

Human Resources

Quick Reference Phone Numbers

Dial 410-222- and the extension

Address Changes	5221
Applications	5076
Certification:	
• Certification Issues A – G	5077
• Certification Issues H – O	410-224-6268
• Certification Issues P – Z	5079
• Tuition Reimbursement/Transcripts for Cert. Renewal	5078
Child Support	Option 1 - 5087
Classification/Job Descriptions	Option 3 - 5088
COBRA	5219
Disability Accommodations	Option 3 - 5286
Employment Verifications	
• Fax	443-458-0138
• The Work Number	1-800-996-7566
Executive Director of Human Resources	5075
Garnishments	Option 1 - 5087
General/Reception	5061
Healthcare (Healthcare Insurance and Voluntary Benefits):	
• Claim Issues	5219/5221
• Eligibility/Deduction Questions	5219/5221
IDLM (Extended Leave) - FMLA, LOA, Lost Time	5090
Investigations	5286/5287
Levies	Option 1 - 5087
Life Insurance Claims	5219
Lifestyle Changes	5219/5221
Long-Term Care Insurance	5221
Name Changes	5098
National Board Certification Office	5082
New Employee Processing/Paperwork	5070
Open Enrollment	5219/5221
Payroll:	
• Annapolis – Central Special	5218
• Chesapeake Bay Middle – Glendale Elem	5216
• Hebron-Harmon Elem – Meade Middle	5220
• Millersville Elem – Ridgeway Elem	5213
• Rippling Woods Elem – Woodside Elem	5214
• Central Office & Satellites	5215
• Food Service & Transportation	5212
• Coach Pay	5463
• Home & Hospital	5476
Records Management/Employee Records File Room	5098
Recruitment	410-266-3639
Recruitment—Substitutes	5275
Recruitment—Temporary Employees	5071
Resignations	Option 1 - 5088
Retirement	5224
Sabbaticals	410-266-3639
Substitute Payroll	5068
Supplemental Retirement Plan Questions	5221/5219
Transcripts - New Employees	5070
Transfers	Option 1 - 5088
Wellness	5206

Employee Relations Quick Reference Phone Numbers

Employee/Labor Relations	5086
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