

WORLD CLASS EMPLOYEES

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

FEBRUARY 2018

Important Dates

Leave of Absence Workshop

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

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.

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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](#).

CUSD Employee Rally

The CUSD Employee Rally will be held on Monday, March 26th at the Chandler Center for the Arts. Times will be announced at a later time. All employees are encouraged to attend the rally.

Employees not scheduled to work on March 26th will be paid for 2 hours to attend the rally. These employees will be able to clock in and out of Workforce at the center for the arts. A station with lap tops for Workforce use will be set up in the lobby.

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

2017 Electronic W-2

The Payroll Department is pleased to announce that your 2017 W-2 is now available on [Employee Online](#), located under W-2 Info. All employees that did not consent to receive an electronic version of Form W-2 were mailed, via US Mail, a paper copy on Friday, January 19, 2018.

The hardware and software requirements needed to access, print and retain Form W-2 electronically include an internet connection, web browser, and Adobe Acrobat reader. All employees may print at their work site; all printing will need to be done on legal size paper.

The electronic version of Form W-2 will be available on the web site for at least 3 years from its original posting date.

If you find, after you have attempted to access your electronic W-2, that you have difficulty accessing it, please call the Helpdesk at ext. 7697 to let them know. Please allow up to 72 hours to get the issue resolved.

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.

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

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

- ◇ **March 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.

BENEFITS

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

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

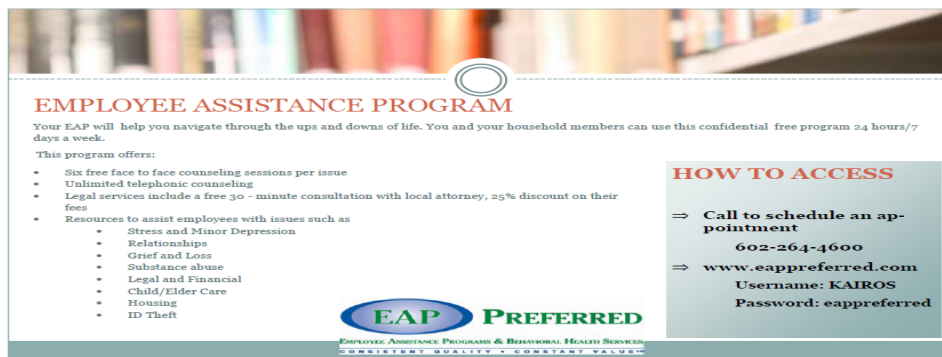
Only retirees who will be retiring at the end of the 2017-18 school year should attend this meeting. In this meeting we will ensure all CUSD required separation paperwork is completed and ensure all other forms necessary such as Smartschoolsplus application is completed and turned in. We will also provide 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 docu-

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 VALUES

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 | | |
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| 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 |

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| 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

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| 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

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| 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

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|---|----------|---|--|
| 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

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