

WORLD CLASS EMPLOYEES

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

DECEMBER 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

Attend on Thursday, January 19th
2:30-4:30 p.m. @ District Office

Employee Fingerprint Session

Community Education employees contact
Angie Ritchie at 224-3907.

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HUMAN RESOURCES

MINIMUM WAGE FOR HOURLY SUPPORT STAFF

Due to the recent passage of Proposition 206, a \$10.00 minimum wage requirement will be in effect beginning January 1, 2017. In response, the District is moving forward to increase the hourly rate for individuals who are earning less than \$10.00 per hour. The minimum wage is scheduled to increase steadily over the next three years.

Each spring, Human Resources reviews the market to ensure Chandler Unified School District's salary bands are competitive. Recommendations for changes are forwarded to the Super Q team during the normal budgeting process. This year there will be a specific effort to consider how this change (new minimum wage) may impact the market. Any recommendations for overall changes will be part of the normal approval process.

PAYROLL

Roth 403(b) Plan

Effective January 1, 2017, Chandler Unified School District will allow employees to make designated Roth contributions into an established Roth 403(b) Plan. The amount contributed to a designated Roth account is includible in gross income in the year of the contribution, but eligible distributions from the account (including earnings) are generally tax-free. The annual limit in 2017 is \$18,000, plus an additional \$6,000 if you are age 50 or older at the end of the year.

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”

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.

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.

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:

January 17, 2017 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.

Retirement Workshops

Are you retiring at the end of the 2016-2017 school year? If so, you will want to attend the **Route 4: “Next Exit Retirement and CUSD Exit Meeting”** and/or if you are interested in participating in Smartschools, you will need to attend the **“Phased Retirement Meeting”**.

If you are planning to retire within the next three years or unsure of retirement at the end of 2016-2017, you will want to attend the **Route 3: “Destination in Sight”** workshop.

We will also be holding a seminar for Medicare which you can attend if you are retiring and will be eligible for Medicare or perhaps you will be attaining the age of 65 soon and would like to learn more about your options and deadlines.

RETIREMENT WORKSHOP SCHEDULE

Planning for retirement is vital for members who are planning to retire within three years. The following classes will assist you in learning about ASRS, your pension benefits, options for retiree health insurance, member responsibilities, phased retirement, Medicare and Social Security, rules of returning to work after retirement and more. Please register for any class you wish to attend by logging in to [MyLearningPlan](#).

ROUTE 3—DESTINATION IN SIGHT

Planning for retirement is vital. If you are considering retiring within the next three years or perhaps on the fence about retirement, this is the meeting for you. ASRS will review how a pension is calculated, options for retiree health insurance and other benefits and member responsibilities. In addition, you will receive general information in regards to sick leave payoff process and the phased retirement program through Smartschoolsplus.

Thursday, January 12, 2017

District Office Board Room

4:15-4:45 PM

ROUTE 4—NEXT EXIT, RETIREMENT

This group meeting is vital for members who will be retiring at the end of the 2016-17 school year. During this group session ASRS will cover each section of the retirement application and the necessary documentation to file for retirement. In addition, ASRS will provide each employee their pension benefit, explain the calculation method and the health insurance options for retirees as well as the return to work rules.

Monday, January 23, 2017

District Office Board Room

4:15-5:45 PM

Thursday, February 9, 2017

District Office Board Room

4:15-5:45 PM

Tuesday, February 28, 2017

District Office Board Room

4:15-5:45 PM

PHASED RETIREMENT

Employees who have their 80 points and will be retiring at the end of the 2016-17 school year may apply to participate in Phased Retirement. The individual retires through ASRS thus severing his/her employment with CUSD. Then he/she continues to provide services as a contracted employee through a third party, Smartschoolsplus.

Wednesday, March 1, 2017

District Office Board Room

4:15-5:15 PM

CUSD RETIREE EXIT MEETINGS

Only retirees who will be retiring at the end of the 2016-17 school year should attend this meeting. In this meeting we will ensure all CUSD required separation paperwork is completed and ensure all other forms necessary such as the Smartschoolsplus application is completed and turned in. We will also provide your sick leave payoff during this meeting. Once done you can enjoy your retirement!

Monday, March 27, 2017

District Office Training Room

3:35-4:45 PM

Tuesday, March 28, 2017

District Office Training Room

4:15-5:15 PM

Thursday, March 30, 2017

District Office Training Room

4:15-5:15 PM

UNDERSTANDING MEDICARE & SOCIAL SECURITY UPON RETIREMENT

Come and learn the basics of Medicare, what each part of Medicare part covers, your potential cost, when to apply for Medicare and the impact of Medicare on a Health Savings Account. Learn about the changes for Medicare for January 1, 2017 and when you should apply for social security.

Thursday, January 19, 2017

District Office Board Room

4:15-5:15 PM

Monday, February 13, 2017

District Office Board Room

4:15-5:15 PM



"We Come To You"

Chandler Unified School District

January 23, 2017; **DO**, 1525 W Frye Rd, 7:00am-5:00pm

January 24, 2017; **CHS**, 350 N Arizona Ave, 7:00am-5:00pm

January 26, 2017; **HHS**, 3700 S Arizona Ave, 7:00am-11:30am

January 26, 2017; **BHS**, 5990 S Val Vista Dr, 1:00pm-6:00pm

January 26, 2017; **DO**, 1525 W Frye Rd, 7:00am-5:00pm

January 27, 2017; **DO**, 1525 W Frye Rd, 7:00am-11:00am

January 27, 2017; **BHS**, 5990 S Val Vista Dr, 1:00pm-6:00pm

To schedule an appointment please call: 480-967-3767 or 1-800-285-0272

- Medicare patients welcome
- Most major insurance carriers are accepted, AETNA, BCBS, CIGNA, Health Net, United HealthCare and many more
- Non-insured patients pay \$167.00
- Full field digital Mammography and CAD computerized reading
- We are able to accommodate breast implant patients

We will verify your insurance benefits and inform you if there are any charges that you will be responsible for.

Patients under the age of 30 must provide a Doctor's referral.

Please bring the following information:

Insurance card

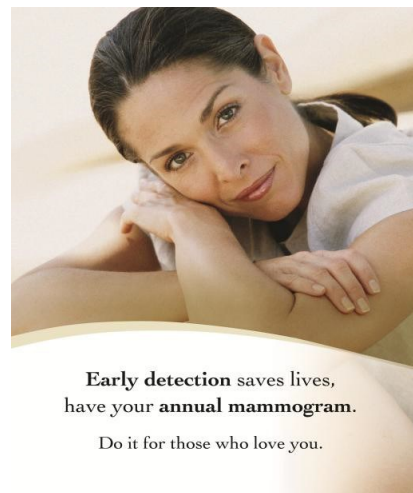
Doctor's name & address

Location of prior mammogram films

Recommended Baseline Age: 35-40

Recommended Annual Age:

40 and over if you are at average risk



Early detection saves lives,
have your **annual mammogram**.

Do it for those who love you.

15 minutes can save your life!

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.

