

HUMAN RESOURCES NEWSLETTER

A PUBLICATION FOR CCPS EMPLOYEES



August 2017

Deer Oaks — the new Employee Assistance Program

Effective July 1, 2017, Deer Oaks EAP Services is the new provider for Carroll County Public Schools' Employee Assistance Program (EAP). Deer Oaks' services are available for all full-time and part-time employees as well as their dependents.

The EAP can assist with a variety of daily living responsibilities in addition to the typical counseling programs that help employees lead a more health lifestyle—these services are free and confidential:

- Legal Services
- Financial Services
- Interactive Will Preparation
- Identity Recovery
- Child Care/Elder Care Referrals
- Daily Living Referrals
- Organizational Services

Deer Oaks can be reached at 1-866-327-2400 or via the web at www.deeroakseap.com (username is **carrollk12** and password is **carrollk12**).

Welcome Mary, new HR Supervisor!

Mary Mussaw is the new Supervisor of Human Resources who comes to CCPS from Howard County Public Schools. She is a 2006 graduate of McDaniel College with a Masters in Educational Administration and Supervision. Mary has more than four years of experience in the field of Human Resources. In addition, she has previous experience as a school based administrator and a classroom teacher. Welcome Mary to CCPS!

Public Service/Teacher Loan Forgiveness

Many of our educators are already aware of the Public Service/Teacher Loan Forgiveness program, but if you are not, and you have student loans outstanding you may want to visit the following website: <https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation/teacher>. After reviewing the website and the requirements, if you qualify, please complete sections 1 and 2 of OMB No. 1845-0110 or OMB No. 1845-0059 and submit it to Kelly kmkeith@carrollk12.org in HR. Once completed the form will be electronically sent back to you for submittal to the agency.

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Certification Check

As the new school year begins, now is a perfect time to do a certification check. Renewals creep up on you faster than you can blink an eye! All requirements for certification must be completed by the last day of the validity date of the certificate. For those renewing January 1st, everything must be complete by December 31, 2017. For those renewing in July, everything must be complete by June 30, 2018.

Don't know where you stand? There are two options available to you. The first one is to log onto the state's website at <https://eisportal.msde.maryland.gov/layouts/15/educator/Login/Default.aspx>, from here you can print out certificates and check on your expiration date. The second option is to log onto the HR Center through the portal. After arriving at this site you can view your expiration date and you can also see all the coursework that HR has on file for you. By checking this program periodically, you can be assured we received the documents to post to this database. If ever you discover something is not posted, be sure to follow up with an official transcript. Have it sent to you first and open it to make sure all the credits are on the official transcript and then send it to HR, so that it can be posted. Please note, one of the most often missed items is coursework completed through McDaniel cohorts. McDaniel does not automatically send out transcripts. These must be requested by you.

If after checking the portal you have any questions, do not hesitate to contact Sharon Adams or Kelly Keith. Please know that it is the certificated employee's responsibility to stay abreast of all certification needs. We will assist you with any questions you may have but we do not provide regular updates. In January, we are processing approximately 70 certificates and for July 1 renewals it is close to 400 employees.

We are certainly here to assist you and help, but prior to calling please be as informed as possible so we can clarify things quickly for you.

Have a great school year!

Retirement: Information on your Pension Benefits

The Maryland State Retirement & Pension System has many resources available to you on their website: www.sra.maryland.gov. You can access information in the pension benefit handbook, obtain forms, view helpful videos, and even print a copy of your most recent pension statement (only the June 30, 2016 statements are available at this time). The June 30, 2017 pension statements will be mailed during the month of September 2017 to the home address on file as of June 30. If you changed address over the summer, your statement will be forwarded to CCPS and then sent to you via pony mail. If you obtain beneficiary change forms from the Retirement System website, please be sure to forward them through the CCPS Department of Human Resources. HR maintains copies of all beneficiary changes in your personnel file. Other forms may require the signature of the approved CCPS retirement coordinator. If you have questions concerning your pension, you can contact Stephanie Rauen, (410) 751-3074 or Kelly Keith, (410) 751-3333, for more information.

G-days: A Blast from the Past

G-days were provided if the work year for A&S, ATSP, and 12 month CASE exceeded 240 days and if work year plus holidays for AFSCME exceed 260 days. During the 2000-2001 contract negotiations, we eliminated G-days and added 6 vacation days (the greatest number of possible G-days in a year) to the maximum number of vacation days offered to employees at all levels (10 vacation days became 16; 15 vacation days became 21).