

WORLD CLASS EMPLOYEES

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

Important Dates

Leave of Absence Workshop

Attend on Tuesday, October 24th

3:45 p.m. @ District Office

Register in My Learning Plan

AZ Certification Information Open House

Attend on Thursday, October 26th

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

Employee Fingerprint Renewal

Please go to <https://www.fieldprinterizona.com/> and complete your online application. Click on "Schedule an Appointment" and set up a "New User" account. The cost of the card is \$74.95 and must be paid by credit card.

Community Education employees, please contact Angie Ritchie at (480) 224-3907.

OCTOBER 2017

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HUMAN RESOURCES

EMPLOYEE WELLNESS EXPO

Our 8th Annual Wellness Expo will be held on **Tuesday, October 17th from 11:00 am to 3:00 pm** at Chandler High School. We will have a biometric screening station, flu shots, mammogram screenings, vision screening, as well as a variety of classes related to nutrition, stress, family and professional relationships, fitness, and financial management.

- ◆ Biometric Screening appointments for the Expo are full. Alternate dates & venues will be scheduled. More info to follow.
- ◆ To Schedule Mammogram Screenings please call 480-967-3767
- ◆ No appointment needed for Flu Shots
- ◆ Sign up for classes in My Learning Plan

Support Staff not scheduled to work on October 17th, will be paid up to 2 hours to attend the Expo. Workforce station will be available for these employees to clock in and out.

1.06% Teacher Salary Increase FAQ

During the Spring 2017 legislative sessions, Governor Ducey approved a salary increase of 1.06% for classroom teachers. The criteria for who qualifies is very specific and details are still being confirmed. The FAQ below will help answer questions about the distribution of this new money based upon the District's current understanding.

Q: Who meets the qualifications to receive the 1.06% teacher salary increase?

A: Teachers must have taught at an Arizona district or charter school during the 2016-2017 school year and continue to teach at an Arizona district or charter school during the 2017-2018 school year in order to qualify.

Q: What is the definition of "teacher" as discussed above?

A: For the purposes of this House Bill, "teacher" means a certified teacher who holds a classroom teaching position, e.g. PE, music, band, etc. Certified Support Personnel such as counselors, media specialist, and speech language pathologists are not eligible for the funding. Administrative positions are also not eligible.

Q: Are preschool teachers funded by Title I or tuition-revenue eligible?

A: Yes

Q: Does the definition of "teacher" disqualify any other group from receiving the salary increase?

A: Teacher does not include purchased services personnel or substitute teachers.

Q: How is the 1.06% salary increase computed?

A: The increase for each eligible teacher is based upon the teacher's earnings for the 2016-2017 school year. Included in the total earnings will be any compensation earned for working directly with students such as tutoring, coaching, and performance pay, etc.

Q: When will the 1.06% salary increase be paid?

A: Anticipated date paid is December 21, 2017.

Q: Will the 1.06% salary increase be added to my base salary?

A: House Bill 2537 requires each school district to use its allocation from the additional teacher salary increase only to increase the salary of each teacher by 1.06% in 2017-18. Because there is no expectation for long term funding, the increase will not be added to the base salary at this time.

Q: Will there be future funding or is the 1.06% teacher salary increase one-time only?

A: House Bill 2537 contains legislative and executive intent to include funding for an additional 1.06% teacher salary increase in 2018-2019.

Q: How will CUSD verify my 2016-17 salary if I worked at another School District?

A: Human Resources will work with your previous district to verify earnings in 2016-2017 which qualify for the increase.

Q: How will I know the exact amount of the one-time payment?

A: After all the details are confirmed, Human Resources will be calculating the amount of the one-time payment. You will receive documentation in December with a detailed explanation of your increase.

Infinite Visions

Infinite Visions is off to a great start! Since June 2017 our IT, Payroll, HR, Purchasing, Warehouse & Business Office have been implementing Infinite Visions. Infinite Visions is Financial & Personnel Management Software for Schools. Arizona Education Department and over 80% of the school districts in Arizona use Infinite Visions. There will be training in every department that uses BusinessPLUS before June 30, 2017. Infinite Visions will be replacing BusinessPLUS (IFAS) on July 1, 2018.

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

September 28th Paycheck:

- Final PFP (Pay for Performance) Payment—Separate check

November 9th Paycheck

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

November 30th Paycheck

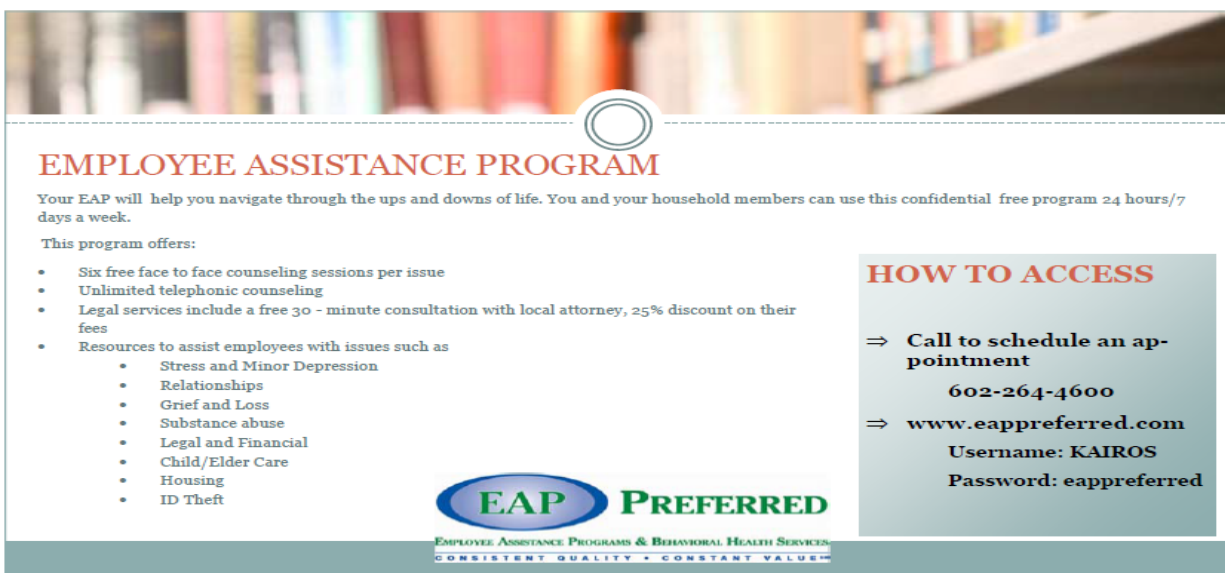
- 2% Bonus with passage of override—Separate check

December 21st Paycheck

- 1.06% Salary Increase—Certified Classroom Teachers only

BENEFITS

Employee Assistance Program—EAP Preferred



The flyer features a background image of a bookshelf. At the top center is a circular logo. Below it, the title "EMPLOYEE ASSISTANCE PROGRAM" is written in red. A paragraph describes the program as confidential and available 24/7. A section titled "This program offers:" lists services such as face-to-face counseling, telephonic counseling, and legal services. A "HOW TO ACCESS" box on the right provides contact information: a phone number (602-264-4600), a website (www.eappreferred.com), and login credentials (Username: KAIROS, Password: eappreferred). At the bottom, the "EAP PREFERRED" logo is displayed, along with the text "EMPLOYEE ASSISTANCE PROGRAMS & BEHAVIORAL HEALTH SERVICES" and "CONSISTENT QUALITY • CONSTANT VALUE".

EMPLOYEE ASSISTANCE PROGRAM

Your EAP will help you navigate through the ups and downs of life. You and your household members can use this confidential free program 24 hours/7 days a week.

This program offers:

- Six free face to face counseling sessions per issue
- Unlimited telephonic counseling
- Legal services include a free 30 - minute consultation with local attorney, 25% discount on their fees
- Resources to assist employees with issues such as
 - Stress and Minor Depression
 - Relationships
 - Grief and Loss
 - Substance abuse
 - Legal and Financial
 - Child/Elder Care
 - Housing
 - ID Theft

HOW TO ACCESS

⇒ Call to schedule an appointment
602-264-4600

⇒ www.eappreferred.com
Username: KAIROS
Password: eappreferred

EAP PREFERRED
EMPLOYEE ASSISTANCE PROGRAMS & BEHAVIORAL HEALTH SERVICES
CONSISTENT QUALITY • CONSTANT VALUE

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

October 24, 2017 at 3:45 p.m.

Register using MyLearningPlan: www.mylearningplan.com.

Your Username = CUSD Email

Password=Employee ID

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 <p>Employee HR Services for the following sites:</p> <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	<p>Employee HR Services for the following sites:</p> <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	<p>Employee HR Services for the following sites:</p> <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	<p>Employee HR Services for the following sites:</p> <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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NOVEMBER

	Mon	Tue	Wed	Thu	Fri	
			1 Hourly pay week ends	2 All hourly time Workforce software due (Workforce and time-sheets)	3	
6		7	8 Hourly pay week ends	9 All hourly time Workforce software due (Workforce and time-sheets) Pay Day No General Leave	10 VETERANS DAY HOLIDAY	
13 No General Leave		14	15 Hourly pay week ends	16 All hourly time Workforce software due (Workforce and time-sheets)	17	
20		21	22 Hourly pay week ends Pay Day No General Leave	23 All hourly time Workforce software due (Workforce and time-sheets) THANKSGIVING HOLIDAY	24 THANKSGIVING HOLIDAY	
27 No General Leave		28 Leave of Absence Workshop @ DO 3:45 PM	29	30 Certification Renewal @ DO 2:30-4:30 PM		

