

WORLD CLASS EMPLOYEES

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

MARCH 2017

Important Dates

Leave of Absence Workshop

Attend on Tuesday, April 11th
3:45 p.m. @ District Office
Register in My Learning Plan

AZ Certification Open House

Attend on Thursday, April 27th
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

- ⇒ **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

2017 Retirees Receive Pay Off for Unused Sick Leave

When an employee separates his/her employment with CUSD, the balance of unused sick leave is reimbursed to the employee. The hourly rate is based upon the sub rate and a percentage with length of service. Current hourly rate of payoff for certified staff is \$11.25. Hourly rate of payoff for support staff is \$9.33.

<u>Years of Service</u>	<u>% of unused sick leave</u>	<u>Years of Service</u>	<u>% of unused sick leave</u>
Up thru 4	32	17	68
5 thru 9	36	18	72
10	40	19	76
11	44	20	80
12	48	21	84
13	52	22	88
14	56	23	92
15	60	24	96
16	64	25	100

Example:

Certified teacher who retires after 20 years of service. Total possible hours of sick leave (earning 80 hours per year) 1600 hours. Used 2 days of sick leave annually (16 hours X 20 years = 320 hours). Sick leave balance for payoff is 1280 hours. **1280 hours X \$11.25/hr. X 80% = \$11,520.00 payoff at separation.**

Balance of Contract Pay

Teachers will receive the remaining balance of their contract on **June 2, 2017**. This will reflect either 2 or 4 base salary pays depending upon your contract.

ASRS Rate Update

Contribution rates for the Defined Benefit Plan for fiscal year 2017-2018, which takes effect July 1, 2017, will be 11.34% for the Pension Plan and 0.16% for the LTD, for a total current contribution rate of 11.50% for employees and employers. This will remain in effect through June 30, 2018.

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:

April 11, 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.

BENEFITS ANNUAL OPEN ENROLLMENT

Open Enrollment is the only time to make changes to your plans or let your employer know you wish to continue the same health coverage or that you want to make changes for the upcoming plan year. **All benefit eligible employees will need to reselect benefits**, as benefits will not automatically renew. Because some of your benefits are pre-tax, the IRS does not allow changes outside of open enrollment unless you have a qualified life status change, such as marriage, birth/adoption, change in dependents/spouse's employment status.

Please note: The district will be changing some insurance providers, it is important that we have your current home address in order for you to receive your new insurance cards. You will need to go to Employee Online to update your address.

Open Enrollment dates are April 17, 2017—May 5, 2017

What should you do to prepare?

- Look for a preview of the materials. When the material is available, take time to read prior to the open enrollment meeting.
- Know your current benefit selection and any out of pocket cost. You can review your current selections on employee online, deductions are found on your paycheck stubs.
- Plan to attend a group meeting. This is a good way to find out what's new and get your questions answered.
- Since open enrollment is the only time you can make a change (outside of qualifying event), always review your options before you enroll to ensure you select the benefits which fit you and your family the best.
- Remember to schedule time to enroll. **Benefits do not auto renew, you must select every year.** Don't be late or you'll have to wait until the next open enrollment.

INVESTING TIME = PEACE OF MIND

OPEN ENROLLMENT INFORMATIONAL MEETINGS

LOCATION	DATE	TIME	ROOM	
SANBORN ELEM	4/17/2017	3:00 PM	Media Center	
CASTEEL HS	4/18/2017	2:30 PM	Media Center	
SANTAN JHS	4/18/2017	4:30 PM	Fulton Theater	
HANCOCK ELEM	4/19/2017	7:30 AM	Media Center	
CTA- HUMPHREY	4/19/201	3:00 PM	Media Center	
RIGGS ELEM	4/20/2017	7:15 AM	Media Center	
DISTRICT OFFICE	4/20/2017	9:45 AM	Board Room	
ACP ERIE	4/20/2017	3:00 PM	Media Center	
HAMILTON HS	4/21/2017	2:30 PM	Auditorium	
HAMILTON HS	4/21/2017	4:00 PM	Auditorium	SPANISH
TRANSPORTATION (MAIN)	4/24/2017	10:00 AM	Training Room	
BOGLE JHS	4/24/2017	4:05 PM	Room 810	
WILLIS JHS	4/25/2017	8:00 AM	Media Center	
SAN MARCOS ELEM	4/25/2017	3:00 PM	Cafeteria	
DISTRICT OFFICE	4/25/2017	5:00 PM	Board Room	
CENTRAL KITCHEN	4/26/2017	1:00 PM	Training Room	
RYAN ELEM	4/26/2017	3:30 PM	Media Center	
PAYNE JHS	4/27/2017	7:30 AM	Media Center	
SHUMWAY ELEM	4/27/2017	3:00 PM	Media Center	
TRANSPORTATION (MAIN)	4/28/2017	10:00 AM	Training Room	
CTA INDEPENDENCE	4/28/2017	3:30 PM	Media Center	
DISTRICT OFFICE	5/1/2017	10:00 AM	Board Room	SPANISH
WEINBERG ELEM	5/1/2017	3:20 PM	Media Center	
ACP OAKLAND	5/2/2017	3:00 PM	Media Center	
GALVESTON ELEM	5/3/2017	2:45 PM	Media Center	
NAVARRETE	5/4/2017	3:25 PM	Media Center	

OPEN ENROLLMENT COMPUTER LABS

As in previous years we will be offering computer labs to assist employees who may have difficulty using a computer, do not have access to a computer or just need the reassurance that they are enrolling correctly. All employees attending a computer lab should do the following in preparation for attending a computer lab:

1. Attend an informational open enrollment meeting and ask any individual questions you may have to help you make an educated decision (see above schedule)
2. Decide what plan works best for you and your family
3. Write down what you plan to enroll in
4. Bring in dependent/beneficiary information such as:
 - a. Legal Name
 - b. Date of Birth
 - c. Social Security Number
 - d. Address
 - e. Phone Number

We know your time is valuable. Please have all your benefits enrollment information available when you attend a computer lab, this will allow us to assist all attendees in a timely manner.

COMPUTER LAB DATES

LOCATION	DATE	TIME	ROOM
District Office	4/25/2017	8:00 am—3:30 pm	Training Room
District Office	5/2/2017	1:30 pm—5:00 pm	Training Room
District Office	5/4/2017	1:30 pm—5:30 pm	Training Room



Chandler Unified School District

May 8, 2017; DO, 1525 W Frye Rd, 7:00am-5:00pm

May 9, 2017; CHS, 350 N. Arizona Ave, 7:00am-5:00pm

May 10, 2017; SJHS, 1550 E. Chandler Heights Rd, 7:00am-4:00pm

May 11, 2017; DO 1525 W. Frye Rd, 7:00am-4:00pm

May 12, 2017; SJHS, 1550 E. Chandler Heights Rd, 7:00am-11:00am

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 and address

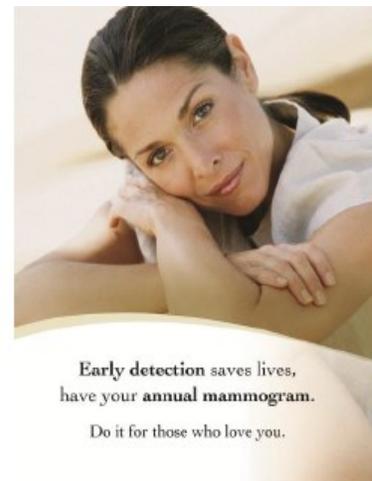
Location of prior mammogram films

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 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, Support staff Performance Evaluations, 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.

APRIL

	Mon	Tue	Wed	Thu	Fri
	3	4	5 Hourly pay week ends	6 All hourly time Workforce software due (Workforce and timesheets)	7
	10	11 Leave of Absence Workshop @ DO 3:45 PM	12 Hourly pay week ends	13 All hourly time Workforce software due (Workforce and timesheets) No General Leave Pay Day	14 Spring Holiday
	17 No General Leave	18	19 Hourly pay week ends	20 All hourly time Workforce software due (Workforce and timesheets)	21
	24	25	26 Hourly pay week ends	27 All hourly time Workforce software due (Workforce and timesheets) Certification Open House @ DO 2:30-4:30 PM Pay Day	28