WHO TO CALL IN HUMAN RESOURCES

(209) 830-3260 (+ desired extension)

Tammy Jalique, the Associate Superintendent for Human Resources plans, organizes, directs and coordinates the District program for personnel administration for all District Staff. Tammy's secretary, Christine Contreras, can be reached at Ext. 1304; however, to more efficiently serve all District staff, Human Resources suggests that when calling for information, the caller make **initial contact** with the individual indicated for the areas listed on the following pages:

Absences (General)	Erin Quintana/Stacy Johnson	Ext. 1303/1314
Absences (Long Term)	Luz Gallegos	Ext. 1306
Adult School Staff	Nereida Perez/Leslie Ibarra	Ext. 1309/1302
Applications (Certificated)	Nereida Perez/Leslie Ibarra	Ext. 1309/1302
Applications (Classified)	Rosalinda Canelo/Anita Romo	Ext. 1315/1308
Applications (SubTchrs/Sub Classified)	Susana Pelayo	Ext. 1307
Aeries	Alexandra Aguilar	Ext. 1301
Assurance Letters	Rosalinda Canelo/Anita Romo	Ext. 1315/1308
Awards	Christine Contreras	Ext. 1304
Badges (ID)	Karina Soto	Ext. 1322
Board Agenda Items	Christine Contreras	Ext. 1304
Budget/HR Dept.	Christine Contreras	Ext. 1304
Calendars	Erin Quintana	Ext. 1303
CBEDS	Erin Quintana	Ext. 1303
Certificated Employee Issues	Nereida Perez/Leslie Ibarra	Ext. 1309/1302
CLAD Information	Alexandra Aguilar	Ext. 1301
Class Size Overages	Nereida Perez/Leslie Ibarra	Ext. 1309/1302
Class Coverage	Susana Pelayo	Ext. 1307
Classified Employee Issues	Rosalinda Canelo/Anita Romo	Ext. 1315/1308
Collective Bargaining (Class & Cert)	Erin Quintana	Ext. 1303
Complaints and Related Issues	Christine Contreras	Ext. 1304
Coaching	Karina Soto	Ext. 1322
Credential Analysis	Alexandra Aguilar	Ext. 1301
Days of Service (Management)	Erin Quintana/ Stacy Johnson/ Diana Murray	Ext. 1300/1303/1314/ 1318
Disability Issues	Luz Gallegos	Ext. 1306
Discipline, Progressive (Certificated)	Tammy Jalique	Ext. 1310
Discipline, Progressive (Classified)	Erin Quintana	Ext. 1303
Employee of the Term	Christine Contreras	Ext. 1304
Employment Verifications (Classified)	Rosalinda Canelo	Ext. 1315
Employment Verifications (Certificated)	Nereida Perez	Ext. 1309
Employment Verifications (Class. Subs.)	Susana Pelayo	Ext. 1307
Employment Verifications (Cert. Subs.)	Susana Pelayo	Ext. 1307
Ergonomic Evaluations	Luz Gallegos	Ext. 1306
Employee Evaluations	Christine Contreras	Ext. 1304
Employer/Employee Relations (Cert)	Tammy Jalique	Ext. 1310
Employer/Employee Relations (Class)	Erin Quintana	Ext. 1303
Extra Duty Stipends (other than coaching)	Nereida Perez/Leslie Ibarra /Erin Quintana	Ext. 1309/1302 /1303
Fingerprinting/DOJ Clearance (personnel)	Karina Soto	Ext. 1322
Fingerprinting/DOJ Clearance (volunteers)	Evelyn Martinez	Ext. 1316
Frontline	Susana Pelayo	Ext. 1307
Grievances	Erin Quintana	Ext. 1303
Health/Medical Issues	Luz Gallegos	Ext. 1306
Interns	Alexandra Aguilar	Ext. 1301

Job Announcements (Cert)	Nereida Perez/Leslie Ibarra	Ext. 1309/1302
Job Announcements (Class)	Rosalinda Canelo/Anita Romo	Ext. 1315/1308
Job Descriptions	Luz Gallegos	Ext. 1306
Job Shares	Nereida Perez/Leslie Ibarra	Ext. 1309/1302
Leaves of Absence (Certificated)	Luz Gallegos	Ext. 1306
Leaves of Absence	Luz Gallegos	Ext. 1306
Long Term Substitute	Susana Pelayo	Ext. 1307
Negotiations	Christine Contreras	Ext. 1304
New Educator Chamber Mixer	Christine Contreras	Ext. 1304
PAR	Christine Contreras	Ext. 1304
Personnel Records (Certificated)	Nereida Perez/Leslie Ibarra	Ext. 1309/1302
Personnel Records (Classified)	Rosalinda Canelo/Anita Romo	Ext. 1315/1308
Personal Necessity Leave (PNL)	Erin Quintana/ Stacy Johnson/ Diana Murray	Ext. 1300/1303/1314/ 1318
Policies	Erin Quintana	Ext.1303
Position Control	Stacy Johnson (Cert)/ Diana Murray (Class)	Ext. 1314/1318
Prep Period Coverages	Susana Pelayo	Ext. 1307
Professional Growth (Certificated)	Nereida Perez/Leslie Ibarra/ Alexandra Aguilar	Ext. 1309/1302/1301
Professional Growth (Classified)	Erin Quintana	Ext. 1303
Receptionist (HR)	Kristin Kardous	Ext. 1300
Receptionist (TUSD)	Patricia Lambert	Ext. 1000
Recruitment Fairs	Nereida Perez/Anita Romo	Ext. 1309/1308
Recruitment (Hiring certificated)	Nereida Perez/Leslie Ibarra	Ext. 1309/1302
Recruitment (Hiring classified)	Rosalinda Canelo/Anita Romo	Ext. 1315/1308
Recruiting at Colleges/Universities (partner Agreements)	Alexandra Aguilar	Ext. 1301
Recognition Awards	Christine Contreras	Ext. 1304
Retirement Information (STRS/PERS)	Erin Quintana	Ext. 1303
Salaries and Salary Worksheets (Cert)	Tammy Jalique Nereida Perez/ Leslie Ibarra	Ext. 1310/1309/ 1302
Salaries and Salary Worksheets (Class)	Erin Quintano/Rosalinda Canelo	Ext. 1303/1315
Screenings (Certificated employees)	Nereida Perez/Leslie Ibarra	Ext. 1309/1302
Screenings (Classified employees)	Rosalinda Canelo/Anita Romo	Ext. 1315/1308
Sexual Harassment Information	Christine Contreras	Ext. 1304
Staffing Needs	Tammy Jalique	Ext. 1310
Student Teachers	Alexandra Aguilar	Ext. 1301
Student Workers	Rosalinda Canelo/Anita Romo	Ext. 1315/1308
Substitutes (Certificated)	Susana Pelayo	Ext. 1307
Substitutes (Classified)	Susana Pelayo	Ext. 1307
Summer School (Certificated)	Nereida Perez/Leslie Ibarra	Ext. 1309/1302
Summer School (Classified)	Rosalinda Canelo/Anita Romo	Ext. 1315/1308
TB Test Information (Employees)	Luz Gallegos	Ext. 1314
TB Test Information Substitutes	Susana Pelayo	Ext. 1307
Tenure (Certificated)	Alexandra Aguilar	Ext. 1301
TTIP	Nereida Perez	Ext. 1309
Transcripts (Certificated employees)	Alexandra Aguilar	Ext. 1301
Unemployment Processing	Stacy Johnson	Ext. 1314
Units/Teacher Movement (Salary Schedule)	Alexandra Aguilar	Ext. 1301
Volunteer Clearance	Evelyn Martinez	Ext. 1316
Worker Compensation/Disability Issues	Luz Gallegos	Ext. 1306

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