

WORLD CLASS EMPLOYEES

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

MAY 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.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

General Leave Reminders Page 1
Student Teachers/Interns Page 2

Payroll

Workforce Sign-off Workflow Page 2
Upcoming Payroll Dates Page 3
ASRS Rate Update Page 3

Benefits

Benefit Deductions Page 3
2018-19 Wellness Incentive Page 3

Summer Calendar

Page 4

Who to Contact

Page 5

Calendar

Page 8

Have a safe and relaxing summer!

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.**

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

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

**Employee must review
and approve time
worked**



**Employee must sign
off in Workforce**



**Supervisor must sign
off in Workforce**

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 Incentive

June 20, 2019—Journey 2025 Incentive ****Contingent upon meeting the District goals****

July 18, 2019 —PPF 1st Payment

July 18, 2019—New Teacher First Pay

August 1, 2019—Returning Teacher First Pay

September 26, 2019—PPF 2nd and Final Payment

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

BENEFIT DEDUCTIONS

The last benefit deduction for the 2018-2019 school year will be on June 6, 2019. The first benefit deduction for the 2019-2020 school year will be on August 15, 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](#)

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 Pay Day	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 Pay 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 9th. 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 Pay 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 Pay Day	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

