassifications	Allen Dao	1024
Disability Accommodations (Processes/Issues)	Denise Olson	1077
Discrimination Complaints/Issues (Employees and Students)	Mushka Rohani Casey King	1647 1246
Employee Benefits (Medical, Dental, Life Insurance, Long-Term Disability)	Denise Olson AJ Hernandez	1077 1069
<a href="#">Employee Earnings History and Leave Balances</a> and Leave Questions	Denise Olson AJ Hernandez	1077 1069
<a href="#">Employee Information Changes</a> (Addresses, Phone Numbers, Name Changes, etc.)	Kathi Gentry Mable Liddell	1774 1326
Employee Records Classified (Non – Head Start) Classified (Head Start) Exempt Full-time and Associate Faculty Part-time Hourly and Students	Kathi Gentry Bethany Sugawara Kathi Gentry Mable Liddell Kathi Gentry	1774 4502 1774 1326 1774
Employment Verifications	Kathi Gentry	1774
Faculty Compensation/Contracts	Shannon Bath	1973
Faculty Leave (Liquid Office)	Denise Olson AJ Hernandez	1077 1069
Faculty Negotiated Agreement Questions	Mushka Rohani Casey King	1647 1246
Family Medical Leave Act (FMLA) Process	Denise Olson AJ Hernandez	1077 1069
Faculty PAF(Special Assignment PAFs)	Mable Liddell Shannon Bath	1326 1973

<a href="#">Forms</a>		
General Human Resources Information	Kathi Gentry	1774
Organizational Charts	Amber Marti	1036
Payroll Questions	Alyssa Ottinger	1812
Personnel Action Forms (PAFs)/Salary/Wage Rate Information Classified (Non – Head Start) Classified (Head Start) Exempt Full-time and Associate Faculty Part-time Hourly and Students Termination PAFs	Kathi Gentry Bethany Sugawara Kathi Gentry Mable Liddell Kathi Gentry AJ Hernandez (N-Z & all Associate Faculty) Denise Olson (A-M)	1774 4502 1774 1326 1774 1077 1069
<a href="#">Policies and Procedures</a>	Casey King	1246
<a href="#">Public Records Requests</a>	Allen Dao Amber Marti	1024 1036
Public Service Loan Forgiveness Certification	Casey King	1246
Recruitment Information	Allen Dao	1024
<a href="#">Title IX and Sexual Harassment Complaints</a> (Employees and Students)	Casey King	1246
Shared Leave Process	Denise Olson	1077
Sick Leave Buy-Back	Denise Olson	1077
<a href="#">Time and Leave Reporting (TLR)</a>	Alyssa Ottinger	1077
Tuition Waiver for Employees	Kathi Gentry	1774
Unemployment Compensation	Casey King	1246
<a href="#">Whistleblower Forms and Information (Washington State)</a>	Casey King	1246
Worker's Compensation Claims (L&I) (Injury and Illness Incident Report)	Denise Olson	1077