

## WORLD CLASS EMPLOYEES

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

### FEBRUARY 2020

#### Important Dates:

##### March 3rd —Leave of Absence Workshop

3:45 p.m. @ District Office

Register in Frontline (My learning Plan)

##### Spring Intersession March 9th —March 20th

##### Employee Rally March 23rd

##### 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

### CUSD EMPLOYEE RALLY

The CUSD Employee Rally will be held on Monday, March 23rd at the Chandler Center for the Arts. Sessions are planned for 7:30 a.m. and 10:00 a.m.

All employees are encouraged to attend the rally. Employees not scheduled to work on March 23rd will be paid for 2 hours to attend the rally. These employees will be able to clock in and out of Workforce at the center for the arts. A station with lap tops for Workforce use will be set up in the lobby.

**CEF Winner's Choice Raffle winner will be drawn at the Employee Rally.**

## **HR DEADLINES**

- ⇒ **Job Share Request** are due to Dr. Jeff Filloon, HR Director by **March 15, 2020**.
- ⇒ **Retirement Letters** are due to Human Resources by **April 1, 2020**—Employees who plan to retire through ASRS at the end of the 2019-20 school year should submit a letter by April 1st. The employee's insurance will terminate July 31, 2020.
- ⇒ **One Year Leave of Absence Requests** One Year or Partial Year LOA Request Form are due to Dr. Jeff Filloon, HR Director by **April 1, 2020**.

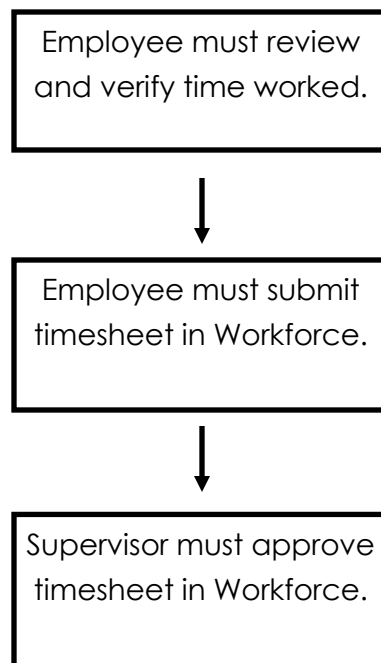
**Resignation Letters** are due Human Resources by **April 1, 2020**—Teachers who do not intend to return in 2020-21 due to resignation or a one year leave of absence should submit a letter by April 1st to the Human Resources Department to be eligible for the district contribution toward health insurance through July 31st. (If the employee provides benefit coverage to dependents, for the month of July dependent deductions will be deducted on the May 21, 2020 payroll at the 2020-21 renewal rate.)

If written notice is received after April 1st, the district insurance contribution will terminate June 30, 2020. **Teachers with less than three years of employment are not eligible for a full year leave of absence.** All resignations and/or retirements should be submitted using the district-approved Resignation Form.

## **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 submit their time, prior to the supervisor's approval.

### **Workforce Sign Off Workflow**



Keep in mind that if you do not submit your timesheet in a timely manner or do not correctly record your hours worked and/or leave taken, you run the risk of not being paid properly or possibly not being paid until proper approval has occurred.

## **ANNUAL BEST PRACTICE REVIEW (ABP)**

Each year, all CUSD employees are required to review our Best Practice Policies and Procedures. Administrators and Office Managers from each school have received instructions for completing this requirement using Buzz. Both certified and support staff are required to complete the review.

***As of this week, modes of Technology used by employees when completing ABP—1574 used a computer, 59 used a tablet and 33 used their phones.***

**Thank you for taking the time to complete the Annual Best Practice (ABP) review!**

## **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

**To date, the CUSD Student/Employee Crisis Fund has provided assistance to both students and staff for a combined total of \$19,023.00.**

## PREARRANGING YOUR SUBSTITUTE

Teachers have the option of prearranging substitute teachers. However, to ensure that you get the substitute you are requesting (once the substitute has accepted to cover your class), please enter the substitute's identification number **AND** you must also select **"Yes"** for the question **"Has the substitute accepted this job?"** Please see image below:

Weekly Schedule		Absence		Substitute	
		Start Time (hh:mm am)	End Time (hh:mm am)	Start Time (hh:mm am)	End Time (hh:mm am)
Monday	<input checked="" type="checkbox"/>	07:30 AM	02:45 PM	07:30 AM	02:45 PM
Tuesday	<input checked="" type="checkbox"/>	07:30 AM	02:45 PM	07:30 AM	02:45 PM
Wednesday	<input checked="" type="checkbox"/>	07:30 AM	02:45 PM	07:30 AM	02:45 PM
Thursday	<input checked="" type="checkbox"/>	07:30 AM	02:45 PM	07:30 AM	02:45 PM
Friday	<input checked="" type="checkbox"/>	07:30 AM	02:45 PM	07:30 AM	02:45 PM

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**Substitute**

Specify a Substitute? ID:  [Name Lookup](#)

**PRE-ARRANGED?**

If the specified substitute has accepted this assignment and does not need to be contacted, press YES.

**Has the substitute accepted this job?:**  Yes  No

Substitute Instructions:  (Maximum Characters=1

File Attachments:  [Browse...](#) (Maximum file size=512K)

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If you don't select "Yes", the system will attempt to contact your specified substitute. If the substitute does not answer after 2 attempts, the automated system will offer the job to other substitutes. If another substitute accepts the job through the SFE system, that substitute will be assigned the job number. The substitute must cover the job. If no one accepts the job in the system, it will go unfilled.

Please be mindful of the District Best Practices:

- Do not cancel the sub who has accepted the job.
- Cancellation may cause financial hardships for a sub who has accepted the job number.

Please remember it is vital to put each absence into the system with the prearranged substitute immediately. All jobs must to be entered into the system. Verify with your substitute that they have received an email confirmation with a job number for the job. If the substitute does not receive the email confirmation, they may not be entered into the absence as the assigned substitute.

If you have any questions, please feel free to email Jenny Farkas, Sub Coordinator.

# BENEFITS



## **BLUE CROSS BLUE SHIELD PORTAL**

Have you been on the AZBlue Portal yet? If not you need to check it out! When you are ready to register, just click on this link and create an account [azblue.com/bluenet-online](https://azblue.com/bluenet-online)

## **2019-20 RETIREMENT SEMINARS**

**[Please register to attend in Frontline \(My Learning Plan\)](#)**

### **CUSD Retiree Exit Meetings – CUSD HR Representatives**

**Location:** District Office – Board Room

**Date(s) & Times:** Wednesday, March 4, 2020 @ 4:15 pm – 5:15 pm

Thursday, March 26, 2020 @ 4:15 pm – 5:15 pm

Tuesday, March 31, 2020 @ 4:15 p.m. – 5:15 pm

**[Only retirees who will be retiring at the end of the 2019-20 school year should attend one of these meetings.](#)** In this meeting we will ensure all CUSD required separation paperwork is completed and ensure all other forms necessary such as phased retirement application is completed and turned in. We will also provide your sick leave payoff during this meeting. Once done you can enjoy your retirement!

## **2019-20 WELLNESS INCENTIVE**

We are pleased to offer a wellness incentive in the amount of \$400 for the 2019-20 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 infor-

## **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 an HR Associate 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: March 3rd @ 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> Asst. Director of Human Resources and 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> Human Resources 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> 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, 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> 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, and Ryan</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> 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, Community Ed, CTA Liberty, Kids Express, Lil' Explorers, 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> 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> 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> 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, Galveston, Hartford, Jacobson, Knox, Patterson, San Marcos, Sanborn, Tarwater 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>Amy Colleary</b> 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> 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>Lori Alvarado</b> 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> 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> 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> 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, Kids Express, Lil' Explorers, Navarrete, Santan, and SJHS</li> <li>• e.g. W-4 Questions</li> </ul>
<b>Yvette Ardans</b> Payroll Tech	812-7606	<ul style="list-style-type: none"> <li>• AJHS, Care Center, CCHS, Knox, Patterson, San Marcos, Sanborn, and Tarwater</li> <li>• Substitute Payroll Services</li> </ul>
<b>Heather Caviar</b> Assistant Business Manager of Regulatory 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> 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> Senior Administrative 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> 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> 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> 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> 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> 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> 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> 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> 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> 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>

