



Santa Barbara County Education Office

4400 Cathedral Oaks Rd, PO Box 6307, Santa Barbara, CA 93160-6307
Telephone: (805) 964-4711 • FAX: (805) 964-4712 • sbceo.org

Susan C. Salcido, Superintendent of Schools

March 17, 2020

Dear SBCEO Substitute,

We hope this message finds you well. The Santa Barbara County Education Office (SBCEO) is contacting all of our substitutes because we recognize the impact the COVID-19 situation has had on temporary workers. You are so important to our organization and we value the incredible work that you do with our students and families, alongside our regular SBCEO staff.

On Sunday, March 15, 2020, Governor Newsom urged that all Californians aged 65 and older self-isolate. We are asking our substitutes who are age 65 and older to follow this guidance and stay at home. By following this recommendation, we at SBCEO can support the health of our employees and our community.

For all affected temporary employees, regardless of age, there are several benefits that may be available to you including:

1. Unemployment benefits. The California Employment Development Department determines whether workers are eligible for unemployment benefits; please refer to the EDD's [COVID-19 FAQs](#) for additional information. If you wish to file an unemployment claim, you may do so on the EDD website. If you need wage history information to file with your unemployment claim, please contact SBCEO Payroll (contact information below).
2. Some substitutes may have accrued a sick leave balance of up to 24 hours in the current fiscal year, based on your total hours worked. If you had previously scheduled an assignment in one of our SBCEO programs and were unable to work the assignment due to a school or program closure, you may be eligible to use sick leave benefits, if available. Please contact Jessica Hallberg, Payroll Supervisor, at (805) 964-4710, ext. 5453 for more detailed information about this benefit.
3. If you also hold other jobs, you may be eligible for additional benefits that public school settings do not pay into, such as State Disability Insurance or Paid Family Leave. These benefit programs are administered by the California Employment Development Department; please refer to the EDD's [COVID-19 FAQs](#) for information about other benefits that you may be eligible for.

Payroll contact information

Main SBCEO phone number: (805) 964-4710

Contact the Payroll Technician who processes payroll for your part of the alphabet, based on the first letter of your last name:

Payroll Technician (A-D): Erin Kerrutt-Dent, ext. 5215

Payroll Technician (E-M): Jill Krzyston, ext. 5297

Payroll Technician (N-Z): Claudia Weinstein, ext. 5230

Payroll Supervisor: Jessica Hallberg, ext. 5453

Please stay well. We hope that we will be able to call upon you when we resume instructional activities.

Sincerely,

A handwritten signature in black ink, appearing to read "Mari Minjarez Baptista". The signature is fluid and cursive, with the first name "Mari" being the most prominent.

Mari Minjarez Baptista
Assistant Superintendent, Human Resources