

Human Resources Newsletter



Carroll County Public Schools
Building the Future

June 2016

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<https://www.carrollk12.org/admin/hr/Pages/default.aspx>



HEAR YE! HEAR YE!

It is with mixed emotions to say goodbye to Janet Remmel, HR Director's Secretary. Best wishes on your retirement and congratulations on the next chapter of your life! You will be missed.

We are happy to announce that Trish Rose is now the HR Director's Secretary. Way to go on your new position!

We are pleased to welcome Wendy Clise to the Human Resources Department. She joined us from Eldersburg Elementary School. Wendy is a Human Resources Associate and is now the point of contact for the placement of Substitute Teaching and Substitute Nursing positions.

CLASSIFICATION AND COMPENSATION STUDY

Carroll County Public Schools retained Evergreen Solutions to conduct a Classification and Compensation Study of all positions in the organization. A Classification and Compensation Study is primarily designed to focus on internal and external equity of both the structure by which employees are compensated as well as the way positions relate and compare to one another across the organization.

As part of the study, Evergreen Solutions, LLC will review the CCPS compensation program. A few of the study objectives include:

- Conduct a market salary survey and provide feedback regarding market competitiveness.
- Conduct a classification analysis to assess internal equity.
- Develop strategic positioning recommendations using market data.
- Review internal equity and alignment.
- Develop a compensation structure and implementation plan.

Recently, CCPS staff members were given the opportunity to provide feedback regarding job duties, job titles, and current compensation structure. Evergreen will utilize this information and benchmark the data in comparison to CCPS competition.

The Classification and Compensation Study is a collaborative effort among CCPS, union representatives, and Evergreen Solutions. The goal of the study is to develop a classification and compensation structure which attracts and retains qualified staff, improve employee morale, and ensure Carroll County Public Schools competitive salary structure. The results for the report will be delivered by this coming fall.

NATIONAL BOARDS

The National Boards is now accepting applications for new candidates this fall. If you are interested in this program and would like to research additional information you can visit their website at <http://www.nbpts.org/>

The Maryland State Department of Education has again agreed to help supplement the cost. In order to do this you must complete the state's Memorandum of Understanding (MOU), it must be notarized, it must be signed by the Superintendent, and it must be submitted to the state through the HR Department. This MOU is due to the state in August. In order to complete all the steps the MOU is due back to Kelly Keith by July 15th.

If you are interested in pursuing this program please review the National Board information and if you have any questions, concerns, or just want extra clarification specific to the program or the payment, please contact either the National Board or MSDE with their corresponding roles. Although MSDE does pay much of the cost there are certain ramifications and re-payment required by you if you do not complete the program so be sure you are fully aware of this.

For additional documents and for anyone interested in joining the program and who need the MOU please email Kelly at kmkeith@carrollk12.org

RETIREMENT

Whether you are retiring this year, next year, or the thought is far from your mind, it's never too early to gather as much information as possible. There are many resources out there both through the Social Security Administration (SSA) and the Maryland State Retirement and Pension System (MSRS).

One great resource is located on the MSRS website. There are short videos you can watch to become more informed and to make those choices when the time comes. The following link will take you to them so please utilize this opportunity to go online and view as many as applicable.

<https://www.youtube.com/user/MDStateRetirement>

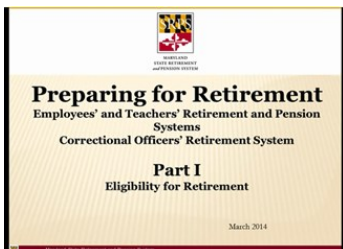
In addition to MSRS there are websites that offer valuable information for social security, which are the following links:

<https://www.nasi.org/WhenToTakeSocialSecurity>

<https://www.youtube.com/watch?v=5rePYuz4YTo&feature=youtu.be>

Twice a year - each fall and winter - CCPS conducts retirement seminars as well. They are generally held on early dismissal days and registration is not required nor are they required but again, it is one more opportunity to gather retirement information both for the pension and for your benefits.

Lastly, when the time comes, you can reach out to Kelly Keith or Stephanie Rauen in HR to make an appointment to discuss your specific situation and to go over all the final paperwork.



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WORKPLACE INJURIES BY THE NUMBERS
 FROM THE CCPS OFFICE OF RISK MANAGEMENT



According to the National Security Council, the top three (3) workplace injury events are the following:

	<p>1. OVEREXERTION • Lifting or lowering • Repetitive motions 35% OF INJURIES</p>	<p>Helpful Tips:</p> <ul style="list-style-type: none"> • Avoid bending, reaching and twisting when lifting • Take frequent short breaks
	<p>2. CONTACT WITH OBJECTS AND EQUIPMENT • Struck by or against object or equipment • Caught in or compressed by equipment or objects • Struck, caught or crushed in collapsing structure, equipment or material 25% OF INJURIES</p>	<ul style="list-style-type: none"> • Store heavy objects close to the floor • Be aware of moving equipment/objects in your work area • Wear the proper personal protective equipment
	<p>3. SLIPS, TRIPS AND FALLS • Falls to a lower level • Falls on the same level 25% OF INJURIES</p>	<ul style="list-style-type: none"> • Place the base of ladders on an even, solid surface • Use good housekeeping practices

For more information, please click <http://www.nsc.org/Pages/Search.aspx?k=workers>

DID YOU KNOW?

Within the *Human Resources Center*, you may check various aspects of your certificate. Click on the + in front of each word to expand the category.

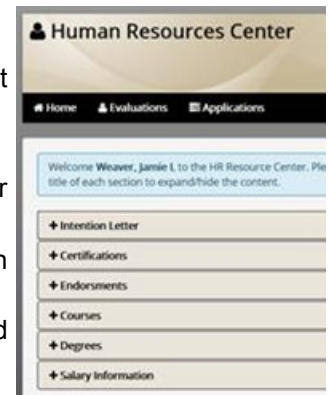
Certifications: Lists the type of certificate(s) you have, when it was issued and when it expires.

Endorsements: Lists what you are qualified to teach.

Courses: Lists every graduate or CPD course applied to your HR file.

Degrees: Lists the degrees earned while employed with CCPS.

Salary Information: Salary Schedule, Pay Lane or Range and current Step.



Remember if you feel you have reached the Masters Equivalency, Masters plus 30 or Masters plus 60, please be sure to inform Sharon Adams in Human Resources. It is the responsibility of the employee to inform HR when you reach this point.