

# NEWS FROM HUMAN RESOURCES, PAYROLL, & BENEFITS

APRIL 2016

## Important Dates

### AZ Certification Open House

Thursday, April 26th - 2:30 pm @ District Office

By appointment only. Please contact Elizabeth Barker

### Employee Fingerprint Session

IVP fingerprint cards requiring reprints: Please contact the Community Wellness Center at (480) 892-4295. Cards will need a money order for \$67 plus fee for printing.

Community Ed employees contact Angie Larsen 224-3907

### Payroll Dates:

**5/26/16**– Balance of Contract Pay for Teachers

**6/23/16**– Journey 2020 Payment

**7/6/16**– Use or Lose Vacation deadline

**7/7/16**– 1st PFP Installment

**8/18/16**– Deductions begin for Voluntary Medical Benefits

**9/1/16**– 1st HSA Installment

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## HUMAN RESOURCES

### General Leave Reminders

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. General leave cannot be used beginning May 11th through May 24th unless prior approval from Jeff Filloon, Human Resources Director.**

### Student Teacher/Student Intern Placement

Teachers, if you are interested in mentoring a student teacher or student intern for the 2016-2017 school year 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.

## **Professional Development Compensation Support Professionals**

The deadline to request compensation for professional development **for 2016-17 is April 29, 2016.**

A [Request for Professional Development-Support Staff](#) form should be submitted with appropriate supporting documents attached. Official transcripts on university paper should be attached or the University may forward official transcripts to Gayle Rafferty, Human Resources.

## **National Board Certification**

### **Effective July 1, 2016**

The District supports and values the high standard of excellence demonstrated by the successful completing of a National Board Certification. Successful certified staff are eligible for additional compensation annually (contingent upon funding).

### **PRE-CERTIFICATION REQUIREMENTS:**

- Teacher must be a full-time Chandler Unified School District employee.
- Teacher must have a minimum of three (3) years teaching experience with effective or highly effective rating.
- Teacher must have successfully completed all new teacher requirements.
- Pre-certification candidates may receive up to two (2) professional leave days to complete assignments or responsibilities related to National Board Certification.

### **COMPENSATION:**

- National Board Certified Teachers, Counselors, and Psychologists are eligible for \$1,200 per year for the lifetime of the certificate.
- A copy of a valid certificate must be on file in Human Resources.

## **National Board Certification Pre-Candidacy Class**

Here is your opportunity to begin the National Board Certification process!!!

There will be a National Board Pre-Candidacy class offered for all interested teachers. The class will introduce the concepts of National Board Certification and prepare participants to decide whether or not they are ready to consider becoming a National Board Candidate.

**Location:** Hamilton High School in Room E104

**Facilitator:** Phyllis Carr

**Dates and Times:** TBD (please check back for upcoming dates)

The hours will go towards continuing education credits for the district. The class is required if you are considering scholarships for candidacy through AZK12 Center or CEF.

Please contact Phyllis Carr at [carr.phyllis@cusd80.com](mailto:carr.phyllis@cusd80.com) if you would like more information.

# PAYROLL

## Vacation Time Use or Lose

### Who earns vacation time?

All 12 month employees working 30+ hours per week earn vacation.

### How much vacation do I earn?

Vacation is earned at the rate of 6.67 hours per month (prorated for less than 40 hours per week). Twelve-month employees on the support service calendar (Calendar #2612) begin accumulating 10 vacation hours per month upon completion of 5 years of service.

### How many days a month do I need to work in order to earn vacation?

An employee must work 15 days in a month to earn a day of vacation. Vacation is credited to the second payroll of the month. Vacation is earned as long as the employee is on active paid status.

### Can I call in for a vacation day whenever I feel like taking a day off?

The purpose of vacation is for the employee to take time off work to relax and refresh. However, vacation must be scheduled with the approval of the supervisor in order to ensure effective operation of the department/site.

### What happens to my vacation time when I transfer to a position that does not earn vacation?

The vacation time is paid off.

### Do I lose my vacation time if I do not use it by the end of the school year?

Earned vacation may be carried over from one fiscal year to the next; however, carryover vacation must be used by the next fiscal year. For example, all vacation earned in 2014-15 by be taken by July 6, 2016. Earned vacation balances will be adjusted annually after the first week in July.

### How do I calculate my "use or lose" vacation?

Earned vacation is posted on your paycheck. If you earn 10 days of vacation in a fiscal (school) year, you should have earned 60 hours of vacation from July 2015 through March 2016 (6.67 hours per month X 9 months). If you are an employee who earns three weeks of vacation per year, you should have earned 90 hours from July 2015 through March 2016 (10 hours per month X 9 months). Subtract the hours earned (60/90) from your total vacation balance on your paycheck to find the total hours that must be used by the end of the school year.

**Employees may take "use or lose" vacation on or before Wednesday, July 6, 2016.**

## ASRS Rate Update

Contribution rates for the Defined Benefit Plan for fiscal year 2016-17, which takes effect July 1, 2016, will be 11.34% for the Pension Plan and 0.14% for LTD, for a total current contribution rate of 11.48% for employees and employers. This will remain in effect through June 30, 2017.

## **2016 Retirees Receive Pay Off for Unused Sick Leave**

When an employee separates his/her employment with Chandler Schools, the balance of unused sick leave is reimbursed to the employee. The hourly rate of pay is based upon the sub rate and a percentage that increases with length of service. Current hourly rate of payoff for certified staff is \$10.62. Hourly rate of payoff for support staff is \$8.81.

<u>Years of Service</u>	<u>% of unused sick leave:</u>	<u>Years of Service</u>	<u>% of unused sick leave:</u>
Up thru 4	32	17	68
5 thru 9	36	18	72
10	40	19	76
11	44	20	80
12	48	21	84
13	52	22	88
14	56	23	92
15	60	24	96
16	64	25	100

### **Example:**

Certified teacher who retires after 20 years of service. Total possible hours of sick leave (earning 80 hours per year) 1600 hours. Used 2 days of sick leave annually (16 hours X 20 years = 320 hours). Sick leave balance for payoff is 1280 hours. 1280 hours X \$10.62/hr. X 80% = **\$10,874.88 payoff at separation.**

## **Paycheck Information for Teachers**

During the 2015/2016 year, the returning teacher contract calendar began on July 14, 2015 and will end on May 25, 2016. On May 26, 2016, teachers will be receiving a paycheck which will represent their 2015/2016 balance of contract. A teacher who elected on their contract to have their pay spread over 24 paychecks will receive 2 base salary pays included in their May 26 paycheck. A teacher who elected on their contract to have their pay spread over 26 paychecks will receive 4 base salary pays included in their May 26 paycheck.

As we look to the 2016/2017 school year, the first contract day for returning teachers will be July 19, 2016, which is five days later than this current year. Due to this later return, teachers will not have worked any days during the pay period for the July 21<sup>st</sup> paycheck. **Therefore, teachers' first paycheck for the 2016/2017 year will be on August 4<sup>th</sup>, 2016.**

In order to minimize any negative impact, the District has scheduled two pays in July. The first installment of the Pay for Performance (Prop 301) monies will be paid on the July 7, 2016 payroll. This paycheck will reflect two thirds (2/3) of the Pay for Performance monies, which is up to \$1,800.00. In addition, contingent upon the passing of Proposition 123, the District will include the one-time 5% loyalty bonus in the July 21, 2016 paycheck.

Scheduling these additional pays on July 7 and July 21 will be beneficial in a couple of ways. First, employees generally like to avoid additional earnings in a regular paycheck in order to avoid a higher tax bracket resulting in higher taxes. (Please keep in mind this tax "savings" is temporary only; whatever tax is owed will eventually be paid). Second, this payment schedule fills a void in July when there are no earned salary days scheduled for teachers.

As you plan and budget for the future, the following is a breakdown of what certified staff can expect in their upcoming paychecks:

### **2015-16 SCHOOL YEAR**

**May 26 Paycheck:** Teachers will receive the remaining balance of their contract. This will reflect either 2 or 4 base salary pays depending upon your contract.

**June 9 Paycheck:** Any work done and recorded on a timesheet will be paid. Timesheets due in Payroll by May 31, 2016.

**June 23 Paycheck:** Journey 2020 incentive to eligible employees. (\$500 for 20 hours or more/\$250 for less than 20 hours).

### **2016-17 SCHOOL YEAR**

**July 7 Paycheck:** First Installment of teacher Pay for Performance (Prop 301). (2/3 of the potential \$2700, up to \$1,800.00) The final one third (1/3) will be paid September or October.

**July 21 Paycheck:** Contingent upon Proposition 123 passing, eligible returning teachers who were hired before November 1, 2015 will receive a 5% one-time loyalty bonus.

**August 4 Paycheck:** First regular paycheck for 2016/2017.

**August 18 Paycheck:** Insurance Benefits deductions begin.

**September 1 Paycheck:** First Health Savings Account (HSA) contribution from the District (second contribution will be in February).

**June 2, 2017 Paycheck:** Teachers will receive the remaining balance of their contract. This will reflect either 2 or 4 base salary pays depending upon your contract.

### **2017-18 SCHOOL YEAR**

**August 3, 2017 Paycheck:** First regular paycheck for 2017-18.

## **BENEFITS**

### **Wellness Incentive Reminder**

Wellness Incentive Forms are **due to Dee Ostrowicki in Benefits by May 31, 2016**. This is an 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](http://www.cusd80.com/WellnessIncentiveProgram)

## **Benefits Annual Open Enrollment**

Open Enrollment is the only time to make changes to your benefit plans or let your employer know you wish to continue the same health coverage or that you want to make changes for the upcoming plan year. **All benefit eligible employees will need to reselect benefits**, as benefits will not automatically renew. Because some of your benefits are pre-tax, the IRS does not allow changes outside of open enrollment unless you have a qualified life status change, such as marriage, birth/adoption, change in dependents/spouse's employment status.

### **Open Enrollment is scheduled for April 18, 2016—May 6, 2016**

What should you do to prepare?

- Look for a preview of the materials. When the material is available, take time to read prior to the open enrollment meeting.
- Know your current benefit selection and any out of pocket cost. You can review your current selections on employee online, deductions are found on your paycheck stubs.
- Plan to attend a group meeting. This is a good way to find out what's new and get your questions answered.
- Since open enrollment is the only time you can make a change (outside of qualifying event), always review your options before you enroll to ensure you select the benefits which fit you and your family the best.
- Remember to schedule time to enroll. **Benefits do not auto renew, you must select every year.** Don't be late or you'll have to wait until the next open enrollment.

### **INVESTING TIME = PEACE OF MIND**

## **Open Enrollment Educational Meetings**

<b>DATE</b>	<b>LOCATION</b>	<b>TIME</b>
Thursday, April 28, 2016	District Office—Board Room	10:00-11:00 AM
Thursday, April 28, 2016	SJHS—Fulton Theater	4:15-5:15 PM
Friday, April 29, 2016	District Office—Training Room	3:45-4:45 PM <b>(SPANISH)</b>

### **COMPUTER LAB**

Monday, May 2, 2016	District Office—Board Room	8:00 AM—5:30 PM
Thursday, May 5, 2016	District Office—Board Room	8:00 AM—5:30 PM



*"We Come To You"*

### Chandler Unified School District

**May 9, 2016 @ District Office, 1525 W Frye Rd, 7:00am-5:00pm**  
**May 9, 2016 @ Chandler HS, 350 N Arizona Ave, 7:00am-4:00pm**  
**May 13, 2016 @ Santan JH, 1550 E Chandler Heights Rd, 7:00am-4:00pm**  
**May 13, 2016 @ District Office, 1525 W Frye Rd, 7:00am-5:00pm**  
**May 16, 2016 @ Santan JH, 1550 E Chandler Heights Rd, 7:00am-11:00am**  
**May 16, 2016 @ Chandler HS, 350 N Arizona Ave, 1:00pm-5:00pm**

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.

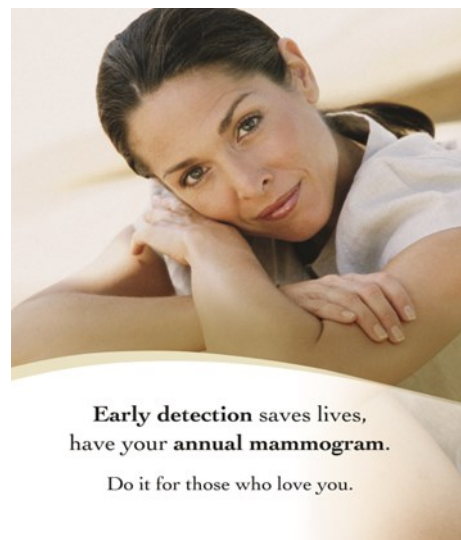
Patients under the age of 30 must provide a Doctor's referral.

#### **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 !*

# June and July

## SUMMER SCHEDULE 2016

Mon	Tue	Wed	Thu	Fri
30 <b>Memorial Day Holiday</b>	31 8 Hour Work-day 7:30 am-4:30 pm	1 8 Hour Work-day 7:30 am-4:30 pm	2 <b>10 Hour Days begin</b> 7:00 am-5:30 pm	3
6 <b>10 Hour Days</b>	7 <b>10 Hour Day</b>	8 <b>10 Hour Day</b>	9 <b>10 Hour Day</b>	10
13 <b>10 Hour Day</b>	14 <b>10 Hour Day</b> <u>Last Day for Elem Admin. Assistants</u>	15 <b>10 Hour Day</b>	16 <b>10 Hour Day</b>	17
20 <b>10 Hour Day</b>	21 <b>10 Hour Day</b>	22 <b>10 Hour Day</b>	23 <b>10 Hour Day</b>	24
27 <b>10 Hour Day</b>	28 <b>10 Hour Day</b>	29 <b>10 Hour Day</b>	30 <b>10 Hour Day</b>	1
Mon	Tue	Wed	Thu	Fri
4 <b>4th of July Holiday</b>	5 <b>10 Hour Day</b>	6 <b>10 Hour Day</b>	7 <b>Resume 8 Hour Work day</b> 7:30 am-4:30	8
11 <u>Elem Admin. Assistants Return</u>	12 <u>New Teacher Orientation</u>	13 <u>New Teacher Orientation</u>	14 <u>New Teacher Orientation</u>	15 <u>New Teacher Orientation</u>
18 <u>New Teacher Orientation</u>	19 <u>Teachers Return</u>	20	21	22
25 <b>First Day of School</b>	26	27	28	29

### Points of Importance:

**The District will work 4-day work weeks** (Monday through Thursday) beginning June 2nd through July 6th. Open office hours will remain 7:30-4:30 pm. 10 hour workday hours are 7:00—5:30 with a 30 minute lunch break.

- ◆ May 31st and June 1st will be regular 8 hour workdays
  - ◆ June 2nd will begin 10 hour days
  - ◆ Last 10 hour day will be July 6th
  - ◆ Resume 8 hour days July 7th
- Friday Business Casual** dress is in effect May 26th through July 22nd.

**Elem. Administrative Assistants** are scheduled to work through June 14th and resume July 11th. Elementary school offices may close to the public June 13th and 14th, however, employees scheduled to work should be on duty or using approved leave.

**Community Education** will be closed on Fridays.

**Warehouse** will work an early shift schedule Monday-Friday closing each day at 3:00 pm.

**I.S.** will be staffed Monday—Friday. Employees may work 4 days splitting coverage on Monday/Fridays.

**IRC** will follow same district office schedule Monday—Thursday 7:00 am—5:30 pm.

**Food Services** will follow same district office schedule Monday-Thursday 7:00 am—5:30 pm.



# 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.*

<b>Sandy Cooper</b>		
<b>Assistant Superintendent of Human Resources</b>		
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

<b>Jeff Filloon</b>		
<b>Director of Human Resources</b>		
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
<b>PRE-EMPLOYMENT AND RECRUITMENT- CERTIFIED AND SUPPORT STAFF</b>		
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
<b>BENEFITS</b>		
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)
<b>HUMAN RESOURCES AND PAYROLL OPERATIONS</b>		
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**

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.

# MAY

	Mon	Tue	Wed	Thu	Fri
	2	3	4 Hourly pay week ends	5 All hourly time Workforce software due (Workforce and timesheets)	6
	9	10	11 Hourly pay week ends  <b>NO GENERAL LEAVE May 11-May 24</b>	12 All hourly time Workforce software due (Workforce and timesheets)  <b>Pay Day</b>	13
	16	17	18 Hourly pay week ends	19 All hourly time Workforce software due (Workforce and timesheets)	20
	23	24 <b>Last Day of School</b>	25 Hourly pay week ends  <b>Last Day for Teachers</b>	26 All hourly time Workforce software due (Workforce and timesheets)  <b>Pay Day</b>	27  <b>No General Leave</b>
	30  <b>Memorial Day Holiday</b>	31  <b>No General Leave</b>	27 Hourly pay week ends	28 All hourly time Workforce software due (Workforce and timesheets)	29

