

**RESOURCE GUIDE
FOR MANAGEMENT EMPLOYEES**

1. **Human Resources** – questions related to payroll, benefits, employee/labor relations, equal employment/affirmative action, layoffs, recruitment and contract interpretation.

Contact information:

- Dennis Carr, Chief Human Resources Officer – 463-5585 / carrd@lanecc.edu
- Sharon Daniel, Human Resources Manager – 463-5190 / daniels@lanecc.edu
- Aneita Grogan, Payroll Manager – 463-5110 / grogana@lanecc.edu
- Heidi Morales, Benefits Analyst – 463-5592 / moralesh@lanecc.edu
- Kali Polizzi, Benefits Analyst – 463-5589 / polizzik@lanecc.edu
- Amanda Blunt, Recruitment Analyst – 463-5112/ blunta@lanecc.edu
- LynnMarie Chowdhury, Recruitment Analyst – 463-5111 / chowdhuryl@lanecc.edu
- Cheryl Volker, Payroll Analyst – 463-5114 / volkercc@lanecc.edu
- Denine McMurren, Payroll Analyst – 463-5040 / mcmurrend@lanecc.edu

2. **Lane Community College vacancies.** These can be found on Lane’s employment website at: <http://jobs.lanecc.edu>. For questions regarding available positions and the recruitment process at Lane, please contact LynnMarie Chowdhury at 463-5111.

Lane part-time vacancies are also posted outside the Human Resources Department, Building 3, Room 114.

3. **Lane Workforce Partnership.** This organization helps individuals learn new skills, find employment and progress in their careers. Their website contains links to several online job sites and also contains tips and assistance in job search.

Home page: <http://laneworkforce.org/worksource-lane/>

Job Seeker Services page: <http://laneworkforce.org/job-seeker-services/>

WorkSource Lane Center

2510 Oakmont Way
Eugene, Oregon 97401
Tel: (541) 686-7601

4. **State of Oregon.** Unemployment and job seeker information can be found at WorkSource Oregon: www.worksourceoregon.org.

Unemployment information direct link:

<http://www.employment.oregon.gov/EMPLOY/UI/index.shtml>

Eugene UI Center Hours of Operation: Monday – Friday 8:00am to 5:00pm

Toll free Phone	877-728-7970
Phone	541-686-7800
Fax	866-345-1878
Weekly Claim Number	800-982-8920

5. **Oregon Public Employees Retirement System (PERS).** Upon separation of employment, contributions made into a PERS retirement account may be eligible for rollover or withdraw. Information on eligibility and process can be obtained by calling PERS at (888) 320-7377 or at www.oregon.gov/pers.
6. **Employee Assistance (EAP) – Provided by DIRECTION.** They provide psychological and emotional support during the transition - individuals may contact the EAP directly to set up an appointment. Please contact DIRECTION at 541-345-2800 or at <http://www.cascadehealth.org/>.
7. **Community Resources**
 - Local social services information can be found online via: <http://eugene.libguides.com/localservices>
 - 211 Information: <http://211info.org/>