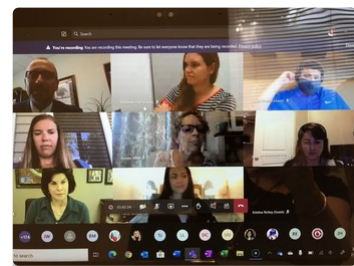


# CUSD HUMAN RESOURCES

*Safer. Stronger. Together.*

## New Teacher Welcome 2020

On Tuesday, July 21st CUSD welcomed 200 new teachers. We had our first ever virtual New Teacher Welcome using the Microsoft Teams. Welcome to CUSD!



## Meet our HR Administrators



**Dr. Wendy Nance**

Assistant Superintendent for  
Human Resources  
(480) 812-7624



**Dr. Jeff Filloon**

Director of Human  
Resources  
(480) 812-7640



**Abby Druck**

Director of Human  
Resources  
(480) 812-7636

## Families First Coronavirus Response Act

Did you know that you may qualify for paid leave under the Families First Coronavirus Response act? You may qualify for pay if you are unable to work, including telework because of the following reasons:

1. The employee is subject to a federal, state or local quarantine or isolation order.
2. The employee has been advised by a health care provider to self-quarantine.



3. The employee is experiencing symptoms associated with COVID-19 and seeking a medical diagnosis.
4. The employee is caring for an individual subject to a quarantine or isolation order.
5. The employee is caring for a child whose school or place of care is closed or unavailable due to coronavirus-related reasons.
6. The employee is experiencing any other substantially similar condition specified by the U.S. Department of Health and Human Services.

**Reasons 1-3** will allow for an employee to receive their regular wages not to exceed \$511 per day for up to 80 hours not to exceed the employee's two-week equivalent.

**Reasons 4 and 6** will allow for an employee to receive 2/3 of their regular wages not to exceed \$200 per day up to 80 hours not to exceed the employee's two-week equivalent.

**Reasons 5** will allow the employee to receive up to 80 hours not to exceed the employee's two week equivalent of district paid sick leave at 2/3 of their regular wages not to exceed \$200. In addition, employees who have been employed for at least 30 days prior to their request, may be eligible up to 10 additional weeks of paid family leave at 2/3 of your regular wages not to exceed \$200 per day.

Example: Employee works 4 hours per day, they would be eligible for 40 hours. A full time 8-hour employee would be eligible for 8 hours per day a total of 80 hours.

[Click here for FFCRA Department of Labor Poster](#)

[Click her for FFCRA Department of Labor Poster \(SPANISH\)](#)

### [Families First Coronavirus Response Act Form](#)

For more information, please contact Dee Ostrowicki, Benefits Coordinator at [ostrowicki.dee@cusd80.com](mailto:ostrowicki.dee@cusd80.com).

To access the Chandler School District Staff Communication/Updates regarding COVID19, please visit: <https://www.cusd80.com/staffupdatesCOVID19>



## Employment Verification Requests

As a CUSD Employee, you can now obtain your Verification of Employment in Employee Online iVisions. You can use this Verification of Employment for any of the following:

- Mortgage Loans
- Auto Loans
- Credit Card Loans
- Property Loans

- DES - Government Assistance
- Immigration Letters

Please click on this link for instructions: [Employee Instructions for Employment Verification Report](#)

**Loan Forgiveness Employment Certification Forms** should be sent to Veronica King. You may email your forms to [king.veronica@cusd80.com](mailto:king.veronica@cusd80.com) or send them in school mail to Veronica King - HR.

**ADE Re-certification Forms** should be sent to Becky Atkinson. You may email your form to Becky at [atkinson.rebecca@cusd80.com](mailto:atkinson.rebecca@cusd80.com).

## **Sick Leave Accrual Rates for 2020-2021**

Please click on the link below to see the new sick leave accrual rates:

[Sick Leave Accruals for 2020-2021](#)

Please note, Administrator accrual rates have not changed.

## **Employee Work Calendars**

Employee Work Calendars can be found on the HR Website. Please use the links to access calendars.

Certified: <https://www.cusd80.com/Page/77264>

Support: <https://www.cusd80.com/Page/75728>

## **Changes to Professional Development Incentive**

Effective July 1, 2020, certified staff who completed 36 hours of pre-approved professional development will be eligible for a base salary increase of \$1,250.00 in addition to \$80.00 per semester hour. This would apply whether or not the 36 hours were part of a Master's degree program.

Note: Certified staff who completed 36 semester hours effective the 2009-2010 school year or after, and who were not awarded \$1,250.00 for the completion of a Master's degree, will be eligible for a base salary increase of \$1,250.00 in 2020-2021. Changes in contract will be completed by October intersession and will be retroactive to the beginning of the school year. More details will be forthcoming.

## **First Pay Date for Teachers**

The first pay for returning teachers will be August 13th. As normal, teacher's annual salary will be divided over 26 or 24 pays. This year only, there will be an additional base pay in the balance of contract.

Returning teachers, please review your first paycheck to confirm the correct base pay. You can figure your base pay by taking your contract amount and dividing it by the number of pays you selected either 26 or 24. If you see a discrepancy, please contact your HR Associate as soon as possible.

For example: Annual Contract Salary Amount is \$48,500/26 pays=\$1,865.38. The gross amount on your pay check should be \$1,864.38.

To obtain the the 2020-21 Pay Dates, please visit: <https://www.cusd80.com/Page/79353>

## Benefits and Deductions

Benefits Deductions for employees on a 22 deduction schedule will start on August 13th. Benefit deductions for employees on a 19 deduction schedule will start September 10th.

First HSA Contributions for 2020-21 are scheduled for August 27th for employees on a 22 deduction schedule and September 24th for employees on a 19 deduction schedule. Second HSA Contribution will be made on January 28, 2021.

## Summer Online PD Training Payments

We really appreciate your patience as we process Summer Online Professional Development Training payments. Thousands of time sheets have been received and we expect more to come. Once received, time sheets are verified and then processed for payment.

## CUSD Staff Dress Code

District employees are expected to dress appropriately for their position. Standardized guidelines have been developed to ensure all district employees meet (or exceed) high expectations required to positively represent the site, district and educational profession. This is not an exhaustive list of do's and don'ts. It is meant to clarify "professional dress" by providing a picture of what is generally acceptable and unacceptable according to Chandler community standards. As trends change, new questions will arise.

Click here to access our [CUSD Dress Code](#)

District Office and Departments, please see your Building Supervisor for District Office/Department dress code, or contact Veronica King in Human Resources at [king.veronica@cusd80.com](mailto:king.veronica@cusd80.com)

## Human Resources & Payroll Contact Information

Each school/department has an assigned HR Associate and Payroll Tech to help answer your questions. For example your HR Associate/Payroll Tech can answer questions regarding:

- Compensation
- Contracts
- Health Insurance eligibility
- Leave of Absence Requests
- Work calendars
- W-4 Questions

Please see [HR Associate and Payroll Tech by Site](#).

# August Calendar

Access our August Calendar here: [August 2020](#)

**The upcoming school year might be one of the toughest ever to be an educator.**

@teachergoals

**It also might be the most exciting and revolutionary year ever.**

**Mindset will be critical.**

