



GOVERNMENT OF BERMUDA
Ministry of Education

Department of Education—Human Resource Section

Y O U R H R T E A M

We recognize that the Human Resource Section has a pivotal role to play in organizational effectiveness. It is our aim to effectively administer core human resource functions in a bid to aid efficiency within the Department of Education and the Bermuda Public School System. We have developed HR teams, which consists of a HR Manager and an Administrative Assistant/Secretary. Each team has been assigned a portfolio for which it has responsibility for delivering a full range of HR services, i.e. recruitment and selection, training and development, employee and industrial relations, employment services, performance management, scholarships and events and data reporting. The portfolio of assignments will provide all staff with key contacts in a bid to increase our responsiveness and efficiency in the delivery of our core functions.

Please make sure you know who to call for your HR needs.

The HR portfolio allocation is as follows:

Karyn Hodgson, Human Resource Manager, 294-9039, knhodgson@gov.bm

Keasha Richardson, Secretary, 294-9038, krichardson@gov.bm

- Preschools
- Primary Schools
- Immigration inquiries
- Industrial Employees
- Recruitment of Civil Servant posts
- New Teacher Orientation, Retirement and Long Service Awards, Career Fair
- Allocated Substitute Teachers to respective portfolio of schools
- On-call Substitute Teachers
- Assists with negotiations and JCC meetings as assigned
- Smartfind liaison

Beverly Daniels, Relief Human Resource Manager, 294-9034, bdaniels@gov.bm

Glenmal Crockwell, Relief Administrative Assistant, 294-9255, gcrockwell@gov.bm

- Dame Marjorie Bean Hope Academy
- Middle Schools
- Senior Schools
- The Education Center
- Immigration Inquiries
- Recruitment of Civil Servant posts
- Allocated Substitute Teachers to respective portfolio of schools
- Assists with negotiations and JCC meetings as assigned

.../2

Cheryl Burrows, Senior Human Resource Manager, 294-9036, cburrows@gov.bm
Erica Phillips-Cheeseman, Relief Administrative Assistant, 294-9037, enphillips@gov.bm

- Overall management of Human Resource Section
- Strategic Planning
- Representation at senior level meetings
- BUT and ASP Negotiations
- JCC and CCC meetings
- Recruitment of senior level Civil Servant posts and providing assistance as needed with overall recruitment
- Immigration inquiries
- Internal Policy Management and Development
- Management of HRIS function and data reporting
- Management of Secondments to Civil Servant posts
- Management of Job Descriptions and Job Evaluation process for Civil Servant posts

Our HR Team also includes Edwina Fullerton, Secretary/Records Management

The following information is to be sent directly to the Senior Human Resource Manager:

- All Maternity Leave Requests and associated Exemption from Liability Form
- All Paternity Leave Requests
- All Transfer Requests
- All Contract Renewal Requests
- All Salary Advance Requests
- All Resignation Letters
- All requests re: Acting Appointments
- All requests re: Scale Post Appointments
- Staff Information Lists *
- Teacher Absences*

* If you are emailing these document to the Senior Human Resource Manager, please copy Mrs. Phillips-Cheeseman).