

WORLD CLASS EMPLOYEES

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

MARCH 2019

Important Dates:

Leave of Absence Workshop

Attend on Monday, April 8th
3:45 p.m. @ District Office
Register in My learning Plan

AZ Certification Information Open House Dates

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.

Inside This Issue

Human Resources

HR Deadlines	Page 1
Student Teacher/Interns	Page 2
Upcoming Equity Events	Page 3

Benefits

Retiree Sick Leave Pay-off	Page 3
Balance of Contract Pay	Page 3
ASRS Rate Update	Page 3

Benefits

Benefits Open Enrollment	Page 4
Leave of Absence Workshop	Page 6
2018-19 Wellness Incentive	Page 6
Employee Assistance Program	Page 6

Who to Contact

Page 7

Calendar

Page 10

HUMAN RESOURCES

HR DEADLINES

- ⇒ **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](#).

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.

UPCOMING EQUITY EVENTS

Summer Educational Equity Symposium: June 5th & 6th - Register in My Learning Plan

Chandler Unified School District
Summer Educational Equity Symposium
Breaking Barriers for Excellence

June 5 and 6, 2019 | 7:30 - 4:00 p.m.

Hamilton High School
[3700 S. Arizona Avenue, Chandler, AZ 85248](#)



In order to support the success of **all** Chandler Unified School District (CUSD) students, the departments of *Equity & Inclusion* and *Counseling & Social Services* will host the inaugural summer educational equity symposium - ***Breaking Barriers for Excellence***. This two-day event seeks to build the capacity of faculty and staff. Members of the CUSD community will explore:

- 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". The space will allow educators to build a deeper understanding of our diverse learning community, explore best practices in meeting the varied learning needs of our students, and fulfill the promise to our parents.

PAYROLL

2019 Retiree Receive Pay off for Unused Sick Leave

When an employee separates his/her employment with CUSD, the balance of unused sick leave is reimbursed to the employee. The hourly rate is based upon the sub rate and a percentage with length of service. Current hourly rate of payoff for certified staff is \$12.50. Hourly rate of payoff for support staff is \$10.38.

<u>Years of Service</u>	<u>% of unused sick leave</u>	<u>Years of Service</u>	<u>% of unused sick leave</u>
Up thru 4	32	17	68
5 thru 9	36	18	72
10	40	19	76
11	44	20	80
12	48	21	84
13	52	22	88
14	56	23	92
15	60	24	96
16	64	25	100

Example:

Certified teacher who retires after 20 years of service. Total possible hours of sick leave (earning 80 hours per year) 1600 hours. Used 2 days of sick leave annually (16 hours X 20 years = 320 hours). Sick leave balance for payoff is 1280 hours. **1280 hours X \$12.50/hr. X 80% = \$12,800.00 payoff at separation.**

Balance of Contract Pay

Teachers will receive the remaining balance of their contract on **May 31, 2019**. This will reflect either 2 or 4 base salary pays depending upon your contract.

ASRS Rate Update

Contribution rates for the Defined Benefit Plan for fiscal year 2019-2020, which takes effect July 1, 2019, will be 11.94% for the Pension Plan and 0.17% for the LTD, for a total current contribution rate of 12.11% for employees and employers. This will remain in effect through June 30, 2020.

BENEFITS

2019-20 HEALTH BENEFITS CHANGES

Normal medical/pharmacy inflation has resulted in an increase of 6-7% to the overall cost of the plan. The district will offset 4% of the cost by increasing the District contribution toward employee-only health insurance coverage. The remainder of the cost will be passed on to the employee as a premium increase or a decrease to the health savings account contribution.

Traditional Choice Plus PPO plan (7% increase in overall plan)

- District contribution will offset 4% of increase to employee-only coverage
- Employee-only coverage will increase 3%
- Dependent premiums will increase by 7%

HDHP Plans (6% increase in overall plan)

- District contribution will offset 4% of increase to employee-only coverage
- HDHP Plans will remain free to the employee
- Health Savings will decrease
 - ◆ HDHP Low contribution - \$730
 - ◆ HDHP High contribution - \$1,150
- Dependent coverage will increase 6%

Pharmacy Benefit Manager (PBM)

- Maxor will be the new Pharmacy Benefit Manager

Dental

- Only one newly designed plan will be offered by Delta Dental

Choice Plus PPO	Annual	Monthly	22	19
Employee Only	\$ 903.00	\$ 75.25	\$ 41.05	\$ 47.53
Employee + Spouse	\$ 9,289.00	\$ 774.08	\$ 422.23	\$ 488.89
Employee + Children	\$ 6,992.00	\$ 582.67	\$ 317.82	\$ 368.00
Employee + Family	\$ 13,187.00	\$ 1,098.92	\$ 599.41	\$ 694.05
Spousal Share	\$ 7,103.00	\$ 591.92	\$ 322.86	\$ 373.84
HDHP Low	Annual	Monthly	22	19
Employee Only	\$ -	\$ -	\$ -	\$ -
Employee + Spouse	\$ 6,097.00	\$ 508.08	\$ 277.14	\$ 320.89
Employee + Children	\$ 4,387.00	\$ 365.58	\$ 199.41	\$ 230.89
Employee + Family	\$ 8,824.00	\$ 735.33	\$ 401.09	\$ 464.42
Spousal Share	\$ 3,471.00	\$ 289.25	\$ 157.77	\$ 182.68
HDHP High	Annual	Monthly	22	19
Employee Only	\$ -	\$ -	\$ -	\$ -
Employee + Spouse	\$ 5,376.00	\$ 448.00	\$ 244.36	\$ 282.95
Employee + Children	\$ 3,837.00	\$ 319.75	\$ 174.41	\$ 201.95
Employee + Family	\$ 7,990.00	\$ 665.83	\$ 363.18	\$ 420.53
Spousal Share	\$ 3,061.00	\$ 255.08	\$ 139.14	\$ 161.11

BENEFITS ANNUAL OPEN ENROLLMENT

Open Enrollment is the only time to make changes to your plans or let your employer know you wish to continue the same health coverage or that you want to make changes for the upcoming plan year. All benefit eligible employees will need to reselect benefits, as benefits will not automatically renew. Because some of your benefits are pre-taxed, the IRS does not allow changes outside of open enrollment unless you have a qualified life status change, such as marriage, birth/adoption, change in dependents/spouse's employment status.

Open Enrollment dates are April 15th—April 30th, 2019

What should you do to prepare?

- ⇒ Look for a preview of the materials. Take the time to read prior to the open enrollment meeting.
- ⇒ Know your current benefit selection and any out of pocket costs. You can review your current selections on Employee Online iVisions. Deductions are found on your pay stubs.
- ⇒ Plan to attend a group meeting. This is a good way to find out what's new and get answers to your questions.
- ⇒ Since open enrollment is the only time you can make a change (outside of a qualifying event), always review your options before you enroll to ensure you are making the best selection for you and your family.
- ⇒ Remember to schedule a time to enroll. **Benefits do not auto renew, you must select every year.** Don't be late, you will risk waiting until the next annual open enrollment.

Open Enrollment Informational Meetings

Location	Date	Time	Room	
District Office	4/15/2019	3:45 PM	Board Room	
District Office	4/16/2019	3:45 PM	Board Room	
District Office	4/17/2019	3:15 PM	Board Room	SPANISH
Casteel HS	4/17/2019	3:00 PM	Performing Arts Center	
Transportation	4/18/2019	9:45 AM	Hamilton Yard-Training Room	
Bologna	4/18/2019	3:45 PM	Media Center	
District Office	4/22/2019	10:00 AM	Board Room	SPANISH
District Office	4/22/2019	5:00 PM	Board Room	
Santan JH	4/22/2019	4:15 PM	Fulton Theater	
Riggs Elem.	4/23/2019	4:00 PM	Media Center	

Open Enrollment Informational Meetings

Location	Date	Time	Room
Central Kitchen	4/24/2019	1:00 PM	Training Room
Carlson Elem.	4/24/2019	4:00 PM	Media Center

Open Labs—Assistance with Online Enrollment

Location	Date	Time
District Office	4/25/2019	8:00 AM—4:00 PM
District Office	4/29/2019	8:00 AM—5:00 PM

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: April 8, 2019 @ 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 telephone 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 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"> Auxier, Basha, BHS, BJHS, Chandler Early College, CTA Freedom, Fulton, Galveston, Sanborn, Shumway, 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"> AJHS, Carlson, Chandler Online Academy, 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
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, SJHS, and Tarwater 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, and PJHS 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
Marissa Hardin-Sylvestre Human Resources Tech	812-7638	Employee HR Services for the following sites: <ul style="list-style-type: none"> CCHS and Knox 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"> • Auxier, Basha, BHS, BJHS, Chandler Early College, CTA Freedom, Fulton, Galveston, Sanborn, Shumway, 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 Payroll Tech	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, SJHS, and Tarwater • e.g. W-4 Questions
Yvette Ardans Payroll Tech	812-7606	<ul style="list-style-type: none"> • CCHS and Knox • 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

Jenny Farkas 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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APRIL

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

