

# Whom To Contact for What A quick guide to services for employees

## *San Luis Obispo County Office of Education*

3350 Education Drive,  
San Luis Obispo, CA 93405  
(805) 543-7732 • fax (805) 541-1105

[www.slocoe.org](http://www.slocoe.org)

For direct calls, dial 782-7+ the  
extension. E-Mail address for all  
employees is first initial plus full last  
[name@slocoe.org](mailto:name@slocoe.org)



### **Administration**

Karla Knuckles x203

### **Facilities, Maintenance, Transportation & Safety**

Hugo Bastidos, Director x257  
Safety Concerns

Nelson Payton, Manager x253

Elizabeth McCullogh x373

Transportation Coordinator

x251

Vacancy: Admin II x250

Katherine Estrada-Courier/Cust.. x256

Maintenance/Custodial Requests

Located under Employee

Resources/Maintenance Work Orders

\*Vehicle Requests for Travel

\*Room Setup Requests

Located under Employee Resources/

Forms, Manuals & Policies

\*Facility Use

[slocoe.org/divisions/operational-services/](http://slocoe.org/divisions/operational-services/)

\*Conference Rooms

[slocoe.org/calendars-and-room-reservations/](http://slocoe.org/calendars-and-room-reservations/)

### **Fiscal Services**

Melissa Abbey, Director x212

Betty Coyne x213

Cal Cards, Copy charges, Invoicing,  
Petty cash, Travel Reimbursements,  
Deposits, Stop payments, Bank Recon.

[Open Position Fiscal I] x229

Accounts Receivables, Stale-Dated/Voided  
Warrants, E-Payables, District attendance

Vineta Madrigal x214

Accounts Payable, payment requests

Maria Ruelas x218

Buyer, Cal-Card Mgmt., Vendor  
Maintenance, CTE Grants, Devel Fees

### **QCC & Payroll Questions**

Meghan Knable, Payroll Manager x294

Sherry Lopez-DeWolf x247

SLOCOE Payroll, STRS Lead

Nancy Guillen x224

Grizzly & PV Payroll, STRS Support

Ashley Garcia x242

Empl. Paystubs, W-2's & docs

Elizabeth Ortiz x217

Cay.&Sh Payroll, PERS Support

Kim Boyd x223

Payroll/District Support for QCC

Elena Geiger x278

QSS Support

### **Informational Technology Svcs**

Computer, Telephone, Network Support

AJ Alsup, Director x240

Glen McColm x226

Martin Williams x243

### **Human Resources**

Thomas Alvarez, Chief HR Officer x230

Alysen Barron X221

Fingerprints/Livescan MOT=X208

Address/Name Changes

Annual Notifications

Sub Recruitments

TB Clearances/Immunizations

Employee Evaluations

Ryan Hollaway x232

Classified Recruitment

Absence Tracking

Address/Name Changes

Unemployment Claims

Jenni Pong x248

Credentials

Salary Schedules

Contracts

Certificated Professional Growth

Linda Meyash 0 / x732

Reception

Brooke Olsson x265

Health Insurance

Absence Tracking

Employee ID Badges

Job Descriptions

Pay Calendars

Teacher Credentialing

Angela Simmons x233

Substitute/Absence Management

SLOCOE/District Calendar

Classified Professional Growth

Employment Verification

Karen Woodruff x235

Workers' Compensation

Resignations & Retirement

Certificated and Grizzly Recruitment

Student Teachers and Internships

Leaves of Absence/SDI