

NEWS FROM HUMAN RESOURCES, PAYROLL, & BENEFITS

DECEMBER 2015

Important Dates

AZ Certification Open House

Attend on Thursday, January 7th 2:30 pm @ DO

Leave of Absence Workshop

Attend on Tuesday, January 19th
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

Upcoming Payroll Dates

1/21/16—HSA 2nd Installment

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HUMAN RESOURCES

RELIGIOUS LEAVE & BEREAVEMENT LEAVE REMINDERS

Religious Leave - Policy GCCG

In order to observe recognized **religious holidays**, employees may deduct 3 days from their earned sick leave and 3 days from earned general leave for a total of 6 days.

Bereavement - Policy GCCH

Upon the death of a family member, employees may take up to 5 days if necessary. Bereavement leave is not deducted from the employee's earned leave, however it is limited to activities directly related to the death of a family member, including planning and attending funeral/memorial service and travel necessary to attend services. If an extension beyond the five days is necessary and the related business cannot be scheduled on a non-work day, the employee may request available general leave. In the event of a delayed memorial service, employees may postpone the use of bereavement leave.

Family, for purposes of bereavement leave, shall include spouse, children, parents or parents of spouse, brothers/sisters, grandparents or grandparents of spouse, grandchildren, brothers-in-law/sisters-in-law, sons-in-law/daughters-in-law. In the event of the death of a close friend, or relative beyond those listed, employees may use general leave if available.

Employees should report bereavement leave using the absence management system.

PAYROLL

W-4/A-4

If your filing status, exemption allowances, or exempt status change since your last filing of W-4 or A-4 form, you must file an amended form. In lieu of a form, Employee Online now accepts the completion of any W-4 or A-4 changes directly on the website, under "Tax Info". To plan ahead, please note any changes made through the current pay date will be effective by the end of the next pay date.

Ex.: If John Smith updates his W-4 by December 24, 2015, all changes will be reflected on the next pay date, January 7, 2016. Click here: [Pay Periods](#) to access the 2015-16 Pay periods.

****Any employee claiming exemption from withholdings for the previous year (2015) must file a new Form W-4 by February 16, 2016.**

The Withholding Calculator can help you determine whether you need to complete a new Form W-4, Employee's Withholding Allowance Certificate to avoid having too much or too little Federal Income tax withheld from your pay. Please click on the following link to access the Withholding Calculator <http://www.irs.gov/Individuals/IRS-Withholding-Calculator>.

2016 Tax Information

Social Security and Medicare (OASDI): Federal tax tables have remained the same for 2016; The Social Security portion (OASDI) is 6.20% on earnings up to the applicable taxable maximum amount and the Medicare portion (HI) is 1.45% on all earnings. The maximum taxable earnings for social security have also remained the same for 2016 at \$118,500.

Governmental 403(b) and 457(b) Plans: The limit on elective deferrals, the most that can be contributed to a 403(b) or 457(b) account through employee elective deferrals by means of salary reduction agreement is \$18,000 for 2016.

2015 HSA Contribution Limits: For calendar year 2016, the annual limitation on deductions under § 223(b)(2)(A) for an individual with self-only coverage under a high deductible health plan is \$3,350. For calendar year 2016, the annual limitation on deductions under § 223(b)(2)(B) for an individual with family coverage under a high deductible health plan is \$6,750.

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, January 19, at 3:45 p.m. at the District Office. RSVP to Ostrowicki.dee@cusd80.com.

Wellness Incentive

CUSD is excited to announce the opportunity for employees to earn a \$200.00 wellness incentive. You may view the official wellness incentive guidelines on our district website at:

www.cusd80.com/WellnessIncentiveProgram.

Retirement Seminars

Planning for Retirement—Presented by ASRS

Planning for retirement is vital for members who are planning to retire within three years. Attendees will learn from ASRS about the pension benefit and how it is calculated, options for retiree health insurance and other benefits and member responsibilities. In addition, you will receive general information in regards to the sick leave payoff process and the phased retirement program through Smartschoolsplus.

Dates & Times:

Tuesday, January 5, 2016—4:15—5:45 PM

Location: District Office—Board Room

Understanding Medicare & Social Security upon Retirement—Presented by Dana Artzer

Come and learn the basics of Medicare, what each Medicare part covers, your potential cost, when to apply for Medicare and the impact of Medicare on health savings accounts. Learn about the changes in Medicare beginning January 1, 2016 and when you should apply for social security.

Dates & Times:

Wednesday, February 10, 2016—4:15-5:15 PM

Location: District Office—Training Room

Thursday, February 25, 2016—4:15—5:15 PM

Location: District Office—Training Room

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.

Retirement Seminars

"Retire Now" Workshop—Presented by ASRS

This workshop is vital for members who are planning to retire at the end of the 2015-16 school year. During this group session ASRS will cover each section of the retirement application and the necessary documents. In addition, ASRS will provide each employee their pension benefit, explain the calculation method, what health insurance options retirees will have as well as the rules of returning to work.

Dates & Times:

Thursday, January 14, 2016—4:15—5:45 PM	Location: District Office—Board Room
Thursday, February 11, 2016—4:15—5:45 PM	Location: District Office—Board Room
Tuesday, February 23, 2016—4:15—5:45 PM	Location: District Office—Board Room

Phased Retirement—Presented by Smartschoolsplus

Employees who have been with CUSD 10 or more years with 80 points and will be retiring at the end of the 2015-16 school year may apply to participate in Phased Retirement. The individual retires through ASRS thus severing his/her employment with CUSD. Then he/she continues to provide services as a contracted employee through a third party, Smartschoolsplus.

Date & Time:

Thursday, March 3, 2016—4:15-5:15 PM	Location: District Office—Board Room
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CUSD Retiree Exit Meeting—CUSD HR Representative

Only retirees who will be retiring at end of the 2015-16 school year should attend this meeting. In this meeting we will ensure all CUSD required separation paperwork is completed and ensure all other forms necessary for ERPEP and smartschoolsplus participation have been completed and turned in so that you may be able to enjoy your retirement.

Dates & Times

Monday, March 21, 2016—3:45—4:45 PM	Location: District Office—Training Room
Tuesday, March 22, 2016—4:15—5:15 PM	Location: District Office—Training Room
Thursday, March 24, 2016—4:15-5:15 PM	Location: District Office—Training Room

Please register for classes through My Learning Plan

www.mylearningplan.com



"We Come To You"

Chandler Unified School District

January 25, 2016; District Office, 1525 W Frye Rd, 7:00am-5:00pm

January 26, 2016; Chandler HS, 350 N Arizona Ave, 7:00am-5:00pm

January 27, 2016; Hamilton HS, 3700 S Arizona Ave, 7:00am-11:30am

January 27, 2016; Basha HS, 5990 S Val Vista Dr, 1:00pm-6:00pm

January 28, 2016; District Office, 1525 W Frye Rd, 7:00am-5:00pm

January 29, 2016; District Office, 1525 W Frye Rd, 7:00am-11:00am

January 29, 2016; Basha HS, 5990 S Val Vista Dr, 1:00pm-6:00pm

To schedule an appointment please call: 480-967-3767 or 1-800-285-0272

- ✓ Medicare patients welcome
- ✓ Most major insurance carriers are accepted, AETNA, BCBS, CIGNA, Health Net, United HealthCare and many more
- ✓ Non-insured patients pay \$167.00
- ✓ Full field digital Mammography and CAD computerized reading
- ✓ We are able to accommodate breast implant patients

We will verify your insurance benefits and inform you if there are any charges that you will be responsible for.
Patients under the age of 30 must provide a Doctor's referral.

Please bring the following information:

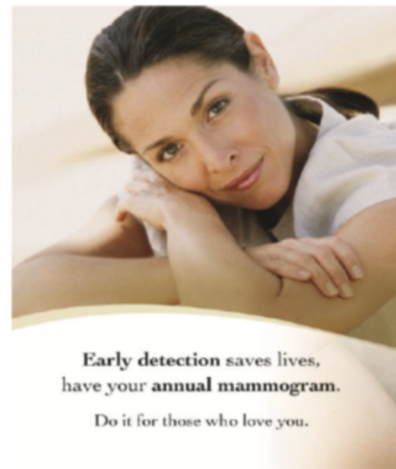
Insurance Card
Doctor's name and address
Location of prior mammogram films

Recommended Baseline Age:

35-40

Recommended Annual Age:

40 and over if you are at average risk



Early detection saves lives,
have your **annual mammogram.**

Do it for those who love you.

15 minutes can save your life !

WHO TO CALL IN HUMAN RESOURCES, BENEFITS AND PAYROLL

*To help us answer your questions, the first point of contact is outlined below. Please direct your initial email or phone call to a single person to ensure a timely response.
You may carbon copy others for information only.*

Sandy Cooper		
Assistant Superintendent of Human Resources		
Certified and Support Staff Performance Evaluations, Employee Relations, Policies, Legal Questions		
Veronica King Administrative Assistant	812-7624	Employment References, Loan Forgiveness Forms, Newsletter, Phased Retirement, Unemployment
Theresa Self District Wide Receptionist	812-7000	Mortgage Verifications

Jeff Filloon		
Director of Human Resources		
Administration of HR-Payroll-Benefits Operations, Americans with Disabilities Act Employee Accommodation		
Rosemary Palma Administrative Assistant	812-7640	General Leave Exceptions, Medical Leave Donation, Perm Sub Custodian, Student Teachers
PRE-EMPLOYMENT AND RECRUITMENT- CERTIFIED AND SUPPORT STAFF		
Kathleen Jett Employment/Recruitment Coordinator	812-7623	Selection and Processing New Employees, Job Descriptions, Volunteers <u>Certified:</u> Job Postings, New Employee Orientations <u>Support Staff:</u> Transfer Requests
Patricia Rosell Human Resource Generalist	812-7622	<u>Support Staff:</u> Job Postings, Employment, Orientations, Badges
Elizabeth Barker Human Resource Assistant	812-7668	<u>Certified:</u> Certificate Renewals, Transfer Requests, Highly Qualified, Fingerprint, Badges
Gayle Rafferty Human Resources Generalist	812-7664	Professional Growth For Salary Increase
Keri Connolly, Substitute / Absence Coordinator	812-7625	Absence Reporting, Substitute Coverage
BENEFITS		
Dee Ostrowicki Employee Benefit Coordinator	812-7036	Family & Medical Leave, Health & Voluntary Insurance, Flex, Health Savings, Short and Long Term Disability, Retirement, Life Insurance, Care 24 (Employee Assistance)
HUMAN RESOURCES AND PAYROLL OPERATIONS		
Verines Cummings HR and Payroll Operations Manager	812-7626	Salary Rates, Additional Compensation, Reports, Salary Schedules, Summer School, Support Staff Allocation
Tammy Kleck Payroll Coordinator	812-7614	Administrator Payroll, 403B's/457's

HUMAN RESOURCE AND PAYROLL TEAMS BY SITE – Specialists from Human Resources and Payroll work together to provide quality customer service for each employee. Day to day, the HR/Payroll team is the employees’ first contact.

Questions for HR:	Questions for Payroll:
Employee Work Calendars Contracts/Reasonable Assurance Pay Rates Resignation Letters	Name Change Direct Deposit Pay Check Timesheet Request for Leave of Absence Form Workforce Timekeeping

Tammy Aiono , HR Tech Ann Angell, Payroll Tech	812-7648 812-7677	Humphrey, Independence, Liberty, Frye, Hull, Patterson, Riggs, San Marcos, Sanborn, Weinberg, WJHS, CHS, Support Services, Warehouse
Kristina Eckenboy, HR Tech Christine Bassett, Payroll Tech	812-7639 812-7679	Conley, Goodman, Hartford, Jacobson, Knox, Navarrete, Ryan, Shumway, AJHS, SJHS, PHS, Beyond the Bell, Lil’ Explorers, Community Ed
Pam Lundbohm, HR Tech Annette Bennett, Payroll Tech	812-7665 812-7682	Basha, Chandler Early College, Freedom, Fulton, Galveston, Hill, ICAN, Santan, Tarwater, BJHS, BHS, CCHS, Chandler TV, DO, Transportation
Kimberly Montoya, HR Tech Sheila Wentz, Payroll Tech	812-7638 812-7678	Andersen, Auxier, Bologna, Carlson, EPA, Haley, Hancock, ACP Erie, ACP Oakland, PJHS, Online Academy, HHS, Care Center, IRC, Nutrition & Food Services
Yvette Ardans, Payroll Tech	812-7606	Substitute Employment Payroll

Payroll/Benefit Compliance

Heather Caviar Payroll Compliance Specialist	812-7675	Benefit Deductions
Maricela Garcia Payroll/Benefit Assistant	812-7605	

EMPLOYEE ONLINE

Access your employee information securely through Employee Online (Staff Resources & Links):

Access your Check Stubs Change Direct Deposit Change your Address Get a copy of your Contract	See your Health Insurance Selections Check your Leave Balances Access W2s for the past three years Change W4 and A4 Forms
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CARE 24

“Anytime, any Reason” Call 888-887-4114 for employee assistance
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January

	Mon	Tue	Wed	Thu	Fri
	Winter Break thru 1/1/16				1
4 Teacher Work Day No General Leave	5	6 Hourly pay week ends	7 Certification Open House 2:30 pm @ DO All hourly time Workforce software due Pay Day	8	
11	12	13 Hourly pay week ends	14 All hourly time Workforce software due (Workforce and timesheets)	15 No General Leave	
18 Martin Luther King Day Holiday	19 No General Leave Leave of Absence Workshop 3:45 p.m. District Office	20 Hourly pay week ends	21 All hourly time Workforce software due Pay Day	22	
25	26	27	28	29	

