

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, November 28th
3:45 p.m. @ District Office
Register in My Learning Plan

AZ Certification Information Open House

Attend on Thursday, November 30th
2:30-4:30 p.m. @ District Office

Employee Fingerprint Renewal

Please go to <https://www.fieldprinterarizona.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.

NOVEMBER 2017

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HUMAN RESOURCES

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.

1.06% Teacher Salary Increase FAQ

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

A: Unfortunately, the definition of “teacher” is more narrowly defined than we use in Chandler. The State’s definition is tied to “instruction” and a matching function code. By the State’s definition, through the ADE and the Auditor General’s guidance, positions NOT eligible include: psychologists, speech pathologists, nurses, counselors, curriculum specialists, media specialists, and academic coaches. Administrative positions are also not eligible.

Q: Are preschool teachers funded by Title 1 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. The District is hopeful that future allocation will be more inclusive for all employee groups.

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. The documentation outlining the breakdown of the one time payment will be published on Employee Online by December 1st.

Student Teacher/Intern

Teachers, have you considered mentoring a student teacher or student intern? You must have 3 years of over-all 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.

Professional Development Compensation

Professional Development Compensation Request is now open for the 2018/2019 year. As in the past, employees who participate in professional development courses or trainings have the opportunity to be compensated for those activities. Professional development activities that you have participated in between January 1, 2017 and December 31, 2017 will be reviewed by our Human Resources staff and considered for future compensation in your 2018/2019 employment contract.

To request compensation for professional development that you have participated in, simply login to Employee Online, then click on "Compensation Request Form", which is located on the left hand side of the screen, and then click on "Add". Your request will not be complete until you have uploaded your official transcripts and your approved pre-approval form. Once those steps are completed you will be able to submit your request for final review and approval. It is greatly appreciated if you submit all of your documentation at one time which should include all courses completed and your official transcript.

Upon submitting your request, you will receive a confirmation email notifying you that you have completed the submission portion of the process. In addition, you will receive a second email notifying you whether your professional development compensation request has been approved or not. If approved, the compensation will be reflected in your 2018/2019 employment contract. The deadline to submit professional development compensation requests for the 2018/2019 year is **February 15, 2018**. Please contact Gayle Rafferty at 480-812-7664 if you have any questions.

Student Loan Forgiveness

If you have been following this topic over the years, September 1, 2017 marked a very important milestone. After 10 years, the government's public service program form for loan forgiveness has been made available.

Student Aid

You must meet **every point** of the following criteria to be eligible;

1. You are carrying a Direct Loan
2. You have worked full time in a government entity or within the non-profit sector (i.e. federal, state, local or tribal government entities public or 501(c)(3)), for at least 10 years and;
3. You have not ever missed a payment in those 10 years (i.e.120 consecutive payments)

There are all kinds of conversations around this topic - from taking months to process, to the program being in jeopardy of continuing - however, if you meet the aforementioned criteria, we strongly encourage you to apply.

Please submit your application to **Veronica King - Human Resources**. We will complete the District Certification of employment (page 2) of your application and return to you.

PAYROLL

Paycheck Information

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

2017-18 Wellness Incentive

We are pleased to offer a wellness incentive in the amount of \$400 for the 2017-18 school year for employees insured through CUSD. In addition, if you spouse is insured through CUSD and he/she completes the requirements and submits the appropriate documentation, you will receive an additional \$400.

2017-18 Wellness Incentive requirements must be completed between May 16, 2017—May 31, 2018. Deadline to submit your documentation is May 31, 2017.

Employee Assistance Program—EAP Preferred

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

November 28, 2017 at 3:45 p.m.

Register using MyLearningPlan: www.mylearningplan.com.

Your Username = CUSD Email

Password=Employee ID

Wellness Expo Winners

Vendor	Raffle Prize	Winner	Location
Visiting Angels	Gift Bag with Goodies	Sharon Muzzana	Shumway
Delta Dental	Sonic Toothbrush	Bridgett Matson	Ryan Elem
Diary Council of Arizona	\$15.00 Starbucks	Roberta Quezada	CHS
ESPOC	\$25.00 Gas Card	Claudia Nickel	Weinberg Elem
ESPOC	\$25.00 Darden Gift Card	Ted Steinbrecher	Hull Elem
EAP	\$25.00 Panda Express Gift Card	Lisa Loewen	Galveston

Vendor	Raffle Prize	Winner	Location
Visiting Angels	Gift Bag with Goodies	Sharon Muzzana	Shumway
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ESPOC	\$25.00 Darden Gift Card	Ted Steinbrecher	Hull Elem
EAP	\$25.00 Panda Express Gift Card	Lisa Loewen	Galveston
Horace Mann	Coach Purse	Dina Arrieta	Basha Elem
BASIC	Philosophy Gift Basket	Katie Fox	PHS/HHS
Foresters Financial	Teacher Supply Gift Basket	Angelica Rivas	Carlson
CEA/ESPOC	\$50.00 Crust Gift Card	Lori Farrell	Fulton Elem
Kairos	\$25.00 Whole Foods Gift Card	Isabel Aispuro	Hull Elem
Kairos	\$25.00 Sprouts Gift Card	Randy Dewitt	Transportation
Infinite Potential Chiropractor	Free Consultation, Exam and X-ray	Ashley Garcia	CHS
OSR Physical Therapy	\$25.00 Chop Shop Gift Card	Nikole Lockhart	Hancock
OSR Physical Therapy	\$25.00 Chop Shop Gift Card	Amy Dendinger	CCHS
OSR Physical Therapy	One Free Physical Therapy Session	Irma Montano	PHS
OSR Physical Therapy	One Free Physical Therapy Session	Frank Felber	PHS
OSR Physical Therapy	One Free Physical Therapy Session	Bernie Clark	CHS
OSR Physical Therapy	One Free Physical Therapy Session	Erin Lassen	Santan Elem
Club Pilates	One Private Session	Kelly Pechloff	PHS
Club Pilates	One Month Four Session Membership	Christine Clark	Transportation
Club Pilates	20% Off any Monthly Membership	Josh Fink	CHS
Edward Jones	\$100.00 Restaurant.com Gift Card	Irma Andrade Borquez	Transportation
Edward Jones	\$100.00 Restaurant.com Gift Card	Tammy Schroeder	Community Ed
TDA	\$25.00 Amazon Gift Card	Terri Knoche	CHS
Plan Member Services	\$20.00 Gift Card	Susan Hartley	CHS
Plan Member Services	\$20.00 Gift Card	Leticia Parris	Fulton Elem
CUSD Benefit Department	Echo Dot	Yesenia Gutierrez	CTA Humphrey
Paper Cranes	Kitchen Essentials Basket	Shawna Ganey	AJHS
Walgreens	Water Bottles & Box of Cliff bars	Charina DeCaro	BHS
Santan Chiro	Water Pillow	Jessica Peacock	CHS
BBVA	Thermal Water Bottle	Patsy Willis	Transportation
BCBS	Lunch Box	Jasmine Anguiano	AJHS
BCBS	Backpack with gym towel	Keddi Murrish	PHS
Sam's Club	Two 20 oz. Insulated Tumblers	Terri Valencia	Knox
Sam's Club	3 Fluted Bakeware Set	Nancy Dobbins	Weinberg

Vendor	Raffle Prize	Winner	Location
Dove Senior Care	\$25.00 Sprouts Gift Card	Miranda Thornton	BHS
DoTerra Essential Oils	Essential Oil/Roller Bottle	Kristine Wiley	CHS
DoTerra Essential Oils	Car Diffuser	Sonia Campbell	Galveston
DoTerra Essential Oils	Diffuser with 3 oils and 2 Roller Bottles	Amy O'Neal	Santan Elem
Ovarian Cancer Organization	T-Shirt	Lisa Rittenhouse	STJHS
Ovarian Cancer Organization	T-Shirt	Cindy Clark	District Office
Ovarian Cancer Organization	T-Shirt	Kimberly Melby	WJHS
Ovarian Cancer Organization	\$25.00 Pei Wei	Ashley Stueland	Ryan Elem
Ovarian Cancer Organization	Outside the Lines Book	Bernadette McMonigal	Bologna
Ovarian Cancer Organization	Aromatherapy Set	Martha Perez	Hull Elem
AASRA	Water Bottle	Kathy Baldwin	CTA Liberty
AASRA	Water Bottle	Susana Carrasco	CHS
AASRA	Water Bottle	Irma Barrera	Central Kitchen
Pinnacle Peak Capital Mortgage	Tumbler	Kim O'Neil	HHS
Pinnacle Peak Capital Mortgage	Tumbler	Tami Kaiser	ACPO
Pinnacle Peak Capital Mortgage	Thermal Koozie	Rosario Hernandez	Chief Hill
Pinnacle Peak Capital Mortgage	Thermal Koozie	Rita Garcia	Jacobson
Pinnacle Peak Capital Mortgage	Ceramic Coffee Cup	Marlo Dempsey	Ryan Elem
Pinnacle Peak Capital Mortgage	Ceramic Coffee Cup	Annie Chou	HHS
TSA Consulting	His and Hers Smart Bracelets	Ali Weis	BHS
Vision Care	Ray ban Sunglasses	Jessica Kramer	Galveston
Rise Rehab	\$15.00 Starbucks Gift Card	Janice Gurley	PJHS

THANK YOU for taking the time to attend this year's Wellness Expo.

The Wellness Expo event takes a lot of teamwork and collaboration, we would like to thank:

**Larry Rother and CHS Staff
Food & Nutrition/Aramark Department
IS Department
Community Education
Transportation
Human Resources Department**

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"> • CHS, CTA Humphrey, Elite Academy, CTA Independence, CTA Liberty, Hull, Patterson, Riggs, Sanborn, Support Services, Warehouse, and Weinberg • 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"> • Basha, BHS, BJHS, CCHS, Chandler Early College, Chandler ED TV, CTA Freedom, District Office, Fulton, Galveston, Hill Academy, ICAN, Tarwater, Transportation • 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"> • ACP Erie, ACP Oakland, Andersen, Auxier, Bologna, Carlson, Chandler Care Center, Food & Nutrition, Haley, Hancock, HHS, IRC, Online Academy, PJHS, San Marcos, and WJHS • 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"> • AJHS, Community Education, Conley, CTA Goodman, Frye, Hartford, Jacobson, Kids Express, Knox, Lil' Explorers, Navarrete, PHS, Ryan, Santan, Shumway, SJHS • 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"> • AJHS, Community Education, Conley, CTA Goodman, Frye, Hartford, Jacobson, Kids Express, Knox, Lil' Explorers, Navarrete, PHS, Ryan, Santan, Shumway, and SJHS • 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"> • ACP Erie, ACP Oakland, Andersen, Auxier, Bologna, Carlson, Chandler Care Center, Food & Nutrition, Haley, Hancock, HHS, IRC, Online Academy, PJHS, San Marcos, 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"> • Basha, BHS, BJHS, CCHS, Chandler Early College, Chandler ED TV, CTA Freedom, District Office, Fulton, Galveston, Hill Academy, ICAN, Tarwater, and Transportation • 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"> • CHS, CTA Humphrey, Elite Academy, CTA Independence, CTA Liberty, Hull, Patterson, Riggs, Sanborn, Support Services, Warehouse, and Weinberg • 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 • Substitute Payroll Services
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 Hourly pay week ends	30 All hourly time Workforce software due (Workforce and time-sheets) Certification Renewal @ DO 2:30-4:30 PM		

