

WORLD CLASS EMPLOYEES

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

NOVEMBER 2016

Important Dates

Leave of Absence Workshop

Attend on Tuesday, January 17th
3:45 p.m. @ District Office
Register in My Learning Plan

AZ Certification Open House

****We will not have Open House in December****
Attend on Thursday, January 19th
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.

Inside This Issue

Human Resources

Religious & Bereavement Leave
Reminder Page 1

Payroll

2016 W-2 Page 2
W-4/A-4 Forms Page 2
Name/Address Change Page 2

Benefits

UHC Virtual Visits Page 3
LOA Workshop Page 3
Wellness Incentive Page 3

Who To Contact

Page 4

Calendar

Page 6

HUMAN RESOURCES

RELIGIOUS LEAVE AND BEREAVEMENT LEAVE REMINDERS

Religious Leave - Policy GCCG

In order to observe recognized **religious holidays**, employees may deduct 3 days from their earned sick leave and 3 days from earned general leave for a total of 6 days.

Bereavement - Policy GCCH

Upon the death of a family member, employees may take up to 5 days if necessary. Bereavement leave is not deducted from the employee's earned leave, however it is limited to activities directly related to the death of a family member, including planning and attending funeral/memorial service and travel necessary to attend services. If an extension beyond the five days is necessary and the related business cannot be scheduled on a non-work day, the employee may request available general leave. In the event of a delayed memorial service, employees may postpone the use of bereavement leave.

Family, for purposes of bereavement leave, shall include spouse, children, parents or parents of spouse, brothers/sisters, grandparents or grandparents of spouse, grandchildren, brothers-in-law/sisters-in-law, sons-in-law/daughters-in-law. In the event of the death of a close friend, or relative beyond those listed, employees may use general leave if available.

Employees should report bereavement leave using the absence management system.

PAYROLL

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.

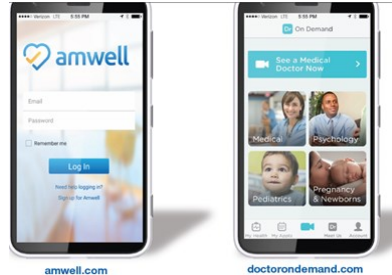
BENEFITS

United Healthcare Virtual Visits

Did you know that you now have access to consult with a doctor via any device that has a camera? It can be a computer, laptop, i-pad or smartphone. No more waiting in a room full of sick people or having to drive to the doctor's office, this is a fast and convenient service with a max waiting time of 15 minutes.

To access this benefit through a computer or laptop

- 1) Go to www.myuhc.com
- 2) Select the Icon which reads "Virtual Visits"
- 3) Select the provider group
 - * Amwell
 - * Doctor on Demand
- 4) Follow the prompts or
- 5) Download the provider group app
 - * Amwell
 - * Doctor on Demand
- 6) Follow the prompts



To access this benefit through an I-pad or smartphone

- 1) Download the app from Google Play or Apple App Store
 - * Amwell
 - * Doctor on Demand
- 2) Follow the prompts

This benefit is provided to UHC enrolled members for a \$15.00 co-pay if enrolled in the Traditional PPO Plan or \$40.00 if enrolled in the High Deductible plan. ***This is not meant to be your primary care provider, but rather an alternative you can use in the event you are ill and unable to get an appointment to see your primary provider in a timely manner.***

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:

December 17, 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

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, Kids Express, 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.

DECEMBER

	Mon	Tue	Wed	Thu	Fri
				1 All hourly time Workforce software due (Workforce and timesheets)	2
5		6	7 Hourly pay week ends	8 All hourly time Workforce software due (Workforce and timesheets) Pay Day	9
12		13 Leave of Absence Workshop @ DO 3:45 PM	14 Hourly pay week ends	15 All hourly time Workforce software due (Workforce and timesheets) Certification Renewal @ DO 2:30-4:30 PM	16
19		20	21 Hourly pay week ends	22 All hourly time Workforce software due (Workforce and timesheets) Pay Day	23 No General Leave
26 Winter Intersession (12/26/16 - 1/6/17)	27	28	29	30 (No General Leave 1/9/17)	