

WORLD CLASS EMPLOYEES

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

APRIL 2019

Important Dates:

Leave of Absence Workshop

Attend on Monday, May 6th
3:45 p.m. @ District Office
Register in My learning Plan

Employee Fingerprint Renewal

Please go to <https://www.fieldprinterarizona.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

GENERAL LEAVE REMINDERS

Are there any exceptions approved for the use of general leave before a holiday?

You should complete the General Leave Exception Form to request a paid general leave day before/ after a holiday or during the first and last two weeks of student days. **General leave cannot be used beginning Wednesday, May 15th through Wednesday, May 29th, unless prior approval from Jeff Filloon, Human Resources Director.**

PAYROLL

VACATION USE OR LOSE

Who earns vacation time?

All 12 month employees working 30+ hours per week earn vacation.

How much vacation do I earn?

Vacation is earned at the rate of 3.20 hours per pay period (prorated for less than 40 hours per week). Twelve-month employees on the support service calendar (Calendar #2612) begin accumulating 4.8 hours of vacation each payroll upon completion of 5 years of service.

How many days a month do I need to work in order to earn vacation?

An employee must work 15 days in a month to earn a day of vacation. Vacation is credited every pay period. Vacation is earned as long as the employee is on active paid status.

Can I call in for a vacation day whenever I feel like taking a day off?

The purpose of vacation is for the employee to take time off work to relax and refresh. However, vacation must be scheduled with the approval of the supervisor in order to ensure effective operation of the department/site.

What happens to my vacation time when I transfer to a position that does not earn vacation?

The vacation time is paid off.

Do I lose my vacation time if I do not use it by the end of the school year?

Earned vacation may be carried over from one fiscal year to the next; however, carryover vacation must be used by the next fiscal year. For example, all vacation earned in 2017-18 must be taken by **July 3, 2019**. Earned vacation balances will be adjusted annually after the first week in July.

How do I calculate my “use or lose” vacation?

Earned vacation is posted on your paystub. Vacation is accrued through the first 25 pay periods of the fiscal year. All vacation earned in 2017-18 must be taken by July 3, 2019. To calculate hours that must be used by the end of the year, please see examples below:

12 MO Support

3.20 earned vacation hours per pay X **25** pay periods= **80 vacation hours earned by the end of the year.**

Example—Calculating Use or Lose

110.75 hours = Current balance
- 80.00 hours earned in 2018-19 and eligible for roll over
30.75 hours to use or lose by 7/3/19

12 MO Custodial/Maintenance/Kids Express (over 5 years)

4.80 earned vacation hours per pay X **25** pay periods= **120 vacations hours earned by the end of the year.**

Example—Calculating Use or Lose

165.50 hours = Current balance
- 120.00 hours earned in 2018-19 and eligible for roll over
45.50 hours to use or lose by 7/3/19

12 MO Administrator

6.40 hours of earned vacation hours per pay period X 25 pay periods= 160 vacation hours earned by the end of the year.

Example—Calculating Use or Lose

226.89 hours = Current balance

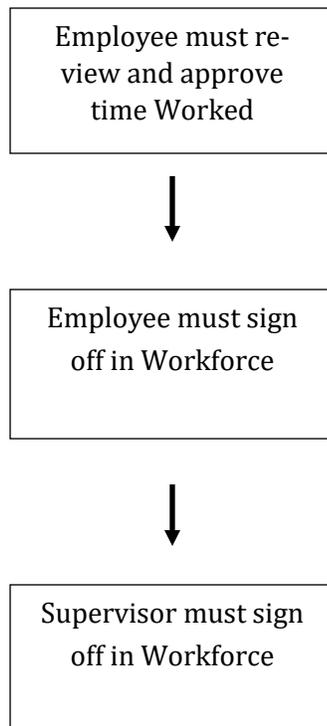
-160.00 hours earned in 2018-19 and eligible to roll over

66.89 use or lose by 7/3/19

Workforce Sign-off Workflow

Employees who record their hours worked through Workforce should check regularly to make sure their hours are entered correctly. Employees **must** review and sign off on their time, prior to the employee’s supervisor sign off.

Workforce Sign Off Workflow



Keep in mind that if you do not approve your time in a timely manner or do not correctly record your hours worked and leave taken, you run the risk of not being paid properly or possibly not being paid until proper sign off has occurred

Upcoming Pay Dates

May 31, 2019—Balance of Contract Pay

May 31, 2019—Last Benefit Deduction for 2018-19 SY (Certified Teachers)

June 6, 2019—Last Benefit Deduction for 2018-19 SY (All other employee groups)

June 20, 2019—Wellness Credit

June 20, 2019—Journey 2025 **If District Goals are met**

TBD—PFP First Installment

New Teacher First Pay—July 18, 2019

Returning Teacher First Pay—August 1, 2019

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.

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.

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 ques-

- ⇒ Since open enrollment is the only time you can make a change (outside of a qualifying event), always re-view 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 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: May 6, 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 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 Program & Business Health Services
CONSISTENT QUALITY • CONSTANT VALUE



"We Come To You"

Chandler Unified School District

Call now to schedule your yearly Mammogram!

We are bringing 2D & 3D Technology!

May 6, 2019	District Office—1525 W. Frye Road (7:00 am—4:30 pm)
May 10, 2019	CHS—350 N. Arizona Avenue (7:00 –11:00 am)
May 10, 2019	SJHS—1550 E. Chandler Heights Road (1:00—5:00pm)
May 13, 2019	SJHS—1550 E. Chandler Heights Road (7:00 am—5:00 pm)
May 14, 2019	District Office—1525 W. Frye Road (7:00 am—4:00 pm)

To schedule an appointment please call: 480-967-3767 or 1-800-285-0272

- ✓ Medicare patients welcome
- ✓ Most major insurance carriers are accepted, AETNA, BCBS, CIGNA, Health Net, United HealthCare and many more
- ✓ Non-insured patients pay \$167.00
- ✓ **3D**, Full field digital Mammography and CAD computerized reading
- ✓ We are able to accommodate breast implant patients

We will verify your insurance benefits and inform you if there are any charges that you will be responsible for.

Patients under the age of 30 must provide a Doctor's referral.

Please bring the following information:

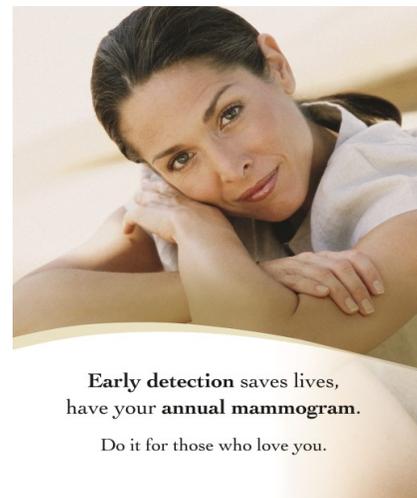
- **Insurance Card**
- **Doctor's name and address**
- **Location of prior mammogram films**

Recommended Baseline Age:

- **35-40**

Recommended Annual Age:

- **40 and over if you are at average risk**



Early detection saves lives,
have your **annual mammogram**.

Do it for those who love you.

15 minutes could save your life!

Summer Schedule 2019

June

Mon	Tue	Wed	Thu	Fri
3 8 HR Workday 7:30 am-4:30 pm	4 8 HR Workday 7:30 am-4:30 pm	5 8 HR Workday 7:30 am-4:30 pm	6 10 Hour Days begin 7:00 am-5:30 pm	7 
10 10 Hour Day	11 10 Hour Day	12 10 Hour Day	13 10 Hour Day	14 
17 10 Hour Day	18 10 Hour Day <u>Last Day for Elem Admin. Assistants</u>	19 10 Hour Day	20 10 Hour Day	21 
24 10 Hour Day	25 10 Hour Day	26 10 Hour Day	27 10 Hour Day	28 

Points of Importance:

The District will work 4-day work weeks (Monday through Thursday) beginning June 6th through July 3th. Open office hours will remain 7:30-4:30 pm. 10 hour workday hours are 7:00—5:30 with a 30 minute lunch break.

- ◆ First 10 hour day will be June 6th
 - ◆ Last 10 hour day will be July 3th
 - ◆ Resume 8 hour days July 5th
- Friday Business Casual** dress is in effect June 3rd through July 12th.

Elem. Administrative Assistants are scheduled to work through June 18th and resume July 8th. Elementary school offices may close to the public June 17th and 18th, however, employees scheduled to work should be on duty or using approved leave.

Community Education will follow same district office schedule Monday-Thursday 7:00 am-5:30 pm.

Warehouse will work an early shift schedule Monday-Friday closing each day at 3:00 pm.

I.S. will be staffed Monday—Friday. Employees may work 4 days splitting coverage on Monday/Fridays.

IRC will follow same district office schedule Monday—Thursday 7:00 am—5:30 pm.

Food Services will follow same district office schedule Monday-Thursday 7:00 am—5:30 pm.

July

Mon	Tue	Wed	Thu	Fri
1 10 Hour Day	2 10 Hour Day	3 Last 10 Hour Day	4 4th of July Holiday	5 Resume 8 Hour Work day 7:30 am-4:30
8	9 <u>Elem Admin. Assistants Return</u> <u>New Teacher Orientation</u>	10 <u>New Teacher Orientation</u>	11 <u>New Teacher Orientation</u>	12 <u>New Teacher Orientation</u>
15 <u>New Teacher Orientation</u>	16 <u>Teachers Return</u>	17	18	19
22	23 <u>First Day of School</u>	24	25	26
29	30	31		

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 Generalist	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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MAY

	Mon	Tue	Wed	Thu	Fri
			1 Hourly pay week ends	2 All hourly time Workforce software due (Workforce and time-sheets)	3
6 LOA Workshop 3:45 PM District Office		7	8 Hourly pay week ends	9 All hourly time Workforce software due (Workforce and time-sheets) Pay Day	10
13		14	15 Hourly pay week ends NO GENERAL LEAVE	16 All hourly time Workforce software due (Workforce and time-sheets) NO GENERAL LEAVE	17 NO GENERAL LEAVE
20 NO GENERAL LEAVE		21 NO GENERAL LEAVE	22 Hourly pay week ends NO GENERAL LEAVE	23 All hourly time Workforce software due (Workforce and time-sheets) Pay Day NO GENERAL LEAVE	24 NO GENERAL LEAVE
27 MEMORIAL DAY HOLIDAY		28 NO GENERAL LEAVE	29 NO GENERAL LEAVE Last Student Day	30 Last Teacher Day	31 Balance of Contract Pay

