

# NEWS FROM HUMAN RESOURCES, PAYROLL, & BENEFITS

**MAY 2016**

## Important Dates

### 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
- 7/21/16**– Loyalty Bonus Pay
- 8/18/16**– Deductions begin for Voluntary Medical Benefits
- 9/1/16**– 1st HSA Installment

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*Have a safe and relaxing summer!*

## HUMAN RESOURCES

### Prop. 123 Loyalty Bonus FAQ

Listed below are the links to access the Loyalty Bonus Frequently Asked Questions:

[Loyalty Bonus FAQ - Certified/Exempt](#)

[Loyalty Bonus FAQ - Hourly](#)

Loyalty Bonus Pay will be **July 21, 2016**.

## 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. (Please send your copy to your HR Tech if you haven't already done so.)**

## **PAYROLL**

### 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 to 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 (1/2) 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 deduction begin.
- **September 1 Paycheck:** First Health Savings Account (HAS) 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 Forms due 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)

#### **Your incentive will be paid dependent on your 2016-17 enrollment as follows:**

- If you are currently enrolled in a HDHP plan and continue on a HDHP plan for the 2016-17 school year, your incentive will be deposited on **06/23/2016** into your health savings account.
- If you are currently enrolled in the Traditional PPO plan and continue on the same plan for the 2016-17 plan year, we will provide your wellness incentive as a credit toward your 2016-17 premiums.
- If you switch from the PPO plan to a HDHP plan, then you will receive your wellness incentive along with your lump sum deposit on **09/01/2016**.
- If you switch from a HDHP plan to the Traditional PPO plan, then we will provide your wellness incentive as a credit toward your 2016-17 premiums.

**(Send your forms to Dee Ostrowicki-Benefits)**

# 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

