

# HUMAN RESOURCES NEWSLETTER

A PUBLICATION FOR CCPS EMPLOYEES

Building the Future



April 2017

## Safety Tips for Outside Hazards: Machinery, insects, heat, and more

- Wear safety goggles, sturdy shoes, and long pants when using lawn mowers and other machinery.
- [Protect your hearing](#) when operating machinery. If you have to raise your voice to talk to someone who is an arm's length away, the noise can be potentially harmful to your hearing.
- Make sure equipment is working properly.
- Wear [gloves](#) to protect from skin irritations, cuts, and contaminants.
- Use insect repellent containing DEET.
- Follow instructions and warning labels on chemical and lawn and garden equipment. (As a reminder, if workers will be using consumer chemical products in amounts and/or frequencies that exceed typical consumer use, employers must obtain a [safety data sheet \(SDS\)](#) for the product, ensure that it is properly labeled, and train workers in its hazards and safe work practices.)
- Reduce the risk of sunburn and skin cancer by wearing long sleeves, a wide-brimmed hat, and sunshades. Use sunscreen with an SPF of 15 or higher.
- Keep an eye on the thermometer and take precautions in the heat.
- When working in [hot weather](#), remind workers to drink plenty of liquids, but not those that contain alcohol or large amounts of sugar, as they can cause you to lose body fluid.
- Pay attention to signs of heat-related illness, including high body temperature, headache, dizziness, rapid pulse, nausea, confusion, or unconsciousness.

And remember—if you hire a contractor for landscaping or other outdoor maintenance, it's important to inquire about the company's safety record and make sure they train and require employees to follow safe work practices. They may not be on your payroll, but if a contract worker is injured at your facility, OSHA can cite and fine not only the contractor, but the host employer as well.

## National Board Certification

We would like to recognize our Nationally Board Certified teachers who recently renewed their certificates. Not only is it a difficult and arduous process to become nationally certified, but it is also an involved process to maintain certification. So kudos to the following staff:

**Regina Michel**— Grade 5, Hampstead Elementary  
**Laura Raab**— Grade 5, Hampstead Elementary

### In This Issue

- Safety Tips for Outside Hazards
- National Board Certification
- Employee Assistance Program
- Important Dates to Remember

## Contact Us

Jimmie Saylor  
Director of Human Resources  
[jsaylor@carrollk12.org](mailto:jsaylor@carrollk12.org)  
(410) 751-3078

Chantress Baptist  
Human Resources Supervisor  
[cjbapti@carrollk12.org](mailto:cjbapti@carrollk12.org)  
(410) 751-3331

Stephanie Rauen  
Employee Benefits & Insurance  
Administrator  
[srauen@carrollk12.org](mailto:srauen@carrollk12.org)  
(410) 751-3074

Kelly Keith  
Human Resources Specialist  
[kmkeith@carrollk12.org](mailto:kmkeith@carrollk12.org)  
(410) 751-3333

Jocelyn Quinn-York  
Human Resources Specialist  
[jpquinn@carrollk12.org](mailto:jpquinn@carrollk12.org)  
(410) 751-3077

Julie Nguyen  
Human Resources Generalist  
[jdnuye@carrollk12.org](mailto:jdnuye@carrollk12.org)  
(410) 751-3076

Wendy Garver  
Risk Manager  
[jwgarve@carrollk12.org](mailto:jwgarve@carrollk12.org)  
(410) 751-3035

Sharon Adams  
Human Resources Associate  
[sladams@carrollk12.org](mailto:sladams@carrollk12.org)  
(410) 751-3071

Sue Cornett  
Human Resources Associate  
[scorne@carrollk12.org](mailto:scorne@carrollk12.org)  
(410) 751-3132

Wendy Clise  
Human Resources Associate  
[wacrise@carrollk12.org](mailto:wacrise@carrollk12.org)  
(410) 751-3176

Trish Rose  
Director's Secretary  
[perose@carrollk12.org](mailto:perose@carrollk12.org)  
(410) 751-3048

Colleen Young  
Human Resources Secretary  
[clyoung@carrollk12.org](mailto:clyoung@carrollk12.org)  
(410) 751-3070

Brenda Six  
Human Resources Receptionist  
[bsix@carrollk12.org](mailto:bsix@carrollk12.org)  
(410) 751-3000

Jane Farver  
Volunteer Coordinator  
[efarve@carrollk12.org](mailto:efarve@carrollk12.org)  
(410) 751-1536

# Employee Assistance Program

**Carroll County Public Schools' Employee Assistance Program (EAP) provides confidential, professional counseling to help resolve personal problems that are affecting us, our families, and/or our work.**

## What is the purpose of the EAP?

The purpose of the EAP is to facilitate therapeutic counseling and promote wholeness in personal, family, community, and occupational life. Through the EAP, Carroll County Public Schools (CCPS) as your employer is committed to helping our employees and their families resolve the problems causing difficulty in their lives.

## Why an EAP?

All of us have problems from time to time. When a personal problem makes life difficult, it can also lead to difficulties in other areas, including our work.

## What kinds of problems can I discuss?

Stress, marital, financial, career, depression, legal, anxiety, aging parent care, child care, alcohol and substance abuse are all problems that can be discussed confidentially with the EAP counselor.

## What should I do if I have a problem?

The provider for EAP services is GHE HealthCare. Contact GHE by calling (866) 443-3277, 24 hours a day, seven days a week. Simply identify yourself as a CCPS employee, provide your zip code, your name, and a phone number. And you will be connected to a GHE counselor, or a counselor will contact you directly.

## Who can use the service?

All employees and/or immediate family members in the home can use the EAP on a voluntary basis.

## How much does it cost?

You can receive an initial assessment, evaluation consult with GHE's EAP counselor at no cost to you, along with short-term counseling. Further counseling after the EAP service is usually covered by employee health insurance.

## Is it confidential?

Yes, confidentiality is a vital part of our EAP. No one will know of your participation in the program unless you choose to share. CCPS is only informed of the number of persons using the program for billing purposes.



## IMPORTANT DATES TO REMEMBER

Teachers are reminded that the deadline for Release from Contract is **May 1** for non-tenured teachers and **July 15** for tenured teachers. Teachers who resign from CCPS must officially notify the Director of Human Resources by these dates. Failure to do so will result in a 'broken contract.' If a teacher would need to request an emergency release from contract after these dates, he or she must specifically state the reason for the request in writing to the Director of Human Resources (i.e. spouse is transferred).