Human Resources

Quick Reference Phone Numbers

Dial 410-222- and the extension

DPS/CB 1394/17 (Rev 12/16)

Employee Relations Quick Reference Phone Numbers

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/Labor Relations 5086