

WORLD CLASS EMPLOYEES

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

MAY 2017

Important Payroll Dates:

- ◇ **Balance of Contract Pay**—6/2/17
- ◇ **Journey 2025 Pay**—6/22/17
- ◇ **Wellness Incentive (if applicable)** - 6/22/17
- ◇ **Use or Lose Vacation Deadline**—7/5/17
- ◇ **1st PFP Payment**—7/20/17
- ◇ **1st 2017-18 Pay for New Hire Teachers**—7/20/17
- ◇ **1st 2017-18 Pay for Returning Teachers**—8/3/17

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HUMAN RESOURCES

The Work Number

Do you need your employment or income verified?

Chandler Unified School District now uses The Work Number® to provide automated employment and income verifications for our employees.

[The Work Number](#) from Equifax is a fast and secure way to provide proof of your employment or income -a necessary step in many of today's life events including obtaining **credit, financing a home or automobile, obtaining a housing lease or securing government benefits or services**. The Work Number simplifies the verification process and accelerates qualifying decisions through an online system available to verifiers 24 hours a day, 7 days a week.

Hundreds of thousands of credentialed verifiers rely on The Work Number for rapid access to information critical to their decision process, and thousands of employers nationwide have entrusted The Work Number to provide this important service on behalf of their employees.

CUSD Employees: You can access one (1) free Employment Data Report (EDR) each year through The Work Number website. The EDR provides complete historical employment and income information as well as a listing of verifiers requests for the past two years.

Click here for [additional information, accessing your Employment Data Report, and instructions for logging into The Work Number](#).



THE FAIR WAGES AND HEALTHY FAMILIES ACT

Earned Paid Sick Time

EXEMPTIONS: The Fair Wages and Healthy Families Act (the “Act”) does not apply to any person who is employed by a parent or a sibling; any person who is employed performing babysitting services in the employer’s home on a casual basis; or any person employed by the State of Arizona or the United States government.

ENTITLEMENT AND AMOUNT: Beginning July 1, 2017, employees are entitled to earned paid sick time and accrue a minimum of one hour of earned paid sick time for every 30 hours worked, subject to the following limitations:

- Employees whose employers have less than 15 employees may only accrue or use 24 hours of earned paid sick time per year.
- Employees whose employers have 15 or more employees may only accrue or use 40 hours of earned paid sick time per year.

Employers are permitted to select higher accrual and use limits.

TERMS OF USE: Earned paid sick time may be used for the following purposes: (1) medical care or mental or physical illness, injury, or health condition; or (2) a public health emergency; and (3) absence due to domestic violence, sexual violence, abuse, or stalking. Employees may use earned paid sick time for themselves or for family members. See Arizona Revised Statutes § 23-373 for more information.

RETALIATION & DISCRIMINATION PROHIBITED: Employers are prohibited from discriminating against or subjecting any person to retaliation for: (1) asserting any claim or right under the Act, including requesting or using earned paid sick time; (2) assisting any person in doing so; or (3) informing any person of their rights under the Act.

ENFORCEMENT: Each employee has the right to file a complaint with the Industrial Commission’s Labor Department alleging that an employer has violated the Act. Certain time limits apply. A civil action may also be filed as provided in the Act. Violations of the Act may result in penalties.

INFORMATION: For additional information regarding the Act, you may refer to the Industrial Commission’s website at www.azica.gov or contact the Industrial Commission’s Labor Department: 800 W. Washington, Phoenix, Arizona 85007-2022; (602) 542-4515.

THIS POSTER MUST BE CONSPICUOUSLY POSTED IN A PLACE THAT IS ACCESSIBLE TO EMPLOYEES

Jury Duty Reminders

If you are called to jury duty, you will be required to call the night before to find out the status of your duty. **Only input an absence if you are called to jury duty at that time.** You will be told one of the following:

- You are dismissed from jury duty or
 - Call the next day at 11:00 am to see if you will be need for the afternoon session
- Please advise your supervisor when you are called and secure a substitute if required for your position. If you are asked to call the next morning at 11:00 am, **please go into work at your scheduled time.** When you call at 11:00 am and are required to go to jury duty, a substitute (if needed) will be called at that time. **If you elect to stay home that day, this time will be charged to your General Leave time.**

Please send your Payroll Tech a copy of your **Jury Duty Service Slip** when you are called to serve for Jury Duty. If you are selected, you will need to send you pay stubs to payroll. Your pay will be docked for your Jury Duty service since you were already paid by CUSD. You would, however, keep the monies paid for mileage.

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

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

BENEFITS

Wellness Incentive

[Wellness Incentive Program](#) Forms are due to Dee Ostrowicki by May 31st. If all requirements are met:

Your incentive will be paid dependent on your 2017-18 enrollment as follows:

1. If you remain on a HDHP plan, your wellness incentive will be deposited to your **Optum Bank Health Savings Account** on June 22, 2017
2. If you remain on the PPO plan or switch to a PPO plan, your incentive will be used to reduce your premium for the 2017-18 plan year.
3. If you switch to a HDHP, your deposit will be made the following school year on August 17, 2017.
4. If you will be leaving the district and you complete your contract, your wellness incentive will be paid to you based on your current election.
 - a. If on a HDHP plan, your deposit will be made into your Optum Bank Health Savings Account on June 22, 2017.
 - b. If on a PPO plan, we will cut you a check, which will be subject to taxes.

Important Reminders:

- ⇒ Employees who elected to enroll in Medical and Dental for the 2017-18 school year, will be receiving cards during the month of June. If you have moved, please update your address in Employee Online. This will ensure your cards are mailed to your most current address.
- ⇒ Employees who elected to transfer their HSA funds from Optum Bank to Health Equity, please remember, funds will not be available during the transition period of June 26, 2017-July 4, 2017. Health Equity funds will be available on July 5th. Employees may use an alternative method of payment during the transition period and may request reimbursement from Health Equity once funds are available.

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/JUNE

	Mon	Tue	Wed	Thu	Fri
	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 No General Leave	June 1st All hourly time Workforce software due (Workforce and time-sheets) Last Day for Teachers	2
	5 Administrator Retreat—CCA	6 Administrator Retreat—CCA	7 Hourly pay week ends	8 10 Hour Days begin All hourly time Workforce software due (Workforce and time-sheets) Pay Day	9 District closed
	12 Administrative Assistant Retreat	13	14 Hourly pay week ends	15 All hourly time Workforce software due (Workforce and time-sheets)	16 District closed
	19	20 Last Day for Elem Admin Assistants	21 Hourly pay week ends	22 All hourly time Workforce software due (Workforce and time-sheets) Pay Day	23 District closed
	26	27	28 Hourly pay week ends	29 All hourly time Workforce software due (Workforce and time-sheets)	30 District closed