

WORLD CLASS EMPLOYEES

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

JANUARY 2018

Important Dates

Leave of Absence Workshop

Attend on Tuesday, February 6th 3:45 p.m. @ District Office
Register in My Learning Plan

AZ Certification Information Open House

Thursday, February 22nd 2:30-4:30 PM @ District Office

Employee Fingerprint Renewal

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

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HUMAN RESOURCES

HR DEADLINES

- ⇒ **Professional Development Compensation Requests** are due by **February 15, 2018**.
- ⇒ **Job Share Request** are due to Dr. Jeff Filloon, HR Director by **March 15, 2018**.
- ⇒ **Retirement Letters** are due to Human Resources by **April 1, 2018**—Employees who plan to retire through ASRS at the end of the 2017-18 school year should submit a letter by April 1st. The employee's insurance will terminate July 31, 2018.
- ⇒ **One Year Leave of Absence Requests** **One Year or Partial Year LOA Request Form** are due to Dr. Jeff Filloon, HR Director by **April 1, 2018**.

HR DEADLINES continued

Resignation Letters are due Human Resources by **April 1, 2018**—Teachers who do not intend to return in 2018-19 due to resignation or a one year leave of absence should submit a letter by April 1st to the Human Resources Department to be eligible for the district contribution toward health insurance through July 31st. (If the employee provides benefit coverage to dependents, premiums for dependents for the month of July will be deducted on the May 24, 2018 payroll at the 2018-19 renewal rate.) If written notice is received after April 1st, the district insurance contribution will terminate June 30, 2018. **Teachers with less than three years of employment are not eligible for a full year leave of absence.** All resignations and/or retirements should be submitted using the district-approved [Resignation Form](#).

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

2018 TAX WITHHOLDING STATEMENT

The Internal Revenue Service released the 2018 income-tax withholding tables for 2018 reflecting changes made by the tax reform legislation enacted last month. CUSD has updated our system to reflect the new rates and many employees will begin to see increases in their paychecks to reflect the new law, effective January 18, 2018.

The new withholding tables are designed to work with the Forms W-4 that employees have already filed with their employers, which will minimize any burden on taxpayers and employers. Employees do not have to do anything at this time.

To help people determine their withholding, the IRS is revising the withholding tax calculator on www.irs.gov. The IRS anticipates this calculator should be available by the end of February 2018.

2018 W-2

CUSD employees may choose to receive their W-2 statements electronically by visiting the link “Electronic W-2 Consent Form” through [Employee Online](#). Employees may still elect to receive a paper copy of their W-2 via U.S. mail.

Consent to Receive Your Form W-2 Electronic Format in Lieu of Paper Format:

Giving your consent only takes a few minutes:

1. Access [Employee Online](#)
2. Click on the link “Electronic W-2 Consent Form” under Pay Information
3. Located at the top, in **red**, will show your current election (if your current election is **“Set to Receive Electronic W-2”**, there is nothing else that needs to be done).
4. To change the currently set election, please:
 - a) Read the Disclosure Statement
 - b) Fill out the information requested
 - c) Click “Save”

Form W-4/A-4

- Exemption status is only valid for one calendar year. Any employee who claimed exempt from federal or AZ withholding tax and who wishes to claim exempt for the new year must fill out a new W-4 or A-4.
- In lieu of a form, Employee Online now accepts the completion of any W-4 or A-4 changes directly on the website, under “Tax Info”. To plan ahead, please be aware that any changes made will be effective after one pay period cycle.

BENEFITS

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

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

Location: District Office – Training Room
Date(s) & Times: 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 your 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, 2018.

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

- ◇ **February 6, 2018 at 3:45 p.m.**

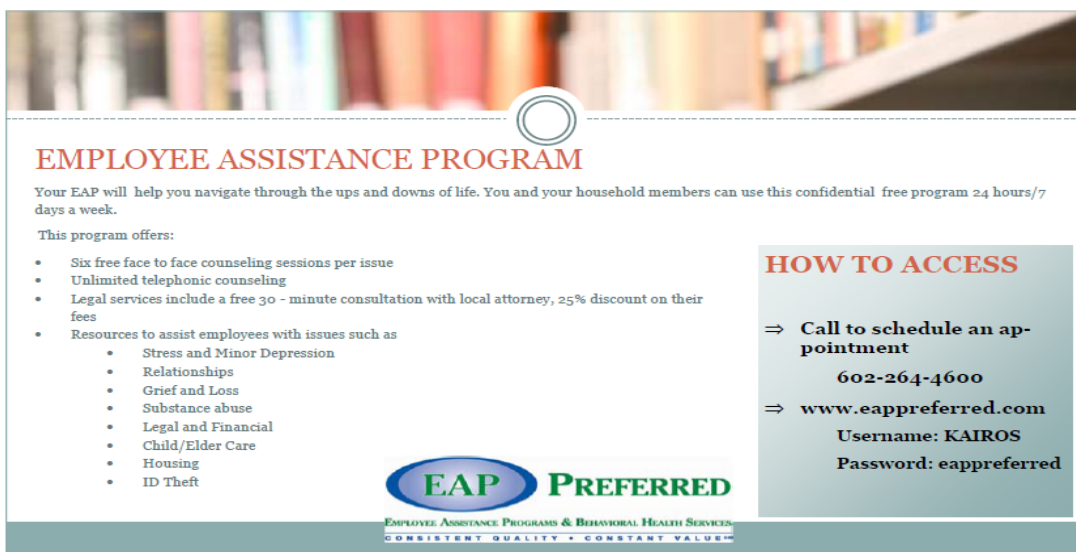
Register using MyLearningPlan: www.mylearningplan.com.

Your Username = CUSD Email

Password=Employee ID

If you changed your password and can't remember, please use the login Help link.

Employee Assistance Program—EAP Preferred



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™



Chandler Unified School District



"We Come To You"

January 26, 2018; District Office, 1525 W Frye Rd. 7:00am-4:00pm

January 29, 2018; Hamilton HS, 3700 S Arizona Ave. 7:00am-11:30am

January 29, 2018; Basha HS, 5990 S Val Vista Dr. 1:00pm-6:00pm

January 30, 2018; District Office, 1525 W Frye Rd. 7:00am-11:00am

January 30, 2018; Basha HS, 5990 S Val Vista Dr. 1:00pm-6:00pm

February 1, 2018; District Office, 1525 W Frye Rd. 7:00am-5:00pm

February 2, 2018; Chandler HS, 350 N Arizona Ave. 7:00am-5:00pm

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



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.

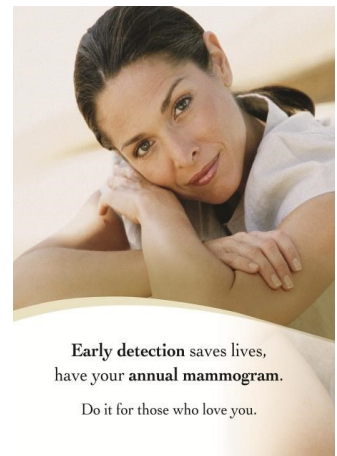
Patients under the age of 30 must provide a Doctor's referral.

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 can 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.

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, and 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, and 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, IRC, Online Academy, PJHS, and San Marcos 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, HHS, Hull, Patterson, Riggs, Sanborn, Support Services, Warehouse, Weinberg, and WJHS 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
WORKMANS COMP		
Bim Frost Administrative Assistant	812-7660	<ul style="list-style-type: none"> Questions about coordination of benefits

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
TBD 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

Pat Rosell 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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FEBRUARY

	Mon	Tue	Wed	Thu	Fri	
				1 All hourly time Workforce software due (Workforce and time-sheets) Pay Day 2nd and Final HSA Contribution for 2017-18	2	
5		6 Leave of Absence Workshop @ DO 3:45 PM	7 Hourly pay week ends	8 All hourly time Workforce software due (Workforce and time-sheets)	9	
12		13	14 Hourly pay week ends	15 All hourly time Workforce software due (Workforce and time-sheets) Pay Day	16 No General Leave	
19 Presidents Day Holiday	20 No General Leave	21 Hourly pay week ends	22 All hourly time Workforce software due (Workforce and time-sheets) Certification Renewal Open House @ DO 2:30-4:30 PM	23		
26	27	28 Hourly pay week ends				

