

## WORLD CLASS EMPLOYEES

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

### Important Dates:

**August 29th—1st HSA Contribution**

**August 30th—No General Leave**

**September 17th—Leave of Absence Workshop**

3:45 p.m. @ District Office  
Register in My learning Plan

**September 26th—Final PFP Payment**

**October 14th—Employee Wellness Expo**

11:00AM-4:00PM @ CHS

**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.

## AUGUST 2019

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## HUMAN RESOURCES

### **Student/Employee Crisis Fund**

Because students and employees sometimes 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 students or employees who suffer life-altering injury or illness.

The district would like to invite you to donate to the fund through payroll deduction. This form only needs to be filled out once. Employee Donations are the main source of funding for the assistance programs. Donations to this fund are tax deductible.

The more who participate, the more impact we can have for students and employees who suffer from life-altering illness or injury.

The committee of support staff, administrators and teachers review requests. Money is never awarded to the individuals. Instead, checks are written directly to medical facilities, specialists and businesses.

Also, if you know of a student or staff member that needs assistance, please print, and fill out an

an application, and submit to Donna Nigh. You may email Donna if you have any questions.

- Student Crisis Application
- Employee Crisis Application

## **NOVEMBER 27TH**

This year, Wednesday, November 27th is a non school day. It is not a paid holiday. Less than twelve month employees who work with students, will not be scheduled to work on November 27th. These employees will work another day so they do not have a reduction in overall pay. Twelve month employees (and a few others less than 12 month employees) are scheduled to work or take appropriate leave.

Please refer to your assigned work calendar, the calendar will indicate if you are scheduled to report to work or not. Please use this link to access your work calendar: <https://www.cusd80.com/Page/75728>. Contact your HR Associate if you are unsure of your assigned calendar.

# PAYROLL

## **SICK LEAVE INCENTIVE**

Congratulations to employees with perfect attendance (no sick or general leave days taken in a fiscal year). Employees will be awarded an additional sick leave day on September 26, 2019 based upon their attendance in 2018-2019. Perfect attendance pays off in a variety of ways. We will be sending certificates to those who had perfect attendance before October break.

- Unused sick leave continues to accumulate with no limit. Upon separation (resignation or retirement), unused sick leave is paid to the employee based upon a formula, which increases with length of service.
- Earned sick leave acts as an insurance policy in the event of illness or injury.
- Students learn best from their assigned teacher.
- Departments run smoother when trained staff is present.

Perfect attendance (no sick or general leave days taken in a fiscal year) results in an additional sick leave day added to your sick leave bank.

## **COMP TIME PAYOFF**

Employees who physically work over 40 hours per week may be credited with comp time in lieu of overtime payment. Based upon the needs of the department/site, supervisors have the option to require overtime payment instead of granting a comp time request. Comp time is credited to an hourly employee to be used at a future date as paid leave. In all cases, comp time should be used in the same fiscal year. Comp time is available only to 40 hour per week employees. Employees should not work over their approved hours per week without supervisor approval. Like overtime, comp time is earned at time and one-half when hourly employees physically work over 40 hours per work week.

Employee comp time balances as reported on employee payroll checks includes any overtime (time and one-half) calculation.

Comp time in excess of 24 hours will be paid on November 9th and charged to the schools overtime budget. **Employees should work with their supervisor to use excess comp time prior to Friday, October 11th.**

## **RELIGIOUS LEAVE POLICY**

In order to observe recognized religious holidays, employees may deduct 3 days from their earned sick leave and 3 days from earned general leave for a total of 6 days.

# **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.

## **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: September 17th @ 3:45 PM**

**Location: District Office**

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

## **EMPLOYEE ASSISTANCE PROGRAM**

CUSD is contracted with EAP Preferred to provide the Employee Assistance Program [EAP]. EAP Preferred is an independent firm and does not report personal information to CUSD.

The EAP can help to resolve problems early to stop personal pain, restore relationships, and improve work performance. The EAP responds to emergencies 24 hours/7days/live. Standard counseling appointments can be made Monday to Friday, 8:00 am—5:00 pm. You may contact them at **602-264-4600** or visit their website for additional information at <http://www.eappreferred.com/>.

# 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><br>Asst. Director of<br>Human Resources and<br>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><br>Human Resources<br>Coordinator                          | 812-7665 | <ul style="list-style-type: none"> <li>• HR Services for All District Administrators, CETV, District Office, and Warehouse</li> <li>• HR Tech Supervision</li> </ul>  |
| <b>Melissa Candelaria</b><br>Human Resources Associate                         | 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><br>Human Resources Associate                                   | 812-7639 | <b>Employee HR Services for the following sites:</b> <ul style="list-style-type: none"> <li>• Carlson, Chandler Learning Center, COA, 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><br>Human Resources Associate                          | 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, and SJHS</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><br>Human Resources Associate                             | 812-7664 | <b>Employee HR Services for the following sites:</b> <ul style="list-style-type: none"> <li>• Andersen, Bologna, CHS, Conley, F&amp;N, Haley, 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><br>Human Resources Associate                              | 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, 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>Marissa Hardin-Sylvestre</b><br>Human Resources Associate                   | 812-7638 | <b>Employee HR Services for the following sites:</b> <ul style="list-style-type: none"> <li>• AJHS, Care Center, CCHS, Knox, Patterson, San Marcos, 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>Amy Colleary</b><br>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><br>Payroll Tech   | 812-7682 | <b>Employee Payroll Services for the following sites:</b> <ul style="list-style-type: none"> <li>• Carlson, Chandler Learning Center, 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><br>Payroll Tech  | 812-7677 | <b>Employee Payroll Services for the following sites:</b> <ul style="list-style-type: none"> <li>• Andersen, Bologna, CHS, Conley, F&amp;N, Haley, and PJHS</li> <li>• e.g. W-4 Questions</li> </ul>   |
| <b>Sheila Wentz</b><br>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><br>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, Riggs, and WJHS</li> <li>• e.g. W-4 Questions</li> </ul>  |
| <b>Veda Gooslin</b><br>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, and SJHS</li> <li>• e.g. W-4 Questions</li> </ul>  |
| <b>Yvette Ardans</b><br>Payroll Tech   | 812-7606 | <ul style="list-style-type: none"> <li>• AJHS, CARE Center, CCHS, Knox, Patterson, San Marcos, and Tarwater</li> <li>• Substitute Payroll Services</li> </ul>  |
| <b>Heather Caviar</b><br>Assistant Business<br>Manager of Regulatory<br>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><br>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><br>Senior Administrative<br>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><br>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>• Volunteers</li> </ul> |
| <b>Becky Atkinson</b><br>Human Resources Assistant                       | 812-7668 | <ul style="list-style-type: none"> <li>• Certificate Renewals</li> <li>• Certified Fingerprint</li> <li>• Employee Badges</li> </ul>  |
| <b>Suzu Sander</b><br>Human Resources Generalist                         | 812-7611 | <ul style="list-style-type: none"> <li>• Support Staff Employment</li> <li>• Support Staff Job Postings</li> <li>• Support Staff Onboarding</li> </ul>                          |
| <b>Maria Reed</b><br>Human Resources Generalist                          | 812-7622 | <ul style="list-style-type: none"> <li>• Certified Employment</li> <li>• Coaches Onboarding</li> <li>• Professional Growth for Salary Increase</li> </ul>                       |

**SUBSTITUTE SERVICES**

|  |          |  |
|--|----------|--|
| <b>Jenny Farkas</b><br>Substitute Services 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><br>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><br>Senior Administrative Assistant          | 812-7624                            | <table border="0"> <tr> <td>HR Newsletter</td> <td>Loan Forgiveness Applications</td> </tr> <tr> <td>Phased Retirees</td> <td>Verification of Teaching Experience</td> </tr> </table> | HR Newsletter | Loan Forgiveness Applications | Phased Retirees | Verification of Teaching Experience |
| HR Newsletter  | Loan Forgiveness Applications       |   |               |                               |                 |                                     |
| Phased Retirees  | Verification of Teaching Experience |   |               |                               |                 |                                     |
| <b>Theresa Self</b><br>District Receptionist                     | 812-7000                            | District Office Conference Room Schedule  |               |                               |                 |                                     |

**Dr. Jeff Filloon**

**Director of Human Resources**

|   |          |  |
|---|----------|--|
| Oversight of Recruitment and Onboarding and Substitute Teachers |          |  |
| <b>Rosemary Palma</b><br>Administrative Assistant               | 812-7640 | <ul style="list-style-type: none"> <li>• General Leave Exceptions</li> <li>• Medical Leave Donation</li> <li>• Perm Sub Custodians</li> <li>• Support Staff Evaluations</li> </ul> |

# SEPTEMBER

|  | Mon  | Tue  | Wed                               | Thu   | Fri                                  |
|--|--|--|-----------------------------------|---|--------------------------------------|
|  | <b>2</b><br><b>LABOR DAY HOLIDAY</b>   | <b>3</b><br><b>NO GENERAL LEAVE</b>                      | <b>4</b>                          | <b>5</b><br>Hourly pay week ends  | <b>6</b>                             |
|  | <b>9</b>   | <b>10</b>  | <b>11</b><br>Hourly pay week ends | <b>12</b><br>All hourly time Workforce software due (Workforce and time-sheets)<br><b>Pay Day</b> | <b>13</b>                            |
|  | <b>16</b>  | <b>17</b><br><b>LOA Workshop 3:45 PM District Office</b> | <b>18</b><br>Hourly pay week ends | <b>19</b><br>All hourly time Workforce software due (Workforce and time-sheets)                   | <b>20</b>                            |
|  | <b>23</b>  | <b>24</b>  | <b>25</b><br>Hourly pay week ends | <b>26</b><br>All hourly time Workforce software due (Workforce and time-sheets)<br><b>Pay Day</b> | <b>27</b><br><b>NO GENERAL LEAVE</b> |
|  | <b>30</b><br><b>Fall Intersession thru 10/11</b><br> |  |                                   |   | <b>NO GENERAL LEAVE 10/14</b>        |

