

WORLD CLASS EMPLOYEES

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

SEPTEMBER 2016

Important Dates

AZ Certification Open House

Attend on Thursday, October 20th
2:30-4:30 p.m. @ District Office

Leave of Absence Workshop

Attend on Tuesday, October 25th
3:45 p.m. @ District Office
Register in My Learning Plan

Employee Fingerprint Session

See page 2 for more information
Community Education employees contact
Angie Ritchie at 224-3907.

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HUMAN RESOURCES

Elementary Teacher Stipend for Limited Preparation Time

A stipend of \$500 per year, prorated based upon FTE, will be awarded to designated elementary teachers in recognition for limited preparation time. Elementary teachers who qualify for this stipend must meet the following criteria:

- 1) Teacher must have an assigned roster of students for which they teach and plan.
- 2) Teacher must have 30 minutes or less per day of planning time for preparation during the normal work day due to instructional time with students. When accounting for the 40 minute lunch break, this would reflect 70 minutes or less per day of non-student contact time.

Elementary teachers who are eligible to receive this stipend will begin receiving the stipend in the October 13 payroll. This stipend will be incrementally paid out between October 13, 2016 and May 11, 2017.

December 23, 2016—Modified Schedule

You may have noticed that December 23, 2016 is a work day. Students are not scheduled to be in session, however, most employees are scheduled to work. Sick leave and general leave are not allowed on December 23rd, the day before a holiday. (Sick leave may be used if the employee is truly unable to work due to health reasons. Sick leave should not be used if the employee is not ill.)

In order to help you enjoy and plan for holiday activities, the following modification will be in place for December 23rd only.

Sites and IRC may close the office and turn off phones at 1:00 p.m. Timely communication to the school community should be provided. Every school and department must have office representation (doors open and phones answered) until 1:00 p.m.

Support Services, Community Education and District Office will close at 4 p.m. on December 23rd.

Options for Modified Schedule:

Hourly Employees may choose to:

1. Work their regular scheduled hours
2. Use appropriate leave (Vacation or Comp time)
3. Request unpaid time off

12 Mo. Exempt Employees may choose to:

1. Work a modified schedule (departure no earlier than 1 p.m.)
2. Use Vacation
3. Request unpaid time off

Certified and Exempt (less than 12 Mo.) Employees may choose to:

1. Work a modified schedule (departure no earlier than 1 p.m.)
2. Request unpaid time off

FAQ

What message should be left on the site phone during the break?

A message should be left on the phone with details about the break and return date. Please include the District Office number for emergencies. The District Office will be open from 7:30 a.m. to 4:00 p.m. during the break with the exception of Monday, December 26th, Tuesday, December 27th and Monday, January 2nd. The District Office will be open from 7:30-4:00 p.m. on Friday, December 30th for Tax Credit only.

What type of earned leave is appropriate to use?

Comp time or vacation.

I am a teacher and do not earn comp time or vacation. I would like to take advantage of a 10:30 a.m. flight to my hometown. What will happen if I am absent the full day?

You may request an unpaid day.

Will my supervisor approve an unpaid day?

Supervisors have been given authority to grant unpaid time on December 23, 2016, due to this unusual circumstance. However, any time off is contingent upon fulfilling all the responsibilities required for the end of the semester, including grades.

How should an unpaid day be requested and reported?

Request for an unpaid day should be submitted to your supervisor by December 15th and entered in to the Employee Absence System-Smartfind Express by December 19th as an unpaid day.

What if I have an event that is of significant nature? May I request a general leave day?

Yes, you will be required to complete a Request for Exception for General Leave form and submit to your principal, who will forward to Jeff Filloon for approval.

AZ Department of Education Updates

STRUCTURED ENGLISH IMMERSION ENDORSEMENT REQUIREMENT

The new ruling from the Arizona Department of Education Board is as follows:

Board rules will now require the SEI, ESL, or full Bilingual endorsement for teachers who are instructing students in Arizona's Structured English Immersion Models. In order to comply with the revised Board rules, teachers who are instructing English language learners in an SEI classroom or through an Individual Language Learner Plan (ILLP) must hold, at a minimum, the SEI endorsement.

Due to the diversity of Chandler Unified School District's population we will be continuing with the requirement that all CUSD teachers hold the SEI endorsement.

CERTIFICATION

Effective 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>

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.

PAYROLL

Paycheck Information

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.

BENEFITS

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:

October 25, 2016 at 3:45 p.m. at the District Office.

Register using MyLearningPlan: 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 Incentive

CUSD is excited to announce the opportunity for employees to earn a \$400.00 wellness incentive. Click on the link below for the official wellness incentive guidelines:

http://www.cusd80.com/cms/lib6/AZ01001175/Centricity/domain/7902/documents/Wellness_Incentive_Program.pdf

Join us at the Wellness Expo on Tuesday, October 18th at CHS from 8:30 am to 1:00 pm. Many activities at the Wellness Expo will satisfy your wellness incentive requirements.

Wellness Expo-Support Staff not Scheduled to Work

Support Staff not scheduled to work October 18th are encouraged to participate in the Wellness Expo. They are eligible to receive up to two hours of pay to attend the Expo. **Support Staff employees that attend the Expo will be required to clock-in to Work Force.** Computer Stations will be available in the cafeteria. Employees scheduled to work must not exceed normal work hours.

Wellness Expo Class Schedule

(Sign-Up for classes in MLP)

NUTRITION & COOKING (7)

Clean Living

Clean living is all about cleaning out the toxic in your life. This is a mind body approach to living a clean and healthy life. Learn how to establish a healthier way of eating by eating whole, real, nutrient rich foods and in return beginning to eliminate all the processed food that is a normal and part of most people's diet.

Shay Vasudeva-UHC 9:00 am

North Academic Bldg. Room 511 Capacity 30

Healthy Holiday Eating

The holidays are a time of celebrations. One way we do that is by providing special foods. But this can be too much of a good thing with holiday treats offered everywhere you go. No matter which holidays you celebrate, this seminar will give you tips for enjoying the season while still making healthy choices

Shay Vasudeva-UHC 10:15 am

North Academic Bldg. Room 511 Capacity 30

Reading Labels and Hidden Pitfalls

Explore nutrition labels and food packaging. Learn the basics (calories, servings, etc.) and learn where the loopholes are. You can bring your own food packages if you would like. Reading labels is very important in helping you find the hidden pitfalls in the weight game and help you maintain.

Heather Diczek, NBCT, Med 10:15 am & 11:30 am

North Academic Bldg. Room 514 Capacity 30

Nutrition 101: Fad Diets

What is the latest greatest information? What "diet" should we follow? Check out this class for a basic nutrition update. There are always new fad diets coming out and it can be difficult as a consumer to sort through the good and the bad. This presentation will include an overview of current and popular fad diets and clarify why or why not they are safe or recommended. Some of the diets being discussed will include Paleo, Macro Counting and Juicing.

CUSD Nutritionist – Danielle & Natalie 10:15 am

North Academic Bldg. Room 513 Capacity 30

Nutrition and Technology

Where Healthy Lifestyles and Technology meet. Are you overwhelmed trying to eat well, exercise more and keep your family healthy on the day to day? This class will cover new apps, fitness trackers and tips to help you achieve your goals each day and have fun doing it!

CUSD Nutritionists – Karolyn & Laura 9:00 am

North Academic Bldg. Room 513 Capacity 30

Healthy Holiday Cooking

Is it your job to feed everyone delicious food around the holidays, but you worry about making sure what you provide is also healthy? We know it can be overwhelming, but it can also be so much fun! Come to this cooking demo and learn how to cook healthy holiday meals using fresh fall ingredients!

Presenter TBD 9:00 am & 11:30 am

North Academic Bldg. Room 519 Capacity 30

Nutrition/Weight Loss and Eating for Maximum Performance

This workshop explains the proper nutritional guidelines for optimum digestion, maximum energy and also, if sensibly applied, will result in weight loss for those that need to shed some extra pounds. The 10 nutritional rules you must not break will be covered as well as the secrets to fueling your immune system and eating to decrease your risk of cancer.

Peter R. Sutton 11:30 am

North Academic Bldg. Room 502 Capacity 30

STRESS MANAGEMENT & PERSONAL DEVELOPMENT

Five Buckets Principle

Is it possible to meet the competing demands of finances, friends, work, health and community? The resounding answer is yes! In this fun, interactive seminar, participants will learn five Buckets Principle of work/life balance to get the tools to prioritize what is and should be important to them. They will learn how to think about the BIG PICTURE without ignoring the little things that matter.

Bob Hoopingarner - UHC 9:00 am

North Academic Bldg. Room 601 Capacity 30

The Art of Feng Shui

The term Feng Shui has grown in popularity, but what is it? This class defines and explains it while exploring the tools used, and examining what it does. Participants will look at the impact of clutter, the role of color and the elements associated with Feng Shui.

Shay Vasudeva 11:30 am

North Academic Bldg. Room 510 Capacity 30

Managing Multiple Priorities at Work

To keep up in today's dynamic and fast-paced business environment, people continually need to improve their planning and prioritizing skills. Feeling overwhelmed by competing priorities, tight deadlines, meetings, emails and interruptions can derail professional growth, impair team performance and lead to stress and burnout. The focus of this seminar is on obtaining practical skills, tools and techniques to maximize collective gains in effectiveness and increase productivity.

Peggy McMahon – UHC 9:00 am

North Academic Bldg. Room 606 Capacity 30

Lightening Your Life with Laughter

Look at life in a way that takes some of the stress out of it. This informative and enjoyable workshop shares proven techniques of how to use laughter to reduce stress in your life. The history, practices and beliefs of this therapy and how to become more positive will be explored.

Sylvia Richardson-UHC **10:15 am**
North Academic Bldg. Room 605 Capacity 30

Managing Multiple Priorities at Work

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Peggy McMahon – UHC **9:00 am**
North Academic Bldg. Room 606 Capacity 30

Zumba

Are you ready to party yourself into shape? That's exactly what the Zumba® program is all about. It's an exhilarating, effective, easy-to-follow, Latin-inspired, calorie-burning dance fitness-party™ that's moving millions of people toward joy and health.

Alma Baduqui – Community Ed **10:15 am**
Old Gym Fitness Room Capacity 35

Stress

Stress is also known as the "silent killer" and is the number one trigger to heart attacks. Besides heart problems, stress can lead to numerous health conditions. This interactive class will go over the three types of stress and how to manage each type. Each attendee will be able to identify what their major stress category is and be given the tools to deal with it.

Peter R Sutton DC **9:00 am**
North Academic Bldg. Room 502 Capacity 30

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Shay Vasudeva **11:30 am**
North Academic Bldg. Room 510 Capacity 30

From Negative Being to Positive You!

Let's lose the "Why Me?" outlook. Learn to build confidence and self-esteem with mindfulness and hard work based on processes that build competence.

Sylvia Richardson – UHC **11:30 am**
North Academic Bldg. Room 605 Capacity 30

FINANCIAL MANAGEMENT

Thinking About Retirement

This workshop is designed for employees thinking about retirement within 1-3 years. Get educated on how to prepare for retirement.

Arizona State Retirement **10:15 am**
CTE, Bldg. Room 711 capacity 30

Love & Money: Financial Tips for Couples

Money issues are with us every day from buying groceries to planning a vacation to paying our rent or mortgage. This workshop will look at the common concerns couples have handling finances including savers vs. spenders, financial infidelity, combining incomes and carrying debt. It will then show employees how to work with their partner, as a team, to help resolve those issues to create a more meaningful and fuller relationship.

MetLife **9:00 am**
CTE Bldg. Room 801 Capacity 30

Understanding Medicare

Employees will learn Medicare changes, deadlines you must meet and what each part of Medicare covers.

Dana Artzer **10:15 am & 11:30 am**
North Academic Room 510 Capacity 30

10 Basic Financial Steps for Special Needs Caregivers

This workshop addresses 10 basic steps to help caregivers get started in preparing for the financial future of their dependent with special needs. It covers critical issues such as

applying for government benefits for social security and Medicaid, creating special needs trust, the importance of a Will and considering a letter of intent.

MetLife **11:30 am**
CTE Bldg. Room 802 Capacity 30

Understanding Retirement Healthcare

This workshop will cover important pre- and post-retirement healthcare decisions including what Medicare does and does not cover.

MetLife **10:15 am**
CTE Bldg. Room 801 Capacity 30

Smart Money Moves in your 40's, 50's, 60's and Beyond

This workshop covers ten key practical financial and retirement planning tips to consider in your 40's, 50's, 60's and beyond. Important topics range from managing taxes, to having the right asset allocation, to setting realistic goals.

MetLife **9:00 am**
CTE Bldg. Room 802 Capacity 30

Student Loan Forgiveness

This class will educate employees with Federal student loans on the various loan forgiveness plans available to them while employed for a public service organization. The program can often reduce monthly student loan payments using income driven repayment plans. In addition, saving for retirement can help lower your student loan payments.

AXA Advisors, LLC **10:15 am**
CTE Bldg. Room 715 Capacity 60

Financial Planning

What to do to prepare yourself financially for retirement? This class will cover topics on saving and budgeting, estate planning, life insurance and utilizing investment vehicles to prepare for your pension shortfall.

AXA Advisors, LLC **11:30 am**
CTE Bldg. Room 804 Capacity 30

FAMILY & PROFESSIONAL RELATIONSHIPS

Managing Your Boss

Is your boss brilliant and focus-challenged or a procrastinator who makes thoroughness impossible? This seminar will give participants tools to analyze their skills and work habits as well as their boss'. Participants will be able to create a game plan, including communication tools, to make work meaningful and productive.

Bob Hoopingarner-UHC **11:30 am**
North Academic Bldg. Room 601 Capacity 30

Respect and Positive Interaction in the Workplace

Co-workers who demonstrate integrity and respect in their interactions help cultivate a positive and successful working environment. So, why isn't every workplace a model of human harmony? This class will introduce communication skills and other behaviors that promote respectful, open ways of relating, settling differences and working effectively as a team.

Peggy McMahon-UHC **10:15 am**
North Academic Bldg. Room 606 Capacity 30

The Art of Feng Shui

The term Feng Shui has grown in popularity, but what is it? This class defines and explains it while exploring the tools used, and examining what it does. Participants will look at the impact of clutter, the role of color and the elements associated with Feng Shui.

Shay Vasudeva **11:30 am**
North Academic Bldg. Room 510 Capacity 30

Life Coping Skills

We can't control the world, but we can control how we cope with it. Learn effective reactions to life's ups and downs. Develop "distress tolerance" which allows for more effective responses to other people and/or situations.

Rev. Mike Japenga, B.A., M.Div. **11:30 am**
North Academic Bldg. Room 503 Capacity 30

How To Advocate For Your Own Healthcare

As our healthcare system continues to evolve, it has never been more important to become an advocate for yourself as well as for your loved ones, who may no longer be able to advocate for themselves. This class will outline specific suggestions and items to note, including critical need-to-know information, pertinent questions to ask and specific rights you may not realize you have, to help ensure the best experiences while navigating your own health care.

Elaine Poker-Yount – Visiting Angels **9:00 am**
CTE Bldg. Room 804 Capacity 30

Tips For Having Difficult Conversations With Your Aging Loved Ones

When dealing with the day-in-day-out effects of aging or illness, much of our stress comes from never crossing those invisible lines we like to call the 'comfort zone.' Proactively tackling delicate discussions on how we would like it handled when we struggle with some of our basic activities of daily living, e.g.: our driving is no longer up to par, or we are no longer able to pay our bills independently, can really help make some of life's transitions infinitely easier for both the one affected and the family or friends caring for them. This session will outline the critical conversations families should tackle as well as some graceful tactics for how to accomplish that goal. This dialogue can be infinitely helpful in supporting your family to be both proactive and prepared for the unexpected realities of aging and illness.

Elaine Poker-Yount – Visiting Angels **11:30 am**
North Academic Bldg. Room 607 Capacity 30

If Life Were A Potluck Party, What Dish Would You Be?

This is a fun self-discovery class with exercises to find out what makes you, YOU!!!

Joan Marlow – Peaceful Easy Healing **10:15 am**
CTE Bldg. Room 804 Capacity 30

When Is It Time to Hire A Caregiver?

Hiring a caregiver for a loved one can be emotionally draining as well as financially worrisome. However, it is important to know when it's appropriate to hire in home care or if an assisted living is best for your loved ones needs. This class will help you identify factors to help you make the decision that's best for you as the caregiver and your loved one.

Andrea Grech – Doves Senior Home Care **10:15 am**
North Academic Bldg. Room 602 Capacity 30

First Aid & CPR Certification 3 hours

Participants learn to recognize and care for a variety of first aid emergencies, such as burns, cuts and scrapes, sudden illnesses, head neck and back injuries, and heat and cold emergencies as well as how to perform CPR and care for breathing and cardiac emergencies in adults and children. **Participants will earn a 2-year certification.**

Gerald Goodman, Transportation Coordinator and Certified First Aid and CPR **9:00 am**
CTE Bldg. 718 & 723 Capacity 18 each class

Biometric Screenings at Wellness Expo



It's your health:

Take Action at the
CUSD Health Expo!

- 30% of workers with high blood pressure don't know it.
- We're offering biometric screenings for all employees!
(Finger prick test - NO fasting required, for best results, fasting is recommended)



Our free, 20-minute biometric screening can start you on a path to a healthier you. With just a few basic tests, we give you the information you need to start improving your health.

*Test will be free to all CUSD employees, however, employees not insured on CUSD health insurance will be charged \$34.95 at time of service. Check and credit card only. A \$5 convenience fee will be applied to credit card usage.

When: October 18, 2016
8:30 a.m. - 1:00 p.m.

Where: Chandler High School
Cafeteria Dining Room

How: Register online:
www.provantevents.com/Chandler

provant 
life. changing.

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

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

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.

