

WORLD CLASS EMPLOYEES

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

DECEMBER 2018

Important Dates:

Leave of Absence Workshop

Attend on Monday, January 14th
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.

Inside This Issue

Human Resources

Upcoming Equity Events	Page 1
Professional Development	Page 2
Student Teacher/Interns	Page 3

Payroll

Electronic W-2 Election	Page 3
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Benefits

Retirement Workshops	Page 4
HSA Installment	Page 6
2018-19 Wellness Incentive	Page 6
Leave of Absence Workshop	Page 6
Employee Assistance Program	Page 6

Who to Contact

	Page 7
--	--------

Calendar

	Page 10
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HUMAN RESOURCES

UPCOMING EQUITY EVENTS

Please visit our Equity and Inclusion page: <https://www.cusd80.com/Page/97045>

January 28, 2019

CUSD Inaugural Lecture and Film Series

Guest Speaker: Race, Rationalism & Reconciliation – A look into the life of Dr. King

6:00 PM - 7:30 PM

The greatest injustice we do to our historical leaders is to place them into the realm of the untouchable. Too often we deify the personality and miss the opportunity to accept their humanness as an example of how to think about and engage a highly diverse society and world. This presentation examines Dr. King as a child, a college graduate, a new preacher in Montgomery, and his ascension to national leadership in the Civil Rights Movement along with his anchoring philosophies on love, humanness, and race. Themes still relevant today.

Speaker: Alonzo Jones, Associate Athletic Director for Championship Life and Inclusion at Arizona State University

Please click here to register for these event: <https://www.cusd80.com/cms/module/selectsurvey/TakeSurvey.aspx?SurveyID=3245>

February 11, 2019

CUSD Inaugural Lecture and Film Series

Film: Race to Nowhere

6:00 -7:30 PM

Registration information forthcoming

June 5 and 6, 2019

Designing a Path to the Whole Child: One Child at a Time

7:30-4:30 PM

Hamilton High School

In order to support the success of all CUSD students, the offices of Equity & Inclusion and Counseling and Social Services will host the Inaugural Summer Equity Symposium that seeks to build the capacity of faculty and staff. Members of the CUSD community will explore a number of **culturally relevant pedagogy, suicide awareness, and prevention Adverse Childhood Experiences (ACEs), implicit and unconscious bias, collaboration between schools and communities and a host of socio-emotional-learning and instructional strategies**. The professional development will allow faculty and staff to be immersed in learning with the goal of transforming CUSD in meeting our Journey 2025 strategic plan. The two-day symposium invites thought leaders (national and local) and CUSD faculty to create a space for "courageous conversations" and to build deeper understanding of CUSD diversity and best practices at all organizational level.

Registration through My Learning Plan beginning February 2019.

PROFESSIONAL DEVELOPMENT

Professional Development Compensation Request is now open 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).

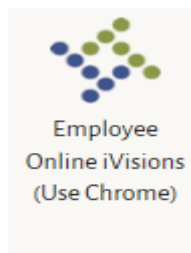
The pre-approval forms are located on the CUSD website under Human Resources Tab, Current Employees, Certified and Administrative staff or Support Staff (select your employee type) and then Forms. The form is located under Professional Growth Forms. Please complete the form with your course requests 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.

To log in to the portal, please follow these instructions:

- Log into the CUSD website
- Go the Human Resources tab
- Go to Current Employees
- Go to Staff Links
- Click on the Employee Online (Visions) icon
- Log in using your daily log in
- Go to the Self Service tab
- Click on Coursework
- Click on Professional Development Compensation Request Form



If you have any questions, please feel free to contact Maria Reed, HR Generalist reed.maria@cusd80.com.

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

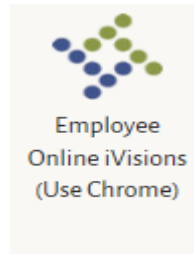
ELECTRONIC W-2 AND 1095-C

CUSD employees may choose to receive their W-2 and 1095-C statements electronically by visiting the link “Electronic Consent” through Employee Online iVisions. Employees may still elect to receive a paper copy of their W-2 and 1095-C via U.S. mail.

Consent to Receive Your Form W-2 and 1095-C Electronic Format in Lieu of Paper Format:

Giving your consent only takes a few minutes:

1. Access Employee Online iVisions



2. Under Pay/Tax Information, click on the drop down link "Electronic Consent"
3. Click on the link:

[W2 and 1095-C Electronic Consent Form](#)

4. Located the top, in red, will show your current selection (if your current election is "Set to Receive Electronic W-2", there is nothing else that needs to be done).
5. To change the currently set election, please:
 - a. Read the Disclosure Statement
 - b. Fill out the information requested
 - c. Click "Save"

Click on the link "W2 and 1095-C Electronic Consent Form"

BENEFITS

2018-19 Retirement Meetings—Please Register in My Learning Plan

Route 3 Retirement in Site – Presented By ASRS

Location: District Office-Board Room

Date(s) & Times: Monday, January 14, 2019 @ 4:15 pm – 5:45 pm

Monday, February 4, 2019 @ 4:15 pm - 5:45 pm

Planning for retirement is vital for members who are planning to retire within three years. Attendees will learn from ASRS about the pension benefit and how it is calculated, options for retiree health insurance and other benefits and member responsibilities. In addition, you will learn district benefits available to retirees, sick leave pay off process, and the phased retirement program through Smartschoolsplus.

2018-19 Retirement Meetings (cont.)

Understanding Medicare & Social Security upon Retirement – Presented By Dana Artzer

Location: District Office – Training Room
Date(s) & Times: Wednesday, January 9, 2019 @ 4:15 pm – 5:45 pm
Wednesday, February 20, 2019 @ 4:15 pm - 5:45 pm

Understand the timeframe in which you must enroll, your options and what each part of Medicare means to you. Learn the do's and don'ts of social security.

Route 4: Next Exit Retirement – Presented by ASRS

Location: District Office-Board Room
Date(s) & Times: Monday, February 11, 2019 @ 4:15 pm – 5:45 pm
Tuesday, February 26, 2019 @ 4:15 pm – 5:45 pm

The Route 4: Next Exit Retirement workshop is vital for members who are planning to retire at the end of the 2018-19 school year. During this group session ASRS will cover each section of the retirement application and the necessary documentation to file for retirement. In addition, ASRS will provide each employee their pension estimate, explain the calculation method and health insurance options for retirees as well as the return to work rules.

Phased Retirement – Presented by Smartschools

Location: District Office – Board Room
Date & Time: TBD

Employees who have their 80 points and will be retiring at the end of the 2018-19 school year may apply to participate in Phased Retirement. The individual retires through ASRS thus severing his/her employment with CUSD. Then he/she continues to provide services, as a contracted employee through a third party, Smartschoolsplus.

CUSD Retiree Exit Meetings – CUSD HR Representatives

Location: District Office – Training Room
Date(s) & Times: Wednesday, March 6, 2019 @ 4:15 pm – 5:15 pm
Monday, March 25, 2019 @ 4:15 pm – 5:15 pm
Tuesday, March 26, 2019 @ 4:15 p.m. – 5:15 pm

Only retirees who will be retiring at the end of the 2018-19 school year should attend this meeting. In this meeting we will ensure all CUSD required separation paperwork is completed and ensure all other forms necessary such as Smartschoolsplus application is completed and turned in. We will also provide your sick leave payoff during this meeting. Once done, you can enjoy your retirement!

HEALTH SAVING ACCOUNT

The 2nd and final installment for 2018-19 is scheduled for January 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: January 14, 2018 @ 3:45 PM

Location: District Office

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

2018-19 WELLNESS INCENTIVE

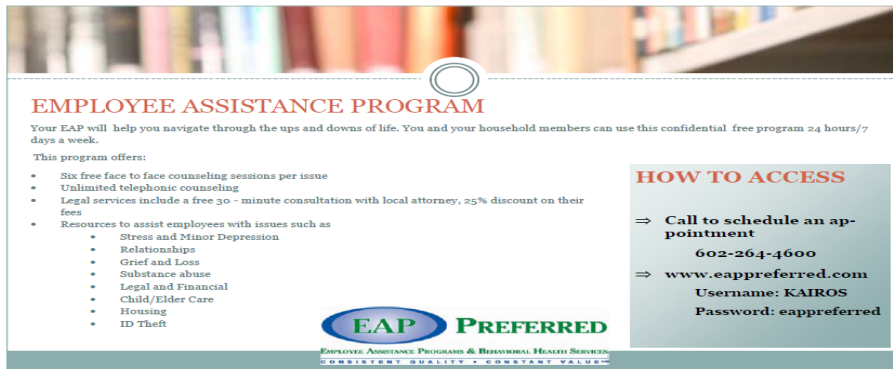
We are pleased to offer a wellness incentive in the amount of \$400 for the 2018-19 school year for employees insured through CUSD. In addition, if your spouse is insured through CUSD and he/she completes the requirements and submits the appropriate documentation, you will receive an additional \$400.

[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: <https://pickatime.com/client?ven=11605180>

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 VALUE

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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JANUARY

	Mon	Tue	Wed	Thu	Fri
	<p>Winter Intersession</p> 	1	2	<p>3 All hourly time Workforce software due (Workforce and time-sheets)</p> <p>Pay Day</p>	4
7	<p>NO GENERAL LEAVE</p>	8	<p>9 Hourly pay week ends</p>	<p>10 All hourly time Workforce software due (Workforce and time-sheets)</p>	11
14	<p>LOA Workshop 3:45 PM District Office</p>	15	<p>16 Hourly pay week ends</p>	<p>17 All hourly time Workforce software due (Workforce and time-sheets)</p> <p>Pay Day</p>	18
21	<p>MLK DAY HOLIDAY</p>	<p>22 NO GENERAL LEAVE</p>	<p>23 Hourly pay week ends</p>	<p>24 All hourly time Workforce software due (Workforce and time-sheets)</p>	25
28		29	<p>30 Hourly pay week ends</p>	<p>31 All hourly time Workforce software due (Workforce and time-sheets)</p> <p>Pay Day</p>	

