

WORLD CLASS EMPLOYEES

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

JULY 2017

Important Dates

Leave of Absence Workshop

Attend on Tuesday, August 1st

3:45 p.m. @ District Office

Register in My Learning Plan

AZ Certification Information Open House

Attend on Wednesday, August 16th

2:30-4:30 p.m. @ District Office

Employee Fingerprint Session

By appointment only.

To renew a Fingerprint Clearance Card, please contact Elizabeth Barker at 812-7668 to schedule your appointment.

Teachers renewing fingerprint card will need a money order for \$67.

Community Education employees contact Angie Ritchie at 224-3907.

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Welcome Back CUSD Employees!
2017-2018 is going to be a great school year!

HUMAN RESOURCES

Mandatory Annual Best Practice Videos

Thank you for viewing the Annual Best Practices videos. As you know this has become part of our new year startup to remind us of important legal, policy and ethical practices. The purpose is to protect the District and to protect you!! Each site will schedule a time for all employees to review. Please ensure you have viewed and signed the MLP roster. Deadline to complete the Mandatory Annual Best Practice Videos is September 30, 2017.

A big shout out our talented team at the Chandler Educational Television department. They animated the otherwise dry material to make it more enjoyable and memorable.

Important Revisions to Earned Sick Leave Policy

In addition to changing the minimum wage for Arizona workers, Prop 206 (Fair Wages and Healthy Families Act) established requirements for employer-paid sick leave accrual. Please read a summary of the pertinent revisions to our current Policy and reference the FAQ to better understand how the changes will impact you.

Summary of Primary Revisions

- A. Use of Earned Sick Leave Use - The allowable reasons for using sick leave have been expanded to include 1) closure of employee's place of business, or an employee's need to care for a child due to closure of a school or childcare facility and 2) victims of domestic or sexual violence.
- B. Procedures for Taking Leave - The current policy limits family illness to three days, unless an extension is approved. The revised policy removes limits.
- C. Definition of Family Member - The definition of "family member" for the use of paid sick leave has been expanded to include domestic partner and "individuals related by blood or affinity whose close association is equivalent to a family relationship".
- D. Accrual - All employees must earn a minimum of one hour of paid sick leave for every 30 hours worked. Effective July 1, 2017, CUSD employees working under 20 hours per week, substitute teachers, temporary workers and student workers will earn paid sick leave.
- E. Reinstatement - The law outlines provisions to reinstate unused, unreimbursed sick leave if an employee separates and returns.

Sick Leave Policy FAQ

CUSD Employees in Permanent Assignments

I am scheduled to work 2 hours per day and do not earn sick leave. Will the revisions impact me?

Yes, all employees assigned to a permanent position (a position scheduled to work weekly on a designated school year calendar) shall be credited with a sick leave allowance at the rate of one (1) pro rata day per month, based upon the length of the respective work year. The days will be credited on the second payroll of each month. An employee must work at least fifteen (15) days in a month to earn a day of sick leave. If an employee's scheduled leave accrual per month does not meet or exceed a minimum of one hour for 30 hours worked, the employee's leave will be adjusted accordingly up to a maximum accrual of 40 hours annually.

I am scheduled to work 4 hours a day as a school clerk, but occasionally I work additional hours in the office and also open the school for weekend usage. Will the additional hours count toward my accrued paid sick leave?

Yes, all hours worked will count toward sick leave accrual up to a maximum of 40 hours annually. If an employee's scheduled leave accrual per month does not meet or exceed a minimum of one hour for 30 actual hours worked, the employee's leave will be adjusted accordingly.

In addition to my 40-hour work week, I coach two sports and tutor students. Will my sick leave accrual increase based upon the hours worked per week?

No, the current accrual of one day per month for a fulltime employee exceeds the requirements. Employees whose accrual meets or exceeds the one hour earned to 30 hours worked requirement will not earn more sick leave due to extra duties or overtime.

What are the approved purposes for paid sick leave?

1. An employee's mental or physical illness, injury or health condition; an employee's need for medical diagnosis, care, or treatment of a mental or physical illness, injury or health condition; an employee's need for preventive medical care;
2. Care of a family member with a mental or physical illness, injury or health condition; care of a family member who needs medical diagnosis, care, or treatment of a mental or physical illness, injury or health condition; care of a family member who needs preventive medical care;
3. Closure of the employee's place of business by order of a public official due to a public health emergency or an employee's need to care for a child whose school or place of care has been closed by order of a public official due to a public health emergency, or care for oneself or a family member when it has been determined by the health authorities having jurisdiction or by a health care provider that the employee's or family member's presence in the community may jeopardize the health of others because of his or her exposure to a communicable disease, whether or not the employee or family member has actually contracted the communicable disease;
4. Notwithstanding section 13-4439, Arizona Revised Statutes, absence necessary due to domestic violence, sexual violence, abuse or stalking, provided the leave is to allow the employee to obtain for the employee or the employee's family member:
 - a) Medical attention needed to recover from physical or psychological injury or disability caused by domestic violence, sexual violence, abuse or stalking;
 - b) Service from a domestic violence or sexual violence program or victim services organization;
 - c) Psychological or other counseling;
 - d) Relocation or taking steps to secure an existing home due to domestic violence, sexual violence, abuse or stalking; or
 - e) Legal Services, including but not limited to preparing for or participating in any civil or criminal legal proceeding related to or resulting from the domestic violence, sexual violence, abuse or stalking.
5. Childbirth during the time the physician verifies that the employee is physically unable to perform her normal duties.
6. Adoption of a child during the six (six) weeks of initial care immediately following the time the employee takes custody of the child.

Can I use sick leave for family members?

Yes, if you are actively engaged in their care.

What is the new definition of a family member?

- A. Regardless of age, a biological, adopted or foster child, stepchild or legal ward, a child of a domestic partner, a child to whom the employee stands *in loco parentis*, or an individual to whom the employee stood *in loco parentis* when the individual was a minor;
- B. A biological, foster, stepparent or adoptive parent or legal guardian of an employee or an employee's spouse or domestic partner or a person who stood *in loco parentis* when the employee or employee's spouse or domestic partner was a minor child;
- C. A person to whom the employee is legally married under the laws of any state, or a domestic partner of an employee as registered under the laws of any state or political subdivision;
- D. A grandparent, grandchild or sibling (whether of a biological, foster, adoptive or step relationship) of the employee or the employee's spouse or domestic partner; or
- E. Any other individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

Does paid sick leave apply to the birth of a child?

Yes, an employee may use paid sick leave up to six weeks following the birth of a child. Any extension of leave for parenting purposes must be approved and will be unpaid. (See FMLA guidelines.)

What happens to unused sick leave at the end of the school year?

Earned sick leave rolls over to the next fiscal year for employees in a permanent assignment.

Is there a maximum limit on sick leave earning?

Yes, earned sick leave may roll annually without limit for employees in a permanent assignment.

How do I report my leave?

Reporting absences correctly is the responsibility of each employee. Absences should be reported as soon as possible to allow the site to prepare for coverage. The electronic absence reporting system is used by all employees - administrative, certified and support staff - regardless of how many hours per day worked, whether leave is earned and whether a substitute is needed. The purpose for reporting absences is to notify the site of the employee's absence and deduct the appropriate amount of leave from the employee's leave balances.

Do I need to complete a written request for leave?

Yes, employees who are, or anticipate being absent for more than five days are required to submit a Leave of Absence Request Form and attach a supporting note from your physician. Forms should be directed to the employee's supervisor who will forward to Benefits and Payroll. (add link to form)

Can my supervisor ask for a doctor's note to confirm I am sick and unable to work?

Yes, an employee may have to provide a note from a doctor if the absence duration exceeds three days. In addition, an employee may be asked to provide documentation from a doctor if there is reason to believe the reason for the absence does not conform to policy. In all cases, an employee must provide a note from the doctor if the absence duration exceeds five days.

Can my performance rating be lowered because of the appropriate use of sick leave?

No. However, employees should keep in mind two important standards regarding leave. First, the organization runs best when employees are at work performing their job. All employees should strive for good attendance. There are positive incentives for excellent attendance. Second, if an employee misuses paid sick leave, he/she is subject to a lower performance rating, discipline or dismissal. Examples of misuse of sick leave include:

- Excessive absence or absence which exceeds accrued paid sick leave
- Using leave for reasons that do not conform to policy
- Patterns of absence such as Monday and Friday or Earn and Use
- Not adequately preparing for absence including advance communication and lesson planning

Does the expanded definition of family member apply to bereavement leave?

No. Employees in permanent assignments may use up to five days of bereavement leave in the event of the death of one of these family members:

- | | |
|----------|---|
| Spouse | Grandparents |
| Children | Grandchildren |
| Parents | Like relations created by marriage |
| Siblings | (e.g., stepchild, father-in-law, et cetera) |

Are there incentives for not using leave?

Yes, one additional day of sick leave will be credited for employees who do not use any sick leave or general leave in the previous fiscal year. In addition, sick leave is paid off at separation. It is not paid at the employee's regular rate. It is paid at the substitute rate for the certified (or support staff) and based upon a percentage which increases based upon the length of service. (See sample below.)

Betty is a classroom teacher who retired after 20 years of service. Her total possible hours of sick leave (earning 80 hours per year) is 1600 hours. She used an average of two days of sick leave annually (16 hours X 20 years = 320 hours). Her sick leave balance at her retirement is 1280 hours.

1280 hours X \$11.25/hr. X 80% (based upon length of service) = \$11,520.00.

Simone is a security guard who moved out of state after 15 years of service. Her total possible hours of sick leave (earning 72 hours per year) is 1080 hours. She used an average of one day per year annually (8 hours X 15 years = 120 hours). Her sick leave balance at separation is 960 hours.

960 hours X \$9.34/hr. X 60% (based upon length of service) = \$5,379.84.

How do I know how much leave I have?

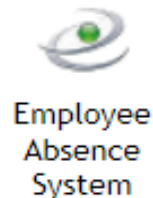
Earned sick leave will be posted on the employee's payroll check and accessible in Employee Online. It will include the amount of sick leave available, amount taken to date in the fiscal year, and the amount received.

I am a classroom teacher. Previously I have been limited to using paid sick leave in increments of 4 or 8 hours. Will this practice change?

Yes, effective July 1, 2017, all employees including classroom teachers may use paid leave in increments of 15 minutes.

Absence Reporting

To register, call the absence system (480-812-7002). Enter your Access ID# (Employee ID#) followed by the star (*) key. Enter your Access ID# again when it asks for your PIN#. The system will prompt you to record your name, obtain a new PIN# and complete the registration process. After you have registered over the phone, you can view and enter absences online. You can find the employee absence system website located under Staff Resources and Links on our website. Administrative Assistants at your site have access to your PIN# OR you can email connolly.keri@cusd80.com.



Please report your absence as soon as possible. This will ensure quality substitute coverage. Keep your Access ID# and PIN# in a safe and secure place so you have access to the system when needed.

Loan Forgiveness Seminar

You may be aware of loan forgiveness programs for teachers and public service employees. If you are currently a CUSD employee in any capacity, have a college loan, and are not currently in a loan forgiveness program, we invite you to learn about options. Jeff Tellin, Financial Literacy Coordinator for ASU Teacher College, works with teachers extensively to provide guidance on finances. Jeff is offering his knowledge and expertise to help CUSD employees regardless of university affiliation. He will help you access your loan servicer's website, apply online for income-driven repayment plans, pull up information on your borrowing history, and more.

Please sign up in MyLearning Plan to attend this seminar.

Date: Wednesday, August 30, 2017

Time: 4:00-5:00 PM

Location: District Office—Training Room

Course Approval Reminder

Course Approval forms for salary advancement are available on the website.

- **Certified Request** should be submitted to the IRC, Attn: Dr. Wendy Nance, Exec. Director of Instruction and Professional Development.
- **Support Staff Request** should be sent to HR, Attn: Dr. Jeff Filloon, HR Director.

Please see the website for frequently asked questions for both certified and support submittal of professional development hours.

PAYROLL

Paycheck Information

July 20th Paycheck:

- 1st PFP (Pay for Performance) Payment

August 3rd Paycheck:

- First regular paycheck for Teachers 2017/2018.

August 17th Paycheck:

- Insurance Benefits deduction begin
- Season 1 Athletic Stipend
- Additional Teaching Period Stipend
- Non-Athletic Extra-Curricular

August 31st Paycheck:

- First Health Savings Account (HSA) contribution from the District (second contribution will be in February).

September 28th Paycheck:

- 2nd PFP (Pay for Performance) Payment

BENEFITS

New Employee Deductions

Deductions for new employees are based on their eligibility date. Benefits for employees whose hire dates range from July 4 to July 31 will become effective October 1, 2017. Deductions will begin September 28, 2017. Blue Cross Blue Shield will mail insurance cards prior to the effective date. New employees have 30 calendar days from their hire date to enroll. If not enrolled during this time-line, employees will have to wait until the new plan year with an effective date of July 1, 2018.

Continuing Employee Deductions and Contributions

Deductions for health insurance plans will begin August 17, 2017 for continuing employees. Employees who selected the High Deductible Health plan (HDHP) with a Health Savings Account will receive the first of two contributions into their Health Equity account on August 31, 2017 in the amount of \$600.00.

Employees can log on to Employee Online to view their benefit selections for the 2017-2018 plan year. Employee online can be accessed on the district website under Human Resources, Quick Links, Employee Online, Benefits, View Current Benefits. Your current selections are noted as "Active."

Log in to Employee Online (First Time User):

1. Username will be: last name.first name(ex: smith.john)
2. Password will be your social security number
3. If already registered, use your current login information

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 workshops will be held:

District Office

August 1, 2017 at 3:45 p.m.

District Office

September 5, 2017 at 3:45 p.m.

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.

AUGUST

Mon	Tue	Wed	Thu	Fri
	1 Leave of Absence Workshop @ DO 3:45 PM	2 Hourly pay week ends	3 All hourly time Workforce software due (Workforce and timesheets) Pay Day	4
7	8	9 Hourly pay week ends	10 All hourly time Workforce software due (Workforce and timesheets)	11
14	15	16 Hourly pay week ends Certification Renewal @ DO 2:30-4:30 PM	17 All hourly time Workforce software due (Workforce and timesheets) Pay Day	18
21	22	23 Hourly pay week ends	24 All hourly time Workforce software due (Workforce and timesheets)	25
28	29	30 Hourly pay week ends Loan Forgiveness Seminar @ DO 4:00-5:00 PM	31 All hourly time Workforce software due (Workforce and timesheets) Pay Day (1st HSA Contribution)	

