

OFFICE OF MANAGEMENT AND BUDGET

Personnel Office Contacts

122 Martin Luther King Jr. Blvd. South
 Haslet Armory, 3rd Floor
 Dover, DE 19901 / SLC: D340A
 Building Main Line: (302) 739-3613
 Personnel Office Fax: (302) 739-1181

PROGRAM	CONTACT	PHONE
Affirmative Action/EEO/Diversity	Tamara Ben Addi, Human Resources Manager	672-5156
Accommodations <ul style="list-style-type: none"> ➤ Americans with Disabilities Act (ADA) ➤ Pregnant Workers Fairness Act ➤ Ergonomics 	Tamara Ben Addi, Human Resources Manager	672-5156
Benefits/Payroll <ul style="list-style-type: none"> ➤ Adjusted Dates of Hire/Service Awards ➤ Health, Dental and Vision Insurance ➤ Exit Interviews/Separation Notifications ➤ Life Insurance ➤ New Hire Orientations ➤ Retirement ➤ Personal Information Changes ➤ Short/Long Term Disability ➤ Supplemental Plans 	Carissa Stevens, Human Resources Supervisor Vacant, Benefit Representative Back-Up: Erin Powlison, Benefit Representative <ul style="list-style-type: none"> ✓ Director's Office ✓ Budget Development and Planning ✓ Administration ✓ Government Support Services ✓ Facilities Management ✓ Pension Office ✓ Office of the Governor ✓ Office of the Lt. Governor 	672-5130 672-5159 672-5188 Email: OMB_Personnel_FAX@delaware.gov
Career Ladders/Classification & Compensation	Tamara Ben Addi, Human Resources Manager	672-5156
Donated Leave	Carissa Stevens, Human Resources Supervisor Vacant, Benefit Representative Back-Up: Erin Powlison, Benefit Representative	672-5130 672-5159 672-5188
Employment Verification	Mary Bradley, Administrative Specialist III	672-5115
FMLA	Carissa Stevens, Human Resources Supervisor Vacant, Benefit Representative Back-Up: Erin Powlison, Benefit Representative *Please note, requested are initiated through eSTAR.	672-5130 672-5159 672-5188 Email: OMB_Personnel_FAX@delaware.gov
Labor/Employee Relations <ul style="list-style-type: none"> ➤ Discipline ➤ Grievances ➤ Conflict Resolution 	Tamara Ben Addi, Human Resources Manager	672-5156
OMB Super Timekeeper	Mary Bradley, Administrative Specialist III	672-5115
Performance Plans/Reviews	Tamara Ben Addi, Human Resources Manager	672-5156
Personnel Files	Mary Bradley, Administrative Specialist III	672-5115
Recruitment/Applicant Services <ul style="list-style-type: none"> ➤ Advertising ➤ Applicant Services ➤ CDL/Drug & Alcohol Testing ➤ Interviews ➤ Job Postings ➤ Referral Lists ➤ Reference Checks 	Angela Peacock, Sr. Human Resources Technician	672-5122
Workers' Compensation	Carissa Stevens, Human Resources Supervisor Vacant, Benefit Representative Back-Up: Erin Powlison, Benefit Representative	672-5130 672-5159 672-5188 Email: OMB_Personnel_FAX@delaware.gov
Workforce Planning	Tamara Ben Addi, Human Resources Manager	672-5156
Workplace/Domestic Violence	Tamara Ben Addi, Human Resources Manager	672-5156