

# 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, Nov. 28th or Tuesday, December 5th  
3:45 p.m. @ District Office  
Register in My Learning Plan

### AZ Certification Information Open House

Thursday, November 30th **HAS BEEN CANCELLED**  
For questions, please contact Elizabeth Barker at 812-7668

### 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

### FAQ—3% One-Time Bonus

The Governing Board approved a 3% payment for employees contingent upon the results of the November 7<sup>th</sup> override election. Since the override was successful, the Payroll department is pleased to process an additional pay for eligible employees on November 30, 2017.

#### **When will the payment be processed?**

The payment will be paid in a separate check on November 30, 2017.

#### **Who is eligible for the one-time bonus?**

All employees who were employed on or before November 1, 2017, with an active status on November 1<sup>st</sup>, are eligible for the payment.

### **How will the 3% bonus be calculated?**

- Eligible salaried employees will receive a one-time bonus equivalent to 3% of the employee's annual base salary.
- Eligible support staff hourly employees will receive a one-time bonus equivalent to 3% of the employee's anticipated annual base salary, i.e. hourly rate multiplied by the scheduled work hours per day multiplied by the scheduled paid days per year.

### **I did not start working for CUSD until September 2017. How will my 3% be calculated?**

- If you are contracted in a salaried position, your base salary for the year was already prorated based upon anticipated paid days. Therefore, your payment will be 3% of your 2017-18 prorated contract.
- If you are employed in an hourly position, your 3% will be based upon the anticipated earnings for the remainder of the 2017-18 school year (2017-18 hourly rate multiplied by your 2017-18 scheduled hours per day multiplied by your 2017-18 prorated work days). NOTE: if you hold two or more positions, the anticipated earnings will be combined for all positions active on November 1<sup>st</sup>.

### **I began the 2017-18 year in a Food and Nutrition position and then added a different position (Custodian) before November 1st. How will my base salary be calculated?**

To estimate the annual base salary for both positions, the annual base salary for the Food and Nutrition position for a full year will be added to the pro-rated scheduled work days for the Custodian position. For example, an employee who starts the year on July 21<sup>st</sup> as a Food and Nutrition Worker and then on September 25<sup>th</sup> adds additional hours as a Custodian, the annual base salary will be determined by combining the full year estimated salary for the Food and Nutrition position with the partial year salary in the Custodial position.

### **I began the 2017-18 year in one position and then transferred on October 20th to a different position. I am no longer performing the first position. How will my base salary be determined?**

The employee will be paid based on the total calendar days assigned to the employee's position as of 11/1/2017. For example, the employee started the year on July 24<sup>th</sup> as a Para and later transferred to a fulltime Secretary position on October 20<sup>th</sup>. The annual base salary will be determined by multiplying the Secretary hourly rate by the Secretary hours per day by the scheduled number of paid days for the full year for a Secretary position.

### **My last day of employment with CUSD is November 2, 2017. Will I still qualify to receive the 3% one-time bonus?**

Yes. If you were actively employed with CUSD on November 1<sup>st</sup>, you will qualify to receive 100% of the 3% one-time bonus regardless of a future termination date.

### **I will be on an approved leave on November 30, 2017, when the payment is made. Will I receive the payment on November 30<sup>th</sup>?**

- If you are on paid leave and scheduled to receive earned wages on November 22, 2017, you will receive the override bonus.
- If you are on an unpaid leave status, you will receive your bonus upon your return to a paid status.

## **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 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**

## **Paycheck Information**

### **November 30th Paycheck**

- 3% One-Time Bonus —Separate check

### **December 21st Paycheck**

- 1.06% Salary Increase—Certified Classroom Teachers only

# BENEFITS

## **2017-18 Retirement Meetings—Register to attend in My Learning Plan**

### **Route 3 Retirement in Site – Presented By ASRS**

Location: District Office-Board Room  
Date(s) & Times: Monday, December 18, 2017 @ 4:15 pm – 5:45 pm  
Tuesday, January 9, 2018 @ 4:15 pm - 5:45 pm

Planning for retirement is vital for members who are planning to retire within three years. Attendees will learn from ASRS about the pension benefit and how it is calculated, options for retiree health insurance and other benefits and member responsibilities. In addition, you will learn district benefits available to retirees, sick leave pay off process, and the phased retirement program through Smartschoolsplus.

### **Understanding Medicare & Social Security upon Retirement – Presented By Dana Artzer**

Location: District Office – Training Room  
Date(s) & Times: Wednesday, January 17, 2018 @ 4:15 pm – 5:15 pm  
Wednesday, February 7, 2018 @ 4:15 pm - 5:15 pm

Understand the timeframe in which you must enroll, your options and what each part of Medicare means to you. Learn the do's and don'ts of social security.

### **Route 4: Next Exit Retirement – Presented by ASRS**

Location: District Office-Board Room  
Date(s) & Times: Monday, January 22, 2018 @ 4:15 pm – 5:45 pm  
Tuesday, January 30, 2018 @ 4:15 pm – 5:45 pm  
Thursday, February 8, 2018 @ 4:15 pm – 5:45 pm

The Route 4: Next Exit Retirement workshop is vital for members who are planning to retire at the end of the 2017-18 school year. During this group session ASRS will cover each section of the retirement application and the necessary documentation to file for retirement. In addition, ASRS will provide each employee their pension estimate, explain the calculation method and health insurance options for retirees as well as the return to work rules.

### **Phased Retirement – Presented by Smartschools**

Location: District Office – Board Room  
Date & Time: Thursday, March 8, 2018 @ 4:15—5:15 pm

Employees who have their 80 points and will be retiring at the end of the 2017-18 school year may apply to participate in Phased Retirement. The individual retires through ASRS thus severing his/her employment with CUSD. Then he/she continues to provide services, as a contracted employee through a third party, Smartschoolsplus.

## CUSD Retiree Exit Meetings – CUSD HR Representatives

Location: District Office – Board Room  
Date(s) & Times: Monday, March 5, 2018 @ 4:15 pm – 5:15 pm  
Wednesday, March 7, 2018 @ 4:15 pm – 5:15 pm  
Monday, March 26, 2018 @ 4:15 p.m. – 5:15 pm

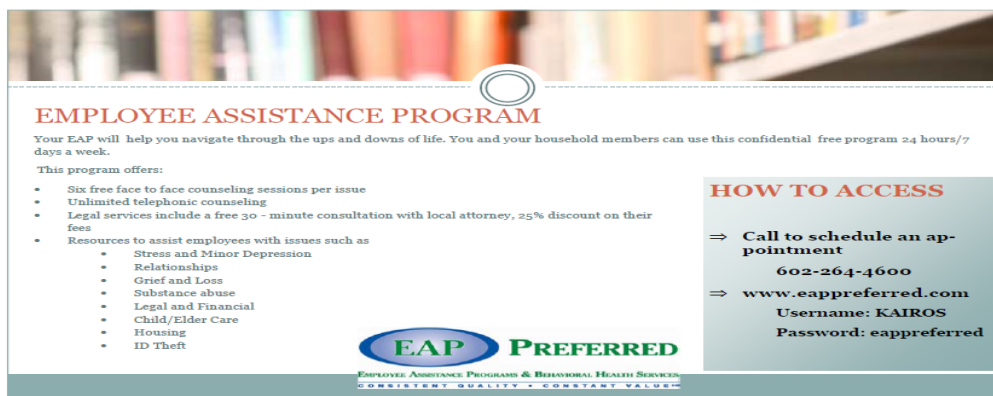
**Only retirees who will be retiring at the end of the 2017-18 school year should attend this meeting.** In this meeting we will ensure all CUSD required separation paperwork is completed and ensure all other forms necessary such as Smartschoolsplus application is completed and turned in. We will also provide your sick leave payoff during this meeting. Once done you can enjoy your retirement!

## 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



The flyer for the Employee Assistance Program (EAP Preferred) features a background image of a bookshelf. The text is organized into sections: a title, a brief description of the program, a list of services offered, and a box detailing how to access the program. The EAP Preferred logo is prominently displayed at the bottom center.

**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](http://www.eappreferred.com)  
Username: KAIROS  
Password: eappreferred

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

## 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.**
- ◇ **December 5, 2017 at 3:45 p.m.**

Register using MyLearningPlan: [www.mylearningplan.com](http://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.



*"We Come To You"*

## **Chandler Unified School District**

*Call now to schedule your yearly Mammogram!*  
**We are bringing 2D & 3D Technology!**

**December 8, 2017, 7:00am—5:00 pm**

**Chandler High School  
350 N. Arizona Avenue, Chandler 85225**

**To schedule an appointment please call: 480-967-3767 or 1-800-285-0272**

- ✓ Medicare patients welcome
- ✓ Most major insurance carriers are accepted, AETNA, BCBS, CIGNA, Health Net, United HealthCare and many more
- ✓ Non-insured patients pay \$167.00
- ✓ **3D**, Full field digital Mammography and CAD computerized reading
- ✓ We are able to accommodate breast implant patients

We will verify your insurance benefits and inform you if there are any charges that you will be responsible for.

Patients under the age of 30 must provide a Doctor's referral.

**Please bring the following information:**

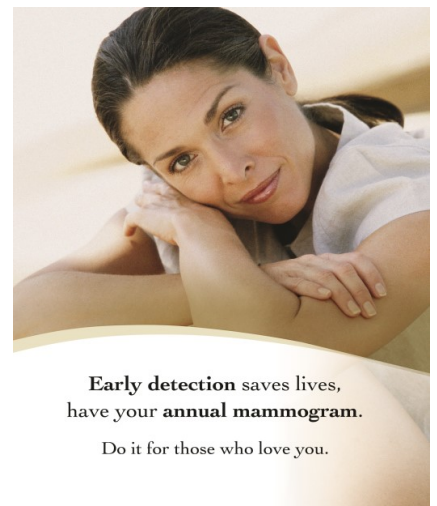
- **Insurance Card**
- **Doctor's name and address**
- **Location of prior mammogram films**

**Recommended Baseline Age:**

- **35-40**

**Recommended Annual Age:**

- **40 and over if you are at average risk**



Early detection saves lives,  
have your annual mammogram.

Do it for those who love you.

***15 minutes could save your life!***

# WHO TO CALL IN HUMAN RESOURCES, BENEFITS AND PAYROLL

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

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

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



**ONBOARDING, CERTIFICATION, AND PROFESSIONAL DEVELOPMENT**

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

**SUBSTITUTE SERVICES**

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

**Sandy Cooper**

**Assistant Superintendent of Human Resources**

Oversight of Human Resources and Payroll Operations and Benefits

<b>Veronica King</b> Administrative Assistant	812-7624	HR Newsletter Phased Retirees	Loan Forgiveness Applications Verification of Teaching Experience
<b>Theresa Self</b> 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

<b>Rosemary Palma</b> Administrative Assistant	812-7640	General Leave Exceptions Medical Leave Donation	Perm Sub Custodian Student Teachers
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# DECEMBER

		Mon	Tue	Wed	Thu	Fri	
						1	
4			<b>Leave of Absence Workshop @ DO 3:45 PM</b>	6 Hourly pay week ends	7 All hourly time Workforce software due (Workforce and time-sheets)  <b>Pay Day</b>	8	
11			12	13 Hourly pay week ends	14 All hourly time Workforce software due (Workforce and time-sheets)	15	
18			19	20 Hourly pay week ends	21 All hourly time Workforce software due (Workforce and time-sheets)  <b>Pay Day</b>	22	<b>No General Leave</b>
25		<b>Winter Intersession (12/25/17- 1/5/18)</b>	26	27 Hourly pay week ends	28 All hourly time Workforce software due (Workforce and time-sheets)	29	
							<b>** No General Leave Jan. 8, 2018**</b>

