



## FREQUENTLY ASKED QUESTIONS – SONOMA COUNTY FIRES Human Resources

### PAY DURING CLOSURE

The District is paying all employees who were scheduled to work during the closure, since all employees are considered to be disaster service workers. Due to this requirement, you may have been asked to work during the closure. Please see memo from Dr. Chong, Superintendent/President attached.

1. I cannot return to work when the college reopens and/or

I don't have any sick or vacation time to cover any extra time off that I need to take after the District reopens.

What should I do?

→ Notify your Supervisor and contact Human Resources at:

Danielle Donica (527-4785, [ddonica@santarosa.edu](mailto:ddonica@santarosa.edu)) or  
Linda Jay (527-4817, [ljay@santarosa.edu](mailto:ljay@santarosa.edu))

2. I need an accommodation for an alternate work location due to health issues – who should I contact about this?

→ Contact Human Resources at: Susan Muskar, 524-1624, [smuskar@santarosa.edu](mailto:smuskar@santarosa.edu)

3. I need to submit a change of address and/or phone number – who should I contact?

→ Change of Address Forms are available at the following link:

<https://hr.santarosa.edu/sites/hr.santarosa.edu/files/name%20change%203.pdf> . Completed forms should be returned to Human Resources. If you are unable to download the form, you can call Human Resources at (707) 527-4954 to report your new address and/or phone number.

Will this change my address for my benefits and payroll?

→ Payroll, benefit providers and retirement systems will be sent your updated information.

4. How do I apply for the employee fire relief fund if I lost my home to the fires?

→ Go to the Human Resources homepage at <https://hr.santarosa.edu/>

5. How do I access the mental/behavioral health benefits available to SRJC employees?

→ All employees and their household members are eligible to access benefits through the Anthem Employee Assistance Program. Up to six free visits with licensed professionals are offered at no charge. The Anthem EAP can be reached at 800-999-7222 or on line at [www.anthemead.com](http://www.anthemead.com) (enter SISC to log in).

→ SISC Kaiser or Blue Shield members also have mental/behavioral health benefits available through their medical plan. To find a provider, employees should call the following numbers:

Kaiser Behavioral Health (707) 571-3778  
Blue Shield Member Services (855) 599-2657