

HUMAN RESOURCES

NEWSLETTER

A PUBLICATION FOR CCPS EMPLOYEES



Spring 2019

Dreaming of Retirement? Be Prepared for When the Time Comes!

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 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. These links are: <https://www.nasi.org/WhenToTakeSocialSecurity> or <https://www.youtube.com/watch?v=5rePYuz4YT0&feature=youtu.be>

If you are within a year of retirement, you can also request an Estimate of Service Retirement Allowance at <http://www.sra.state.md.us/Participants/Members/Downloads/PrintForms.aspx>. The form does NOT tie you to retirement. It simply provides you the information for the various options should you decide to retire on X date. Estimates can take 2-3 months so it is suggested to request it far in advance. You can also request them as often as you like, but only within a 12 month time frame.

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.

Tuition Reimbursement Reminder

For course work completed during the fall semester of 2018-2019, all reimbursement materials (e.g. itemized invoice/billing statement and official transcript) need to be submitted by June 30—Don't delay! Please remember, your reimbursement request is not completed if it is still in the 'Approved' stage in the online Tuition Reimbursement System. Fall semester requests not submitted by the June 30 deadline will expire and no longer be eligible for reimbursement.

Additional details about the Tuition Reimbursement program, the online Tuition Reimbursement System, various stages of the reimbursement request process, and reimbursement request deadlines are available on the [Tuition Reimbursement](#) page of the CCPS website.

Reminder: E-Transcripts should be sent to: tuitionreimbursement@carrollk12.org

In This Issue

- Contemplating Retirement?
- Tuition Reimbursement Reminder
- Maternity/Paternity Leave
- Unpaid Days off
- CCEA Salary Reclassifications
- Certification Reminders
- National Board Recognition
- Becoming National Board Certified
- Important Dates to Remember

Contact Us

Chantress Baptist
Director of Human Resources
cjbapti@carrollk12.org
(410) 751-3078

Mary Mussaw
Human Resources Supervisor
mpmussa@carrollk12.org
(410) 751-3331

Stephanie Rauen
Employee Benefits & Insurance
Administrator
shrauen@carrollk12.org
(410) 751-3074

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

Jocelyn Quinn-York
Human Resources Specialist
jquinn@carrollk12.org
(410) 751-3077

Julie Nguyen
Human Resources Specialist
jdnгуye@carrollk12.org
(410) 751-3076

Terricka Hairston
Risk Manager
tlhairs@carrollk12.org
(410) 751-3035

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

Sue Cornett
Human Resources Associate
sccorne@carrollk12.org
(410) 751-3132

Wendy Clise
Human Resources Associate
waclise@carrollk12.org
(410) 751-3176

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

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

Maternity/Paternity Leave

CCPS does not provide separate maternity or paternity leave. Employees may utilize their sick days, personal business days and/or vacation days (for 12 month employees) for the physical disability due to pregnancy or for care of a spouse who is pregnant or has delivered a child. If an absence is greater than 5 days, you must provide a doctor's note for the absence.

Employees who adopt a child may utilize up to 6 weeks of their own sick leave, personal business days and/or vacation leave (if applicable) following the placement of an adopted child. This also includes any time required for travel prior to custody. Employees working through the adoption process should contact Stephanie Rauen in the Department of Human Resources once any arrangements are in place to have a leave approval letter issued.

Following any paid leave, an employee may utilize the balance of the leave available under the Family & Medical Leave Act (FMLA) if eligible.

If you or your spouse is expecting, you should provide a doctor's note with the expected due date to Stephanie Rauen in Human Resources. The doctor's note will be placed on file with the Payroll Department and you will receive a Maternity/Paternity packet with information on leave and benefits. A separate FMLA packet can also be provided upon request. *Please send your doctor's note well in advance of the expected due date to ensure you have the necessary information and paperwork prior to the arrival of your new family member!*

Unpaid Days Off (Non-Compensated Absences)

Employees may request non-compensatory time off from their assignment if all available personal business days and vacation days (if applicable) have been exhausted. Employees may not substitute sick days for personal business or vacation days unless an appropriate doctor's note can be provided. Employees who request non-compensatory time must follow these procedures:

- Discuss your request with your immediate supervisor.
- Submit a letter or email requesting the non-compensatory time and stating the reasons for the request to the Director of Human Resources, or designee, at least 30 days in advance (if possible). The request will be verified with the immediate supervisor prior to approval.
- The Director of Human Resources, or designee, reserves the right to reject any request for non-compensatory time that is not in the best interest of CCPS.
- Each request will be answered in writing by the Director of Human Resources, or the designee. The memo will be sent to the employee with a copy to the employee's immediate supervisor and to the Payroll Department advising the absence is approved.

Currently, the designee for leave approvals in the Department of Human Resources is Stephanie Rauen. However, requests may be sent directly to Stephanie Rauen, Chantress Baptist (Director of Human Resources) or Mary Mussaw (Supervisor of Human Resources).

CCEA Salary Re-classifications

Human Resources receives many questions in regard to moving pay lane wise, with the Master's +30 and Master's +60. By following the steps below you can determine where you are:

Log on to the Human Resource Center through the portal:

<https://ccpsportal.ccps.wan/hrcenter/default.aspx>

Open the tab for Courses

Do you have your Master's Degree?

No – you MUST have your Master's Degree to move to the Master's plus 30 or 60. If you do have it, but it's just not listed, please provide an official transcript so this can be added.

Yes – next

Do you have 60 credits (90 credits for +60) total?

No – you are not eligible. If you feel coursework is missing, please review your list of courses and provide an official transcript with missing courses if necessary.

Yes – next

For the Masters +30, of those 60 credits, 54 of them MUST be graduate level and only 6 MSDE or post-baccalaureate undergraduate courses will count. You could have 20 undergraduate or MSDE credits and they could be used for certification, but only 6 will count toward the +30.

For the Masters +60, of those 90 credits, 84 of them MUST be graduate level and only 6 MSDE or post-baccalaureate undergraduate courses will count. You could have 20 undergraduate or MSDE credits and they could be used for certification, but only 6 will count toward the +60.

If you have satisfied all these requirements, please email Sharon Adams in HR with your request to move to this level. If you meet the requirements, she will process the paperwork for payroll. Pay changes are made twice a year – the beginning of the school year and the mid-year point (usually around February 28th). If you have any other questions specific to this please touch base with payroll.

Certification Reminders

For educators coming from other states, or seasoned educators who are re-instating an expired Maryland certificate, there are often times reading credits that need to be completed. As you were evaluated at MSDE or through the CCPS Human Resources Department, you were provided with the Reading credits that you must complete to maintain your certificate. Those with Elementary 1-6, Early Childhood Education PreK-3, Generic Special Education Infant – 3, and/or Generic Special Education 1-8 are required to have the *Reading 12* on your certificate underneath the Ancillary Credits at the bottom of the certificate. The remaining classroom educators or those with endorsements at the secondary level or 'specials' are required to have *Reading 6* on their certificate. Please know these credits must be completed in the renewal period when first evaluated.

If you have any questions about what you currently have, please log into your certificate at www.mdcert.org and look under your ancillary credits. If you do not have the corresponding credits or are uncertain what is required, please reach out to Sharon Adams in Human Resources.

If you have completed the course but have not yet renewed your certificate, it may not be on the certificate at this time. However you can check your coursework through the HR Center to see if it is on file for when we renew your next certificate.

National Board Recognition

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

April Burnett—Grade 2, William Winchester Elementary
Jane Castner—Grade 5, Freedom Elementary
Janelle Creighton—Kindergarten, Parr's Ridge Elementary
Joshua Davidson—Science, East Middle
Laura Doolan—Coordinator, Secondary ELA, Curriculum & Instruction
Melissa Frey—Mathematics, Century High
Rachel Fullen—Spanish, Century High
Cheryl Horichs—Science, East Middle
Eric Klezer—Mathematics, South Carroll High
Lisa Macurak—Social Studies, Shiloh Middle
Sarah Parsons—Media Specialist, Eldersburg Elementary

We would also like to send out a big Congratulations to our new inductee into the National Boards. In December of 2018, she was notified of her obtainment. Please, if you see her, congratulate her on this huge accomplishment.

Karen DePace — English, Manchester Valley High

Becoming National Board Certified

The National Boards is now accepting applications for new candidates. If you are interested in participating in this program you can visit the National Boards website at <http://www.nbpts.org/>. Again this year, the Maryland State Department of Education (MSDE) has agreed to financially sponsor the process. Although MSDE does pay much of the cost, there are certain ramifications and re-payment requirements by you if you do not complete the program accordingly. Please thoroughly review the website, and if you have any questions, concerns, or just want extra clarification specific to the program please contact the National Board or MSDE with their corresponding roles.

In order to be considered for the program MSDE has established the following criteria:

- Three years of successful teaching at one or more early childhood, elementary, middle or secondary public schools
- A valid Maryland Professional certificate
- Voluntary participation in the NBPTS certification process
- Compliance with the deadlines specified by NBPTS
- Demonstration of teaching practice in designated teaching fields as identified by NBPTS

If you are interested in pursuing this program and meet all of the bulleted items, please contact Kelly Keith at kmkeith@carrollk12.org for the additional documents. After submitting these documents CCPS has an established selection committee which will review and approve or deny the intended candidates. The selection committee will meet in July so the MOU that will be forwarded to you is due back to Kelly by July 14.

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).
