



April 30, 2019

Dear Valued Substitute,

You play a vital role in delivering a quality education to the students of Chandler Unified School District. Thank you for your dedicated service. We are excited to be partnering with CUSD to provide you and the District more benefits and resources in the future.

The District has partnered with Educational Services, Inc. (ESI) to provide substitute teachers – a partnership designed to reduce class sizes and increase the number of trained professionals working with the students in CUSD. We intend to keep you in the classroom, if that is your wish. Your pay will not change.

ESI provides top-tier benefits and professional development. For example, we have teamed with the Sanford Inspire Program at Arizona State University to provide free, online, on-demand continuing education for substitute teachers. This program will help you become an even better teacher, which translates to greater student success.

In addition, we are pleased to accept and credit the hours you've worked in the District during the 18-19 school year in conjunction with the Affordable Care Act lookback period and offer benefits to those substitutes who have met our eligibility requirements. We are proud to offer benefits that are accessible and have lowered the minimum hours needed for eligibility from 1560 hours by law to only 900 hours. So, if you've worked 900+ hours in the 18-19 school year for CUSD by June 30, 2019, we look forward to offering you benefits in August 2019. For each subsequent year, we will use the 900 hours baseline to determine your eligibility for the following year's benefits.

The transition from the District to ESI is effective July 1, 2019. After that date, all substitutes will be employed by ESI (pending completion of the hiring process). We know you may have questions, many of which you'll find answered in the FAQs at the bottom of this letter. We strongly encourage you to attend an [on-site onboarding workshop](#) hosted by ESI at one of the dates/times below. ESI team members will be on-site to answer questions and you will have the opportunity to complete the entire onboarding process. Plan to stay for roughly 30-45 minutes to complete the process. **Please RSVP for the date that you plan to attend so we may ensure enough space, computer stations and team members to assist. Once we reach capacity for a session, we will let you know.**

- Things to bring to the onboarding workshop:**
- ✓ Valid Teacher/Substitute/Admin Certificate (if certified substitute)
 - ✓ Valid IVP Fingerprint Clearance Card
 - ✓ E-Verify Employment Eligibility Documents (see attached list for options)
 - ✓ Direct Deposit Information (routing and account number)
 - ✓ Be prepared to select federal and state tax withholding preferences

Date	Time	Location
05/07/19 (Tue)	2:30 – 5:30pm	District Office
05/13/19 (Mon)	3:00 – 6:00pm	District Office
05/15/19 (Wed)	2:30 – 6:00pm	District Office
05/21/19 (Tue)	2:30 – 5:30pm	District Office
05/29/19 (Wed)	1:00 – 4:00pm	District Office

[Click here to RSVP](#)

ESI is happy to answer any of your questions throughout the process.

Again, the effective date of this change is July 1, 2019. After that date, you will be able to accept substitute positions with the District ONLY if you have completed the ESI New Hire Onboarding Process and provided copies of the required documents to ESI.

We look forward to a successful 2019-2020 with you!

*Phil Tavasci, President
Educational Services, Inc.*

*Dr. Jeff Filloon
Chandler Unified School District*

If you would like to get started on the ESI onboarding process now, simply follow the steps below. You can complete almost the entire process online from the comfort of your own home, you will just need to present your E-Verify documents in-person to ESI at an onboarding session, or to the District.

To be eligible to substitute in the 2019-2020 school year, you must complete the following steps:

- Complete ESI application online**
 - Go to <https://educationalservicesinc.com> > Click Apply Now (upper right)
 - Click “Get Started”, “Continue”, then select Chandler Unified. Click on the position name to access the application. ***You may enter N/A for previous work history and references as an existing substitute. You must “agree” to have the background check conducted but you will not be charged for the background check as an existing CUSD substitute.***
- Complete Background Check**
 - Sent via email once your application has been reviewed by ESI
 - The \$29 background check fee does not apply for existing CUSD substitutes
- Register for ESI Employee Portal when prompted via email**
 - Go to <https://educationalservicesinc.com> > Employee Login (upper right) > Register
- Complete New Hire Onboarding forms online**
 - Go to <https://educationalservicesinc.com> > Employee Login. Login and click “Get Started”
 - Includes tax withholding, direct deposit, emergency contact, employee acknowledgments, etc.
- Submit Required Documents**
 - Valid Arizona Teacher/Substitute Certificate (if applicable)
 - Valid **IVP** Fingerprint Clearance Card (required for every employee)
 - Proof of MMR immunization (or can waive during onboarding)
- Present E-Verify Employment Eligibility Identification Documents in-person to ESI or District**

Once ESI has confirmed that these steps have been completed and you have been activated in our system, you will receive an ESI Welcome Letter via email.

FREQUENTLY ASKED QUESTIONS

General Questions:

Are all substitutes working for the District affected by this change?

Yes, effective July 1, 2019, all substitutes who wish to work for the District will do so through ESI.

Is there a screening or interview process required to join the program with ESI?

No, you have already been approved and recommended for hire by the District so there is no screening process or interview required. ESI will obtain a background check for employment purposes as defined by the Fair Credit Reporting Act. In the application, you must acknowledge that there is a \$29 fee for the background check, but as an existing substitute in the district, ESI is waiving the fee for you. You will not be deducted this fee.

What information will I need to provide to ESI to be hired?

To begin employment with ESI, you will need to complete the New Hire Onboarding Process plus provide copies

of the required documents requested.

How will I accept a substitute position with the District next year?

The process for you to accept a substitute position will not change.

Will ESI provide enrollment assistance with the application process?

Yes, ESI will provide on-site enrollment assistance at the District Office. See first page for dates/times. Please [RSVP](#).

What if I am already an employee with ESI?

Great! All you need to do is complete the initial ESI application under Chandler Unified School District and indicate that you are a current ESI employee. ESI will verify that all your documents are up to date. You will not be required to complete the New Hire Onboarding process again.

Compensation Questions:

If I choose to participate in the District's substitute program, will my paycheck come from the District?

No, your paycheck will come from ESI because ESI will now be your employer of record. A copy of ESI's payday calendar can be found on ESI's website under "Employee Resources". The payday calendars for 19-20 have not been released yet.

Will my substitute pay change while working for ESI?

No, your hourly or daily pay rate will not change while working for ESI.

Will I have to pay ESI a fee?

No, ESI will not charge you a fee to participate in the District substitute program.

Do I need to complete a timesheet?

This process will not change and you should continue to follow the normal arrival/departure protocol when you have an assignment.

Does ESI offer Direct Deposit?

Yes, ESI's New Hire Onboarding Process will allow you to enroll in Direct Deposit. It is important to know that your first paycheck with ESI may be a paper check, but all future paychecks will be deposited directly into the account of your choice after the bank's prenotification process.

How will I receive a copy of my paystub?

You will have the ability to view and print your paystub online through ESI's online employee portal. Login instructions will be provided to you by ESI during the New Hire Onboarding Process.

Benefit Questions:

What are the professional benefits of being an ESI leased employee?

Through its partnership with the District, ESI offers all employees access to free, online, on-demand continuing education. You can take advantage of such courses as "Building Relationships with Students," "Basic Proactive Classroom Management," "Giving Effective Praise" and more. The District and ESI are also dedicated to recognizing excellence. ESI's Substitute-of-the-Month program and other campaigns recognize employees who are so critical to a school's success. Monthly outreach calls to you and your colleagues allow ESI to gain valuable feedback and thank you for your continued service. For more information, visit our website.

Will I receive sick leave, personal leave and vacation time as an ESI employee?

Through *The Fair Wages and Healthy Families Act*, you are entitled to accrue one hour of paid sick time for every 30 hours worked. In addition, as an existing CUSD substitute, we will rollover the paid sick time that you have accrued (maximum rollover of 40 hours) through the district and it will be available for you to use as an ESI sub in CUSD after July 1. Earned paid sick time is to be utilized for an employee's medical care, an employee's need to care for a family member, a public health emergency or addressing domestic violence. You may check your paid sick time balance by logging into ESI's online employee portal (rollover balances will appear after July 1). To use your earned paid sick time, please refer to ESI's employee handbook found on the employee portal.

Does ESI offer a way for me to save for retirement?

ESI offers a 401(k) plan that will allow you to shelter income on a pre-tax basis, which lowers your current year taxable liability and increases savings for retirement. The 401(k) plan has no waiting period but you must be at least 21 years of age to participate.

Am I eligible for benefits when I work for ESI?

Federal law states that an employer is required to measure the hours worked for variable-hour employees in order to determine whether annual hours indicate eligibility for health plan coverage in the future. A variable-hour employee is an employee who, at the time of hire, cannot be determined to be reasonably expected to work an average of at least 30 hours per week. To determine your eligibility as the District transitions to ESI for 19-20, ESI is pleased to accept and credit the hours you've worked in the District during the 18-19 school year in conjunction with the Affordable Care Act lookback period and offer benefits to those who have met our eligibility requirements. We are proud to offer benefits that are accessible and affordable and have lowered the minimum hours needed for eligibility from 1560 hours by law to only 900 hours. So, if you've worked 900+ hours in the 18-19 school year for CUSD by June 30, 2019, we look forward to offering you benefits in August 2019. In the future, ESI will track the hours you work over a 12-month period from July 1, 2019 – June 30, 2020. If it is determined that you are eligible (900+ hours) at the end of the 12-month measurement period, you will be offered medical plan coverage at that time for the following 12 months (coverage is never available retroactively).

Does ESI offer anything in case I don't qualify?

Yes, ESI's free SingleCare program focuses on making health care affordable for everyone. The free membership provides discounts on a wide range of healthcare services like outpatient health-care visits, prescriptions, dental and vision services, chiropractic and physical therapy and other health-related services that insurance may not cover.

If I am a Retiree, will my employment with ESI affect my retirement with the Arizona State Retirement System (ASRS)?

No, your employment with ESI will not impact your retirement with ASRS.

If I am an early Retiree, will there be a limit on the number of days that I can work next year?

No, since ESI is not an ASRS employer the 20/20 provision does not apply and the number of days worked will not be limited.

Who should I contact if I have questions?

ESI is happy to help you!



ESI Website:	https://educationalservicesinc.com
General Questions:	hr@esiaz.us
Onboarding Assistance:	onboarding@esiaz.us
Submit Documents:	documents@esiaz.us
Upload Documents:	https://educationalservicesinc.com/document-upload
Phone:	480-719-3271 or toll free 844-614-7784
Physical Address:	14614 N. Kierland Blvd. Suite N230, Scottsdale, AZ 85254

Required Documents

Below is a list of documents that are required for your employment with ESI.



Employment Eligibility Verification (E-Verify) Documents

- ➔ E-Verify documents must be presented **in person** to ESI personnel or **in person** to authorized district personnel (district permitting). They will not be accepted via email, upload or text.
- ➔ See list of federally accepted E-Verify documents on the next page.

The following documents may be submitted by scanning or taking a smartphone photo and:

- **Uploading legible copies via our secure website at <https://educationalservicesinc.com/document-upload>**
- **Emailing them to documents@esiaz.us**
- **Texting them to 480-900-6584**

If you are transitioning to ESI from a school district, you may be able to obtain a copy of the following documents from the district. As the employee, it is your responsibility to provide them to ESI.



IVP Fingerprint Clearance Card (all positions)

- ➔ All employees must provide ESI with a current IVP Fingerprint Clearance Card or an IVP Fingerprint Clearance Card application confirmation before working.
- ➔ ESI employees applying for a Fingerprint Clearance Card for the first time are required to apply for the [IVP Fingerprint Clearance Card](#) (Level 1 is not an acceptable card).
- ➔ Please review [ESI's Policy for Fingerprinting](#). If you do not have an IVP Fingerprint Clearance Card, please contact ESI to request a guide with instructions for an electronic application or to be sent a paper application packet in the mail.



Certification

- ➔ All employees working in a Certified position must provide ESI with a current Teaching / Substitute / Administrative Certificate before working.
- ➔ To obtain a copy of your certificate or apply for a certificate or renewal, contact the Arizona Department of Education at www.azed.gov or by calling 602-542-4367.



MMR Immunization Record

- ➔ If you were born on/after January 1, 1957, please provide your MMR Immunization Record.
- ➔ Employees born before January 1, 1957 are considered naturally immune and are not required to provide proof of MMR Immunization.
- ➔ You may elect not to provide your MMR immunization record due to your beliefs, religious preferences, or any other undisclosed reason. However, in the event of an outbreak, you will be sent home and/or not permitted to work until the quarantine is lifted or until you provide proof of immunity. During this time, you will not receive compensation for missed work.

E-Verify Required Documents

Your employment eligibility required documents (for I-9/E-Verify) **must be presented in person** to ESI or authorized district personnel, district permitting. You may call ESI at 480-719-3271 to confirm where to present your documents.

You must provide one document from List A, or a combination of one selection from List B and one selection from List C. These are the only documents acceptable for completing form I-9, which is used for the government's E-verify process.

Lists of Acceptable Documents

All documents must have a valid expiration date.

List A

Documents that Establish Both Identity and Employment Authorization

1. U.S. Passport or U.S. Passport Card
2. Permanent Resident Card or Alien
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine readable immigrant visa
4. Employment Authorization Document that contains a photograph (Form I-766)
5. For a non-immigrant alien authorized to work for a specific employer because of his or her status:
 - a. Foreign passport; and
 - b. Form I-94 or Form I-94A that has the following:
 - i. The same name as the passport; and
 - ii. An endorsement of the alien's non-immigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating non-immigrant admission under the Compact of Free Association Between the United States and the FSM or RMI

List B

Documents that Establish Identity (must contain photograph)

1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address
 2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address
 3. School ID card with a photograph
 4. Voter's registration card
 5. U.S. Military card or draft record
 6. Military dependent's ID card
 7. U.S. Coast Guard Merchant Mariner Card
 8. Native American tribal document
 9. Driver's license issued by a Canadian government authority
- For persons under age 18 who are unable to present a document listed above:**
10. School record or report card
 11. Clinic, doctor, or hospital record
 12. Day-care or nursery school record

List C

Documents that Establish Employment Authorization

1. A Social Security Account Number card, unless the card includes one of the following restrictions:
 - a. NOT VALID FOR EMPLOYMENT
 - b. VALID FOR WORK ONLY WITH INS AUTHORIZATION
 - c. VALID FOR WORK ONLY WITH DHS AUTHORIZATION
2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)
3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
4. Native American tribal document
5. U.S. Citizen ID Card (Form I-197)
6. Identification Card for Use of Resident Citizen in the United States (Form I-179)
7. Employment authorization document issued by the Department of Homeland Security

Additional Required Documents Based on Position



Head Varsity Coaches*

- ➔ Arizona Teaching Certificate or Arizona Coaching Certificate
- ➔ Concussion in Sports Training (proof)
- ➔ AACCA Safety Certificate (proof) - Spirit Line Coaches only
- ➔ NFHS Spirit Rules (proof) - Spirit Line Coaches only
- or**
- ➔ NFHS Fundamentals of Coaching Training (proof)
- ➔ Current First Aid & CPR Card
- ➔ Concussion in Sports Training (proof)
- ➔ Sport specific course or teaching sport skills (proof)
- ➔ AACCA Safety Certificate (proof) - Spirit Line Coaches only
- ➔ NFHS Spirit Rules (proof) - Spirit Line Coaches only



Junior Varsity/Freshman & Assistant Coaches*

- ➔ Fundamentals of Coaching Training (proof) **or** Teaching Certificate
- ➔ Concussion in Sports Training (proof)
- ➔ AACCA Safety Certificate (proof) - Spirit Line Coaches only
- ➔ NFHS Spirit Rules (proof) - Spirit Line Coaches only



School Nurses

- ➔ Current Registered Nursing (RN) License

* You will be notified if your district requires further certification in addition to what ESI requires.