

WORLD CLASS EMPLOYEES

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

Special Edition HR Newsletter

July 25, 2018

Salary Adjustments for Certified Staff

In May 2018, the Super Q team agreed to use a portion of the new money to adjust the salaries of teachers on the certified salary schedule who have six or more years of service in CUSD and have been negatively impacted by reduced funding in past years. The factors considered when making this decision included:

1. A desire to recognize the value of experience in CUSD by differentiating base salaries according to years of service. A substantial increase in the entry teacher base salary has caused some compression especially among teachers with 6 - 10 years of service.
2. A desire to increase the base salaries of teachers in the lower range who have remained loyal during the recession years.
3. A desire to create a basic framework to analyze each teacher and calibrate their base salary with other teachers with like CUSD experience in order to address any inconsistencies.
4. A need to keep the framework simple and manageable.
5. A need to stay within budget.

The framework was created starting with the new 2018-19 teacher entry of \$44,000. By adding anticipated growth for years of service, a chart of expected base salaries was established. Each eligible CUSD teacher's base salary (excluding the value of their education) was compared to the expected base salary. If the teacher's base was under the expected base, an adjustment was made.

After 5% and \$2500 salary increase was applied, approximately 250 teachers were eligible for an adjustment. The adjustments ranged from \$11 to \$2800, with an average adjustment of \$777.

Teachers who qualify for an adjustment will be receiving an individual notice with detailed information.

Please click the link to access the [2018-2019 Salary Adjustments FAQ](#) with more detail about the salary adjustments.

Performance Pay for Certified Staff

Eligible teachers received their first installment (2/3) of Performance Pay on July 19th. The last portion (1/3) will be paid in September or October when student achievement scores are available.

Electronic Contracts for New Hires

Newly employed teachers will be receiving an email notice when their electronic contract is available for review and acceptance. Your Letter of Intent or paper contract is sufficient for payroll.

August 2nd Payroll

The August 2nd payroll will be the first payroll of the year for returning teachers and support staff who work student days.

- Teachers will receive a full base pay (based upon 24 or 26 pays).
- Hourly employees will receive pay for time worked in the pay period beginning July 12 and ending July 25.

August 16th Payroll

Benefit deductions will begin for all employees with CUSD plan coverage.

August 30th Payroll

First Lump Sum HSA Deposit for both the High Deductible Low and High Deductible Low, in the amounts of \$400.00 and \$600.00, respectively.

Visions Software Highlights

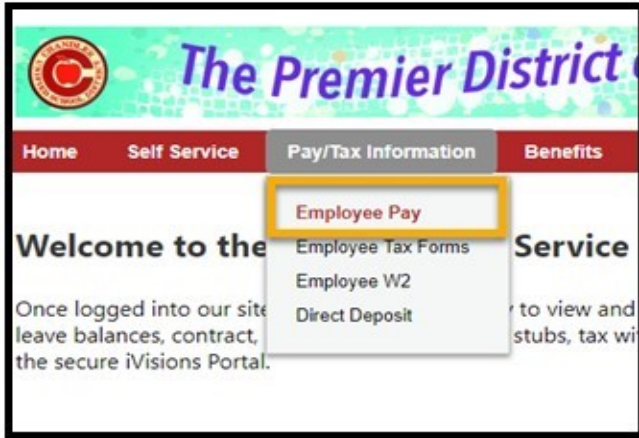
- Your earnings for calendar year 2018 will roll over into iVisions, as well as your leave balances. You will still need to access the old system Employee Online (Business Plus) for previous pay stubs and previous year W-2
- There was a recent change regarding how employees accrue sick leave, outlined below:
 - ◇ Prior to July 1, 2018, sick leave was accrued the second paycheck of the month. The amount of sick leave earned was equivalent to the number of hours worked per day. For example, if you work four hours per day, you will earn four hours per month.
 - ◇ Effective July 1, 2018, sick leave will be accrued every paycheck during your scheduled contract days. For example, if you work four hours per day on a ten month contract, total earned leave will equal 40 sick leave hours for the year. Within the 10 month contract, there are 22 pay periods, which means you will accrue 1.82 hours per paycheck.
- If you have your check distributed into more than one financial institution, your net check will display in your primary financial institution. The amount deposited into your secondary account will appear as a deduction.
- On iVisions, your pay stub will be available for preview on the **Wednesday** before payday and the funds will be available on payday.

Employee Online—iVISIONS (use Google Chrome)

Desktop > Staff Links > Employee Online – iVisions

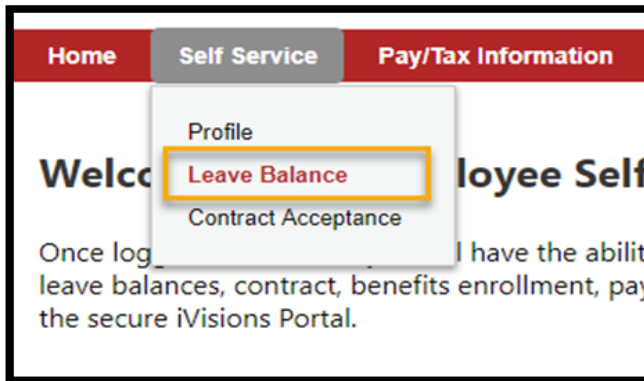
Instructions for viewing Pay Stubs in iVisions:

- On the Menu choose **Pay/Tax Information > Employee Pay**



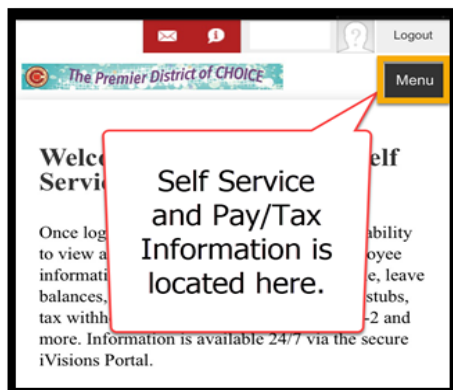
Instructions for viewing Leave Balances in iVisions:

- On the Menu choose **Self Service > Leave Balance**



Instructions for viewing Employee Online—iVisions on a Smart Phone:

- Use Google Chrome > CUSD80.com > Staff Resources and Links > Employee Online—iVisions. Use Active Directory Login and Password.



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 |
| Melissa Candelaria Human Resources Tech | 812-7648 | Employee HR 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. Compensation, contracts, health insurance eligibility, support staff allocations, and work calendars |
| Kristina Eckenboy Human Resources Tech | 812-7639 | Employee HR 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, 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 | Employee HR 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. Compensation, contracts, health insurance eligibility, support staff allocations, and work calendars |
| Gayle Rafferty Human Resources Tech | 812-7664 | Employee HR Services for the following sites: <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 |
| TBD Payroll Coordinator <i>(Administrators may contact Heather Caviar for payroll questions.)</i> | 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 |
| Brenda Cruz Payroll Tech | 812-7663 | 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 |

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| 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 |
| Suzy Sander Human Resources Assistant | 812-7611 | <ul style="list-style-type: none"> • Support Staff Employment • Support Staff Job Postings • Support Staff Onboarding • Support Staff Badges |
| Maria Reed Human Resources Generalist | 812-7622 | <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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