

WORLD CLASS EMPLOYEES

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

OCTOBER 2016

Important Dates

Leave of Absence Workshop

Attend on Tuesday, November 15th
3:45 p.m. @ District Office
Register in My Learning Plan

AZ Certification Open House

Attend on Thursday, November 17th
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

Wellness Expo

CUSD held it's 7th annual Wellness Expo on Tuesday, October 18th. It was a great event! We would like to thank the 800 employees took advantage of this great opportunity. We had the participation of 38 vendors and a total of 34 classes were offered to CUSD employees.

We would like to say **THANK YOU** to our Food & Nutrition Department, CHS Custodial Staff, IS Department, Anne Smith, Volunteers and the HR department for their time and effort. We would also like to thank Kelly Baldwin from Logocomotion for donating our volunteer tee-shirts.

We had many great raffle prizes which were donated by our expo vendors. Congratulations to the winners!! A list of our raffle prize winners can be found on page 5.

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.

PAYROLL

Paycheck Information

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.

2016 W-2

CUSD employees may choose to receive their W-2 statements electronically by visiting the link “Electronic W-2 Consent Form” through [Employee Online](#). Employees may still elect to receive a paper copy of their W-2 via U.S. mail.

Consent to Receive Your Form W-2 Electronic Format in Lieu of Paper Format:

Giving your consent only takes a few minutes:

1. Access [Employee Online](#)
2. Click on the link “Electronic W-2 Consent Form” under Pay Information
3. Located at the top, in **red**, will show your current election (if your current election is current, there is nothing else that needs to be done).
4. To change the currently set election, please:
 - *Read the Disclosure Statement
 - *Fill out the information requested
 - *Click “Save”

Form W-4/A-4

- Exemption status is only valid for one calendar year. Any employee who claimed exempt from federal or AZ withholding tax and who wishes to claim exempt for the new year must fill out a new W-4 or A-4.
- In lieu of a form, Employee Online now accepts the completion of any W-4 or A-4 changes directly on the website, under "Tax Info". To plan ahead, please be aware that any changes made will be effective after one pay period cycle.

Name/Address Updates

- Address changes must be made by **midnight on December 31st** to be reflected on the current year's tax form.
- Address updates can be made online through Employee Online.
- Per IRS guidelines, employers may not change an employee's name unless the employee has changed their name with Social Security.
- Please visit the FAQ regarding Address Change Questions to find out more information on how to update a name or address change.

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:

November 15, 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

Wellness Expo Raffle Winners

<u>Vendor</u>	<u>Prize</u>	<u>Winner</u>	<u>Site</u>
Aflac	Large Aflac Duck	Bobby Robson	CHS
VSP	Designer Sunglasses	Jasmine Villasenor	PJHS
Rise Rehabilitation	Harkins Movie Tickets/t-shirt/fun basket	Alejandrina Franco	CHS
UHC	Geo Tumbler	Maria Torres	Hull
CEF	Oakley Sunglasses	Marti Stallknecht	Bologna
CEF	Tumbler and Bag	Pat Phillips	PHS
Met Life	Snoopy	Maricela Blank	Ryan
Met Life	Snoopy	Leticia Vilarde	Santan Elem
Met Life	Snoopy	Eugena Malvo	Transportation
Liberty Mutual	Fitbit	Veronica King	District Office
MOM	\$25 Amazon Gift card	Betty Arthur	Galveston
Doves	\$25 Sprouts Gift card and Lasting Steps Book	Renee Howell	CHS
Horace Mann	\$50 Visa Card	Patricia Guerrero	COA
Horace Mann	\$50 - Donor's Choose Certificate	Valerie Dopp	WJHS
ESPOC	\$25 Circle K Gift card	Sue McCloud	IRC
Edward Jones	\$50.00 Bucca Di Beppo	Rosalva Farias	F&N Services
Edward Jones	\$50.00 Bucca Di Beppo	Kulzia Kahn	PHS Nutrition
Continum Wellness	Running Analysis	Julie Standridge	PJHS
Continum Wellness	Running Analysis	Jennifer Colburn	Fulton
Foresight Financial	Free tax return up to \$250	Roqueta Levenda	District Office
Sam's Club	Ceramic Bakeware Set	Richard Wright	Transportation
University of AZ Nutrition	Magnet Activity Set	John McCloud	Bus Driver
Forester's Financial	School Supplies basket	Amy O'Neal	Santan Elem
Delta Dental	Z31 Toothbrush and Replacement heads	Lauren Randal	District Office
Brockhurst & Associates	\$25 Subway Gift card	Bill Tuttle	AJHS
Brockhurst & Associates	\$25 Subway Gift card	Sam Stevens	PJHS
AXA	Fall Basket	Kayla Patt	Casteel
Visiting Angels	Two Mugs, 2 Harkins Movie Tickets, Candy	Debbie Hubar	Galveston
Donate Life	Backpack, Travel Coffee Mug, Cup	Joline Hattaway	Auxier
Peaceful Easy Healing	Gift Certificate	Maria Anders	Hull
Santan Chiropractor	Pillow	Kathleen Jett	District Office
CEA	Bag, Shirt and Cup	Alita Mercado	Weinberg
Mountainside Fitness	Tumbler/3 month Membership	John Flores	Conley
BASIC	\$25.00 Amazon Card	Marybeth Vogt	PHS
Total Dental Administrators	\$25.00 Visa Gift Card	Stephanie Hawkins	PHS

Congratulations to all the winners!!

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

Melissa Candelaria , 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.

NOVEMBER

	Mon	Tue	Wed	Thu	Fri
		1	2 Hourly pay week ends	3 All hourly time Workforce software due (Workforce and timesheets)	4
7		8	9 Hourly pay week ends	10 All hourly time Workforce software due (Workforce and timesheets) No General Leave Pay Day	11 Veterans Day Holiday
14 No General Leave		15 Leave of Absence Workshop @ DO 3:45 PM	16 Hourly pay week ends	17 All hourly time Workforce software due (Workforce and timesheets) Certification Renewal @ DO 2:30-4:30 PM	18
21		22	23 Hourly pay week ends No General Leave Pay Day	24 Thanksgiving Holiday	25 Thanksgiving Holiday
28 No General Leave		29	30		