

WORLD CLASS EMPLOYEES

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

MAY 2018

Important Payroll Dates

- **Certified Balance of Contract**—June 7th
- **J2025 (Support Staff)** - June 21st
- **Certified PFP** (1st Installment-2/3 of total) - July 19th
- **J2025 (Certified Staff)**- July 19th
- **New Teacher First Pay**—July 19th
- **Returning Teacher First Pay**—August 2nd

****Blackout days for 2017-18 SY are May 16th—May 30th****

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HUMAN RESOURCES

Revised Retirement Notice

Per Arizona statute, you can not retire until after your last day of work. Since CUSD extended the school year, your last day of work is June 8, 2018.

Certified Retirees who already submitted their Retirement Application will need to do the following:

- The date of retirement used will need to be revised to June 9, 2018 (based off of the new last day of work).
- All retirees that have already submitted their retirement application through ASRS are required to complete a revised retirement application.
- A Revised CUSD [Resignation/Retirement Notice](#) must be submitted with June 8, 2018 as last day worked

ASRS will use the most recent ASRS application to calculate employee's pension amount. It is suggested by ASRS that employees submit the revised retirement paperwork prior to the last day of work.

Support Retirees will also be required to resubmit a new application based on their last day worked. Your retirement date should always be the date following your last day worked.

Example: Last day worked is June 6th, retirement date is June 7th.

Make-up Days due to Closure

The District administration is working diligently to develop a plan to make up six days due to school closure. There are still a number of questions to be answered, however, the information provided below is what we currently know.

CERTIFIED STAFF AND OTHER EXEMPT STAFF WHO DID NOT WORK DURING SCHOOL CLOSURE

Certified and other exempt staff who did not work on school closure days, but continued to receive a regular base pay, will have to make up six days either by performing a meaningful assignment or using appropriate leave. If they do not complete the days according to the District plan (and do not use appropriate leave), their pay will be reduced accordingly.

IMPORTANT: The balance of contract pay for certified and other exempt staff will be postponed until June 7, 2018.

The six make-up days will consist of a combination of site days (including half day May 3rd), onsite professional development, online professional development. Appropriate leave may also be utilized if necessary or desired. The goal is to provide meaningful work while allowing flexibility for individuals who have conflicts.

The plan for make up days will be disseminated next week. Thank you for your patience as we finalize details and a supporting FAQ document.

SUPPORT STAFF WHO WERE NOT SCHEDULED TO WORK DUE TO SCHOOL CLOSURE

Hourly support staff will be given the opportunity to make up lost time. This may occur during the course of the workdays from now until the end of their work calendar. In addition, staff may be allowed to return after the end of their work calendar for training or other meaningful work.

Support Staff were not scheduled to work during school closure so there is no obligation to make up the days. The make-up opportunities are being provided by the District to offset any loss of earnings.

Support Staff will receive specific directions from their principal or department supervisor regarding make-up hours.

Note: For Support Staff who did not have sufficient earnings to cover dependent health benefits, all voluntary benefit deductions for the May 20, 2018 Payroll have been **postponed**. The remaining balance due for plan year 2017-18 will be spread over the last two paychecks, on May 24, 2018 and June 7, 2018.

2018-19 Employee Contract

The anticipated dates for issuing 2018-19 Contracts are as follows:

- ◇ Certified Contracts—May 18, 2018
- ◇ Support Staff Contracts—May 29, 2018
- ◇ Support Staff Letters of Assurance—May 29, 2018
- ◇ Exempt Staff Contracts—May 29, 2018
- ◇ Administrator Contracts—June 5, 2018

FAQ—2018-19 Salary Increase

I am on the regular certified salary schedule. How will the flat and % increase be applied to my current base salary?

You should add 5% to your current base then add \$2500 to estimate your new base salary.

Will the 5% and \$2500 be added to my base permanently?

Yes

I am on the regular certified salary schedule. I am at the top this year. What will my increase be?

The top of the salary will be increased to \$80,000. Your new annual salary will be \$80,000. The remainder of the approved increase will be given to you in a one-time payment.

EXAMPLE ONLY- <u>At the top</u>	
2017-18 Base	\$ 78,339.00
5%	\$ 3,917.00
Flat	\$ 2,500.00
Total	\$ 84,756.00
2018-19 Top Salary	\$ 80,000.00
One Time Payment	\$ 4,756.00

I am on the regular certified salary schedule. I am reaching the top this year. What will my increase be?

The top of the salary will be increased to \$80,000. Your new annual salary will be \$80,000. The remainder of the approved increase will be given to you in a one-time payment.

EXAMPLE ONLY- <u>Reaching the top</u>	
2017-18 Base	\$ 77,200.00
5%	\$ 3,860.00
Flat	\$ 2,500.00
Total	\$ 83,560.00
2018-19 Top Salary	\$ 80,000.00
One Time Payment	\$ 3,560.00

I am a teacher on the certified salary schedule. When will I know if I qualify for a market adjustment?

Due to the timing, market adjustments will not be processed before the issuance of contracts. All teachers will be issued a contract with the approved increase. After market adjustments are confirmed, individuals who qualify will be notified and a revised contract will be sent for their electronic signature. We anticipate qualifying teachers will be notified on or before their return date.

I am a teacher on the certified salary schedule. When will I know if I qualify for a market adjustment?

Due to the timing, market adjustments will not be processed before the issuance of contracts. All teachers will be issued a contract with the approved increase. After market adjustments are confirmed, individuals who qualify will be notified and a revised contract will be sent for their electronic signature. We anticipate qualifying teachers will be notified on or before their return date.

I am on the preschool salary schedule. What will my increase be?

The top salary will be increased 2%. Preschool teachers will receive 5% plus \$2,500 up to the top of the schedule. If you are at or reaching the top, you will receive the remaining portion of the increase as a one-time payment.

I am on the Administrative, Health Services, Support Exempt or Certified Professional salary schedule. What percent increase will I receive?

5%

I am on the Administrative, Health Services, Support Exempt or Certified Professional salary schedule. I am at the top this year. What will my increase be?

The statement in the Super Q Agreement requires further clarification. The top of the salary will be increased by 2%. You will be moved to the top. The remainder of the approved increase will be given to you in a one-time payment. Resulting in an overall increase of 5% for the 2018-19 SY.

EXAMPLE of Nurse BSN - <u>At the top</u>	
2017-18 Base	\$ 61,799.00
5%	\$ 3,090.00
Total	\$ 64,889.00
2018-19 Top Salary	\$ 63,035.00
One Time Payment	\$ 1,854.00

I am on the Administrative, Health Services, Support Exempt or Certified Professional salary schedule. I am reaching the top this year. What will my increase be?

The statement in the Super Q Agreement requires further clarification. The top of the salary will be increased by 2%. You will be moved to the top. The remainder of the approved increase will be given to you in a one-time payment. Resulting in an overall increase of 5% for the 2018-19 SY.

EXAMPLE of Nurse BSN - <u>Reaching the top</u>	
2017-18 Base	\$ 61,250.00
5%	\$ 3,063.00
Total	\$ 64,313.00
2018-19 Top Salary	\$ 63,035.00
One Time Payment	\$ 1,278.00

When will the one-time payment be issued?

It is still to be determined but most likely it will be issued in December.

I am on Support hourly salary schedule. What percent increase will I receive?

5%

I am on the Support hourly salary schedule. I am at the top this year. What will my increase be?

The statement in the Super Q Agreement requires further clarification. The top of the salary will be increased by 2%. You will be moved to the top. The remainder of the approved increase will be given to you in a one-time payment. Resulting in an overall increase of 5% for the 2018-19 SY.

EXAMPLE OF CUSTODIAN- <u>At the top</u>	
2017-18 Base	\$ 20.44
5% Increase	\$ 21.46
2018-19 New Top (2%)	\$ 20.85
Difference between 5% and 2% increase	\$ 0.6132
One Time Payment Annualized Fulltime, 12 month (\$.61 x 8 hrs x 261 days)	\$ 1,280.36

I am on the Support hourly salary schedule. I am reaching the top this year. What will my increase be?

The statement in the Super Q Agreement requires further clarification. The top of the salary will be increased by 2%. You will be moved to the top. The remainder of the approved increase will be given to you in a one-time payment. Resulting in an overall increase of 5% for the 2018-19 SY.

EXAMPLE OF CUSTODIAN- <u>Reaching the top</u>	
2017-18 Base	\$ 19.99
5% Increase	\$ 20.99
2018-19 New Top (2%)	\$ 20.85
Difference between 5% and 2% increase	\$ 0.14
One Time Payment Annualized Fulltime, 12 month (\$.61 x 8 hrs x 261 days)	\$ 293.78

PAYROLL

Vacation Time Use or Lose

Who earns vacation time?

All 12 month employees working 30+ hours per week earn vacation.

How much vacation do I earn?

Vacation is earned at the rate of 6.67 hours per month (prorated for less than 40 hours per week). Twelve-month employees on the support service calendar (Calendar #2612) begin accumulating 10 vacation hours per month upon completion of 5 years of service.

How many days a month do I need to work in order to earn vacation?

An employee must work 15 days in a month to earn a day of vacation. Vacation is credited to the second payroll of the month. Vacation is earned as long as the employee is on active paid status.

Can I call in for a vacation day whenever I feel like taking a day off?

The purpose of vacation is for the employee to take time off work to relax and refresh. However, vacation must be scheduled with the approval of the supervisor in order to ensure effective operation of the department/site.

What happens to my vacation time when I transfer to a position that does not earn vacation?

The vacation time is paid off.

Do I lose my vacation time if I do not use it by the end of the school year?

Earned vacation may be carried over from one fiscal year to the next; however, carryover vacation must be used by the next fiscal year. For example, all vacation earned in 2016-17 must be taken by July 3, 2018. Earned vacation balances will be adjusted annually after the first week in July.

How do I calculate my "use or lose" vacation?

Earned vacation is posted on your paycheck. If you earn 10 days of vacation in a fiscal (school) year, you should have earned 60 hours of vacation from July 2017 through March 2018 (6.67 hours per month X 9 months). If you are an employee who earns three weeks of vacation per year, you should have earned 90 hours from July 2017 through March 2018 (10 hours per month X 9 months). Subtract the hours earned (60/90) from your total vacation balance on your paycheck to find the total hours that must be used by the end of the school year.

Employees may take "use or lose" vacation on or before Tuesday, July 3, 2018

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 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 PROGRAM & BEHAVIORAL HEALTH SERVICES

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
TBD 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
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June

Summer Schedule 2018

Mon	Tue	Wed	Thu	Fri
				1 8 HR Workday 7:30 am-4:30
4 8 HR Workday 7:30 am-4:30 pm	5 8 HR Workday 7:30 am-4:30 pm	6 8 HR Workday 7:30 am-4:30 pm	7 10 Hour Days begin 7:00 am-5:30 pm	8 
11 10 Hour Day	12 10 Hour Day	13 10 Hour Day	14 10 Hour Day	15 
18 10 Hour Day	19 10 Hour Day <u>Last Day for Elem Admin. Assistants</u>	20 10 Hour Day	21 10 Hour Day	22 
25 10 Hour Day	26 10 Hour Day	27 10 Hour Day	28 10 Hour Day	29 

Points of Importance:

The District will work 4-day work weeks (Monday through Thursday) beginning June 7th through July 3th. Open office hours will remain 7:30-4:30 pm. 10 hour workday hours are 7:00—5:30 with a 30 minute lunch break.

- ◆ First 10 hour day will be June 7th
 - ◆ Last 10 hour day will be July 3th
 - ◆ Resume 8 hour days July 6th
- Friday Business Casual** dress is in effect June 1st through July 13th.

Elem. Administrative Assistants are scheduled to work through June 19th and resume July 9th. Elementary school offices may close to the public June 18th and 19th, however, employees scheduled to work should be on duty or using approved leave.

Community Education will follow same district office schedule Monday-Thursday 7:00 am-5:30 pm.

Warehouse will work an early shift schedule Monday-Friday closing each day at 3:00 pm.

I.S. will be staffed Monday—Friday. Employees may work 4 days splitting coverage on Monday/Fridays.

IRC will follow same district office schedule Monday—Thursday 7:00 am—5:30 pm.

Food Services will follow same district office schedule Monday-Thursday 7:00 am—5:30 pm.

July

Mon	Tue	Wed	Thu	Fri
2 10 Hour Day	3 10 Hour Day	4 4th of July Holiday	5 Resume 8 Hour Work day 7:30 am-4:30	6 8 Hour Workday
9 <u>Elem Admin. Assistants Return</u>	10 <u>New Teacher Orientation</u>	11 <u>New Teacher Orientation</u>	12 <u>New Teacher Orientation</u>	13 <u>New Teacher Orientation</u>
16 <u>New Teacher Orientation</u>	17 <u>Teachers Re- turn</u>	18	19	20
23 <u>First Day of School</u>	24	25	26	27
30	31			

JUNE

	Mon	Tue	Wed	Thu	Fri	
					1	
4		5	6 Hourly pay week ends	7 All hourly time Workforce software due (Workforce and time-sheets) Pay Day	8 LAST WORK DAY FOR 2017-18 CERTIFIED TEACHER CALENDAR	
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) Pay Day	22	
25		26	27	28	29	

