

HR ADMINISTRATIVE SERVICES CONTACT INFORMATION

Service	Contact	Phone	Email
Accidental Death and Dismemberment	Lee Ann Nightingale	x4398	lnightingale@frostburg.edu
Acting Capacities	Lisa Hersch	x7085	ldhersch@frostburg.edu
ADA Compliance	Ben Brauer	x3035	btbrauer@frostburg.edu
Address Changes	Lee Ann Nightingale Tara Strother	x4398 x7487	lnightingale@frostburg.edu tmstrother@frostburg.edu
Adjunct Employment/Contracts	Nicole Munson	x4106	nmunson@frostburg.edu
Alcohol and Drug Policy Information	Lisa Hersch	x7085	ldhersch@frostburg.edu
Americans with Disabilities Accommodation (ADA) Requests	Ben Brauer	x3035	btbrauer@frostburg.edu
Applicant Status	Chris Everett	x4496	cseverett@frostburg.edu
Applicant Tracking System	Chris Everett	x4496	cseverett@frostburg.edu
Beneficiary Changes	Lee Ann Nightingale	x4398	lnightingale@frostburg.edu
Benefits	Lee Ann Nightingale	x4398	lnightingale@frostburg.edu
Budget	Nicole Munson	x4106	nmunson@frostburg.edu
Candidate Expenses	Nicole Munson	x4106	nmunson@frostburg.edu
Classification & Compensation	Lisa Hersch Chris Everett	x7085 x4496	ldhersch@frostburg.edu cseverett@frostburg.edu
COBRA	Lee Ann Nightingale	x4398	lnightingale@frostburg.edu
Collective Bargaining	Lisa Hersch Danielle Dabrowski	x7085 x4102	ldhersch@frostburg.edu dldabrowski@frostburg.edu
Conflict Management	Lisa Hersch Danielle Dabrowski	x7085 x4102	ldhersch@frostburg.edu dldabrowski@frostburg.edu
Contingent Employment	Nicole Munson	x4106	nmunson@frostburg.edu
Contingent Renewals/Separations	Nicole Munson	x4106	nmunson@frostburg.edu
Criminal Background Checks	Nicole Munson Chris Everett	x4106 x4496	nmunson@frostburg.edu cseverett@frostburg.edu
Deductions, Paycheck	Lee Ann Nightingale	x4398	lnightingale@frostburg.edu
Directory (online)	Chris Everett Tara Strother	x4496 7487	cseverett@frostburg.edu tmstrother@frostburg.edu
Disciplinary Actions	Lisa Hersch Danielle Dabrowski	x7085 x4102	ldhersch@frostburg.edu dldabrowski@frostburg.edu
Dual Employment	Nicole Munson	x4106	nmunson@frostburg.edu
Employee Data System (EDS) Report	Nicole Munson Tara Strother	x4106 x7487	nmunson@frostburg.edu tmstrother@frostburg.edu
Employee Handbook	Lisa Hersch	x7085	ldhersch@frostburg.edu
Employee of the Quarter	Nicole Munson	x4106	nmunson@frostburg.edu
Employee Relations	Lisa Hersch Danielle Dabrowski	x7085 x4102	ldhersch@frostburg.edu dldabrowski@frostburg.edu
Employment	Chris Everett	x4496	cseverett@frostburg.edu
Employment Verification (employees)	Nicole Munson	x4106	nmunson@frostburg.edu
Employment Verification (students)	Leslie Johnson/Payroll	x4332	ljohnson@frostburg.edu

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Equal Opportunity/Affirmative Action	Ben Brauer	x3035	btbrauer@frostburg.edu
Exempt Employees - Salary Adjustment	Lisa Hersch	x7085	ldhersch@frostburg.edu
Exempt Employees Separation	Lisa Hersch Danielle Dabrowski	x7085 x4102	ldhersch@frostburg.edu dldabrowski@frostburg.edu
Exit Interviews	Lee Ann Nightingale	x4398	lnightingale@frostburg.edu
Fair Labor Standards Act (FLSA)	Lisa Hersch	x7085	lhersch@frostburg.edu
Family Medical Leave (FMLA)	Lee Ann Nightingale	x4398	lnightingale@frostburg.edu
Financial Disclosures / Vacant Position	Danielle Dabrowski Chris Everett	x4102 x4496	dldabrowski@frostburg.edu cseverett@frostburg.edu
Flexible Spending Accounts	Lee Ann Nightingale	x4398	lnightingale@frostburg.edu
Grievances	Lisa Hersch Danielle Dabrowski	x7085 x4102	ldhersch@frostburg.edu dldabrowski@frostburg.edu
Health Care Spending	Lee Ann Nightingale	x4398	lnightingale@frostburg.edu
Health Insurance (Medical, Dental & Vision)	Lee Ann Nightingale	x4398	lnightingale@frostburg.edu
Helpdesk	x7777		
Hours of Work and Attendance	Lisa Hersch	x7085	ldhersch@frostburg.edu
HRIS	Tara Strother	x7487	tmstrother@frostburg.edu
ID Office	x4196		
Immigration and Naturalization Requirements (I9)	Chris Everett Danielle Dabrowski	x4496 x4102	cseverett@frostburg.edu dldabrowski@frostburg.edu
Injuries (on the job)	Lee Ann Nightingale	x4398	lnightingale@frostburg.edu
Job Classification	Lisa Hersch Chris Everett	x7085 x4496	ldhersch@frostburg.edu cseverett@frostburg.edu
Labor Relations	Lisa Hersch Danielle Dabrowski	x7085 x4102	ldhersch@frostburg.edu dldabrowski@frostburg.edu
Layoff Policies and Procedures	Lisa Hersch Danielle Dabrowski Lee Ann Nightingale	x7085 x4102 x4398	ldhersch@frostburg.edu dldabrowski@frostburg.edu lnightingale@frostburg.edu
Leave Policies	Lisa Hersch Danielle Dabrowski Lee Ann Nightingale	x7085 x4102 x4398	ldhersch@frostburg.edu dldabrowski@frostburg.edu lnightingale@frostburg.edu
Leave Without Pay	Lee Ann Nightingale	x4398	lnightingale@frostburg.edu
Life Insurance + USM Life Insurance + Long Term Disability Insurance	Lee Ann Nightingale	x4398	lnightingale@frostburg.edu
Memorandum of Understanding/AFSCME	Lisa Hersch Danielle Dabrowski	x7085 x4102	ldhersch@frostburg.edu dldabrowski@frostburg.edu
Memorandum of Understanding/FOP	Lisa Hersch Danielle Dabrowski	x7085 x4102	ldhersch@frostburg.edu dldabrowski@frostburg.edu
Minimum Qualifications Requirements	Chris Everett	x4496	cseverett@frostburg.edu

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Name Changes	Lee Ann Nightingale Tara Strother	x4398 x7487	lnightingale@frostburg.edu tmstrother@frostburg.edu
New Employee Paperwork	Chris Everett Lee Ann Nightingale Tara Strother	x4496 x4398 x7487	cseverett@frostburg.edu lnightingale@frostburg.edu tmstrother@frostburg.edu
Nonexempt Pay Program	Lisa Hersch Chris Everett	x7085	ldhersch@frostburg.edu
Onboarding / Offer Letters	Chris Everett	x4496	cseverett@frostburg.edu
One-time Payments / Period Activity Pay	Nicole Munson	x4106	nmunson@frostburg.edu
Orientation	Danielle Dabrowski Chris Everett Lee Ann Nightingale Tara Strother Lisa Hersch	x4102 x4496 x4398 x7487 x7085	dldabrowski@frostburg.edu cseverett@frostburg.edu lnightingale@frostburg.edu tmstrother@frostburg.edu ldhersch@frostburg.edu
Overtime/Questions	Lisa Hersch	x7085	ldhersch@frostburg.edu
Payroll & Employee Services	x4332		
Performance Evaluations	Lisa Hersch Danielle Dabrowski Chris Everett	x7085 x4102 x4496	ldhersch@frostburg.edu dldabrowski@frostburg.edu cseverett@frostburg.edu
Personnel Files	Contact OHR	x4105	hrinfo@frostburg.edu
Police	x4223		
Position Information Form (PIF) Job Descriptions	Danielle Dabrowski Chris Everett Nicole Munson	x4102 x4496 x4106	dldabrowski@frostburg.edu cseverett@frostburg.edu nmunson@frostburg.edu
Pre-employment Physical	Lee Ann Nightingale	x4398	lnightingale@frostburg.edu
Public Service Student Loan Forgiveness	Lee Ann Nightingale	x4389	lnightingale@frostburg.edu
Reclassifications	Lisa Hersch Chris Everett	x7085 x4496	ldhersch@frostburg.edu cseverett@frostburg.edu
Recruitment	Chris Everett	x4496	cseverett@frostburg.edu
Reprimands	Lisa Hersch Danielle Dabrowski	x7085 x4102	ldhersch@frostburg.edu dldabrowski@frostburg.edu
Retirement	Lee Ann Nightingale	x4398	lnightingale@frostburg.edu
Salary Surveys	Lisa Hersch Chris Everett	x7085 x4496	ldhersch@frostburg.edu cseverett@frostburg.edu
Search Process and Procedures	Chris Everett	x4496	cseverett@frostburg.edu
SECU (State Employees Credit Union)	Lee Ann Nightingale	x4398	lnightingale@frostburg.edu
Service Recognition (Awards)	Nicole Munson	x4106	nmunson@frostburg.edu
Sexual Harassment	Ben Brauer	x3035	btbrauer@frostburg.edu

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Staff Awards	Nicole Munson	x4106	nmunson@frostburg.edu
	Chris Everett	x4496	cseverett@frostburg.edu
Supervisor Listing/Updates	Tara Strother	x7487	tmstrother@frostburg.edu
Supplemental Retirement Accounts	Lee Ann Nightingale	x4398	lnightingale@frostburg.edu
Suspensions	Lisa Hersch	x7085	ldhersch@frostburg.edu
	Danielle Dabrowski	x4102	dldabrowski@frostburg.edu
Terminations	Lisa Hersch	x7085	ldhersch@frostburg.edu
	Danielle Dabrowski	x4102	dldabrowski@frostburg.edu
Training and Development	Danielle Dabrowski	x4102	dldabrowski@frostburg.edu
	Chris Everett	x4496	cseverett@frostburg.edu
	Lisa Hersch	x7085	ldhersch@frostburg.edu
	Lee Ann Nightingale	x4398	lnightingale@frostburg.edu
Transcript Requests Office of the Registrar	x4396		
Travel Expenses	Nicole Munson	x4106	nmunson@frostburg.edu
Tuition Remission	Lee Ann Nightingale	x4398	lnightingale@frostburg.edu
Unemployment	Lisa Hersch	x7085	ldhersch@frostburg.edu
	Danielle Dabrowski	x4102	dldabrowski@frostburg.edu
Volunteer Services Agreements	Nicole Munson	x4106	nmunson@frostburg.edu
WEB Page Management	Nicole Munson	x4106	nmunson@frostburg.edu
	Chris Everett	x4496	cseverett@frostburg.edu
Wellness Programs	Lee Ann Nightingale	x4398	lnightingale@frostburg.edu
Workday / PAWS	Tara Strother	x7487	tmstrother@frostburg.edu
Worker's Compensation	Lee Ann Nightingale	x4398	lnightingale@frostburg.edu