



# Human Resources Newsletter

## May 2017

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In the next week contracts and notices of appointment will be issued to Montgomery County Public School employees. These documents will be delivered to you through the Employee Self Service (ESS) tool. You will receive email notification when your contract or notice of appointment is ready for your review and verification. Please note that contracts or notices of appointment will be sent out to different groups on different days and times. Please do not be worried if you do not receive your contract or notice at the same time as another employee.

You will access the online Employee Self Service (ESS) tool to review and verify/accept your contract or notice of appointment for the 2017-2018 school year. To provide assistance to you through this process we have provided both [a video](#) and [written directions](#) for you to use when reviewing and verifying/accepting your contract or notice of appointment. The Technology department staff will also be available to assist you. Please do not hesitate to [contact an ITRT!](#)

Please review and verify/accept your contract or notice of appointment within one week (7 days) of receiving the notification. If you have questions regarding your contract or notice of appointment please [contact the HR team](#) at 540-382-5100. If the Human Resources department does not receive the approved electronic contract or notice of appointment within one week, the school division will interpret your non-response as a desire to resign. If you choose to resign please turn in a [signed notice of resignation](#).

[Salary Scales](#) for the 2017-2018 school year include a 0.3% Cost of Living Adjustment as approved by the School Board. Employees hired before January 1, 2017 will receive a step, if one is available on the scale, which includes the Cost of Living Adjustment. Employees hired on or after January 1, 2017 and employees at the top of the scale will receive the Cost of Living Adjustment which is reflected in the approved scales.

If you wish to review your VRS member profile, Anthem information, or flexible benefits, please visit the [benefits page](#) on our division website. Open enrollment for Anthem health insurance, Mark III optional benefits, and sick bank will take place during the month of August. The benefits website linked above will be updated as 2017-18 plan year information becomes available.

Thank you for your continued service to the children in Montgomery County,

A handwritten signature in black ink, appearing to read "Annie Whitaker", is positioned above the printed name.

Annie Whitaker  
Human Resources Director