

WORLD CLASS EMPLOYEES

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

SEPTEMBER 2019

Important Dates:

September 26th—Final PFP Payment

October 14th—Employee Wellness Expo

11:00AM-4:00PM @ CHS

October 22nd—Leave of Absence Workshop

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

Employee Wellness Expo

Our Annual Employee Wellness Expo will be held on **Monday, October 14th from 11:00 am - 4:00 p.m. at Chandler High School**. You may schedule an appointment (if required) for the screenings listed below, We will also offer a variety of classes related to nutrition, financial planning, family and relationships.

- ⇒ To schedule a Mammogram and/or Bone Density Screening, click here [Mammogram & Bone Density Screenings](#)
- ⇒ To schedule a Biometric Screening, click here [Biometric Screenings](#)
- ⇒ No appointment needed for Flu Shots
- ⇒ To sign up for classes in My Learning Plan, click here [Class Schedule](#)
- ⇒ Click here to [Donate Blood](#)

Support staff not scheduled to work on October 14th will be paid up to 2 hours to attend the Wellness Expo. Workforce stations will be available for your use.

MARKET ADJUSTMENTS FOR HOURLY STAFF

The Governing Board approved a recommendation from Super Q to raise salaries by 5% for eligible support staff effective July 1, 2019. In addition, the Super Q proposal included additional money for market adjustments based upon a salary restructure. The salary restructure was divided into two phases.

Phase I (July 1, 2019)

Effective July 1, 2019, new salary grades were implemented for support staff positions. The salary grades are based upon a standardized job measurement system. In **Phase I**, employees were placed on the appropriate salary grade.

Phase II (October 17, 2019)

Phase II of the salary restructuring addresses the distance between the hourly rates of individual employees on the same salary grade. The primary goal is to move employees closer to the midpoint, if appropriate, based upon their experience in their current position. Adjustments only impact employees who are currently under the midpoint of the salary grade by awarding an additional increase to their hourly rate ranging from .5% to 3%. Employees who are earning less than a new hire will also be adjusted to meet the minimum hourly rate of a new hire with like experience.

Employees eligible for the Phase II Adjustment will be notified by the end this month.

If you have questions about the market adjustments, we have scheduled a presentation at 3:30 p.m. on Tuesday, October 22, 2019, in the District Office Boardroom. HR representatives will be available after the presentation to discuss your specific situation and answer your questions. In addition, you may access the links below for more detailed information about the market adjustments.

- [General Overview of Market Adjustments for Hourly Support Professionals](#)
- [Frequently Asked Questions about the Market Adjustments](#)
- [2019-2020 Salary Schedules with midpoints](#)
- [Comparable New Hire Salary Rates](#)

CUSD FACT

Did you know that Chandler Unified School District is Chandler's second largest employer?

SUBSTITUTE UPDATE

In July 2019, the District partnered with Educational Services Inc. (ESI) to manage the pre-employment process and payroll for CUSD substitute teachers. The primary reason for this decision was to increase the 1) turnaround time for processing new hires, 2) number of available subs, and 3) efficiency of payroll and leave tracking for substitutes. ESI specializes in substitute/temporary employment and is staffed to handle the volume and unique complexities of pay and leave. Additionally ESI has added value in the following areas: marketing, professional development, and ongoing communication with active substitutes.

Since July, CUSD has added 200 new subs. This is a significant increase over last year. Currently they are processing 220 substitutes with 173 in the reference stage. The average fill rate to date this school year is 97.1% up from last year's average of 91%.

When a substitute is cleared, they are invited to an orientation to welcome them to the District and provide basic information about working in CUSD and working with students. The CUSD team partners with ESI to provide a comprehensive orientation every two weeks with 25-50 in each orientation. Not all Districts require substitutes to attend an orientation prior to entering the classroom. CUSD substitutes appreciate a face to face opportunity to find out what to expect and ask questions. We believe it is important to welcome them to CUSD and to share key policies and important best practices so they can be successful. We are providing all substitutes with a badge to identify themselves to staff, students and community members. Additionally schools are creating a positive work environment by welcoming and supporting subs on their campus.

Recruiting and processing new subs is a priority. In addition to adding numbers to the pool of available subs, we are targeting specific areas of need which includes special education teachers, special education paras and certain schools whose unfilled rate is higher than others.

CERTIFICATE RENEWAL PROCESS

The Arizona Department of Education has changed the process for renewing all teacher certificates to an online portal. As a courtesy, HR will send an email reminder to teachers six months before their certificate expiration date. ****Errors can occur in our system, ultimately, it is the teacher's responsibility to maintain a valid certificate.****

The reminder notice from CUSD, will explain that Human Resources has gone into the ADE online portal and approved professional development hours and ADE will send you a link to complete an online renewal application. Once you receive the link from ADE, you can log in, pay your fees and your certificate will be mailed to your address on file. If you do not hear from ADE within a week or so of our email, please contact them at 602-542-4367 to update your email address with them. They will have the email address on file that you used on your prior recertification. Human Resources goes into the ADE portal approximately six months prior to your certificate expiring and approves hours. If you do not have enough professional development hours in Frontline, we will contact you and ask for additional certificates or transcript so we can approve your hours. If you have any questions, please contact Becky Atkinson at Atkinson.Rebecca@cusd80.com

PROFESSIONAL DEVELOPMENT

Preapproval Process

Please remember that any course(s) taken for professional development need to be pre-approved prior to taking the course(s). The pre-approval forms are located on the HR Website, click here to access [Documents and Forms](#). Please complete the form with your course requests and send it to the appropriate approver:

CERTIFIED REQUESTS – Dr. Wendy Nance, District Office

SUPPORT STAFF REQUESTS – Dr. Jeff Filloon, HR

If you are studying for a degree, you can submit the whole program at one time for approval and keep the document as proof of approval. Please load the approved document with your request each year.

Request for Salary Advancement

Employees may begin submitting Professional Development Requests in November 2019 for the 2020-2021 school year. Online requests may be accessed through [Employee Online iVisions](#).

Employees who participate in professional development courses or training have the opportunity to be compensated for those activities. Approved professional development activities completed between January 1, 2019 and December 31, 2019 qualify for salary advancement in the 2020-2021 school year. You must have a minimum of 2 semester hours to request a salary adjustment.

Special Credit for Equity Symposium

As a special exception, employees who completed 12 contact hours of training at the Summer Equity Symposium received the equivalent of one semester hour of indistrict credit valued at \$100. Normally 15 contact hours of in-district credit equal one semester hour. Employees who completed less than 12 hours at the symposium will receive credit at the normal value (15 hours = 1 semester hour, 1 semester hour = \$80).

PAYROLL

UNITED WAY DEDUCTIONS

United Way Payroll Deductions restart for this new year on Thursday, September 26th. This is a pay period later than usual. We have re-spread the deductions for this year. You will notice a slightly higher deduction per pay period than last year.

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.**

BENEFITS

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: October 22nd @ 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		
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 Associate	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 Associate	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 Associate	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 Associate	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 Associate	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 Associate	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
Lori Alvarado 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 Senior 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
Becky Atkinson 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 Services 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 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					
Theresa Self District Receptionist	812-7000	District Office Conference Room Schedule				

Dr. Jeff Filloon

Director of Human Resources

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

OCTOBER

Mon	Tue	Wed	Thu	Fri
Fall Intersession 	1	2 Hourly pay week ends	3 All hourly time Workforce software due (Workforce and time-sheets)	4
7 Fall Intersession 	8	9 Hourly pay week ends	10 All hourly time Workforce software due (Workforce and time-sheets) Pay Day	11
14 NO GENERAL LEAVE WELLNESS EXPO CHANDLER HS 11 AM—4 PM	15	16 Hourly pay week ends	17 All hourly time Workforce software due (Workforce and time-sheets)	18
21	22 LOA Workshop 3:45 PM District Office	23 Hourly pay week ends	24 All hourly time Workforce software due (Workforce and time-sheets) Pay Day	25
28	29	30 Hourly pay week ends	31 All hourly time Workforce software due (Workforce and time-sheets)	

