

Who Do I Contact?

Do you need to know who to contact about your situation or question? Check out below!

Who Do I Contact Regarding...	Office Information	Resources
Employment Verification	<p><i>Current Employees</i> Office of Payroll 443-809-4240 or <i>Former Certificated Employees</i> Office of Certification 443-809-4147 or 443-809-5768</p>	<ul style="list-style-type: none"> • Verification of Income/Employment • Mortgage Verifications • Verification of Teaching Experience • Teacher Loan Forgiveness and Requests
Change of Name and/or Address	Office of Payroll 443-809-4240	Form
Tax or Direct Deposit Forms	Office of Payroll 443-809-4240	Forms
Leave Information (Hours)	Office of Payroll 443-809-4240	<p>Leave Verification Hours (Personal, Vacation, etc.)</p> <p>SICK Leave Bank Information Contact your union.</p>
Tech Support Needs (i.e. BCPS credential issues)	<p>Help Desk 443-809-4672</p>	Technology Support Request Form
One-Card (Badge) Issues	<p><i>New Employees</i> Badges@bcps.org</p> <p><i>Current Employees</i> Department of School Safety 443-809-4360</p>	<p>A One-card (badge) is provided to new employees to BCPS during Orientation (<i>Badges and Benefits</i>).</p> <p>Fact Sheet</p>
Professional Development	<p>Department of Organizational Development 443-809-0363 or Department of Employee Training and Development</p>	<p>Teacher Development</p> <p>Leadership Development</p>
FMLA	Office of Employee Absence and Risk Management 443-809-4133	<p>FMLA Information</p> <p>Leaves of Absences</p>
Retiree Information (New Hire Pension Enrollments, Service and Disability Retirements, 403b and 457b Plans)	Office of Retirement 443-809-8949	Retirement Resources
Benefit Changes (Active and Retiree Benefits)	Office of Benefits 443-809-8943	<p>Benefits Enrollment</p> <p>Forms</p> <p>Retiree Benefits</p>

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ADA Accommodations	Office of Equal Employment Opportunity 443-809-8937	Forms and Procedure Submit a Request
House Bill 486 Forms	<i>Former Employees</i> Office of Employment Dispute Resolution 443-809-8936	Email spetty2@bcps.org
EEO Complaints	Office of Equal Employment Opportunity 443-809-8937	Forms and Procedures Submit a Complaint
Workers' Compensation	Office of Employee Absence and Risk Management 443-809-4133	Process and Forms
Employee Absence Process (Integrated Disability Management (IDM) Program and Employee Attendance Monitoring Program (EAMP))	Office of Employee Absence and Risk Management 443-809-4133	IDM Process and Procedures EAMP Process and Procedures
Reasonable Suspicion	Office of Employee Absence and Risk Management 443-809-2724	Reasonable Suspicion Checklist Policy 4101- Drug Free Workplace
Employee Assistance Program	Confidential Voicemail 410-887-5414	EAP Telephone Consultation Resources Mental Health Resources Self-Care Resources
Tuition and License Reimbursement	Office of Certification 443-809-4147 Or 443-809-5768	Forms
Growth Chart	Office of Certification 443-809-4147 Or 443-809-5768	"How to Read Your ESS Growth Chart" Guide
Job Openings (Vacancies, application/position Updates)	Office of Staffing 443-809-7874 See below for specific position contact information.	Frontline (Application Site) Teaching Positions Information Leadership Positions (School-Based and Central Office) Support Positions

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Office of Temporary Services Contact Information <u>Laura V. Lough</u> Supervisor 443-809-8952 <i>Substitute Administrators, Substitute Teachers, Miscellaneous Pay Rates. School-Based Summer Programs, ADA Accommodations, Unemployment, Maryland Healthy Working Families Act</i>		
EAST ZONE <u>Kelly Hammond</u> HR Analyst 443-809-8952 <i>Contractual Employees</i> <i>School-Based Summer Program</i> <i>Long-Term Substitutes, Additional Assistants, Kindergarten Assistants, Lunchroom Assistants</i>	CENTRAL ZONE <u>Hope Fields</u> HR Analyst 443-809-8954 <i>Coaches</i> <i>Student Workers</i>	WEST ZONE <u>ShaunaKay Gordon</u> HR Analyst 443-809-8952 <i>Educational Options Programs</i> <i>School-Based Summer Programs</i>
<u>Lateisha Mason</u> Administrative Secretary 443-809-8954 <i>Application and Onboarding Assistance</i> <i>All general temporary and substitute inquiries</i>		
Substitutes (Daily and Long-Term Substitute Teachers, Nurses, Administrators, and Paraeducators)	Office of Temporary Services 443-809-8954	<u>Hiring Groups and Process</u> <u>SmartFind Log-In</u> <u>Application</u> <u>Summer Program Hiring</u>
SmartFindExpress Help Desk	Monday through Friday 6:00 a.m.–4:45 p.m. 443-992-4210, Option 2	<u>Substitute Teacher & Nurse Information</u>
<u>Kelly Education</u>	443-992-4210	<u>BCPS and Kelly Education Information</u>

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Office of Staffing Contact Information		
EAST ZONE	CENTRAL ZONE	WEST ZONE
<u>Sally Barbieri</u> Human Resources Officer 443-809-4605 <i>Elementary</i> Countywide <i>Occupational Therapists, Physical Therapists, Speech/Language Pathologists</i>	<u>Shawn Stahl</u> Human Resources Officer 443-809-4152 <i>Elementary</i> Countywide <i>Art, Dance, Health Education, Library Media, Music, and Physical Education</i>	<u>Andrea Johnson</u> Human Resources Officer 443-809-6008 <i>Elementary</i> Countywide <i>School Social Workers</i>
<u>Chloe Duncan</u> Human Resources Officer 443-809-4146 <i>Middle and High</i> Countywide <i>School Psychologist</i>	<u>Susan Stansbury</u> Human Resources Officer 443-809-4453 <i>Middle and High</i> Countywide <i>ESOL and World Languages</i>	<u>Wendy Gigler</u> Human Resources Officer 443-809-6009 <i>Middle and High</i> Countywide <i>JROTC and School Nurses</i>
<u>Chekesha Smith</u> Supervisor 443-809-7870 <i>Office Professionals</i>		
<u>Roshonda Anthony</u> HR Analyst 443-809-7872	<u>Nichelle Gibbs</u> HR Analyst 443-809-7872 <i>Construction and Improvement, Logistics, and Transportation Non-School-Based Summer Programs</i>	<u>Terrence Powell</u> HR Analyst 443-809-7872 <i>Facilities Operations & Grounds Non-School-Based Summer Programs</i>
<u>Jessica Ey</u> HR Analyst 443-809-7872 <i>Food Services & Maintenance Non-School-Based Summer Programs</i>	<u>Ashley Pescrille</u> HR Analyst 443-809-7872 <i>Paraeducators</i>	<u>TiErra Johnson</u> HR Analyst 443-809-7872
Recruitment Events		<u>Teacher Recruitment Events</u>
Resigning or Retiring	<u>Contact</u>	<u>Form</u>