

WORLD CLASS EMPLOYEES

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

NOVEMBER 2018

Important Dates:

Leave of Absence Workshop

Attend on Monday, December 3rd
3:45 p.m. @ District Office
Register in My learning Plan

AZ Certification Information Open House Dates

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

Employee Assistance Program

Did you know, as a CUSD employee, you can benefit from the Employee Assistance Program? EAP Preferred covers a wide range of areas that affect how you work and live, here are just a few:

- Grief and loss
- Stress, anxiety and minor depression
- Financial consultation
- Identity theft recovery
- Health and well-being

EAP is an independent firm and does not report personal information to the CUSD. They are available 24 hours/7 days. You may visit their website at www.eappreferred.com or contact them at

(800) 327-3517 or (602) 264-4600.

HR/PY SITE ASSIGNMENTS

As of November 15th, we have made changes to our Human Resources and Payroll Tech Site Assignments. Please be sure to look at our “Who to Call in HR”, pages 4-5 of this newsletter, to find the contact information for the Human Resources and Payroll Tech assigned to your school site or department.

Your Human Resources Tech can assist in answering questions regarding compensation, contracts, health insurance eligibility, work calendars, and leave of absence requests. Your Payroll Tech can assist in answering questions regarding pay, direct deposit, and W-4.

PROFESSIONAL DEVELOPMENT

Professional Development Compensation Request will be open in November for the 2019-2020 school year. As in the past, employees who participate in professional development courses or trainings have the opportunity to be compensated for those activities. Professional development activities that you have participated in between January 1, 2018 and December 31, 2018 will be reviewed by our Human Resources staff and considered for future compensation in your 2019-2020 employment contract.

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.

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

UPCOMING PAYROLL DATES

November 21, 2018—Comp Time Pay off (eligible support staff)

BENEFITS

HSA INSTALLMENT

The next HSA installment is scheduled for January 31, 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.

To help answer your questions, please click here: [Wellness Program Frequently Asked Questions](#)

If you would like to schedule an appointment for a Biometric screening, please click here: [Biometric Sites](#)

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: December 3, 2018 @ 3:45 PM

Location: District Office

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

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 Asst. 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, CETV, District Office, and Warehouse 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, Chandler Early College, CTA Freedom, Fulton, Galveston, Sanborn, and Transportation e.g. Compensation, contracts, health insurance eligibility, support staff allocations, and work calendars Leave of Absence Request
Dee Paul Human Resources Tech	812-7639	Employee HR Services for the following sites: <ul style="list-style-type: none"> Auxier, CCHS, Knox, Shumway, and Tarwater 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"> ACP Erie, ACP Oakland, CTA Liberty, Community Ed, Hartford, Jacobson, Navarrete, Santan, 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"> Andersen, Bologna, CARE Center, CHS, Conley, F&N, Haley, Patterson, PJHS, 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"> AJHS, Carlson, COA, CTA Goodman, Federal Programs, Frye, Hull, IRC, PHS, Ryan, and Weinberg e.g. Compensation, contracts, health insurance eligibility, support staff allocations, and work calendars Leave of Absence Request
Lorri Ireland Human Resources Tech	812-7037	Employee HR Services for the following sites: <ul style="list-style-type: none"> Chief Hill/ICAN, CTA Humphrey/Elite Academy, CTA Independence, Grounds & Maintenance, Hancock, HHS, San Marcos, Riggs, and WJHS e.g. Compensation, contracts, health insurance eligibility, support staff allocations, and work calendars Leave of Absence Request

Amy Colleary Payroll Coordinator	812-7614	<ul style="list-style-type: none"> • Payroll Services for all District Administrators, CETV, District Office, and Warehouse • 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, Carlson, COA, CTA Goodman, Federal Programs, Frye, Hull, IRC, PHS, Ryan, and Weinberg • e.g. W-4 Questions
Ann Angell Payroll Tech	812-7677	Employee Payroll Services for the following sites: <ul style="list-style-type: none"> • Andersen, Bologna, CARE Center, CHS, Conley, F&N, Haley, Patterson, and PJHS • 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, Chandler Early College, CTA Freedom, Fulton, Galveston, Sanborn, and Transportation • e.g. W-4 Questions
Gloria Hessen Payroll Tech	812-7617	Employee Payroll Services for the following sites: <ul style="list-style-type: none"> • Chief Hill/ICAN, CTA Humphrey/Elite Academy, CTA Independence, Grounds & Maintenance, Hancock, HHS, San Marcos, Riggs, and WJHS • e.g. W-4 Questions
Nikki Bart Compliance Specialist	812-7663	Employee Payroll Services for the following sites: <ul style="list-style-type: none"> • ACP Erie, ACP Oakland, CTA Liberty, Community Ed, Hartford, Jacobson, Navarrete, Santan, and SJHS • e.g. W-4 Questions
Yvette Ardans Payroll Tech	812-7606	<ul style="list-style-type: none"> • Auxier, CCHS, Knox, Shumway, and Tarwater • Substitute Payroll Services
Heather Caviar Assistant Business Manager of Regulatory Compliance	812-7675	<ul style="list-style-type: none"> • ACA Compliance • Benefit Deductions • HSA Account Questions • W-2
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	

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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DECEMBER

	Mon	Tue	Wed	Thu	Fri
	3 LOA Workshop 3:45 PM District Office	4	5	6 All hourly time Workforce software due (Workforce and time-sheets) Pay Day	7
	10	11	12 Hourly pay week ends	13 All hourly time Workforce software due (Workforce and time-sheets)	14
	17	18	19 Hourly pay week ends	20 All hourly time Workforce software due (Workforce and time-sheets) Pay Day	21 Teacher In-Service/Workday NO GENERAL LEAVE
	24 Winter Intersession	25	26 Hourly pay week ends	27 All hourly time Workforce software due (Workforce and time-sheets)	28
					
	31 Winter Intersession	Jan. 1	Jan. 2	Jan. 3	Jan. 4 NO GENERAL LEAVE on Jan. 7
					

