

## Human Resources Support

Help Topic	Topic Description	Contact Email
Verification of Employment – Submission	For newly hired employees to send their verification of employment from past employers.	<a href="mailto:voe@calvertnet.k12.md.us">voe@calvertnet.k12.md.us</a>
Verification of Employment – Request	For outside organizations and/or current employees requesting verification of current or past employment from CCPS.	<a href="mailto:voerequest@calvertnet.k12.md.us">voerequest@calvertnet.k12.md.us</a>
Applicant Tracking	For current and prospective employees to request assistance with the application process.	<a href="mailto:applicants@calvertnet.k12.md.us">applicants@calvertnet.k12.md.us</a>
Transcripts	For education institutions to send official transcripts to CCPS.	<a href="mailto:ccpstranscripts@calvertnet.k12.md.us">ccpstranscripts@calvertnet.k12.md.us</a>
Recruitment	For education institutions and candidate follow-up correspondence regarding job fairs.	<a href="mailto:recruitment@calvertnet.k12.md.us">recruitment@calvertnet.k12.md.us</a>
Employee Access Center (EAC)	For current and former employees to request help with the Employee Access Center (EAC).	<a href="mailto:eac@calvertnet.k12.md.us">eac@calvertnet.k12.md.us</a>
Employee Observations and Evaluations (Perform)	For current and former employees to request help with the observation and evaluation process in the current platform or previous archived records.	<a href="mailto:perform@calvertnet.k12.md.us">perform@calvertnet.k12.md.us</a>
Employee Insurance Benefits and Retirement	For current and former employees to request help with employee medical and life insurance and voluntary additional insurance benefits. Also, for current employees to request assistance with retirement information.	<a href="mailto:benefits@calvertnet.k12.md.us">benefits@calvertnet.k12.md.us</a>

Employee Accommodations (FMLA, ADA, Worker's Compensation)	For current employees to request assistance in applying for FMLA, ADA, and/or worker's compensation.	<a href="mailto:accommodate@calvertnet.k12.md.us">accommodate@calvertnet.k12.md.us</a>
Employee Records	For current and former employees to request help with accessing their employment records.	<a href="mailto:records@calvertnet.k12.md.us">records@calvertnet.k12.md.us</a>
Certification	For current employees to request assistance with obtaining or renewing certification.	<a href="mailto:certification@calvertnet.k12.md.us">certification@calvertnet.k12.md.us</a>
Substitute Staff	For current and prospective substitutes to request assistance.	<a href="mailto:substitutes@calvertnet.k12.md.us">substitutes@calvertnet.k12.md.us</a>
Extra Pay for Extra Duty (EPED), Coaches, and Sponsors	For current and prospective employees to request assistance with extra pay for extra duty contracts, job postings, and the application process.	<a href="mailto:eped@calvertnet.k12.md.us">eped@calvertnet.k12.md.us</a>
Volunteers	For current and prospective CCPS volunteers to request assistance with the volunteer process.	<a href="mailto:volunteers@calvertnet.k12.md.us">volunteers@calvertnet.k12.md.us</a>
Employee Leave	For current employees to request assistance or inquire about employee leave, including bereavement, sick, personal, annual, leave without pay, and leaves of absence, etc.).	<a href="mailto:leave@calvertnet.k12.md.us">leave@calvertnet.k12.md.us</a>