

## WORLD CLASS EMPLOYEES

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

### JUNE 2020

#### Important Dates:

May 29th— Teacher Balance of Contract Pay

May 31st—Wellness Incentive Deadline

#### 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

### VACATION USE OR LOSE (12 MO. EMPLOYEES ONLY)

Deadline to use or lose vacation is July 1, 2020.

Earned vacation is posted on your paystub. Vacation is accrued through the first 25 pay periods of the fiscal year. All vacation earned in 2018-19 must be taken by July 1, 2020. To calculate hours that must be used by the end of the year, please see examples below:

#### 12 MO Support

3.20 earned vacation hours per pay X 25 pay periods= 80 vacation hours earned by the end of the year.

#### Example—Calculating Use or Lose

110.75 hours = Current balance

- 80.00 hours earned in 2019-20 and eligible for roll over

**30.75 hours to use or lose by 7/1/20**

## 12 MO Custodial/Maintenance/Kids Express (over 5 years)

4.80 earned vacation hours per pay X 25 pay periods= 120 vacations hours earned by the end of the year.

### Example—Calculating Use or Lose

165.50 hours = Current balance

-120.00 hours earned in 2019-20 and eligible for roll over

**45.50 hours to use or lose by 7/1/20**

## 12 MO Administrator

6.40 hours of earned vacation hours per pay period X 25 pay periods= 160 vacation hours earned by the end of the year.

### Example—Calculating Use or Lose

226.89 hours = Current balance

-160.00 hours earned in 2019-20 and eligible to roll over

**66.89 use or lose by 7/1/20**

Even though we are experiencing different times and travel is limited, there is no exception to the use or lose vacation policy. If you are over the amount of hours you are allowed to roll over, please make sure you use them by July 1, 2020.

## **PERFORMANCE PAY FOR TEACHERS**

Teacher performance pay is normally paid in two installments: one in July and one in October (after receipt of student achievement scores). Because of the absence of student achievement scores for 2019-20, 100% of teacher performance pay will be on July 16, 2020. Teachers who completed the 12 hours of professional development will be eligible for up to \$3,500 (prorated by FTE).

## **JOURNEY 2025**

The goals for the Governing Board strategic plan, Journey 2025, are being reviewed. If the goals are met, employees hired on or before October 31, 2019, will be eligible for a onetime payment on June 18, 2020.

## **2020-2021 CONTRACTS**

Contracts for 2020-2021 will be issued according to the following schedule:

1. Certified Staff contracts were distributed during the week of May 11, 2020.
2. Support Staff Exempt contracts were distributed during the week of May 11, 2020.
3. Administrative contracts will be distributed during the week of June 1, 2020.
4. Support Staff Hourly Notice of Appointment and Reasonable Assurance Letters (At Will Employees) will be distributed in June.

Employees will need to access the Employee Portal to view and accept contracts. Employees who are offered a contract, including Term of Appointment and Reasonable Assurance, by June 30 are not eligible for unemployment.

Contract language regarding furloughs or salary reductions are standard language and are not a result of COVID-19 or public schools' closure. The District does not anticipate any reduction in monies from the State for the 2020-21 school year. However, the state of the economy and funding for public schools will be a priority for the State of Arizona and the District as we navigate through the pandemic.

## **REOPENING SCHOOLS**

A taskforce was created to develop a plan to reopen schools for the 2020-2021 school year. Taskforce members represent a wide range of backgrounds and areas of expertise including instruction, technology, health and safety, facilities and sanitation, and human resources. The taskforce will be reviewing CDC recommendations as well as guidance from the state and federal officials, Department of Health Services, and Department of Education as plans are outlined. As information is available, CUSD employees will be updated.

The District administrative team is working hard to determine short term and long term plans that best meet the needs of our students, employees and community. Thank you for your patience and for your contributions to our students during this time. The wellbeing of employees remains a top priority.

# **BENEFITS**

## **2019-20 WELLNESS INCENTIVE**

If you attempted to complete the health assessment earlier in the week, the Blue Cross Blue Shield site was experiencing technical difficulties, they have since been resolved.

Due to COVID-19 many providers cancelled scheduled preventative appointments making the current requirements difficult to complete. Due to this situation, the wellness incentive requirements have been modified for this school year. All employees as well as spouses of employees who were enrolled in CUSD health insurance on or before January 1, 2019 will be able to qualify for the \$400 wellness incentive. The only requirements for the 2019-20 school year:

1. Complete the Health Assessment via [www.azblue.com](http://www.azblue.com) Click here: <https://www.cusd80.com/Page/84228>
2. Enter the date you completed your health assessment via employee Online iVisions, Benefits, Wellness Incentive Request.

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.

# 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	<p><b>Employee HR Services for the following sites:</b></p> <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	<p><b>Employee HR Services for the following sites:</b></p> <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	<p><b>Employee HR Services for the following sites:</b></p> <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	<p><b>Employee HR Services for the following sites:</b></p> <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	<p><b>Employee HR Services for the following sites:</b></p> <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	<p><b>Employee HR Services for the following sites:</b></p> <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	HR Newsletter Phased Retirees	Loan Forgiveness Applications 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	General Leave Exceptions Medical Leave Donation Perm Sub Custodians Support Staff Evaluations	

# June

# Summer Schedule 2020

Mon	Tue	Wed	Thu	Fri
1 8 HR Workday 7:30 am-4:30 pm	2 8 HR Workday 7:30 am-4:30 pm	3 8 HR Workday 7:30 am-4:30 pm	4 10 Hour Days begin 7:00 am-5:30 pm	5 
8 10 Hour Day	9 10 Hour Day	10 10 Hour Day	11 10 Hour Day	12 
15 10 Hour Day	16 10 Hour Day	17 10 Hour Day <u>Last Day for Elem Admin. Assistants</u>	18 10 Hour Day	19 
22 10 Hour Day	23 10 Hour Day	24 10 Hour Day	25 10 Hour Day	26 
29 10 Hour Day	30 10 Hour Day			

## Points of Importance:

**The District will work 4-day work weeks** (Monday through Thursday) beginning June 4th through July 2th. Open office hours will remain 7:30-4:30 pm. 10 hour workday hours are 7:00—5:30 with a 30 minute lunch break.

- ◆ First 10 hour day will be June 4th
- ◆ Last 10 hour day will be July 1st Resume 8 hour days July 2nd

**Friday Business Casual** dress is in effect June 1st through July 21st.

**Elem. Administrative Assistants** are scheduled to work through June 17th and resume July 8th. Elementary school offices may close to the public June 16th and 17th, however, employees scheduled to work should be on duty or using approved leave.

**Community Education** will follow same district office schedule Monday-Thursday 7:00 am-5:30 pm.

**Warehouse** will work an early shift schedule Monday-Friday closing each day at 3:00 pm.

**I.S.** will be staffed Monday—Friday. Employees may work 4 days splitting coverage on Monday/Fridays.

**IRC** will follow same district office schedule Monday—Thursday 7:00 am—5:30 pm.

**Food Services** will follow same district office schedule Monday-Thursday 7:00 am—5:30 pm.

# July

Mon	Tue	Wed	Thu	Fri
		1 Last 10 Hour Day	2 Resume 8 Hour Work day 7:30 am-4:30	3 4th of July Holiday
6	7	8 <u>New Teacher Orientation</u>  *Elem Office Managers Return	9 <u>New Teacher Orientation</u>	10 <u>New Teacher Orientation</u>
13 <u>New Teacher Orientation</u>	14 <u>New Teacher Orientation</u>	15 <u>Teachers Return</u>	16	17
20	21	22 <u>First Day of School</u>	23	24
27	28	29	30	31