

WORLD CLASS EMPLOYEES

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

SEPTEMBER 2018

Important Dates:

Leave of Absence Workshop

Attend on Monday, October 22nd
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.

Inside This Issue

Human Resources

Employee Wellness Expo	Page 1
Vacation Forfeiture	Page 2
Sick Leave Incentive	Page 2
Comp Time Payoff	Page 2
Student Teacher/Interns	Page 2
Professional Development	Page 3

Payroll

IRS Reminders	Page 3
---------------	--------

Benefits

2018-19 Wellness Incentive	Page 4
Leave of Absence Workshop	Page 4
Employee Assistance Program	Page 4

Who to Contact

Page 5

Calendars

Page 8

HUMAN RESOURCES

EMPLOYEE WELLNESS EXPO

Our 9th Annual Wellness Expo will be held on **Tuesday, October 16th from 11:00 a.m. to 3:00 p.m. at Chandler High School**. We will have a biometric screening station, flu shots, mammogram screenings, vision screening, as well as a variety of classes related to nutrition, financial planning, family and relationships.

- ⇒ To schedule a Mammogram Screening please see the [MOM Flyer](#) our call 480-967-3767
- ⇒ To schedule a Biometric Screening please click on the link [Biometric Screening](#)
- ⇒ No appointment needed for Flu Shots
- ⇒ Sign up for classes in My Learning Plan, check out our [Class List](#)

Support staff not scheduled to work on October 16th will be paid up to 2 hours to attend the Wellness Expo. Workforce stations will be available for your use. Please email Dee Ostrowicki if you have any questions at ostrowicki.dee@cusd80.com.

VACATION FORFEITURE

Due to the Visions implementation, “use or lose” vacation is being deducted from employees’ balance a little later than normal. On the October 11, 2018 payroll, 2017-2018 unused vacation that exceeds the maximum carry over will be deducted. The maximum carry over is noted below:

- 12 month employees earning two weeks (80 hours) per year can carry over a maximum of 80 hours into the 2018-2019 school year. Any vacation in excess of 80 hours as of July 4, 2018, will be deducted on October 11, 2018
- 12 month employees earning three weeks (120 hours) per year can carry over a maximum of 120 hours into the 2018-2019 school year. Any vacation in excess of 120 hours as of July 4, 2018, will be deducted on October 11, 2018

Vacation is a benefit for the employee. It is intended to support employees overall health and wellbeing. Please plan accordingly so that you do not lose vacation, but take your much-deserved time off. Please contact your Payroll Tech if you have questions.

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 work-week. 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.

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.

PAYROLL

IRS REMINDER

The Tax Cuts and Jobs Act, passed in December 2017, made significant changes, which will affect 2018 tax returns that people file in 2019. These changes make checking withholding amounts even more important. These tax law changes include:

- Increased standard deduction
- Eliminated personal exemptions
- Increased Child Tax Credit
- Limited or discontinued certain deductions
- Changes the tax rates and brackets

Checking and adjusting withholding now can prevent an unexpected tax bill and penalties net year at tax time. It can also help taxpayers avoid a large refund if they'd prefer to have their money in their paychecks throughout the year.

The [IRS Withholding Calculator](#) and [Publication 505](#), can help. **To adjust current Form W-4:**

- **Log onto Employee Online – iVisions**
- **Pay/Tax Information**
- **Employee Tax Forms**
- **Click to Fill Out Tax Forms**

BENEFITS

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

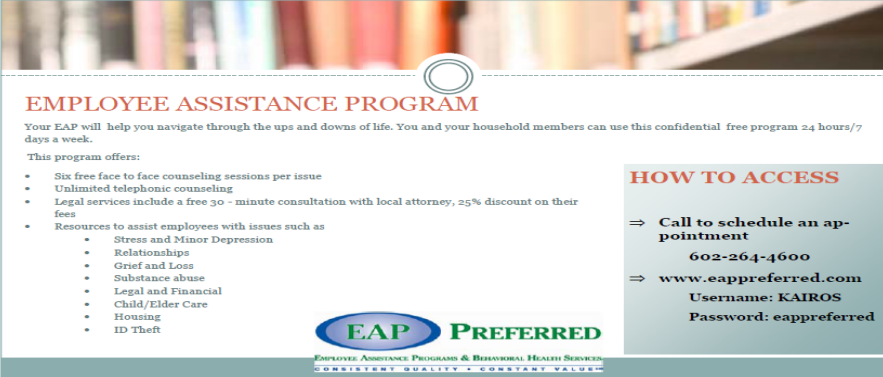
This workshop is provided for employees who wish to take a short leave of absence due to medical/maternity. Representatives from Benefits and Human Resources will cover the steps needed to request a leave of absence, sick leave usage policy, short term disability, impact on contract and documentation upon return. The next workshop will be held:

Date: October 22, 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 & 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		
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
Dee Paul Human Resources Tech	812-7605	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 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 • 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
---	----------	---	--

OCTOBER

	Mon	Tue	Wed	Thu	Fri
	1 Fall Intersession 	2	3	4	5
	8 Fall Intersession 	9	10 Hourly pay week ends	11 All hourly time Workforce software due (Workforce and time-sheets) Pay Day	12
	15 NO GENERAL LEAVE	16 Wellness Expo 11 am—3 pm CHS	17 Hourly pay week ends	18 All hourly time Workforce software due (Workforce and time-sheets) Pay Day	19
	22 LOA Workshop 3:45 PM District Office	23	24 Hourly pay week ends	25 All hourly time Workforce software due (Workforce and time-sheets)	26
	29	30	31		

