

## WORLD CLASS EMPLOYEES

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

### AUGUST 2016

#### Important Dates

##### Leave of Absence Workshop

Attend on Tuesday, September 13th

3:45 p.m. @ District Office

Register in My Learning Plan

##### AZ Certification Information Open House

Attend on Thursday, September 15th

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

##### Employee Fingerprint Session

See page 2 for more information

Community Education employees contact

Angie Ritchie at 224-3907.

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## HUMAN RESOURCES

### AZ Dept. of Education Updates

This is to provide you with an update on the revised teacher certification changes that are effective as of August 6, 2016. The Arizona Department of Education has revised the teacher certification requirements. The previous rules required a certified teacher to obtain 180 clock hours of professional development over the course of 6 years to renew their teaching certificate. The certificate was then renewed and valid for 6 years. Effective August 6, 2016, teachers who need to renew their teaching, administrative, guidance counseling, school psychologist, or secondary STEM certificate will only need to produce proof of 90 clock hours of professional development to renew their certificate. Upon renewal, these certificates will be valid for 8 years and require 120 clock hours of professional development to renew the 8 year certificate.

<http://www.azed.gov/educator-certification/2016/08/06/certification-updates-august-2016/#more-6895>

## **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 submitted to Human Resources, Attn: Jeff Filloon

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

## **Sick Leave Incentive**

Congratulations to employees with perfect attendance (no sick or general leave days taken in a fiscal year). Employees will be awarded an additional sick leave day on September 1, 2016 based upon their attendance in 2015-2016. Perfect attendance pays off in a variety of ways. We will be sending certificates to those who had perfect attendance by October break.

- Unused sick leave continues to accumulate with no limit. Upon separation (resignation or retirement), unused sick leave is paid to the employee based upon a formula, which increases with length of service.
- Earned sick leave acts as an insurance policy in the event of illness or injury.
- Students learn best from their assigned teacher.
- Departments run smoother when trained staff is present.

Perfect attendance (no sick or general leave days taken in a fiscal year) results in an additional sick leave day added to your sick leave bank.

## **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.

<http://www.cusd80.com/cms/lib6/AZ01001175/Centricity/Domain/15/Student%20Teacher-Intern%20Request%20Form.pdf>

## **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.

Effective immediately, DPS is requesting that all people applying or renewing their fingerprint clearance cards go through the website and do them electronically. They say it will reduce processing time and errors. However, we are still recommending a six month window in the event of reprints.

Effective immediately, DPS is requesting that all people applying or renewing their fingerprint clearance cards go through the website and do them electronically. They say it will reduce processing time and errors. However, we are still recommending a six month window in the event of reprints.

Moving forward requests for paper application packets will not be filled. They are highly recommending that everyone begin using the website immediately. Attached is information with the links. If you are renewing your card, please go to this website - <http://www.azdps.gov/Services/Fingerprint/>

1. "Click Online Clearance Card Application
2. Set up your New User
3. In the drop down menu select: Identify Verified Prints (IVP) Renewal—Paid Employee
4. Check DOE Certification (Teacher or Other)
5. Please follow the steps on the application
6. You will enter your payment information

**There are cases where DPS or the FBI will reject the IVP prints, in cases like this, you will need to be re-printed. It is imperative that you do NOT wait to process your fingerprint clearance card application.**

Chandler only has record of your card expiring. We do not have a copy of your fingerprint card to see what your IVP number is. If you cannot find it, contact DPS for information about your card. You can contact DPS by calling (602) 223-2279.

Once you have received your new fingerprint clearance card, please notify Elizabeth Barker via email so she can verify in the DPS database. If you do not secure a valid IVP fingerprint clearance card by your expiration date, you will be required to pay for the cost of a sub to be in the classroom with you until a new card is issued. We appreciate your attention to this matter.

## PAYROLL

### **Paycheck Information**

#### **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 workshop will be held:

**District Office**

**September 13, 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.



# ***Wellness Matters Expo***

***Chandler Unified School District***

***7<sup>th</sup> Annual Wellness Expo***

**SAVE THE DATE!**

Tuesday, October 18<sup>th</sup>

8:30 am – 1 pm

Chandler High School

This event is for all CUSD Employees.

**Food**

**Vendor Exhibits**

**Cooking Demonstrations**

**Fun Educational Classes**

COMING SOON! Registration for classes through My Learning Plan

# 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
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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.

# SEPTEMBER

Mon	Tue	Wed	Thu	Fri
			1 All hourly time Workforce software due (Workforce and timesheets)  <b>Pay Day</b>	2 <b>No General Leave</b>
5 <b>Labor Day Holiday</b>	6 <b>No General Leave</b>	7 Hourly pay week ends	8 All hourly time Workforce software due (Workforce and timesheets)	9
12	13 <b>Leave of Absence Workshop @ DO 3:45 PM</b>	14 Hourly pay week ends	15 All hourly time Workforce software due (Workforce and timesheets)  <b>Pay Day</b>  <b>Certification Renewal @ DO 2:30-4:30 PM</b>	16
19	20	21 Hourly pay week ends	22 All hourly time Workforce software due (Workforce and timesheets)	23
26	27	28 Hourly pay week ends	29 All hourly time Workforce software due (Workforce and timesheets)  <b>Pay Day</b>	30 <b>No General Leave</b>