

WORLD CLASS EMPLOYEES

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

JULY 2019

Important Dates:

Leave of Absence Workshop

Attend on Tuesday, July 30th
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.

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HUMAN RESOURCES

Student/Employee Crisis Fund

Because families experience substantial medical costs not covered through insurance, the Chandler Unified School District and the Chandler Education Foundation have partnered to create the CUSD Student/Employee Crisis Fund to assist families of students and employees who suffer life-altering injury or illness.

The district would like to invite you to donate to the fund through payroll deduction. Employee donations are the main source of funding for the assistance programs.

The programs are as follows:

- Tier 1: One time assistance up to \$1,000
- Tier 2: Major medical between \$1,001 and \$2,500
- Tier 3: Catastrophic illness/injury above \$2,500

Click here to access the Payroll Deduction Form: <https://www.cusd80.com/cms/lib/AZ01001175/Centricity/Domain/89/StudentCrisisBrochure.pdf>

Absence Reporting

To register for the **Employee Absence System**, call the absence system (480-812-7002). Enter your Access ID# (Employee ID#) followed by the star (*) key. Enter your Access ID# again when it asks for your PIN#. The system will prompt you to record your name, obtain a new PIN# and complete the registration process. After you have registered over the phone, you can view and enter absences online by visiting: [Employee Absence Reporting System](#)

You can find the employee absence system website located under Staff Resources and Links on our website. Administrative Assistants at your site have access to your PIN# OR you can contact **Jenny Farkas, Substitute Coordinator at 480-812-7625.**

PAYROLL

AVERAGE RETIREE SICK LEAVE PAY-OUT

For the 2018-19 School year, the average sick leave pay-out to our retirees was \$3,485.00.

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 Workforcce**



**Supervisor must sign
off in Workforcce**

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

July 18, 2019 —PFP 1st Payment

July 18, 2019—New Teacher First Pay

August 1, 2019—Returning Teacher First Pay

September 26, 2019—PFP 2nd and Final Payment

BENEFITS

NEW EMPLOYEE BENEFIT DEDUCTIONS

Deductions for new employees are based on their eligibility date. Benefits for employees whose hire date ranges from July 4-July 31 will become effective October 1, 2019. Deductions will begin September 10, 2019. You will receive your insurance cards from MaxorPlus (*not from BCBS*) prior to the effective date. New employees have 31 calendar days from their hire date to enroll. If not enrolled during this timeline, employees will have to wait until the new plan year with an effective date of July 1, 2020.

Note: Insurance cards received from MaxorPlus, are for both your Medical and Pharmacy.

CONTINUING EMPLOYEE BENEFIT DEDUCTIONS

Deductions for health insurance plans will begin August 15, 2019 for continuing employees. Employees who selected the High Deductible Health Plan (HDHP) with a Health Saving Account will receive the first of two contributions into their Health Equity account on August 29, 2019. HPDP LOW—\$365 HDHP High—\$575.

Employees may log on to Employee Online iVisions to view their benefit selections for the 2019-2020 plan year. Employee Online can be accessed on the district website under Human Resources, Quick Links, Employee Online iVisions, Benefits, HR Enrollment Detail, Enter the "as of date" (example: 07/07/2019)

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 Payroll 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: July 30th @ 3:45 PM

Location: District Office

Please Register using My Learning Plan. [Frontline-My Learning Plan](#)

CHANDLER UNIFIED SCHOOL DISTRICT—EMPLOYEE DRESS GUIDELINES

General Statement:

District employees are expected to dress appropriately for their position. Standardized guidelines have been developed to ensure all district employees meet (or exceed) high expectations required to positively represent the site, district and educational profession. This is not an exhaustive list of do's and don'ts. It is meant to clarify "professional dress" by providing a picture of what is generally acceptable and unacceptable according to Chandler community standards. As trends change, new questions will arise.

ACCEPTABLE (Supervisor may consider setting higher standards.)

Clothing should have adequate coverage to allow a full range of movement without skin or undergarments showing.

Monday – Thursday

Business casual. Examples include:

- Collared shirts
- Dress Sport Shirts
- Slacks in non-denim material
- Docker/Khaki slacks
- Collarless knit shirts or blouses

Dresses/skirts – no more than 3" above the knee

Skorts/colored/non faded blue denim skirts – no more than 3" above the knee

Pantsuits, slacks, shirts, blouses

Clean and neat shoes

Tennis shoes if clean and neat

Sandals – Leather or leather like with or without backstraps

Friday – Spirit Day – All dress on acceptable list, in addition

Jeans, blue and colored

T-shirts with school logo or school related information

Blue Denim Skirts/Skorts – **no more than 3" above the knee**

Overalls, not denim

UNACCEPTABLE

Torn, frayed or disheveled clothing

Shorts

Athletic wear including sweat suits and spandex pants

Leggings, tights

Parachute pants

Sagging pants

Screen logo t-shirts with illegal substances and inappropriate language

Suggestive attire

Low cut tops/spaghetti straps/tank tops

Sheer body clinging fabrics/sheer fabrics

Visible bra straps/panties

Mini skirts (all skirts must be no more than 3" above the knee)

Flip-flops (beach, shower, rubber or plastic)

The District discourages visible tattoos and piercings other than ears.

EXCEPTIONS (With the permission of the supervisor)

- Support Departments (ex: grounds, custodial, security, crossing guards, bus drivers, food service workers) – may wear shorts or jeans that meet all above criteria (Monday – Friday)
- Physical Education Staff – May wear shorts/matching/coordinated warm up suits but must meet all other above criteria
- Staff participating in field trips and special school event days may wear jeans on that day if supervisor approves

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"> • Carlson, Chandler Learning Center, 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
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, CHS, Conley, F&N, Haley, 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, 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"> • AJHS, Care Center, CCHS, Knox, Patterson, San Marcos, and Tarwater • 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"> • Carlson, Chandler Learning Center, 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, CHS, Conley, F&N, Haley, 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, Riggs, and WJHS • e.g. W-4 Questions
Veda Gooslin 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, and SJHS • e.g. W-4 Questions
Yvette Ardans Payroll Tech	812-7606	<ul style="list-style-type: none"> • AJHS, CARE Center, CCHS, Knox, Patterson, San Marcos, 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 • Volunteers
TBD Human Resources Assistant	812-7668	<ul style="list-style-type: none"> • Certificate Renewals • Certified Fingerprint • Employee Badges
Suzu Sander Human Resources Generalist	812-7611	<ul style="list-style-type: none"> • Support Staff Employment • Support Staff Job Postings • Support Staff Onboarding
Maria Reed Human Resources Generalist	812-7622	<ul style="list-style-type: none"> • Certified Employment • Coaches Onboarding • Professional Growth for Salary Increase

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

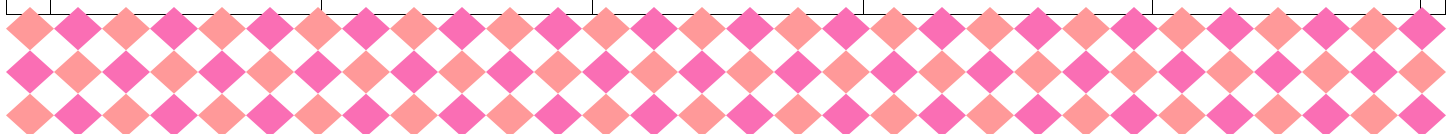
Director of Human Resources

Oversight of Recruitment and Onboarding and Substitute Teachers

Rosemary Palma Administrative Assistant	812-7640	General Leave Exceptions Medical Leave Donation Perm Sub Custodians Support Staff Evaluations
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JULY

	Mon	Tue	Wed	Thu	Fri
	1	2	3 Hourly pay week ends NO GENERAL LEAVE Pay Day	4 4TH OF JULY HOLIDAY	5 NO GENERAL LEAVE
	8	9 NEW TEACHERS REPORT	10 Hourly pay week ends	11 All hourly time Workforce software due (Workforce and time-sheets)	12
	15	16 RETURNING TEACHERS REPORT	17 Hourly pay week ends	18 All hourly time Workforce software due (Workforce and time-sheets) Pay Day	19
	22	23 FIRST DAY OF SCHOOL FOR STUDENTS NO GENERAL LEAVE	24 Hourly pay week ends NO GENERAL LEAVE	25 All hourly time Workforce software due (Workforce and time-sheets) NO GENERAL LEAVE	26 NO GENERAL LEAVE
	29 NO GENERAL LEAVE	30 NO GENERAL LEAVE LOA Workshop 3:45 PM District Office	31 Hourly pay week ends NO GENERAL LEAVE		



AUGUST

	Mon	Tue	Wed	Thu	Fri
				1 All hourly time Workforce software due (Workforce and time-sheets) NO GENERAL LEAVE Pay Day	2 NO GENERAL LEAVE
	5 NO GENERAL LEAVE	6	7 Hourly pay week ends	8 All hourly time Workforce software due (Workforce and time-sheets)	9
	12	13 LOA Workshop 3:45 PM District Office	14 Hourly pay week ends	15 All hourly time Workforce software due (Workforce and time-sheets) Pay Day	16
	19	20	21 Hourly pay week ends	22 All hourly time Workforce software due (Workforce and time-sheets)	23
	26	27	28 Hourly pay week ends	29 All hourly time Workforce software due (Workforce and time-sheets) Pay Day	30

