



Cumberland Heights Human Resources Department

Attn: Management Staff

The Human Resources Department is available to assist employees, managers, executives and others with employment needs. Please refer to the guideline below to see who is the best person in HR, or otherwise, to contact if you have a need or question. If not specified below, please contact Carroll Bagwell.

Human Resources Assistant	Human Resources Director
Emily Demeter Phone: 615-432-3231 Confidential Desktop Fax: 615-432-3012 emily_demeter@cumberlandheights.org	Carroll Bagwell, PHR Phone: 615-432-3022 Confidential Desktop Fax: 615-432-3023 carroll_bagwell@cumberlandheights.org
<ul style="list-style-type: none"> ✓ Processes new employees and interns ✓ Data entry of new employees into HR/Payroll system ✓ Initiates and monitors requests for FMLA ✓ Maintains wellness activity compliance ✓ Employment verifications ✓ Name badges ✓ Assists employees and managers in absence of HR Director 	<ul style="list-style-type: none"> ✓ Consultation with Managers, Employees and Executives ✓ Employee Performance & Issues ✓ HR & QM compliance and reports ✓ Collaboration with Payroll ✓ Communication with Benefits Administrator regarding benefit enrollments and changes ✓ Wellness Committee ✓ Privileging Committee ✓ Data entry of employee information into HR/Payroll system ✓ Employee Handbook/Policies & Procedures ✓ Workers Compensation ✓ 401(k) Retirement Plan ✓ Approved Drivers List ✓ All other HR tasks and projects
Payroll	Benefits Administrator
Robin Cox Phone: 615-432-3028 Confidential Desktop Fax: 615-432-3029 robin_cox@cumberlandheights.org	Deb Wilburn, The Crichton Group Phone: 615-687-2855 Fax: 615-687-2856 dwilburn@thecrichtongroup.com
<ul style="list-style-type: none"> ✓ Time Management & Payroll processing ✓ Expense Reports ✓ Garnishments, Liens, Child Support, etc. ✓ W2s 	<ul style="list-style-type: none"> ✓ Benefits enrollment and changes ✓ Claim Forms ✓ Replacement cards and balances ✓ General insurance questions

