

WORLD CLASS EMPLOYEES

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

APRIL 2017

Important Dates

Leave of Absence Workshop

No Workshop in May

AZ Certification Open House

No Open House in May

Employee Fingerprint Session

Community Education employees contact

Angie Ritchie at 224-3907.

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HUMAN RESOURCES

General Leave Reminders

Are there any exceptions approved for the use of general leave before a holiday?

You should complete the General Leave Exception Form to request a paid general leave day before/after a holiday or during the first and last two weeks of student days. **General leave cannot be used beginning Thursday, May 18th through Wednesday, May 31st unless prior approval from Jeff Filloon, Human Resources Director.**

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.

FAQ—Support Salary Schedule and the Minimum Wage Law

How much increase will hourly employees receive?

Effective July 1, 2017, employees who were not impacted by the new minimum wage will receive a 2.5% increase.

- To be eligible for an annual increase, an employee must work one day over half of his/her scheduled days.
- Employees at the top of the range received 1.3%.

Will employees at the top of the range receive an increase?

Yes, employees at the top of the range will receive a cost of living increase of 1.3% aligned with the cost of inflation.

MINIMUM WAGE

How did the new minimum wage impact the hourly salary schedule?

All salary ranges with an entry salary that fell below the minimum wage were adjusted to comply with the new law.

Did the top rate change proportionate to the entry?

The purpose of the law was to increase lower earnings. The top salary of each range was increased based upon cost of living only.

What positions were impacted by the new minimum wage law?

Positions placed on Grades 2 – 6, such as noon aide, crossing guard, bus attendant.

Did employees on Grades 2 – 6 receive more than a 2.5% increase?

Yes, in some cases meeting the new entry rate resulted in an increase higher than 2.5%.

I have been employed for three years as a crossing guard and was earning below the new entry range of Grade 3. I received an increase due to the minimum wage adjustment. Will a person who is employed in July 2017 with no experience earn the same as me?

Yes, there was not enough money in the budget to make an adjustment for all hourly employees to differentiate based upon experience. There is a possibility that employees who are eligible for a higher percentage increase (due to minimum wage) will earn the same hourly rate as an employee with less experience.

Will newly hired individuals earn more than someone who has been working for the District for more than a year?

No. In order to ensure new employees do not start at a higher rate than continuing employees, no experience will be awarded for Grades 2 – 6.

Will student workers qualify for the minimum wage rate too?

Yes, all employees whether student worker or temporary must be compensated at the minimum wage rate or higher.

Will student workers earn the same as adult workers?

No, adult workers will earn more than student workers. In addition, adult workers in permanent positions are eligible for annual increases. The student rate is fixed.

My salary grade was not impacted by the minimum wage law. Will there be consideration for the higher grades?

Keep in mind **ONLY** the entry hourly rates of Grades 2 – 6 were increased. The top salary remains the same (with cost of living only). Therefore, the maximum potential earnings in Grades 2-6 has not changed.

Will there be future changes?

Yes, the minimum wage will change each year until January 2020. There will continue to be adjustments at the entry rate as required by the law.

Will this eventually impact positions at the higher grades?

It is important to remember that law is designed to raise entry earnings for lower paid jobs. That said, as the law is applied, there may be changes in the market. The District will continue to review salary schedules annually and make adjustments to remain competitive (contingent upon budget).

PAYROLL

Vacation Time Use or Lose

Who earns vacation time?

All 12 month employees working 30+ hours per week earn vacation.

How much vacation do I earn?

Vacation is earned at the rate of 6.67 hours per month (prorated for less than 40 hours per week). Twelve-month employees on the support service calendar (Calendar #2612) begin accumulating 10 vacation hours per month upon completion of 5 years of service.

How many days a month do I need to work in order to earn vacation?

An employee must work 15 days in a month to earn a day of vacation. Vacation is credited to the second payroll of the month. Vacation is earned as long as the employee is on active paid status.

Can I call in for a vacation day whenever I feel like taking a day off?

The purpose of vacation is for the employee to take time off work to relax and refresh. However, vacation must be scheduled with the approval of the supervisor in order to ensure effective operation of the department/site.

What happens to my vacation time when I transfer to a position that does not earn vacation?

The vacation time is paid off.

Do I lose my vacation time if I do not use it by the end of the school year?

Earned vacation may be carried over from one fiscal year to the next; however, carryover vacation must be used by the next fiscal year. For example, all vacation earned in 2015-16 by be taken by July 5, 2017. Earned vacation balances will be adjusted annually after the first week in July.

How do I calculate my "use or lose" vacation?

Earned vacation is posted on your paycheck. If you earn 10 days of vacation in a fiscal (school) year, you should have earned 60 hours of vacation from July 2016 through March 2017 (6.67 hours per month X 9 months). If you are an employee who earns three weeks of vacation per year, you should have earned 90 hours from July 2016 through March 2017 (10 hours per month X 9 months). Subtract the hours earned (60/90) from your total vacation balance on your paycheck to find the total hours that must be used by the end of the school year.

Employees may take "use or lose" vacation on or before Wednesday, July 5, 2017.

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.

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.**

BENEFITS

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

OPEN ENROLLMENT INFORMATIONAL MEETINGS

LOCATION	DATE	TIME	ROOM	
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 ELEM	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	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

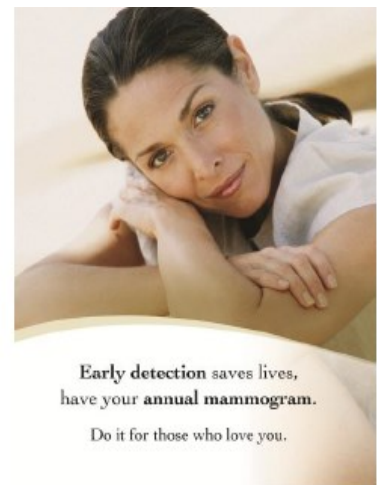
Location of prior mammogram films

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 !

June

Summer Schedule 2017

Mon	Tue	Wed	Thu	Fri
			1 8 Hour Workday 7:30 am-4:30	2 8 Hour Workday 7:30 am-4:30
5 8 Hour Workday 7:30 am-4:30 pm	6 8 Hour Workday 7:30 am-4:30 pm	7 8 Hour Workday 7:30 am-4:30 pm	8 10 Hour Days begin 7:00 am-5:30 pm	9 
12 10 Hour Day	13 10 Hour Day	14 10 Hour Day	15 10 Hour Day	16 
19 10 Hour Day	20 10 Hour Day <u>Last Day for Elem Admin. Assistants</u>	21 10 Hour Day	22 10 Hour Day	23 
26 10 Hour Day	27 10 Hour Day	28 10 Hour Day	29 10 Hour Day	30 

Points of Importance:

The District will work 4-day work weeks (Monday through Thursday) beginning June 8th through July 5th. Open office hours will remain 7:30-4:30 pm. 10 hour workday hours are 7:00 am—5:30 pm with a 30 minute lunch break.

- ◆ First 10 hour day will be June 8th
- ◆ Last 10 hour day will be July 5th
- ◆ Resume 8 hour days July 6th

Friday Business Casual dress is in effect Friday, June 2nd through Friday, July 14th.

Elem. Administrative Assistants are scheduled to work through June 20th and resume July 10th. Elementary school offices may close to the public June 19th and 20th, however, employees scheduled to work should be on duty or using approved leave.

Community Education will follow the district office schedule Monday-Thursday 7:00 am-5:30 pm.

Warehouse will work an early shift schedule Monday-Friday closing each day at 3:00 pm.

I.S. will be staffed Monday—Friday. Employees may work 4 days splitting coverage on Monday/Fridays.

IRC will follow same district office schedule Monday—Thursday 7:00 am—5:30 pm.

Food Services will follow same district office schedule Monday-Thursday 7:00 am—5:30 pm.

July

Mon	Tue	Wed	Thu	Fri
3 10 Hour Day	4 4th of July Holiday	5 10 Hour Day	6 Resume 8 Hour Workday 7:30 am-4:30	7 8 Hour Workday
10 <u>Elem Admin. Assistants Return</u>	11 <u>New Teacher Orientation</u>	12 <u>New Teacher Orientation</u>	13 <u>New Teacher Orientation</u>	14 <u>New Teacher Orientation</u>
17 <u>New Teacher Orientation</u>	18 <u>Teachers Return</u>	19	20	21
24 <u>First Day of School</u>	25	26	27	28
31				

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.

MAY

	Mon	Tue	Wed	Thu	Fri
	1	2	3 Hourly pay week ends	4 All hourly time Workforce software due (Workforce and time-sheets)	5
	8	9	10 Hourly pay week ends	11 All hourly time Workforce software due (Workforce and time-sheets) Pay Day	12
	15	16	17 Hourly pay week ends	18 All hourly time Workforce software due (Workforce and time-sheets) No General Leave	19 No General Leave
	22 No General Leave	23 No General Leave	24 Hourly pay week ends No General Leave	25 All hourly time Workforce software due (Workforce and time-sheets) Pay Day No General Leave	26 No General Leave
	29 Memorial Day Holiday	30 No General Leave	31 Hourly pay week ends Last Day for Students	June 1st All hourly time Workforce software due (Workforce and time-sheets) Last Day for Teachers	