

## WORLD CLASS EMPLOYEES

*Diversity is a strength, kindness is expected and respect is non-negotiable...it's our culture.*

### JULY 2016

#### Important Dates

##### Leave of Absence Workshop

Attend on Tuesday, July 26th

3:45 p.m. @ District Office

Register in My Learning Plan

##### AZ Certification Information Open House

Attend on Thursday, August 18th

2:30-4:30 p.m. @ District Office

##### 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 Education employees contact Angie Ritchie at 224-3907.

#### *Inside This Issue*

##### Human Resources

Loyalty Bonus FAQ	Page 1
Annual Best Practice Videos	Page 2
Elem. Stipend Information	Page 2
Elem. Stipend FAQ	Page 3
Fingerprint News	Page 3
Course Approval Reminder	Page 4
General Leave FAQ	Page 4
Absence Reporting	Page 5

##### Payroll

Paycheck Information	Page 6
----------------------	--------

##### Benefits

Employee Deductions & Contributions	Page 7
LOA Workshop	Page 7

##### Who To Contact

Page 8

##### Calendar

Page 10

## HUMAN RESOURCES

### Prop. 123 Loyalty Bonus FAQ

Loyalty Bonus Pay for eligible, returning employees will be **July 21, 2016**. Please note your loyalty bonus is coded as **OVRD** on your paystub.

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

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

[Loyalty Bonus FAQ - Hourly](#)

## **Annual Best Practice Videos**

Thank you for viewing the Annual Best Practices videos. As you know this has become part of our new year startup to remind us of important legal, policy and ethical practices. The purpose is to protect the District and to protect you!! Please ensure you have viewed and signed the MLP roster.

A big shout out to Tim Wong and the talented team at the Chandler Educational Television department. They animated the otherwise dry material to make it more enjoyable and memorable. Thanks, Tim, Nicole and the whole team.

## **Elementary Stipend Information**

A stipend of \$500 per year, prorated based upon FTE, will be awarded to designated elementary classroom teachers in recognition for limited prep time. Teachers who qualify must have:

- An assigned roster of students for which they plan and teach
- Minimal time (30 minutes or less) for preparation during the normal work day due to instructional time with students

Positions Eligible (contingent upon meeting criteria outlined above):

- Preschool to Sixth Grade (includes Mandarin and ELD self-contained)
- Opportunity Classrooms
- Band and orchestra
- ELD pull out teachers
- Self-contained special education (Case, Able, ADPTS, Edge, Priority Preschool)
- Hearing and Vision Impaired
- Speech
- Resource
- Media Specialist

The stipend will begin September 1 and align with the normal contract.

## **FAQ—Limited Prep Time for Elementary Classroom Teachers**

### **Will this stipend continue in future years?**

Yes, it is expected to continue. If in the future, funding and staffing patterns change, it could be revisited.

### **Will it be added to my base?**

The stipend will not be added to your base annual salary. Instead it will be issued in a separate contract annually to teachers filling eligible positions. The stipend will begin September 1, 2016, and be paid over the remaining pays in your contract.

### **I am in a job share. Will I qualify?**

Yes, however, your stipend will be prorated.

### **I am a resource teacher and have a 45-minute block of prep time in addition to my lunch. Do I qualify?**

No. The limited prep is defined as 30 minutes or less per day.

### **Will general music and PE teachers be eligible?**

Generally, music and PE teachers' schedules allow for more than 30 minutes of prep per day in addition to lunch. The prep time could be in the morning and mid-day. Therefore, they are not eligible.

### **Will the elementary counselor be eligible for a stipend?**

The purpose of this stipend is to recognize the limited prep time for classroom teachers who have a scheduled group of students. Counselors do not fit into this category.

## **Fingerprint News**

As a courtesy, HR sends an email to teachers six months before their fingerprint card expiration date. However, it is the teacher's responsibility to maintain a valid card. Keep the card with you and note the expiration date in your personal calendar.

Teachers renewing a fingerprint card that expires after January 2014 should hold the IVP card. When renewing your card, we have found that DPS is asking for a reprint even though teachers hold the IVP card. We have no control of this but it will delay the processing time.

Fingerprint applications will be mailed to the sites 6 months before your cards expire. Please do not delay the renewal process. If you require a reprint, or multiple prints this will delay the processing time.

As long as your active in our system you will receive emails monthly about your card. As the time nears if you have not renewed your card you will receive weekly emails and your principal will be notified.

## **Course Approval Reminder**

Course Approval forms for salary advancement are available on the website.

- Certified Request should be submitted to the IRC, Attn: Professional Development.
- Support staff request should be sent to Jeff Filloon in Human Resources.

Please see the website for frequently asked questions for both certified and support submittal of professional development hours.

## **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.

**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).



Employee  
Absence  
System

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 when needed.

## **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".

# **PAYROLL**

## **Paycheck Information**

### **July 21 Paycheck:**

- Eligible returning employees 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
- Season 1 Athletic Stipend
- Additional Teaching Period Stipend

### **September 1 Paycheck:**

- First Health Savings Account (HSA) contribution from the District (second contribution will be in February).
- Extra Curricular Activities-Club Sponsor Stipend
- Elementary Prep Stipend
- Department Chair/Team Leader Stipend.

### **September 29 Paycheck**

- 2nd PFP Payment—Certified Employees

### **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

## **New Employee Deductions**

Deductions for new employees are based on their eligibility date. Benefits for employees whose hire dates range from July 4 to July 31 will become effective October 1, 2016. Deductions will begin September 29, 2016. 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 with an effective date of July 1, 2017.

## **Continuing Employee Deductions and Contributions**

Deductions for health insurance plans will begin August 18, 2016 for continuing employees. Employees who selected the High Deductible Health plan (HDHP) with a Health Savings Account will receive the first of two contributions into their account on September 1, 2016 in the amount of \$600.00.

Employees can log on to Employee Online to view their benefit selections for the 16-17 plan year. Employee online can be accessed on the district website under Human Resources, Quick Links, Employee Online, Benefits, View Current Benefits. Your current selections are noted as "Active."

Log in to Employee Online (First Time User):

1. Username will be: XXXXX (5 digit employee ID number)
2. Password will be your social security number
3. If already registered, use your current login information

## **Leave of Absence Workshop**

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 upon return. The next workshops will be held:

### **District Office**

**July 26, 2016 at 3:45 p.m.**

### **District Office**

**August 16, 2016 at 3:45 p.m.**

Register using MyLearningPlan: [www.mylearningplan.com](http://www.mylearningplan.com).

Your Username = CUSD Email

Password=Employee ID

If you changed your password and can't remember, please use the login Help link.

# 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 (Email request to self.theresa@cusd80.com)

<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

<b>Tammy Aiono , HR Tech</b> <b>Ann Angell, Payroll Tech</b>	812-7648 812-7677	Humphrey, Independence, Liberty, Frye, Hull, Patterson, Riggs, San Marcos, Sanborn, Weinberg, WJHS, CHS, Support Services, Warehouse
<b>Kristina Eckenboy, HR Tech</b> <b>Christine Bassett, Payroll Tech</b>	812-7639 812-7679	Conley, Goodman, Hartford, Jacobson, Knox, Navarrete, Ryan, Shumway, AJHS, SJHS, PHS, Beyond the Bell, Lil’ Explorers, Community Ed
<b>Pam Lundbohm, HR Tech</b> <b>Annette Bennett, Payroll Tech</b>	812-7665 812-7682	Basha, Chandler Early College, Freedom, Fulton, Galveston, Hill, ICAN, Santan, Tarwater, BJHS, BHS, CCHS, Chandler TV, DO, Transportation
<b>Kimberly Montoya, HR Tech</b> <b>Sheila Wentz, Payroll Tech</b>	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
<b>Yvette Ardans, Payroll Tech</b>	812-7606	Substitute Employment Payroll
<b>Payroll/Benefit Compliance</b>		
<b>Heather Caviar</b> <b>Payroll Compliance Specialist</b>	812-7675	Benefit Deductions
<b>Maricela Garcia</b> <b>Payroll/Benefit Assistant</b>	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
--	--

## 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
	1	2	3 Hourly pay week ends	4 All hourly time Workforce software due (Workforce and timesheets)  <b>Pay Day</b>	5
	8	9	10 Hourly pay week ends	11 All hourly time Workforce software due (Workforce and timesheets)	12
	15	16 <b>Leave of Absence Workshop @ DO 3:45 PM</b>	17 Hourly pay week ends	18 All hourly time Workforce software due (Workforce and timesheets)  <b>Pay Day</b>  <b>Certification Renewal @ DO 2:30-4:30 PM</b>	19
	22	23	24 Hourly pay week ends	25 All hourly time Workforce software due (Workforce and timesheets)	26
	29	30	31 Hourly pay week ends		

