

WORLD CLASS EMPLOYEES

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

AUGUST 2017

Important Dates

Leave of Absence Workshop

Attend on Tuesday, September 5th

3:45 p.m. @ District Office

Register in My Learning Plan

AZ Certification Information Open House

Attend on Wednesday, September 20th

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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HUMAN RESOURCES

NOVEMBER BUDGET OVERRIDE

The Governing Board has approved a budget override for the November 7th Election to renew the District's 15% Override, which provides more than \$30 million to CUSD for the maintenance and operations budget. If the override passes, eligible employees will receive a one-time bonus equivalent to 2% of their 2017-2018 base salary.

To be eligible to receive the 2% bonus, employees must be on active status on November 1, 2017. The bonus will be paid on a separate check on November 30, 2017.

Sick Leave Incentive

Congratulations to employees with perfect attendance (no sick or general leave days taken in a fiscal year). Employees will be awarded an additional sick leave day on August 31, 2017 based upon their attendance in 2016-2017. Perfect attendance pays off in a variety of ways. We will be sending certificates to those who had perfect attendance before October break.

- Unused sick leave continues to accumulate with no limit. Upon separation (resignation or retirement), unused sick leave is paid to the employee based upon a formula, which increases with length of service.
- Earned sick leave acts as an insurance policy in the event of illness or injury.
- Students learn best from their assigned teacher.
- Departments run smoother when trained staff is present.

Perfect attendance (no sick or general leave days taken in a fiscal year) results in an additional sick leave day added to your sick leave bank.

Comp Time Payoff

Employees who physically work over 40 hours per week may be credited with comp time in lieu of overtime payment. Based upon the needs of the department/site, supervisors have the option to require overtime payment instead of granting a comp time request. Comp time is credited to an hourly employee to be used at a future date as paid leave. In all cases, comp time should be used in the same fiscal year. Comp time is available only to 40 hour per week employees. Employees should not work over their approved hours per week without supervisor approval. Like overtime, comp time is earned at time and one-half when hourly employees physically work over 40 hours per workweek. Employee comp time balances as reported on employee payroll checks includes any overtime (time and one-half) calculation.

Comp time in excess of 24 hours will be paid on November 9th and charged to the schools overtime budget.

Employees should work with their supervisor to use excess comp time prior to October 13th.

Religious Leave Policy

In order to observe recognized religious holidays, employees may deduct 3 days from their earned sick leave and 3 days from earned general leave for a total of 6 days.

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.

ESPoC



ESPoC : Who are we and Why join? Because There is Strength in Numbers

With 3.2 million members, the National Education Association is the largest employee organization in the country. And NEA's 489,000 ESP members make us the largest organization of school support employees in the world. The Arizona Education Association is the voice for quality education for our state. This numerical strength translates into advocacy and service -- for improved pay and working conditions, rights on the job, improved education for the students we serve, and great deals on products and services our members need. **Together we are standing strong to fight for what's right for our students and our profession.**

ESPoC is the professional organization for all Education Support Professionals (ESP) whose purposes include:

Professionalism - To promote professional practices, participation in development of quality school programs, professional growth and higher education, and the practice of the code of ethics of the education profession.

Member Welfare – To aid in improving salaries, fair employee practices, retirement and working environment.

Super Q – Representation on the negotiations team, bargaining for classified issues.

Professional Public Relations – To cooperate with professional educational organizations, parent-teacher groups, community groups and district administration.

Citizenship – To encourage education support professionals to accept, assume and exercise their rights, privileges and responsibilities as citizens.

Together We Can Make Things Happen! ESPoC needs you!

For more information on becoming a member contact:

Sherry Williams (President) 480-244-7256 williams.sherry@cusd80.com

Karen Wagner (Vice-President) 480-224-3915 wagner.karen@cusd80.com

Kim Boyd (Secretary) 480-812-7302 boyd.kim@cusd80.com

Martha Jones (Treasurer) 480-695-9839 jones.martha@cusd80.com

Chandler's Superintendent supports CUSD Professional Associations.

"I highly encourage teachers and support staff to join their professional organizations. The Chandler Education Association (CEA) and Education Support Professionals of Chandler (ESPOC) not only work collaboratively on major issues in the district but also partner in lobbying efforts to improve public education across the state."

Dr. Camille Casteel

PAYROLL

Paycheck Information

August 31st Paycheck:

- First Health Savings Account (HSA) contribution from the District (second contribution will be in February).
- Additional sick leave day awarded for perfect attendance in 2016-17 (no sick or general leave used)

September 28th Paycheck:

- 2nd PFP (Pay for Performance) Payment

November 9th Paycheck

- Comp Time Payoff (12 MO. Support Staff Only)

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 workshops will be held:

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.

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 timeline, employees will have to wait until the new plan year with an effective date of July 1, 2018.

WHO TO CALL IN HUMAN RESOURCES, BENEFITS AND PAYROLL

To help us answer your questions, the first point of contact is outlined below.

HUMAN RESOURCES AND PAYROLL		
Verines Cummings Assistant Director of Human Resources and Payroll	812-7626	<ul style="list-style-type: none"> • Daily Operations of Human Resources and Payroll • Salary Schedules • Summer School
Pam Lundbohm Human Resources Coordinator	812-7665	<ul style="list-style-type: none"> • HR Services for All District Administrators • HR Tech Supervision Employee HR Services for the following sites: <ul style="list-style-type: none"> • Basha, BHS, BJHS, CCHS, CEC, Chandler Ed. TV, CTA Freedom, District Office, Fulton, Galveston, Hill Academy, ICAN, Santan, Tarwater, and Transportation • e.g. Compensation, contracts, health insurance eligibility, support staff allocations, and work calendars
Melissa Candelaria Human Resources Tech	812-7648	Employee HR Services for the following sites: <ul style="list-style-type: none"> • CHS, CTA Humphrey, CTA Independence, CTA Liberty, Frye, Hull, Patterson, Riggs, San Marcos, Sanborn, Support Services, Warehouse, Weinberg, and WJHS • e.g. Compensation, contracts, health insurance eligibility, support staff allocations, and work calendars
Kristina Eckenboy Human Resources Tech	812-7639	Employee HR Services for the following sites: <ul style="list-style-type: none"> • AJHS, Community Education, Conley, CTA Goodman, Hartford, Jacobson, Kids Express, Knox, Lil' Explorers, Navarrete, PHS, Ryan, Shumway, and SJHS • e.g. Compensation, contracts, health insurance eligibility, support staff allocations, and work calendars
Christine Bassett Human Resources Tech	812-7679	Employee HR Services for the following sites: <ul style="list-style-type: none"> • ACP Erie, ACP Oakland, Andersen, Auxier, Bologna, Carlson, Chandler Care Center, Food & Nutrition, Haley, Hancock, HHS, IRC, Chandler Online, and PJHS • e.g. Compensation, contracts, health insurance eligibility, support staff allocations, and work calendars
Tammy Kleck Payroll Coordinator	812-7614	<ul style="list-style-type: none"> • Payroll Services for all District Administrators • Payroll Tech Supervision • Workforce • 403b Accounts • 457 Accounts

Annette Bennett Payroll Tech	812-7682	Employee Payroll Services for the following sites: <ul style="list-style-type: none"> • Basha, BHS, BJHS, CCHS, CEC, Chandler Ed. TV, CTA Freedom, District Office, Fulton, Galveston, Hill Academy, ICAN, Santan, Tarwater, and Transportation • e.g. W-4 Questions and Leave of Absence
Ann Angell Payroll Tech	812-7677	Employee Payroll Services for the following sites: <ul style="list-style-type: none"> • CHS, CTA Humphrey, CTA Independence, CTA Liberty, Frye, Hull, Patterson, Riggs, San Marcos, Sanborn, Support Services, Warehouse, Weinberg, and WJHS • e.g. W-4 Questions and Leave of Absence
Sheila Wentz Payroll Tech	812-7678	Employee Payroll Services for the following sites: <ul style="list-style-type: none"> • ACP Erie, ACP Oakland, Andersen, Auxier, Bologna, Carlson, Chandler Care Center, Food and Nutrition, Haley, Hancock, HHS, IRC, Chandler Online, and PJHS • e.g. W-4 Questions and Leave of Absence
Lorri Ireland Payroll Tech	812-7037	Employee Payroll Services for the following sites: <ul style="list-style-type: none"> • AJHS, Community Education, Conley, CTA Goodman, Hartford, Jacobson, Kids Express, Knox, Li' Explorers, Navarrete, PHS, Ryan, Shumway, and SJHS • e.g. W-4 Questions and Leave of Absence
Heather Caviar Compliance Specialist	812-7675	<ul style="list-style-type: none"> • ACA Compliance • Benefit Deductions • HSA Account Questions • W-2
Yvette Ardans Payroll Tech	812-7606	<ul style="list-style-type: none"> • Benefit Deductions
BENEFITS		
Dee Ostrowicki Assistant Director of Benefits	812-7036	<ul style="list-style-type: none"> • Oversees Benefits • Open Enrollment • Complex Benefit Questions • Health Insurance Orientations • Family/Medical Leave of Absence • Retirement Workshops • Short and Long Term Disability • Wellness Expo
Maricela Garcia Benefits Assistant	812-7605	<ul style="list-style-type: none"> • General Benefit Questions • Offer of Benefit Notices • Online Enrollment Assistance • Termination of Benefit Notices

ONBOARDING, CERTIFICATION, AND PROFESSIONAL DEVELOPMENT

Kathleen Jett Assistant Director of Recruitment and Onboarding	812-7623	<ul style="list-style-type: none"> • Selection and Processing of New Employees • Certified Onboarding • Job Descriptions • Support Staff Transfer Requests • Volunteers
Elizabeth Barker Human Resources Assistant	812-7668	<ul style="list-style-type: none"> • Certificate Renewals • Certified Fingerprint • Certified Job Postings • Certified Transfer Requests • Certified Badges
Patricia Rosell Human Resources Generalist	812-7622	<ul style="list-style-type: none"> • Support Staff Employment • Support Staff Job Postings • Support Staff Onboarding • Support Staff Badges
Gayle Rafferty Human Resources Generalist	812-7664	<ul style="list-style-type: none"> • Coaches Onboarding • Professional Growth for Salary Increase

SUBSTITUTE SERVICES

Keri Connolly Substitute Coordinator	812-7625	<ul style="list-style-type: none"> • Absence Management • Substitutes Certified and Non-certified • Substitute Onboarding
Yvette Ardans Payroll Tech	812-7606	<ul style="list-style-type: none"> • Substitute Payroll Services

Sandy Cooper

Assistant Superintendent of Human Resources

Oversight of Human Resources and Payroll Operations and
Benefits

Veronica King Administrative Assistant	812-7624	HR Newsletter Phased Retirees	Loan Forgiveness Applications Verification of Teaching Experience
Theresa Self District-Wide Receptionist	812-7000	District Office Conference Room Schedule Resignation Letters	

Jeff Filloon

Director of Human Resources

Oversight of Recruitment and Onboarding and Substitute
Teachers

Rosemary Palma Administrative Assistant	812-7640	General Leave Exceptions Medical Leave Donation	Perm Sub Custodian Student Teachers
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SEPTEMBER

	Mon	Tue	Wed	Thu	Fri
					1 No General Leave
4 Labor Day Holiday	5 No General Leave Leave of Absence Workshop @ DO 3:45 PM	6 Hourly pay week ends	7 All hourly time Workforce software due (Workforce and time-sheets)	8	
11	12	13 Hourly pay week ends	14 All hourly time Workforce software due (Workforce and time-sheets) Pay Day	15	
18	19	20 Hourly pay week ends Certification Renewal @ DO 2:30-4:30 PM	21 All hourly time Workforce software due (Workforce and time-sheets)	22	
25	26	27 Hourly pay week ends	28 All hourly time Workforce software due (Workforce and time-sheets) Pay Day	29	

