

## WORLD CLASS EMPLOYEES

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

### JANUARY 2017

#### Important Dates

##### Leave of Absence Workshop

Attend on Tuesday, February 7th  
3:45 p.m. @ District Office  
Register in My Learning Plan

##### AZ Certification Open House

Attend on Thursday, February 16th  
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

### DEADLINES

- ⇒ Professional Development Compensation Requests are due by **February 15, 2017**.
  - ⇒ Job Share Request are due to Jeff Filloon, HR Director by **March 15, 2017**.
  - ⇒ Retirement Letters are due to Human Resources by **April 1, 2017**—Employees who plan to retire through ASRS at the end of the 2016-17 school year should submit a letter by April 1st. The employee's insurance will terminate July 31, 2017.
  - ⇒ One Year Leave of Absence Requests [One Year or Partial Year LOA Request Form](#) are due to Jeff Filloon, HR Director by **April 1, 2017**.
- Resignation Letters are due Human Resources by **April 1, 2017**—Teachers who do not intend to return in 2017-18 due to resignation or a one year leave of absence should submit a letter by April 1st to the Human Resources Department to be eligible for the district contribution toward health insurance through July 31st. (If the employee provides benefit coverage to dependents, premiums for dependents for the month of July will be deducted on the May 25, 2017 payroll at the 2017-18 renewal rate.) If written notice is received after April 1st, the district insurance contribution will terminate June 30, 2017. **Teachers with less than three years of employment are not eligible for a full year leave of absence.** All resignations and/or retirements should be submitted using the district-approved [Resignation Form](#).

## **Student Teacher/Intern**

Teachers, have you considered mentoring a student teacher or student intern? You must have 3 years of overall teaching experience in order to be a mentor teacher.

If you would be interested in mentoring a student teacher or student inter, please complete the [Student Teacher/Intern Request Form](#) and submit to Rosemary Palma in Human Resources.

# PAYROLL

## **W-2**

Employees should have received an email informing them that their 2016 W-2 statement is available to view and print from Employee Online for IRS submittal. Additionally, if you received a W-2 statement for tax year 2012/2014/2013, this statement will also be available to view.

All employees that did not consent to receive an Electronic W-2, a hard copy will be mailed no later than January 31, 2017, as required by the Internal Revenue Service (IRS). The W-2 will be mailed to the address listed in Employee Online.

## **W-4/A-4**

If your filing status, exemption allowances, or exempt status change since your last filing of W-4 or A-4 form, you must file an amended form. 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 note any changes made through the current pay date will be effective by the end of the next pay date.

Ex.: If John Smith updates his W-4 by December 28, 2016, all changes will be reflected on the next pay date, January 19, 2017. Click here: [Pay Periods](#) to access the 2016-17 Pay periods.

**\*\*Any employee claiming exemption from withholdings for the previous year (2016) must file a new Form W-4 by February 15, 2017.**

The Withholding Calculator can help you determine whether you need to complete a new Form W-4, Employee's Withholding Allowance Certificate to avoid having too much or too little Federal Income tax withheld from your pay. Please click on the following link to access the Withholding Calculator <http://www.irs.gov/Individuals/IRS-Withholding-Calculator>.

## **2017 Tax Information**

**Social Security and Medicare (OASDI):** The Social Security portion (OASDI) is 6.20% on earnings up to the applicable taxable maximum amount and the Medicare portion (HI) is 1.45% on all earnings. The maximum taxable earnings for social security has increased from \$118,500 in 2016 to \$127,200 in 2017.

**Governmental 403(b) and 457(b) Plans:** The limit on elective deferrals, the most that can be contributed to a 403(b) or 457(b) account through employee elective deferrals by means of salary reduction agreement is \$18,000 for 2017. The catch-up contribution limit for employees age 50 and over remains unchanged at \$6,000.

**2017 HSA Contribution Limits:** For calendar year 2017, the annual limitation on deductions under § 223(b)(2)(A) for an individual with self-only coverage under a high deductible health plan is \$3,400. For calendar year 2017, the annual limitation on deductions under § 223(b)(2)(B) for an individual with family coverage under a high deductible health plan is \$6,750.

## **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.

# 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:

**February 7, 2017 at 3:45 p.m. at the District Office.**

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.

## **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 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.

### **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

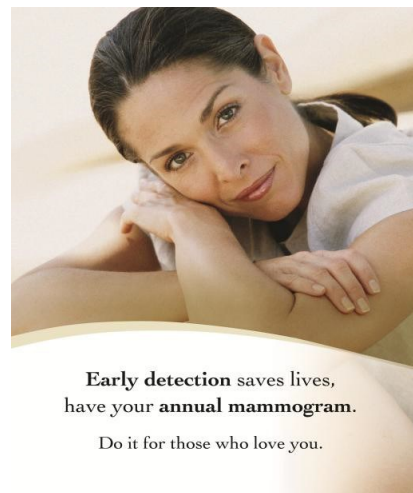
Doctor's name & address

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.*

<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>Melissa Candelaria , 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, Kids Express, 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, W-2 Questions, Optum “HSA” Account
<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.



# FEBRUARY

	Mon	Tue	Wed	Thu	Fri
			1 Hourly pay week ends	2 All hourly time Workforce software due (Workforce and timesheets)  <b>Pay Day</b>  <b>HSA District Contribution</b>	3
6		7 <b>Leave of Absence Workshop @ DO 3:45 PM</b>	8 Hourly pay week ends	9 All hourly time Workforce software due (Workforce and timesheets)	10
13		14	15 Hourly pay week ends	16 All hourly time Workforce software due (Workforce and timesheets)  <b>Pay Day</b>  <b>Certification Renewal @ DO 2:30-4:30 PM</b>	17 <b>No General Leave</b>
20 <b>Presidents' Day Holiday</b>		21 <b>No General Leave</b>	22 Hourly pay week ends	23 All hourly time Workforce software due (Workforce and timesheets)	24
27		28			