

WORLD CLASS EMPLOYEES

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

MARCH 2018

Important Dates

Leave of Absence Workshop

Tuesday, April 3rd 3:45 p.m. @ District Office
Register in My Learning Plan

AZ Certification Information Open House

Thursday, April 26th 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 Karen Wagner at (480) 224-3915.

Inside This Issue

Human Resources

HR Deadlines Page 1
Student Teacher/Interns Page 2

Payroll

Sick Leave Pay-off Info Page 2
Balance of Contract Pay Page 3
ASRS Rate Update Page 3

Benefits

2018-19 Benefit Changes Page 3
Open Enrollment Info Page 4
LOA Workshop Page 5
2017-18 Wellness Incentive Page 5
Employee Assistance Program Page 5

Who to Contact

Page 6

Calendar

Page 8

HUMAN RESOURCES

HR DEADLINES

- ⇒ **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 Fillion, HR Director by **April 1, 2018**.

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](#).

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 Retiree Receive Pay off for Unused Sick Leave

When an employee separates his/her employment with CUSD, the balance of unused sick leave is reimbursed to the employee. The hourly rate is based upon the sub rate and a percentage with length of service. Current hourly rate of payoff for certified staff is \$11.25. Hourly rate of payoff for support staff is \$9.33.

<u>Years of Service</u>	<u>% of unused sick leave</u>	<u>Years of Service</u>	<u>% of unused sick leave</u>
Up thru 4	32	17	68
5 thru 9	36	18	72
10	40	19	76
11	44	20	80
12	48	21	84
13	52	22	88
14	56	23	92
15	60	24	96
16	64	25	100

Example:

Certified teacher who retires after 20 years of service. Total possible hours of sick leave (earning 80 hours per year) 1600 hours. Used 2 days of sick leave annually (16 hours X 20 years = 320 hours). Sick leave balance for payoff is 1280 hours. **1280 hours X \$11.25/hr. X 80% = \$11,520.00 payoff at separation.**

Balance of Contract Pay

Teachers will receive the remaining balance of their contract on **June 1, 2018**. This will reflect either 2 or 4 base salary pays depending upon your contract.

ASRS Rate Update

Contribution rates for the Defined Benefit Plan for fiscal year 2018-2019, which takes effect July 1, 2018, will be 11.64% for the Pension Plan and 0.16% for the LTD, for a total current contribution rate of 11.80% for employees and employers. This will remain in effect through June 30, 2019.

BENEFITS

2018-19 BENEFIT CHANGES

- **Overall increase to medical health insurance**
- PPO Traditional Plan
 - Deductible change from \$1,600/Individual (\$3,200 Family) to \$2,000 Individual (\$4,000 Family)
 - Dependent premiums will increase 12%-13%
 - Employee only premium will increase from \$37.86/month to \$56.67/month
- HDHP Low (Formerly HDHP 2800)
 - Deductible change from \$2,800 Individual (\$5,600 Family) to \$3,000 Individual (\$6,000 Family)
 - Dependent premiums will increase 7-8%
 - Employee only will remain free
 - District Health Savings Contribution reduced to \$800
 - Name of plan will be HDHP Low
- **NEW** HDHP High
 - Deductible of \$5,000 Individual (\$10,000 Family)
 - Out of pocket maximum of \$6,450 Individual (\$12,900 Family)
 - District Health Savings Contribution \$1,200
- Delta Dental
 - Delta Dental Core 13% Increase
 - Delta Dental Premier 20% Increase
- MetLife Hospital Indemnity (Formerly AFLAC)
- **NEW** MetLife Prepaid Legal
 - More info provided during open enrollment

Traditional PPO Plan	Monthly	22 Ded	19 Ded
Employee	\$ 56.67	\$ 30.91	\$ 35.79
Employee + Spouse	\$ 709.75	\$ 387.14	\$ 448.26
Employee + Child(ren)	\$ 530.92	\$ 289.59	\$ 335.32
Employee + Family	\$ 1,013.33	\$ 552.73	\$ 640.00
Spousal Share	\$ 525.83	\$ 286.82	\$ 332.10

HDHP Low	Monthly	22 Ded	19 Ded
Employee	\$ -	\$ -	\$ -
Employee + Spouse	\$ 479.33	\$ 261.45	\$ 302.74
Employee + Child(ren)	\$ 344.92	\$ 188.14	\$ 217.84
Employee + Family	\$ 700.67	\$ 382.18	\$ 442.53
Spousal Share	\$ 279.84	\$ 152.64	\$ 176.74

HDHP High	Monthly	22 Ded	19 Ded
Employee	\$ -	\$ -	\$ -
Employee + Spouse	\$ 422.67	\$ 230.55	\$ 266.95
Employee + Child(ren)	\$ 301.67	\$ 164.55	\$ 190.53
Employee + Family	\$ 628.17	\$ 342.64	\$ 396.74
Spousal Share	\$ 240.67	\$ 131.27	\$ 152.00

BENEFITS ANNUAL OPEN ENROLLMENT

Open Enrollment is the only time to make changes to your plans or let your employer know you wish to continue the same health coverage or that you want to make changes for the upcoming plan year. **All benefit eligible employees will need to reselect benefits**, as benefits will not automatically renew. Because some of your benefits are pre-tax, the IRS does not allow changes outside of open enrollment unless you have a qualified life status change, such as marriage, birth/adoption, change in dependents/spouse's employment status.

Please note: The district will be changing some insurance providers, it is important that we have your current home address in order for you to receive your new insurance cards. You will need to go to Employee Online to update your address.

Open Enrollment dates are April 16, 2018—May 4, 2018

What should you do to prepare?

- Look for a preview of the materials. When the material is available, take time to read prior to the open enrollment meeting.
- Know your current benefit selection and any out of pocket cost. You can review your current selections on employee online, deductions are found on your paycheck stubs.
- Plan to attend a group meeting. This is a good way to find out what's new and get your questions answered.
- Since open enrollment is the only time you can make a change (outside of qualifying event), always review your options before you enroll to ensure you select the benefits which fit you and your family the best.
- Remember to schedule time to enroll. **Benefits do not auto renew, you must select every year.** Don't be late or you'll have to wait until the next open enrollment.

INVESTING TIME = PEACE OF MIND

OPEN ENROLLMENT INFORMATIONAL MEETINGS

LOCATION	DATE	TIME	ROOM
Hancock Elem.	4/16/2018	3:30 PM	Media Center
District Office	4/17/2018	9:30 AM	Board Room
District Office	4/18/2018	9:00 AM	Board Room SPANISH
Central Kitchen	4/18/2018	1:00 PM	Training Room
District Office	4/18/2018	3:30 PM	Board Room SPANISH
Casteel HS	4/19/2018	2:45 PM	Cafeteria
Transportation	4/23/2018	10:00 AM	Training Room
District Office	4/23/2018	5:00 PM	Board Room
Ryan Elem.	4/24/2018	3:15 PM	Media Center

OPEN LABS—ASSISTANCE FOR ONLINE ENROLLMENT

LOCATION	DATE	TIME	ROOM
District Office	4/26/2018	8:00 AM-3:00 PM	Board Room
District Office	5/1/2018	1:00 –5:00 PM	Board Room
District Office	5/4/2018	8:00 AM-4:30 PM	Board Room

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

◇ **April 3, 2018 at 3:45 p.m.**

Register using MyLearningPlan: www.mylearningplan.com.

Your Username = CUSD Email

Password=Employee ID

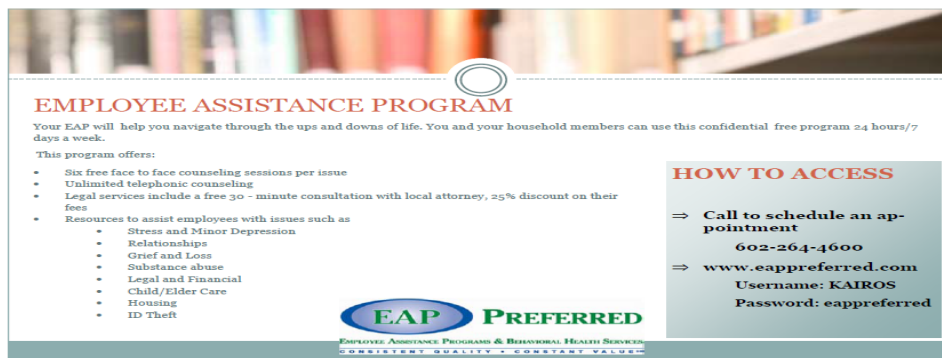
If you changed your password and can't remember, please use the login Help link.

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.

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
CONSISTENCY • 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		
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
Maria Reed 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
--	----------	--	--

APRIL

	Mon	Tue	Wed	Thu	Fri	
	2 No General Leave	3 Leave of Absence Workshop @ DO 3:45 PM	4 Hourly pay week ends	5 All hourly time Workforce software due (Workforce and time-sheets)	6	
	9	10	11 Hourly pay week ends	12 All hourly time Workforce software due (Workforce and time-sheets) Pay Day	13	
	16	17	18 Hourly pay week ends	19 All hourly time Workforce software due (Workforce and time-sheets)	20	
	23	24	25 Hourly pay week ends	26 All hourly time Workforce software due (Workforce and time-sheets) Pay Day	27	
	30					

