

WORLD CLASS EMPLOYEES

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

OCTOBER 2019

Important Dates:

November 7th—Comp Time Payout

November 19th—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

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

- Student Crisis Application
- Employee Crisis Application

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

STUDENT TEACHER/INTERN

Teachers, have you considered mentoring a student teacher or student intern? You must have 3 years of over-all teaching experience in order to be a mentor teacher.

If are interested in mentoring a student teacher or student intern, please complete the Student Teacher-Intern Request Form and submit to Leslie Hicks through email at hicks.leslie@cusd80.com.

NOVEMBER 27TH—NO SCHOOL

November 27th is a non school day. Please see below to confirm expectations for employees.

DISTRICT SITE STATUS

District Office – Open 7:30 to 4 p.m. with 30 minute lunch

Central Kitchen - Open 7:30 to 4 p.m. with 30 minute lunch

Transportation - Open

Warehouse – Open 6:30 to 3:00 p.m. with 30 minute lunch

Support Services - Open

IRC – Closed

Kids Express and Lil' Explorers - Closed

School Sites – Closed

EMPLOYEE CALENDARS

12 month employees

All 12 month employees are scheduled to work on November 27. If they want to take off, they should report appropriate leave – vacation, comp time, general leave. **IMPORTANT:** As an exception, employees may use general leave on November 27. You do not have to request approval. However, employees may not use general leave on November 26 unless approved as an exception.

Less than 12 Month Administrator, Deans, Academic Coach and other Instructional Specialist

You are scheduled to work on November 27. If you do not work, you will need to arrange with your supervisor to work another day.

Health Services (District Health, Nurses, Health Assistants)

Your current calendar will be modified. Instead of working November 27, you are scheduled to work January 6.

Less than 12 month Clerical/Technical (Office Managers, Attendance Tech, Dispatcher, Senior Administrative Clerk, Administrative Clerk, Administrative Secretary, Data Records Specialist (Calendar 2171), Receptionist (Calendar 2171/2381), Bookstore Asst., Transition Specialist, Student Attendance Interventionist, Parent Family Liaison)

You are scheduled to work on November 27. Since the school will be closed, you will need to use appropriate leave (comp time or general leave) or you may report unpaid time.

Food and Nutrition

Employees based at school sites are not scheduled to work on November 27.

Community Education – Kids Express and Lil' Explorers

You are not scheduled to work on November 27. (Any calendars originally showing November 27 as work day have been modified.)

Paraeducators (Regular and Special Education)

You are not scheduled to work on November 27. (Any calendars originally showing November 27 as work day have been modified.)

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).

FINANCIAL WELLNESS WORKSHOPS

If you are interested in attending Financial Wellness information meetings, Gilbert Public Schools is holding workshops. There are only a few more workshops left. If you are interested, please click on this link: [Financial Wellness Series - GPS](#)

BENEFITS

Thank you Chandler High School for hosting our Wellness Expo!

2019-20 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, 2019 and May 31, 2020. You must submit your request for approval no later than May 31, 2020.

Please click her to access the [Wellness Incentive](#) brochure for additional information.

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: November 19th @ 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	<p>Employee HR Services for the following sites:</p> <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	<p>Employee HR Services for the following sites:</p> <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	<p>Employee HR Services for the following sites:</p> <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	<p>Employee HR Services for the following sites:</p> <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	<p>Employee HR Services for the following sites:</p> <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	<p>Employee HR Services for the following sites:</p> <ul style="list-style-type: none"> • AJHS, Care Center, CCHS, Galveston, Hartford, Jacobson, Knox, Patterson, San Marcos, Sanborn, Tarwater and Weinberg • 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, Galveston, Hartford, Jacobson, Knox, Patterson, San Marcos, Sanborn, Tarwater and Weinberg • 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

NOVEMBER

	Mon	Tue	Wed	Thu	Fri
					1
4		5	6 Hourly pay week ends	7 All hourly time Workforce software due (Workforce and time-sheets) Pay Day	8 NO GENERAL LEAVE
11 VETERANS DAY HOLIDAY		12 NO GENERAL LEAVE	13 Hourly pay week ends	14 All hourly time Workforce software due (Workforce and time-sheets)	15
18		19 LOA Workshop 3:45 PM District Office	20 Hourly pay week ends	21 All hourly time Workforce software due (Workforce and time-sheets) Pay Day	22
25		26 NO GENERAL LEAVE	27 Hourly pay week ends NO SCHOOL	28 All hourly time Workforce software due (Workforce and time-sheets) THANKSGIVING HOLIDAY	29 THANKSGIVING HOLIDAY NO GENERAL LEAVE 12/2

