

WORLD CLASS EMPLOYEES

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

AUGUST 2018

Important Dates:

Leave of Absence Workshop

Attend on Monday, September 10th
3:45 p.m. @ District Office
Register in My learning Plan

AZ Certification Information Open House Dates

November 1st, February 7th, and April 25th
2:30-4:30 p.m. @ 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 Nicole Fretwell at (480) 224-3907.

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HUMAN RESOURCES

2018-19 School Year Update

We want to thank all 5000 CUSD employees for their patience as we kicked off the 2018-19 school year with a roar!

- We processed and welcomed more than 300 new teachers and certified staff.
- We processed and welcomed more than 600 new support staff (community education, food and nutrition, transportation, clerical and more).
- We have processed more than 60 new substitute teachers. **Adding substitute teachers to our pool will be an ongoing priority!**
- We have placed more than 50 student teachers and 130 student interns.
- 1200 employees received a wellness incentive in June.
- All eligible CUSD employees received a \$600 performance bonus for reaching Journey 2025 goals in June.

- We implemented a new applicant software system that is more user friendly for the applicant and has increased functionality for administration.
- Most impactful to HR was the conversion to a new financial system, iVisions. This has been an 18 month process, however, the last six weeks have been fast and furious - requiring long days and weekends. Although we have a few more bugs to work out, overall the system is up and running smoothly. I hope you are finding the self-service employee portal easy to use.

We are confident that the 2018-19 school year will be one of our best.

SICK LEAVE INCENTIVE

Congratulations to employees with perfect attendance (no sick or general leave days taken in a fiscal year). Employees will be awarded an additional sick leave day on September 27, 2018 based upon their attendance in 2017-2018. Perfect attendance pays off in a variety of ways. We will be sending certificates to those who had perfect attendance before October break.

- Unused sick leave continues to accumulate with no limit. Upon separation (resignation or retirement), unused sick leave is paid to the employee based upon a formula, which increases with length of service.
- Earned sick leave acts as an insurance policy in the event of illness or injury.
- Students learn best from their assigned teacher.
- Departments run smoother when trained staff is present.

Perfect attendance (no sick or general leave days taken in a fiscal year) results in an additional sick leave day added to your sick leave bank.

COMP TIME PAYOFF

Employees who physically work over 40 hours per week may be credited with comp time in lieu of overtime payment. Based upon the needs of the department/site, supervisors have the option to require overtime payment instead of granting a comp time request. Comp time is credited to an hourly employee to be used at a future date as paid leave. In all cases, comp time should be used in the same fiscal year. Comp time is available only to 40 hour per week employees. Employees should not work over their approved hours per week without supervisor approval. Like overtime, comp time is earned at time and one-half when hourly employees physically work over 40 hours per workweek. Employee comp time balances as reported on employee payroll checks includes any overtime (time and one-half) calculation.

Comp time in excess of 24 hours will be paid on November 9th and charged to the schools overtime budget.

Employees should work with their supervisor to use excess comp time prior to October 12th.

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.

RELIGIOUS LEAVE POLICY

In order to observe recognized religious holidays, employees may deduct 3 days from their earned sick leave and 3 days from earned general leave for a total of 6 days.

SICK LEAVE ACCRUAL

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.

PROFESSIONAL DEVELOPMENT

When requesting professional development the requirements include official transcripts and an ***Approved*** Pre-Approval Form. Please remember that any course(s) taken for professional development need to be ***pre-approved*** prior to taking the course(s). The pre-approval forms are located on the CUSD website under Human Resources Tab, Current Employees, Certified and Administrative staff or Support Staff (select your employee type) and then Forms. The form is located under Professional Growth Forms. Please complete the form with your course requests and send it to the appropriate approver:

- CERTIFIED REQUESTS—Dr. Wendy Nance, IRC
- SUPPORT STAFF REQUESTS—Dr. Jeff Filloon, HR

If you are studying for a degree you can submit the whole program at one time for approval and keep the document as proof of approval. Please upload the approved document with your request each year.

If you have any questions, please feel free to contact Maria Reed, HR Generalist at 480-812-7622.

ABSENCE REPORTING

To register for the Employee Absence System, call the absence system (480-812-7002). Enter your Access ID# (Employee ID#) followed by the star (*) key. Enter your Access ID# again when it asks for your PIN#. The system will prompt you to record your name, obtain a new PIN# and complete the registration process. After you have registered over the phone, you can view and enter absences online. You can find the employee absence system website located under Staff Resources and Links on our website. Administrative Assistants at your site have access to your PIN# OR you can contact **Pat Rosell, Substitute Coordinator at 480-812-7625.**

Please report your absence as soon as possible. This will ensure quality substitute coverage. Keep your Access ID# and PIN# in a safe and secure place so you have access to the system when needed.

BENEFITS

HSA CONTRIBUTION

First Lump Sum HSA Deposit for both the High Deductible Low (in the amount of \$400.00) and High Deductible High (in the amounts of \$600.00) will reflect in your HSA account on August 30th. New hire contributions are prorated based on their benefit eligibility date.

NEW EMPLOYEE DEDUCTIONS

Deductions for new employees are based on their eligibility date. Benefits for employees whose hire dates range from July 4 to July 31 will become effective October 1, 2018. Deductions will begin September 27, 2018. Blue Cross Blue Shield will mail insurance cards prior to the effective date. New employees have 31 calendar days from their hire date to enroll. If not enrolled during this timeline, employees will have to wait until the new plan year with an effective date of July 1, 2019.

2018-19 WELLNESS INCENTIVE

We are pleased to offer a wellness incentive in the amount of \$400 for the 2018-19 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.

[Wellness Incentive](#) requirements must be completed between May 16, 2018 and May 31, 2019. Deadline to submit your documentation is May 31, 2019.

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 Human Resources 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 workshop will be held:

Date: September 10, 2018 @ 3:45 PM

Location: District Office

Please Register using My Learning Plan. www.mylearningplan.com

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 & BENEFICIAL 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		
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 • Leave of Absence Request
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 • Leave of Absence Request
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 • Leave of Absence Request
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 • Leave of Absence Request
Deb Hood Human Resources Tech	812-7638	Employee HR Services for the following sites: <ul style="list-style-type: none"> • TBD

Amy Colleary 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
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
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
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
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"> • 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

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
Suzy Sanders 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 • Student Interns

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 Support Staff Evaluations	Perm Sub Custodian Student Teachers
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SEPTEMBER

	Mon	Tue	Wed	Thu	Fri
					31 NO GENERAL LEAVE
3	Labor Day Holiday	4 NO GENERAL LEAVE	5 Hourly pay week ends	6 All hourly time Workforce software due (Workforce and time-sheets)	7
10	LOA Workshop 3:45 PM District Office	11	12 Hourly pay week ends	13 All hourly time Workforce software due (Workforce and time-sheets) Pay Day	14
17		18	19 Hourly pay week ends	20 All hourly time Workforce software due (Workforce and time-sheets)	21
24		25	26	27 All hourly time Workforce software due (Workforce and time-sheets) Pay Day	28 NO GENERAL LEAVE

