

## WORLD CLASS EMPLOYEES

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

### Important Dates:

#### Leave of Absence Workshop

Attend on Monday, February 4th  
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.

## JANUARY 2019

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## HUMAN RESOURCES

### HR DEADLINES

- ⇒ Professional Development Compensation Requests are due by **February 15, 2019**.
- ⇒ Job Share Request are due to Dr. Jeff Filloon, HR Director by **March 15, 2019**.
- ⇒ Retirement Letters are due to Human Resources by **April 1, 2019**—Employees who plan to retire through ASRS at the end of the 2018-19 school year should submit a letter by April 1st. The employee's insurance will terminate July 31, 2019.
- ⇒ One Year Leave of Absence Requests [One Year or Partial Year LOA Request Form](#) are due to Dr. Jeff Filloon, HR Director by **April 1, 2019**.

Resignation Letters are due Human Resources by **April 1, 2019**—Teachers who do not intend to return in 2018-19 due to resignation or a one year leave of absence should submit a letter by April 1st to the Human Resources Department to be eligible for the district contribution toward health insurance through July 31st. (If the employee provides benefit coverage to dependents, for

dependents for the month of July will be deducted on the May 23, 2019 payroll at the 2019-20 renewal rate.) If written notice is received after April 1st, the district insurance contribution will terminate June 30, 2019. **Teachers with less than three years of employment are not eligible for a full year leave of absence.** All resignations and/or retirements should be submitted using the district-approved [Resignation Form](#).

## **UPCOMING EQUITY EVENTS**

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

### **February 11, 2019**

CUSD Inaugural Lecture and Film Series

Film: Reel Injun: On the trail of the Hollywood Indian

6:00 – 8:00 PM

To Register click here: <https://www.cusd80.com/Page/97054#calendar|18551/20190228/event/699860>

### **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).

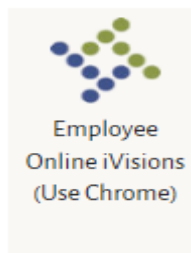
The pre-approval forms are located on the CUSD website under Human Resources Tab, Current Employees, Certified and Administrative staff or Support Staff (select your employee type) and then Forms. The form is located under Professional Growth Forms. Please complete the form with your course requests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

## **ALERT: EMAIL SCAM**

“Phishing” is a fraudulent attempt to obtain sensitive information via the Internet. Unfortunately, schools are an attractive target for phishing scams because of the large quantity of student and employee information they possess.

For example, soon after W-2s are to be prepared each year, scammers send emails to school personnel. In these emails, they pose as the school superintendent or other high-ranking administrator and request a copy of W-2 files.

Phishing scammers are also now trying to steal payroll direct deposits. An alert issued by the FBI in September warned that hackers were rerouting payroll deposits into their own bank accounts. One Trust member experienced this firsthand, losing approximately \$40,000 in payroll deposits that were diverted to hacker accounts.

When targeting schools (and other organizations), scammers use a technique known as “social engineering.” This involves drafting an email to employees that appears to come from someone within the organization. That person—really, the cyber criminal *posing* as that person—asks the employee to verify log-in credentials or take a brief survey that requires the sharing of sensitive information.

Scammers are able to pull this off because the return email addresses they use are similar to the organization’s site address (e.g., “@schooldistrict.org” vs. “@schooldistrict.com”; or “@arizonaschooldistrict.edu” vs. @azsd.com”). Sometimes the hacker simply creates an email address using a popular email service provider (e.g., HRdirector@gmail.com or Superintendent@aol.com).

Once the hacker receives the credentials for a payroll account, he or she changes the direct deposit information so that the money is directed to another financial institution, or to prepaid cards. The crooks can then withdraw the money from ATM machines or use the cards to make purchases.

In a similar scam, some cyber thieves request that the employee responsible for payroll administration update direct deposit banking information. These email requests appear to come from another employee. (In one case familiar to the Trust, the email appeared to have originated with the superintendent.) Upon closer examination, however, the email comes from a non-district address.

Please report any suspicious request for personal information or log-in credentials to CUSD

# 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, 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, 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 – Training Room

Date & Time: February 28, 2019 @ 4:15 pm —5:15 pm

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!

## **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: February 4, 2018 @ 3:45 PM**

**Location: District Office**

Please Register using My Learning Plan. [www.mylearningplan.com](http://www.mylearningplan.com)

## **2018-19 WELLNESS INCENTIVE**

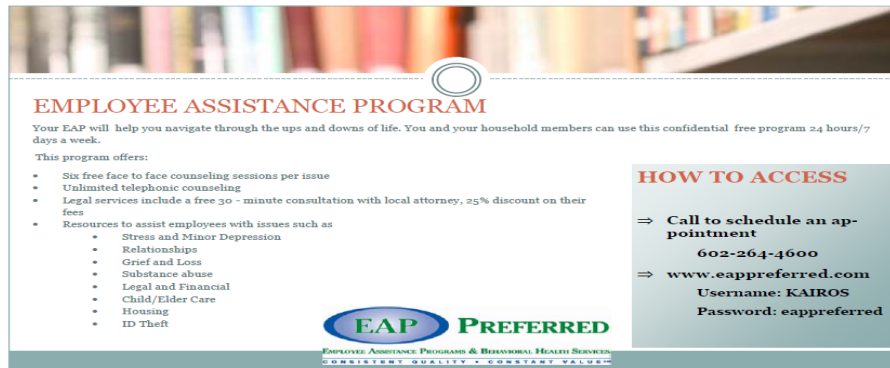
We are pleased to offer a wellness incentive in the amount of \$400 for the 2018-19 school year for employees insured through CUSD. In addition, if your spouse is insured through CUSD and he/she completes the requirements and submits the appropriate documentation, you will receive an additional \$400.

[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](http://www.eappreferred.com)  
Username: **KAIROS**  
Password: **eappreferred**

**EAP PREFERRED**  
EMPLOYEE ASSISTANCE PROGRAM & 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		
<b>Verines Cummings</b> Asst. Director of Human Resources and Payroll	812-7626	<ul style="list-style-type: none"> <li>Daily Operations of Human Resources and Payroll</li> <li>Salary Schedules</li> <li>Summer School</li> </ul>
<b>Pam Lundbohm</b> Human Resources Coordinator	812-7665	<ul style="list-style-type: none"> <li>HR Services for All District Administrators, CETV, CCHS, District Office, Knox, and Warehouse</li> <li>HR Tech Supervision</li> </ul>
<b>Melissa Candelaria</b> Human Resources Tech	812-7648	<b>Employee HR Services for the following sites:</b> <ul style="list-style-type: none"> <li>Auxier, Basha, BHS, BJHS, Chandler Early College, CTA Freedom, Fulton, Galveston, Sanborn, Shumway, and Transportation</li> <li>e.g. Compensation, contracts, health insurance eligibility, support staff allocations, and work calendars</li> <li>Leave of Absence Request</li> </ul>
<b>Dee Paul</b> Human Resources Tech	812-7639	<b>Employee HR Services for the following sites:</b> <ul style="list-style-type: none"> <li>AJHS, Carlson, Chandler Online Academy, CTA Goodman, Federal Programs, Frye, Hull, IRC, PHS, Ryan, and Weinberg</li> <li>e.g. Compensation, contracts, health insurance eligibility, support staff allocations, and work calendars</li> <li>Leave of Absence Request</li> </ul>
<b>Christine Bassett</b> Human Resources Tech	812-7679	<b>Employee HR Services for the following sites:</b> <ul style="list-style-type: none"> <li>ACP Erie, ACP Oakland, CTA Liberty, Community Ed, Hartford, Jacobson, Navarrete, Santan, SJHS, and Tarwater</li> <li>e.g. Compensation, contracts, health insurance eligibility, support staff allocations, and work calendars</li> <li>Leave of Absence Request</li> </ul>
<b>Gayle Rafferty</b> Human Resources Tech	812-7664	<b>Employee HR Services for the following sites:</b> <ul style="list-style-type: none"> <li>Andersen, Bologna, CARE Center, CHS, Conley, F&amp;N, Haley, Patterson, and PJHS</li> <li>e.g. Compensation, contracts, health insurance eligibility, support staff allocations, and work calendars</li> <li>Leave of Absence Request</li> </ul>
<b>Lorri Ireland</b> Human Resources Tech	812-7037	<b>Employee HR Services for the following sites:</b> <ul style="list-style-type: none"> <li>Chief Hill/ICAN, CTA Humphrey/Elite Academy, CTA Independence, Grounds &amp; Maintenance, Hancock, HHS, San Marcos, Riggs, and WJHS</li> <li>e.g. Compensation, contracts, health insurance eligibility, support staff allocations, and work calendars</li> <li>Leave of Absence Request</li> </ul>
<b>TBD</b> Human Resources Tech	812-7638	<b>Employee HR Services for the following sites:</b> <ul style="list-style-type: none"> <li></li> </ul>

<b>Amy Colleary</b> Payroll Coordinator	812-7614	<ul style="list-style-type: none"> <li>• Payroll Services for all District Administrators, CETV, District Office, and Warehouse</li> <li>• Payroll Tech Supervision</li> <li>• Workforce</li> <li>• 403b Accounts</li> <li>• 457 Accounts</li> </ul>
<b>Annette Bennett</b> Payroll Tech	812-7682	<b>Employee Payroll Services for the following sites:</b> <ul style="list-style-type: none"> <li>• AJHS, Carlson, COA, CTA Goodman, Federal Programs, Frye, Hull, IRC, PHS, Ryan, and Weinberg</li> <li>• e.g. W-4 Questions</li> </ul>
<b>Ann Angell</b> Payroll Tech	812-7677	<b>Employee Payroll Services for the following sites:</b> <ul style="list-style-type: none"> <li>• Andersen, Bologna, CARE Center, CHS, Conley, F&amp;N, Haley, Patterson, and PJHS</li> <li>• e.g. W-4 Questions</li> </ul>
<b>Sheila Wentz</b> Payroll Tech	812-7678	<b>Employee Payroll Services for the following sites:</b> <ul style="list-style-type: none"> <li>• Auxier, Basha, BHS, BJHS, Chandler Early College, CTA Freedom, Fulton, Galveston, Sanborn, Shumway, and Transportation</li> <li>• e.g. W-4 Questions</li> </ul>
<b>Gloria Hessen</b> Payroll Tech	812-7617	<b>Employee Payroll Services for the following sites:</b> <ul style="list-style-type: none"> <li>• Chief Hill/ICAN, CTA Humphrey/Elite Academy, CTA Independence, Grounds &amp; Maintenance, Hancock, HHS, San Marcos, Riggs, and WJHS</li> <li>• e.g. W-4 Questions</li> </ul>
<b>Nikki Bart</b> Payroll Tech	812-7663	<b>Employee Payroll Services for the following sites:</b> <ul style="list-style-type: none"> <li>• ACP Erie, ACP Oakland, CTA Liberty, Community Ed, Hartford, Jacobson, Navarrete, Santan, SJHS, and Tarwater</li> <li>• e.g. W-4 Questions</li> </ul>
<b>Yvette Ardans</b> Payroll Tech	812-7606	<ul style="list-style-type: none"> <li>• CCHS, Knox, and Shumway</li> <li>• Substitute Payroll Services</li> </ul>
<b>Heather Caviar</b> Assistant Business Manager of Regulatory Compliance	812-7675	<ul style="list-style-type: none"> <li>• ACA Compliance</li> <li>• Benefit Deductions</li> <li>• HSA Account Questions</li> <li>• W-2</li> </ul>
<b>BENEFITS</b>		
<b>Dee Ostrowicki</b> Assistant Director of Benefits	812-7036	<ul style="list-style-type: none"> <li>• Oversees Benefits</li> <li>• Open Enrollment</li> <li>• Complex Benefit Questions</li> <li>• Health Insurance Orientations</li> <li>• Family/Medical Leave of Absence</li> <li>• Retirement Workshops</li> <li>• Short and Long Term Disability</li> <li>• Wellness Expo</li> </ul>
<b>WORKMANS COMP</b>		
<b>Bim Frost</b> Administrative Assistant	812-7660	<ul style="list-style-type: none"> <li>• Questions about coordination of benefits</li> </ul>



**ONBOARDING, CERTIFICATION, AND PROFESSIONAL DEVELOPMENT**

<b>Kathleen Jett</b> Assistant Director of Recruitment and Onboarding	812-7623	<ul style="list-style-type: none"> <li>• Selection and Processing of New Employees</li> <li>• Certified Onboarding</li> <li>• Job Descriptions</li> <li>• Support Staff Transfer Requests</li> <li>• Volunteers</li> </ul>
<b>Elizabeth Barker</b> Human Resources Assistant	812-7668	<ul style="list-style-type: none"> <li>• Certificate Renewals</li> <li>• Certified Fingerprint</li> <li>• Certified Job Postings</li> <li>• Certified Transfer Requests</li> <li>• Certified Badges</li> </ul>
<b>Suzy Sander</b> Human Resources Assistant	812-7611	<ul style="list-style-type: none"> <li>• Support Staff Employment</li> <li>• Support Staff Job Postings</li> <li>• Support Staff Onboarding</li> <li>• Support Staff Badges</li> </ul>
<b>Maria Reed</b> Human Resources Generalist	812-7622	<ul style="list-style-type: none"> <li>• Coaches Onboarding</li> <li>• Professional Growth for Salary Increase</li> <li>• Student Interns</li> </ul>

**SUBSTITUTE SERVICES**

<b>Pat Rosell</b> Substitute Coordinator	812-7625	<ul style="list-style-type: none"> <li>• Absence Management</li> <li>• Substitutes Certified and Non-certified</li> <li>• Substitute Onboarding</li> </ul>
<b>Yvette Ardans</b> Payroll Tech	812-7606	<ul style="list-style-type: none"> <li>• Substitute Payroll Services</li> </ul>

**Sandy Cooper**

**Assistant Superintendent of Human Resources**

Oversight of Human Resources and Payroll Operations and Benefits

<b>Veronica King</b> Administrative Assistant	812-7624	HR Newsletter Phased Retirees	Loan Forgiveness Applications Verification of Teaching Experience
<b>Theresa Self</b> District-Wide Receptionist	812-7000	District Office Conference Room Schedule	

**Jeff Filloon**

**Director of Human Resources**

Oversight of Recruitment and Onboarding and Substitute Teachers

<b>Rosemary Palma</b> Administrative Assistant	812-7640	General Leave Exceptions Medical Leave Donation Support Staff Evaluations	Perm Sub Custodian Student Teachers
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# FEBRUARY

	Mon	Tue	Wed	Thu	Fri
					<b>1</b>
<b>4</b>	<b>LOA Workshop 3:45 PM District Office</b>	<b>5</b>	<b>6</b> Hourly pay week ends	<b>7</b> All hourly time Workforce software due (Workforce and time-sheets)	<b>8</b>
<b>11</b>		<b>12</b>	<b>13</b> Hourly pay week ends	<b>14</b> All hourly time Workforce software due (Workforce and time-sheets)  <b>Pay Day</b>	<b>15</b> <b>NO GENERAL LEAVE</b>
<b>18</b>	<b>PRESIDENTS' DAY HOLIDAY</b>	<b>19</b> <b>NO GENERAL LEAVE</b>	<b>20</b> Hourly pay week ends	<b>21</b> All hourly time Workforce software due (Workforce and time-sheets)	<b>22</b>
<b>25</b>		<b>26</b>	<b>27</b> Hourly pay week ends	<b>28</b> All hourly time Workforce software due (Workforce and time-sheets)  <b>Pay Day</b>	

