



# WHO TO CALL

## DEPARTMENT OF HUMAN RESOURCES

### **Benefits** (group insurance, optional benefits, FMLA, wellness program, retirement)

Sandy Biggs  
Human Resources Generalist  
(410) 996-8480  
[sbiggs@ccgov.org](mailto:sbiggs@ccgov.org)

### **Human Resources** (Employee Self Service, request to fill, reclassifications, leave balances, performance evaluations, personnel policies)

Anna Gardner  
Chief  
(410) 996-8478  
[agardner@ccgov.org](mailto:agardner@ccgov.org)

### **Human Resources** (employee relations, ethics program)

Sally Kilby  
Director  
(410) 996-8480  
[skilby@ccgov.org](mailto:skilby@ccgov.org)

### **Human Resources** (forms, driver's program, direct deposit, tax forms, Employee Matters, intranet, special events)

Edie Tinsman  
Administrative Assistant  
(410) 996-5250  
[ecrick@ccgov.org](mailto:ecrick@ccgov.org)

### **Recruitment & Training** (vacancies, recruitment, new hires, transfers, contract employees, training)

Dawn Struble  
Human Resources Manager  
(410) 996-8479  
[dstruble@ccgov.org](mailto:dstruble@ccgov.org)

### **Risk Management** (worker's compensation, work related accidents, hazard evaluations)

Karen Nusic  
Risk Management Administrator  
(410) 996-  
[knusic@ccgov.org](mailto:knusic@ccgov.org)

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### **Payroll- Finance Department** (paychecks, verification of employment)

Cheryl Wickes  
Payroll Coordinator  
(410) 996-8476  
[cwickes@ccgov.org](mailto:cwickes@ccgov.org)



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## DEPARTMENT OF HUMAN RESOURCES BENEFIT VENDOR INFORMATION

### CREDIT UNIONS

Thiokol-Elkton Federal Credit Union  
(800) 662-7460  
[www.thiokolfcu.org](http://www.thiokolfcu.org)

APG Federal Credit Union  
(410) 272-4000  
[www.apgfcu.com](http://www.apgfcu.com)

### DEFERRED COMPENSATION PLAN

Empower Retirement  
Catherine Pfeilsticker  
(800) 701-8255  
[catherine.pfeilsticker@empower-retirement.com](mailto:catherine.pfeilsticker@empower-retirement.com)

### EMPLOYEE ASSISTANCE PROGRAM

BHS Healthcare  
(800) 327-2251  
[www.bhsonline.com](http://www.bhsonline.com)

### FLEXIBLE SPENDING ACCOUNT

Flexible Benefit Administrators  
(800) 437-3539  
[www.flex-admin.com](http://www.flex-admin.com)

### GROUP INSURANCE

Carefirst BC/BS (Medical Plan)  
(877) 691-5856  
[www.carefirst.com](http://www.carefirst.com)

Express Scripts (Prescription Plan)  
(855) 690-8354  
[www.express-scripts.com](http://www.express-scripts.com)

Davis Vision (Vision Plan)  
(800) 783-5602  
[www.davisvision.com](http://www.davisvision.com)

Delta Dental (Dental Plan)  
(800) 932-0783  
[www.deltadentalins.com](http://www.deltadentalins.com)

### FMLA

CareWorks  
(888) 436-9530  
<https://timeoff.careworksabsence.com>

### PENSION PLAN

Maryland State Retirement  
(800) 492-5909  
[www.sra.state.md.us](http://www.sra.state.md.us)

Public Safety Pension Plan  
(877) 778-2100  
[www.prudential.com/online/retirement](http://www.prudential.com/online/retirement)