

WORLD CLASS EMPLOYEES

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

FEBRUARY 2017

Important Dates

Leave of Absence Workshop

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

AZ Certification Open House

Attend on Wednesday, March 29th
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

- ⇒ 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](#).

CUSD Employee Rally

The CUSD Employee Rally will be held on Monday, March 27th at the Chandler Center for the Arts. Sessions are planned for 7:30 am and 10:15 am. All employees are encouraged to attend the rally.

Employees not scheduled to work on March 27th will be paid for 2 hours to attend the rally. These employees will be able to clock in and out of Workforce at the center for the arts. A station with lap tops for Workforce use will be set up in the lobby.

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 intern, please complete the [Student Teacher/Intern Request Form](#) and submit to Rosemary Palma in Human Resources.

PAYROLL

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:

March 7, 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 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](#).

****Please note : Route 4—Next Exit, Retirement workshop originally scheduled for Tuesday, February 28th has been cancelled****

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

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	Frye, Hull, Humphrey, Independence, Liberty, 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, W-2 Questions, Optum “HSA” Account
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.

MARCH

	Mon	Tue	Wed	Thu	Fri
			1 Hourly pay week ends	2 All hourly time Workforce software due (Workforce and timesheets) Pay Day	3
6		7 Leave of Absence Workshop @ DO 3:45 PM	8 Hourly pay week ends	9 All hourly time Workforce software due (Workforce and timesheets)	10 No General Leave
13 Spring Intersession	14		15 Hourly pay week ends	16 All hourly time Workforce software due (Workforce and timesheets) Pay Day	17
					
20 Spring Intersession	21		22 Hourly pay week ends	23 All hourly time Workforce software due (Workforce and timesheets)	24
					
27 No General Leave District Employee Rally CCA	28		29 Certification Open House @ DO 2:30-4:30 PM	30 All hourly time Workforce software due (Workforce and timesheets) Pay Day	31