



Douglas County Human Resources Department

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RISK MANAGEMENT	Paul van Dyk	Risk Manager	(541) 440-6287	pbvandyk@co.douglas.or.us
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	Claire Cotton	Human Resources Analyst	(541) 440-4406	clcotton@co.douglas.or.us

The following list is intended as assistance to the most common areas of inquiry. Please feel free to contact any staff member for assistance.

Topic/Question	Contact
Absences & Leaves (FMLA, OFLA, ADA, Military, etc.)	Sherri, Michael
Accident/Incident Reports	Paul, Claire
County Self-Insurance Certificate	Paul, Claire
Discipline / Discharge	Michael
Employment Verifications / References	Kassandra
Health Insurance / Benefits	Kassandra
Insurance – Commercial, Liability, Property	Paul, Claire
Labor Contracts/Negotiations	Michael, Paul
NEOGOV questions	Kassandra
On-the-Job Injuries	Paul, Claire
OR OSHA Compliance	Paul, Kassandra
Organizational Changes Affecting Budgeted FTE	Michael, Sherri
PAF Requirements (ADP Changes)	Sherri, Crystal
Policy Interpretations / Questions	Michael, Sherri, Paul
Position Reclassification Requests	Michael, Sherri
Recruitment/ /Announcements/Advertising/Applications	Kassandra
Retirement Questions	Sherri, Kassandra
Safety in the Workplace	Kassandra
Separations / Layoffs / Voluntary Resignations	Michael, Sherri
Timesheets	Sherri
Training	Michael
Workers' Compensation	Paul, Claire