

# NEWS FROM HUMAN RESOURCES, PAYROLL, & BENEFITS

**JULY 2015**

## **Important Dates**

### **AZ Certification Information Open House**

Attend on Thursday August 13th

2:30 to 4:30 @ District Office

### **Leave of Absence Workshop**

Attend on Tuesday, August 18th

3:45 p.m. @ District Office

RSVP: Ostrowicki.dee@cusd80.com

### **Employee Fingerprint Session**

By appointment only.

To renew a Fingerprint Clearance Card, please contact Elizabeth Barker at 812-7668 to schedule your appointment.

Teachers renewing fingerprint card will need a money order for \$67

Community Ed employees contact Angie Larsen 224-3907

### **Payroll Dates**

**7/23/15** - First base pay for teachers

**8/6/15** - Deductions begin for Voluntary Medical Benefits

**8/20/15** 1st Health Savings Account Installment

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## **HUMAN RESOURCES**

### **Destination Chandler-New Teachers**

New teachers will be paid for participation in Destination Chandler when they have completed the orientation classes and the online module. We anticipate payment in mid-September.

## **Frequently Asked Questions about General Leave (Policy GCCB)**

### **What is general leave?**

In each fiscal year, **3 days of earned sick leave may be used for general purposes**. General leave is deducted from the employee's sick leave balance. An employee must have earned sick leave available to cover a "general leave" day.

### **Is my general leave balance posted on my check?**

Only the sick leave balance is recorded on employees' checks. General leave taken may be viewed on the absence management system. It is up to the employee to monitor general leave available. If an employee exceeds three days of general leave as allowed by policy, the additional days will be unpaid.

### **Are there special reporting procedures for general leave?**

Employees should report absences as soon as possible. General leave requires a minimum 24-hour notice by policy, however, general leave may be limited based upon substitute availability.

### **My spouse won a trip to Hawaii. I would like to accompany her. May I take five days of general leave? Does this qualify as an exception?**

Absences beyond the three (3) day allowance are granted only by approval of the employee's immediate supervisor and the Superintendent. If approved for five days of absences, you will be docked full daily salary for any absences in excess of three per year.

### **Are there any work days when I cannot take a paid general leave day?**

Due to the potential for significant negative impact, general leave may not be used during the **first or last two weeks of student days**, nor can it be used the day before or after a holiday for the purposes of extending the holiday.

### **Are there any exceptions approved for the use of general leave before a holiday?**

You should complete the General Leave Exception Approval Form to request a paid general leave day before/after a holiday or during the first and last two weeks of student days.

### **Is a General Leave Request form required for each general leave day taken?**

No. The General Leave form is required for dates that fall within black-out windows.

### **Is the principal's approval sufficient?**

No, the form requires approval from Human Resources as well.

### **I am getting married on Labor Day weekend and need Friday off to take care of errands and attend my rehearsal luncheon. Does this qualify as an exception?**

Yes. Getting married is considered a unique and special event. With the approval of your administrator and HR, you may be granted a paid, general leave day before the holiday.

### **I can only get a flight to Chicago on the Friday before intersession. May I use general leave? Does this qualify as an exception?**

General leave may not be used to extend intersession break or a holiday.

### **My family is having reunion in another state over Thanksgiving and I need to fly out on Wednesday. Does this qualify as an exception?**

Unfortunately, we cannot approve general leave for a reunion that wraps with a holiday or intersession break. Many of our CUSD families get together with family during holidays and breaks and would opt to travel on Wednesday. The potential for high absence could have a negative impact on students.

### **May I take an unpaid day before a holiday? Does this qualify as an exception?**

You may request an unpaid leave before a holiday. If approved, you are in jeopardy of losing your paid holiday in addition to the unpaid work day.

### **Where can I find information on leaves?**

The policies and forms are available on CUSD website under Human Resources Tab.

## **2014-15 Proposition 301 Performance Pay for Certified Staff**

On July 9, 2015, eligible staff were paid up to \$2000 (\$800 for required training and \$800 for their teacher performance category and \$400 for 301 site goals).

In December 2015, certified staff are eligible for the remaining \$400 based upon the results of the 301 Site Goals. Since AZ Merit scores will not be available until November, the final portion of the 2014-15 Performance Pay will not be paid until December 2015.

### **Absence Reporting**

To register, call the absence system (480-812-7002). Enter your Access ID# (Employee ID#) followed by the star (\*) key. Enter your Access ID# again when it asks for your PIN#. The system will prompt you to record your name, obtain a new PIN# and complete the registration process. After you have registered over the phone, you can view and enter absences online. You can find the employee absence system website located under Staff Resources and Links on our website. Administrative Assistants at your site have access to your PIN# OR you can email [connolly.keri@cusd80.com](mailto:connolly.keri@cusd80.com).



Please report your absence as soon as possible. This will ensure quality substitute coverage. Keep your Access ID# and PIN# in a safe and secure place so you have access to the system

### **Substitute Teacher Coverage Full Day v. Half Day**

Absences called in for 4 hours or less are considered "half day" and absences over 4 hours are considered "full day". Anything over 4 hours will result in 8 hours of deduction from pay or leave balance.

Example: Absence from 11:00am-3:00pm is a half day

Example: Absence from 11:00am-3:15pm is full day

Substitutes scheduled to work 4 hours or less will be paid for a "half day" and substitutes scheduled to work more than 4 hours will be paid for a "full day".

### **Jury Duty**

Please be aware of the following jury duty rules. If you are called to jury duty, you will be required to call the night before to find out the status of your duty. Only input an absence if you are called to jury duty at that time. You will be told one of the following:

- You are dismissed from jury duty or
- Call the next day at 11:00 am to see if you will be needed for the afternoon session.

Please advise your supervisor when you are called so that a substitute can be secured if required for your position. If you are asked to call the next morning at 11:00 am, **please go into work at your scheduled time**. If you call at 11:00 am and are required to go to jury duty, a substitute (if needed) will be called at that time. **If you elect to stay home that day, this time will be charged to your General Leave time.**

## Course Approval Reminder

Course Approval forms for salary advancement are available on the website. Request forms should be submitted to the IRC, Attn: Professional Development for approval.

## Student Teacher/Student Intern Placement

Teachers, if you are interested in mentoring a student teacher or student intern and you have 3 years of overall teaching experience. Please complete the [Student Teacher/Intern Request Form](#) and submit to Rosemary Palma in Human Resources.

## Fingerprint News

As a courtesy, HR sends an email reminder to teachers six months before their fingerprint card expiration date. However it is the teacher's responsibility to maintain a valid card. Note the expiration date on your calendar and keep your card in a safe place. If you have questions about your fingerprint card, contact DPS for more information (602-223-2279).

Teachers renewing a fingerprint card that expires after January 2014 will not need to be printed as long as they hold a **Valid IVP card**. Teachers should look at their cards to see the IVP number. If you currently hold an IVP card which needs to be renewed, contact the administrative assistant at your worksite for a new Fingerprint Clearance Card Form. Complete the form and send to DPS with your cashier's check or money order. A new card will be mailed to your home.

## Certification

As a courtesy, HR sends an email reminder to teachers six months before their certificate expiration date. However it is the teacher's responsibility to maintain a valid certificate. Teachers may view their certificate dates on Employee Online. Additional information may be found in the HR section of the District website under Current Employees. Additionally, HR hosts regular workshops to assist with certification renewal.

### Provisional Certificate

If you hold a Provisional Certificate and have two years teaching experience during the valid period of your certificate, you can convert to a Standard Certificate. ***You do not need professional development hours to convert your provisional certificate.***

### Standard Certificate

If you currently hold a Standard certificate, you need 180 clock hours of professional development to renew. You can renew a Standard certificate 6 months prior to the expiration date. My Learning Plan (MLP) is the District software which maintains all in-district professional development. Log into My Learning Plan to print your in-district transcripts. **DO NOT** print certificates; only the PDF transcript is required. If you have taken out of district classes, you must provide transcripts or certificates upon renewal. **Remember to count only classes completed during the valid period of your current standard certificate.**

Log into [MyLearningPlan](#)

Click my Portfolio

Click Print PDF

Click here to print transcript



# CHANDLER WANTS YOU!

Workers are needed for our 2015 Special Census!

Earn \$16.25/hr, plus mileage and paid training

INFO: [www.chandleraz.gov/census](http://www.chandleraz.gov/census)

or call 480-782-3260



## PAYROLL

### First Paycheck for Teachers

Teachers, please review your first paycheck to confirm the correct base pay. You can figure your base pay by taking your contract amount and dividing by the number of pays you selected—either 26 or 24. If you see a discrepancy, contact your HR tech as soon as possible.

For example: Annual Contract Salary amount is \$48,500.00 / 26 pays = \$1,865.38. The gross amount on your pay check should be \$1,865.38.

### ASRS Rate

Contribution rates for the Defined Benefit Plan for fiscal year 2015-16, which takes effect July 1, 2015, will be 11.35% for the Pension Plan and 0.12% for LTD, for a total current contribution rate of 11.47% for employees and employers. This will remain in effect through June 30, 2016.

### CUSD Trivia

Why does the district need to sell bonds to meet its capital needs?

During the great recession, the State cut virtually all capital funds provided to build/renovate schools. In 2008 the district received \$25,000,000 in capital funding. Effective in 2009 to present, the district has received no funding to build/renovate schools.

# BENEFITS

## Leave of Absence Workshops

This workshop is provided for employees who wish to take a short leave of absence due to medical/maternity. Representatives from Benefits and Payroll will cover the steps needed to request a leave of absence, sick leave usage policy, short term disability, impact on contract, and documentation needed upon return. The next workshop will be Tuesday, August 18th, at 3:45 p.m. at the District Office. RSVP to [Ostrowicki.dee@cusd80.com](mailto:Ostrowicki.dee@cusd80.com).

## Continuing Employee Deductions and Contributions

Deductions for health insurance plans will begin August 6, 2015 for continuing employees. Employees who selected a high deductible plan with a Health Savings Account (HSA) will receive the first of two contributions into their account on August 20, 2015 as noted below:

HSA1600 = \$237.50

HSA2800 = \$600.00

Employees can log on to Employee Online to view their benefit selection for the 2015-16 plan year. Employee Online can be accessed on the district website under Human Resource, Quick Links, Employee Online, Benefit, View Current Benefits. Your current selections are noted as "Active".

Log in to Employee Online **(first time users)**:

- 1) Username will be: XXXXX (5 digit employee ID number found on your pay stub)
- 2) Password will be your social security number
- 3) If already registered, use your current log in information

## New Employee Deductions

Deductions for new employees are based upon their eligibility date. Benefits for employees whose hire dates range from July 4 to July 31 will become effective October 1, 2015. Deductions will begin September 17, 2015. United Healthcare will mail insurance cards prior to the effective date. New employees have 31 calendar days from their hire date to enroll. If not enrolled during this timeline, employees will have to wait until the new plan year effective July 1, 2016.

### **Care 24 - "Anytime, any Reason"**

#### **Call 888-887-4114 for employee assistance**

As a CUSD employee enrolled in a district insurance plan, CARE 24 gives you access to professionals who will support you in treatment decisions, health coaching and emotional concerns at no cost to the employee. In addition, eligible employees may receive counsel from experienced professionals for legal and financial decisions.

# August

	Mon	Tue	Wed	Thu	Fri	
	3	4	5 Hourly pay week ends	6 All hourly time Workforce software due (Workforce and timesheets) <b>Pay Day</b>	7	
	10	11	12 Hourly pay week ends	13 All hourly time Workforce software due  <b>Certification Open House 2:30-4:30 p.m. District Office</b>	14	
	17	18 <b>Leave of Absence Workshop 3:45 p.m. District Office</b>	19 Hourly pay week ends	20 All hourly time Workforce software due (Workforce and timesheets) <b>Pay Day</b>	21	
	24	25	26 Hourly pay week ends	27 All hourly time Workforce software due	28	
	31					

