

# Human Resources Contact Information

## 2021-22

General Human Resources Inquiries

[HR@4j.lane.edu](mailto:HR@4j.lane.edu) - (541) 790-7670 - Fax: (541) 790-7665

Classified Employee Inquiries

[HR\\_Classified@4j.lane.edu](mailto:HR_Classified@4j.lane.edu) - (541) 790-7683

Licensed Employee Inquiries

[HR\\_Licensed@4j.lane.edu](mailto:HR_Licensed@4j.lane.edu) - (541) 790-7678

MAPS Inquiries

[HR\\_MAPS@4j.lane.edu](mailto:HR_MAPS@4j.lane.edu) - (541) 790-7687

Coaching Employee Inquiries

[HR\\_Coaches@4j.lane.edu](mailto:HR_Coaches@4j.lane.edu) - (541) 790-7685

Sub Desk (Substitute Employee and Absence Management System Inquiries)

[HR\\_SubDesk@4j.lane.edu](mailto:HR_SubDesk@4j.lane.edu) - (541) 790-7689

Leave of Absence Inquiries

[HR\\_Leaves@4j.lane.edu](mailto:HR_Leaves@4j.lane.edu) - (541) 790-7676 – Fax: (541) 790-7680

Benefit Inquiries

[HR\\_Benefits@4j.lane.edu](mailto:HR_Benefits@4j.lane.edu) - (541) 790-7681

Workers Compensation Inquiries

[HR\\_WorkersComp@4j.lane.edu](mailto:HR_WorkersComp@4j.lane.edu) - (541) 790-7673

Talent Ed – Evaluation Inquiries

[HR\\_TalentEd@4j.lane.edu](mailto:HR_TalentEd@4j.lane.edu) - (541) 790-7677

Volunteer Support

[HR\\_VolunteerSupport@4j.lane.edu](mailto:HR_VolunteerSupport@4j.lane.edu) - (541) 790-7669

Field Trip Inquiries

[HR\\_FieldTrips@4j.lane.edu](mailto:HR_FieldTrips@4j.lane.edu) - (541) 790-7669

ADA Support and Inquiries

[HR\\_ADA@4j.lane.edu](mailto:HR_ADA@4j.lane.edu) - (541) 790-7672

Student Teacher Inquiries

[HR\\_Student\\_Teacher@4j.lane.edu](mailto:HR_Student_Teacher@4j.lane.edu) - (541) 790-7670

Student Worker Inquiries

[HR\\_Student\\_Workers@4j.lane.edu](mailto:HR_Student_Workers@4j.lane.edu) - (541) 790-7670

CONTACT	EMAIL/PHONE	FOR QUESTIONS ABOUT
<b>Karen Hardin</b> Director	<a href="mailto:hardin@4j.lane.edu">hardin@4j.lane.edu</a> 541-790-7668	<b>Department Leadership:</b> Oversees & manages all functions of Human Resources & strategic planning
<b>Bernadette Adeniran</b> HR Administrator	<a href="mailto:adeniran_b@4j.lane.edu">adeniran_b@4j.lane.edu</a> 541-790-7678	<b>Classified Administration:</b> Staffing, vacancies & new hire approvals; contract compliance; liability; safety; Americans with Disabilities Act; employee misconduct; benefits administration management; reclassification requests
<b>Rob Hess</b> HR Administrator	<a href="mailto:hess_r@4j.lane.edu">hess_r@4j.lane.edu</a> 541-790-7662	<b>Licensed Administration:</b> Staffing, vacancies & new hire approvals; contract compliance; liability; safety; employee misconduct; Employee evaluation & professional growth; support systems; TalentEd management; Mentoring Program
<b>Dawn Strong</b> HR Administrator	<a href="mailto:strong_d@4j.lane.edu">strong_d@4j.lane.edu</a> 541-790-7558	<b>Title IX Coordinator:</b> Title IX investigations and support; Physical distancing officer
<b>Mark Malaska</b> HRIS Analyst II	<a href="mailto:malaska_m@4j.lane.edu">malaska_m@4j.lane.edu</a> 541-790-7671	<b>HR Data:</b> HR information systems (e.g. Lawson); HR data information requests; Oregon Department of Education reports
<b>Molly Lucas</b> HR Operations Manager	<a href="mailto:lucas_m@4j.lane.edu">lucas_m@4j.lane.edu</a> 541-790-7687	<b>HR Operations &amp; MAPS Employee Group Support:</b> Processes & procedures; work year calendars; HR budget, NeoGov oversight (GovernmentJobs); Property and Liability Insurance
<b>Melissia Morphis</b> HR Generalist II	<a href="mailto:morphis_m@4j.lane.edu">morphis_m@4j.lane.edu</a> 541-790-7669	<b>ADA:</b> ADA; Workers Compensation; Volunteers & Help Desk; Safe Schools; Field Trips; Preferred Injured Worker Program
<b>Scott Asbury</b> HR Generalist II	<a href="mailto:asbury_s@4j.lane.edu">asbury_s@4j.lane.edu</a> 541-790-7673	<b>Student Workers, Student Teachers &amp; Educator Effectiveness:</b> Student workers & work study; Employee evaluation & professional growth; TalentEd support; Student Teachers; unemployment; property; liability claims;
<b>Mimi Nolledo</b> Administrative Asst.	<a href="mailto:nolledo_m@4j.lane.edu">nolledo_m@4j.lane.edu</a> 541-790-7670	<b>HR &amp; Financial Services General Inquiry:</b> Front desk, verification of employment; purchasing & payments, background checks, payroll inquiries; credit vouchers + cooperating teacher support
<b>Brandon Crohare</b> HR Operations Manager	<a href="mailto:crohare_b@4j.lane.edu">crohare_b@4j.lane.edu</a> 541-790-7684	<b>Contractual HR Operations, Labor Relations &amp; Employee Relations Support:</b> Processes & procedures, legal matters; labor contracts; employee misconduct, performance & grievances; subpoenas; contract compliance
<b>Jason Hawver</b> HR Generalist II	<a href="mailto:hawver_j@4j.lane.edu">hawver_j@4j.lane.edu</a> 541-790-7696	<b>Licensed Employee Group Support:</b> including but not limited to staffing; displacements; placements; reduction in force; employee changes & new hires; TSPC license renewals/LCA; Leadership; Extra Duty stipends & other Licensed contractual payments
<b>TBD</b> HR Generalist II	541-790-7678	
<b>Lacy Prevost</b> HR Generalist II	<a href="mailto:prevost_l@4j.lane.edu">prevost_l@4j.lane.edu</a> 541-790-7676	<b>Leaves:</b> All leaves including but not limited to FMLA, OFLA, contractual leaves and unpaid leaves.
<b>Michael Mehringer</b> HR Generalist II	<a href="mailto:mehringer_m@4j.lane.edu">mehringer_m@4j.lane.edu</a> 541-790-7683	<b>Classified Employee Group Support:</b> including but not limited to staffing; displacements; placements; reduction in force; employee changes & new hires
<b>Sonja Casarez</b> HR Generalist II	<a href="mailto:casarez_s@4j.lane.edu">casarez_s@4j.lane.edu</a> 541-790-7688	<b>Substitutes &amp; Coaches Employee Group Support:</b> Absence Management oversight and lead support (formerly AESOP); employee changes & new hires
<b>Colleen Jones</b> Benefits Manager	<a href="mailto:jones_col@4j.lane.edu">jones_col@4j.lane.edu</a> 541-790-7675	<b>Employee Benefits:</b> Medical; dental; vision; life insurance; long term disability; open enrollment; MAPS Benefits & Retirement
<b>Kimberly Kaina</b> HR Generalist II	<a href="mailto:kaina_k@4j.lane.edu">kaina_k@4j.lane.edu</a> 541-790-7681	<b>Employee Benefits:</b> Medical; dental; vision; life insurance; long term disability; open enrollment
<b>Sally Duerfeldt</b> CLASS Benefits Coord	<a href="mailto:duerfeldt_s@4j.lane.edu">duerfeldt_s@4j.lane.edu</a> 541-790-7679	<b>Employee Benefits:</b> Classified benefits; medical; dental; vision; life insurance; long term disability; open enrollment & retirement
<b>Jamie Myers</b> LCND Benefits Coord	<a href="mailto:myers_j@4j.lane.edu">myers_j@4j.lane.edu</a> 541 790-7682	<b>Employee Benefits:</b> Licensed benefits; medical; dental; vision; life insurance; long term disability; open enrollment & retirement