

Frederick County Public Schools				
Human Resources				
<b><a href="mailto:CertSalary@fcps.org">CertSalary@fcps.org</a></b> Questions/requests related to salary or additional pay	<b><a href="mailto:Certification@fcps.org">Certification@fcps.org</a></b> For communication regarding certificate renewals, applications, endorsements, and other teacher certification inquiries.	<b><a href="mailto:HumanResources@fcps.org">HumanResources@fcps.org</a></b> General questions and requests for the Human Resources department.  <b>\$6-113 forms</b> should be sent to <b><a href="mailto:HRSubmissions@fcps.org">HRSubmissions@fcps.org</a></b>	<b><a href="mailto:Benefits.FMLA@fcps.org">Benefits.FMLA@fcps.org</a></b> FMLA communications and requests.  ADA communications and requests are sent to: <b><a href="mailto:ADA.Request@fcps.org">ADA.Request@fcps.org</a></b>	<b><a href="mailto:Benefits.Office@fcps.org">Benefits.Office@fcps.org</a></b> Submit forms, questions, and requests relates to employee benefits.
<b><a href="mailto:HRDataRequests@fcps.org">HRDataRequests@fcps.org</a></b> Submit requests for any type of data information including: PIA requests, Hourly Rate Requests, HR data needed for reports, presentations, or management.	<b><a href="mailto:Courseapproval@fcps.org">Courseapproval@fcps.org</a></b> Questions and communications regarding direct pay and tuition reimbursement, verification of credits and degrees, and transcripts.	<b><a href="mailto:Verifications@fcps.org">Verifications@fcps.org</a></b> Submit employment verifications, name changes, Public Service and Teacher Loan forgiveness forms	<b><a href="mailto:HREmployeeRelations@fcps.org">HREmployeeRelations@fcps.org</a></b> Submit Status Change Form for retirement, resignations, requests for extended leave of absence. Contract questions, and Employee Concern and Resolution Process.	<b><a href="mailto:Benefits.Wellness@fcps.org">Benefits.Wellness@fcps.org</a></b> Communications and requests for employee wellness activities and events.
<b>Human Resources</b>	<b>Certificated Talent Acquisition</b>	<b>Support Talent Acquisition</b>	<b>Employee Relations &amp; Contract Management</b>	<b>Employee Benefits &amp; Wellness</b>
<b><a href="#">Julie Nguyen</a></b>	<b><a href="#">Gina Keefer</a></b>	<b><a href="#">Rob Wedge</a></b>	<b><a href="#">Tim Thornburg</a></b>	<b><a href="#">Sarah Minnick</a></b>
<b>Director</b>	<b>Sr. Manager</b>	<b>Sr. Manager</b>	<b>Sr. Manager</b>	<b>Sr. Manager</b>
<b>301.644.5081</b>	<b>301.644.5084</b>	<b>301.644.5095</b>	<b>301.644.5091</b>	<b>301.644.5112</b>
HR Oversight Job Reclassifications Title IX Investigations Policies & Procedures HR Data Reporting Management	Certificated Hiring Management Administrator Hiring Internal Teacher Transfer Process Acting A&S Teacher Recruitment Management Tenure/Non-Tenured	Support Employee Performance and Discipline Support Employee Relations Support Sabbaticals Support Non-Benefitted Support Probation Excess Support Placements Support Sick Leave Bank Support Retirement Coordination	Employee Performance and Discipline Certificated Teacher Evaluations/ Observations FASSE/FCTA/FCASA Contract Negotiations Non-Renewals Teacher - Sabbaticals/Unpaid Leave of Absences/Resignations Employee Compliance Management Job Share	Benefits , Retirement & Wellness Program Management Federal & State Mandated Compliance Insurance Appeals Retirement Coordinator Short-Term Disability (STD)
<b><a href="#">Melissa Thompson</a></b>	<b><a href="#">Kathy Martin</a></b>	<b><a href="#">Nunzia Sulmonte</a></b>	<b><a href="#">Lacey Russ</a></b>	<b><a href="#">Khريس Keepers</a></b>
<b>HR Executive Secretary</b>	<b>Administrative Secretary</b>	<b>Administrative Secretary</b>	<b>Jr. Exec Secretary</b>	<b>Administrative Secretary</b>
<b>301.644.5096</b>	<b>301.696.6934</b>	<b>301.644.5089</b>	<b>301.644.5387</b>	<b>301.644.4126</b>
<b><a href="#">Lisa Heinrich</a></b>	<b><a href="#">Rob Bruno</a></b>	<b><a href="#">Molly Bentz</a></b>	<b><a href="#">Julie Wells</a></b>	<b><a href="#">Sharde Twyman</a></b>
<b>Classification Specialist</b>	<b>Personnel Officer</b>	<b>Personnel Officer</b>	<b>Jr. Exec Secretary</b>	<b>Personnel Officer</b>
<b>301-696-6933</b>	<b>301.644.5090</b>	<b>301.644.5098</b>	<b>301.644.5086</b>	<b>301.644.5092</b>
Classification of new positions Reclassification of current positions Analyze position duties and requirements Provide position management and classification support to hiring managers	Elementary Teacher Early Childhood Education Special Education Teacher Recruitment/Hiring Temporary/non-benefitted teacher hiring	Substitutes Long-term Substitutes Resident Substitutes Lunchroom Monitors Support Recruitment/Hiring Support Transfers New Employee Onboarding	Fingerprinting Form I-9 HB 486/56-113 Reporting Badging	Paid Leave/Family and Medical Leave Act (FMLA) Parental Leave (Maternity & Paternity) Americans with Disabilities Act (ADA) Leave of Absences (LOAs) Sick Leave Bank/10 day grant Retirement Coordination COVID-19
<b><a href="#">Jess Sedgwick</a></b>	<b><a href="#">Anne Paxton</a></b>	<b><a href="#">Megan Perry</a></b>	<b><a href="#">Rachel Whitaker</a></b>	<b><a href="#">Kimberly Huff</a></b>
<b>Assistant Data Manager</b>	<b>Personnel Officer</b>	<b>Personnel Officer</b>	<b>HR Specialist</b>	<b>Benefits Coordinator</b>
<b>301.644.5194</b>	<b>301.644.5083</b>	<b>301.696.6806</b>	<b>301.644.5088</b>	<b>301.644.5085</b>
Job and Position Data Management HR Data Reports and Queries HR Data Integrity Negotiations Data Support Lane Change Review	Specialist Teacher Art/Music/Physical Education/Health ELL Teacher Hiring for Elevate Academy Teacher Recruitment/Hiring	Career Coaches User Support Specialists Special Education Instructional Assistants Instructional Assistants Support Recruitment/Hiring Support Transfers New Employee Onboarding	Fingerprinting Form I-9 HB 486/56-113 Reporting Badging Unemployment	Wellness Employee Assistance Program (EAP) Retirements Savings Plan Administration Retirement Coordination
<b><a href="#">Cara Schaffer</a></b>	<b><a href="#">Megan Quinn</a></b>	<b><a href="#">Nicole St. Louis</a></b>		<b><a href="#">Evelyn Davis</a></b>
<b>HCM Data Specialist</b>	<b>Personnel Officer</b>	<b>Personnel Officer</b>		<b>HR Associate II</b>
<b>301.644.5097</b>	<b>301.644.5099</b>	<b>301.644.5058</b>		<b>301.644.5115</b>
Position Control MSDE Reports Freedom of Information Act (FOIA) Requests Contingent Worker Access Frontline User Access	Middle/High School Speech Language Pathologist Teacher Recruitment/Hiring	Custodial/Operations/Maintenance Secretarial/Clerical Administrative, Management, and Technical (AMT) Fiscal Services Other Support positions Recruitment/Hiring New Employee Onboarding		Benefit Enrollment/Changes Life Qualifying Events Flexible Spending Accounts CareFirst, CVS, Delta Dental (Active Employee) COBRA / LOA Insurance
<b><a href="#">Angela Fossett</a></b>	<b><a href="#">April Vierra</a></b>	<b><a href="#">Elizabeth Donegan</a></b>		<b><a href="#">Christine Hobbie</a></b>
<b>HR Data Associate</b>	<b>Recruitment Specialist</b>	<b>HR Associate II</b>		<b>HR Associate II</b>
<b>301.644.5094</b>	<b>301.644.5252</b>	<b>301.644.5087</b>		<b>301.644.5052</b>
Teacher Hiring Data Entry Administrator Hiring Data Entry Food Service Data Entry for all Actions	Teacher Recruitment Create/ Monitor Recruitment Metrics Job Fairs Establish/Maintain partnership with businesses and higher education organizations	Frontline Substitute Management Support call 301-644-5120 Long-Term & Substitute Teacher and Substitute SEIA Support Substitute Orientation Support Substitute and Non-Benefitted Employee Data Entry		Benefits Questions Retiree Benefits and Questions Life Insurance Claims Medicare Documentation COBRA
<b><a href="#">Patrice Wiles</a></b>	<b><a href="#">Tova Newman-Piermarini</a></b>	<b><a href="#">Caroline Hendy</a></b>		<b><a href="#">Julie Carlton</a></b>
<b>HR Data Associate</b>	<b>Recruiter</b>	<b>Talent Acquisition Associate</b>		<b>HR Associate I</b>
<b>301.644.4006</b>	<b>301.644.5242</b>	<b>301.644.5123</b>		<b>301.644.5076</b>
Support Data Entry for all Actions Certificated Separations Data Entry Non-Benefitted Employee Data Entry	Teacher Recruitment Student Teacher/Interns Job Fairs PDS Interns IHE Partnership Support	Assists Talent Acquisition Teams with administrative projects Assists with sourcing, recruitment, and talent acquisition systems Supports Talent Acquisition teams through candidate hiring process		Leave of Absences (LOAs) Sick Bank FMLA Leave/ADA Leave Parental FMLA Sick Leave Transfer
	<b><a href="#">Nicole Bell</a></b>			<b><a href="#">Mackenzi Carr</a></b>
	<b>Personnel Officer</b>			<b>HR Associate I</b>
	<b>301.644.5110</b>			<b>301.644.5093</b>
	Initial Requests Renewals/Endorsements Reinstatements/Re-issues Re-issues Senior Teacher Waivers Course approval			Retiree Insurance Medicare Documentation Flexible Spending Accounts Benefit Enrollment/Changes
	<b><a href="#">Jill Query</a></b>			
	<b>Certification Specialist</b>			
	<b>301.644.5004</b>			
	Tuition Reimbursement Certification Renewals/Endorsements Reading Summer Evaluations Senior Teacher Waivers Lane Change Review			