

**Dixon Unified School District**  
**Employee "Quick Guide" for HR and Payroll Questions**  
**2018-2019 School Year**

Topic	Contact	Phone (ext.)
Absence Questions (i.e. type of leave to use)	Kathy Christiansen	8032
Address Changes	Jose Chang	8044
AESOP (Frontline) Questions	Kathy Christiansen	8032
Athletic Coaching - Recruitment and Processing	Kathy Christiansen	8032
Benefits (medical, dental, vision, voluntary)	Jose Chang	8044
Certificated Long Term Substitute Assignments	Kathy Christiansen	8032
CPR/First Aid Monitoring	Kathy Christiansen	8032
Credentials	Kathy Christiansen	8032
DTA or SEIU Contract Questions	Leanee Medina Estrada	8034
Direct Deposit	Jose Chang	8044
EAP - Employee Assistance Program	Kathy Christiansen	8032
Employee of the Year	Leanee Medina Estrada	8034
Employment Verification	Kathy Christiansen	8032
Extra Duty Stipends (set up)	Kathy Christiansen	8032
Job Descriptions	Leanee Medina Estrada	8034
Job Vacancies (announcements, process)	Kathy Christiansen	8032
Leaves of Absence (i.e. Maternity, FMLA, etc.)	Kathy Christiansen	8032
Longevity (Classified)	Kathy Christiansen	8032
Name Changes	Kathy Christiansen	8032
Pay Dates	Jose Chang	8044
Pay Check Questions	Jose Chang	8044
Payroll Deduction Questions	Jose Chang	8044
Personnel File Review	Kathy Christiansen	8032
Professional Growth (Classified and Certificated "Pink Card Credit")	Kathy Christiansen	8032
Reasonable Assurance Notification	Kathy Christiansen	8032
Receptionist	Lorena Maya	8030
Reclassification Process (Classified)	Leanee Medina Estrada	8034
Retirement (General Questions)	Kathy Christiansen	8032
Salary Placement	Kathy Christiansen	8032
Salary Schedules	Kathy Christiansen	8032
Seniority List	Kathy Christiansen	8032
Service Awards	Kathy Christiansen	8032
Short Term Assignments (classified)	Kathy Christiansen	8032
Sick Leave Bank	Kathy Christiansen	8032
Sick Leave Transfer Requests	Kathy Christiansen	8032
Sick Leave Balance Questions	Kathy Christiansen	8032
Substitute Assignment Questions	Kathy Christiansen	8032
Substitute Recruitment	Kathy Christiansen	8032
Substitute Payroll (Classified and Certificated)	Jose Chang	8044
Target Solutions (online employee training)	Rose Morales	8049
TB Monitoring	Kathy Christiansen	8032
Transcripts / Units (Certificated)	Kathy Christiansen	8032
Vacation Balances	Kathy Christiansen	8032
Work Calendar Questions	Kathy Christiansen	8032
Workers' Compensation (Company Nurse)	Kathy Christiansen	8032