



Visit the HR Website to access:

HR, Benefits, Payroll and Student
Employment Information
Policies and Procedures
Forms
Employment Contracts & Handbooks

<http://web.roguecc.edu/human-resources>

Employment Opportunities

<https://jobs.roguecc.edu>

Student Employment

<http://www.roguecc.edu/emp>

**Rogue Community College
Human Resources**

Redwood Campus - M-2
3345 Redwood Highway
Grants Pass, OR 97527
Phone: 541.956.7329
Fax: 541.956.7355

Riverside Campus - G-234
117 S. Central Ave.
Medford, OR 97501
Phone: 541.245.7762
Fax: 541.245.7714

Table Rock Campus - 217
7800 Pacific Ave.
White City, OR 97503
Phone: 541.245.7869



Human Resources Department

HR Mission

"To provide quality customer service to faculty, staff, students, and the public in the areas of Human Resource policies and procedures, benefits, compensation, employment, and training that supports the college's commitment to excellence."

<http://web.roguecc.edu/human-resources>

Human Resources

Contact Information

Sara Moye

Director of Human Resources & Risk Mgmt.

541.956.7017 smoye@roguecc.edu

- HR Policies and Procedures
- Classified & Faculty Collective Bargaining Interpretation
- Position Authorizations
- Annual FT Faculty & Exempt Contracts
- Annual Salary Increases
- Reclassifications
- Employment Laws and Regulations
- Affirmative Action
- Grievance and Discipline Procedures
- Evaluation Procedures
- Donated Sick Leave Program
- Staff Development
- Property/Liability/Auto/Volunteer Insurance
- Risk Management

Jamee Harrington

Assistant Director of Human Resources

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- Employee Relations
- Employee Training and Development
- HR Policies and Procedures
- Protected Leave Administration
- Donated Sick Leave Program
- ADA Accommodations
- Employee Benefits Administration
- Affordable Care Act Compliance
- Employment Laws and Regulations
- Collective Bargaining & Policy Information
- Employee Recognition
- Wellness Programs
- Exit Processes

Christine Murff

Payroll and Retirement
Programs Coordinator

541.956.7025

cmurff@roguecc.edu

- PERS/OPSRP
 - Process EE Updates
 - Eligibility Determination
 - Contributions
 - Forms
 - Reconciliations
- Payroll Backup (see payroll)
- 403(b) Retirement Accts / TSAs
- Retiree Health Insurance
- Salary Calculations
- Report Practicum Hours
- PAQs
- General Payroll, Benefits & HR Info

Lisa Hallock

HR Specialist II – Personnel

541.956.7005

lhallock@roguecc.edu

- Online Application System
- Recruitment & Advertising
- Screening and Interview
- New Employee Orientation
- New Hire Paperwork
- Process Position Authorizations
- Personnel Action Forms
- Temporary Employment
- Tuition Waivers
- Classified/Exempt Eval. Tracking
- EE Demographic Changes
- Criminal Background Checks
- I-9 Verification
- Collective Bargaining & Policy Information
- General Payroll, Benefits & HR Info

Kati Watson

HR Specialist III – Payroll

541.956.7251

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- Payroll Processing
- Direct Deposit
- Timecards
- Overtime
- Leave Requests
- Leave Management
- Vacation Payout
- Garnishments
- Payroll Deductions
- W-4/W-2 Forms
- Unemployment Claims
- Employment Verifications
- General Payroll, Benefits & HR Info

Laura Garrett

HR Specialist II – Adjunct
Faculty

541.956.7004

lgarrett@roguecc.edu

- Processing Adjunct Faculty Worksheets
- Adjunct Faculty Application Process
- Adjunct Faculty New Hire Paperwork
- Adjunct Faculty Orientations/Information Sessions
- Benefits Eligible Adjunct Faculty Determination
- Adjunct Faculty Tuition Waivers
- Collective Bargaining & Policy Information
- General Payroll, Benefits & HR Info

Barb McAuley

HR Specialist II – Student Employment

541.956.7091

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- Application Process
- Coordinate Online Job Postings
- Process New Student Contracts
- Facilitate Student Employee Orientations/New Hire Paperwork
- Process Student Timecards
- Student Employment Budget Information
- Community Job Postings
- Tuition Waivers
- Update Email Distribution Lists
- General Payroll, Benefits & HR Info

Wendy Jones

Risk Management Coordinator

541.956.7146

wjones@roguecc.edu

- Risk Assessment & Mitigation
- Deputy Title IX Coordinator for Employees
- Review and Coordinate Accident/Injury Incidents
- Workers' Comp Claims
- Workplace Ergonomics
- Safety & OSHA Compliance
- DMV Employee Safe Drivers
- Property/Liability/Athletic/ Auto/Volunteer/Workers' Comp Insurance Track & Maintain Vehicle Titles
- Compliance with Regulatory Authorities
- Liability Mitigation
- Title IX, Clery Act, VAWA, & Drugfree Campus Compliance
- Emergency Planning, Training & Response
- Volunteer Program