

# CUSD HUMAN RESOURCES

*Safer. Stronger. Together.*

## Crisis Fund Helps Students and Staff in Need

Because students and employees sometimes experience substantial medical costs not covered through insurance, the Chandler Unified School District and the Chandler Educational Foundation have partnered to create [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 the fund through payroll deduction](#). This form only needs to be filled out one time. Employee donations are the main source of funding for the assistance program. Donations to this fund are tax deductible.

The more who participate, the more impact we can have for students and employees who suffer from a life-altering illness or injury.

A committee of support staff, administrators and teachers review the requests. Money is never awarded to the individuals. Instead, checks are written directly to medical facilities, specialists, and businesses.

Also, if you know a student or a staff member that needs assistance, please print and fill out an application to submit to Donna Nigh. Please email her with any questions you may have about the Crisis Fund.

- [Student Crisis Application](#)
- [Employee Crisis Application](#)

## Sick Leave Incentive

Congratulations to employees with perfect attendance (no sick or general leave days taken in a fiscal year). Employees will be awarded an additional sick leave day on September 24, 2020 based upon their attendance in 2019-2020. Perfect attendance pays off in a variety of ways. We will be sending certificates to those who had perfect attendance before October break.

- Unused sick leave continues to accumulate with no limit. Upon separation (resignation or retirement), unused sick leave is paid to the employee based upon a formula, which increases with length of service.
- Earned sick leave acts as an insurance policy in the event of illness or injury.
- Students learn best from their assigned teacher.
- Departments run smoother when trained staff is present.

Perfect attendance (no sick or general leave days taken in a fiscal year) results in an additional sick leave day added to your sick leave bank.

## Upcoming Extracurricular Pay

- Athletic Extracurricular stipend pay will start on August 27th
- Non-athletic Extracurricular stipend pay will start on August 27th
- Additional Teaching Period pay will start on September 10th

## Meet our Pre-employment Team



### **Kathleen Jett, Recruitment & Onboarding Manager**

- Selection and Process of New Employees
- Certified Onboarding
- Job Descriptions
- Volunteers

Contact Kathleen  
(480) 812-7623  
<mailto:jett.kathleen@cusd80.com>



### **Maria Reed, HR Generalist**

- Certified Employment
- Professional Growth for Salary Advancement

Contact Maria  
(480) 812-7622  
<mailto:reed.maria@cusd80.com>



### **Suzy Sander, HR Generalist**

- Support Staff Employment
- Support Staff Onboarding

Contact Suzy  
(480) 812-7611  
<mailto:sander.suzy@cusd80.com>



### Becky Atkinson, HR Assistant

- Certificate Renewals
- Certified Fingerprints
- Coaches Onboarding
- Employee Badges

Contact Becky:

(480) 812-7668

<mailto:atkinson.rebecca@cusd80.com>



### Jenny Farkas, Substitute Coordinator

- Absence Management
- Substitutes Certified and Support
- Substitute Onboarding

Contact Jenny:

(480) 812-7625

<mailto:farkas.jenny@cusd80.com>



### Useful Links

- [Arizona Department of Education](#)
- [Fingerprint Clearance \(DPS\)](#)
- [Arizona State Retirement System](#)
- [Employee Absence \(SmartFind Express\)](#)

## World Class Employees

Chandler is committed to employing outstanding individuals from a culturally diverse community and providing the resources to enable them to achieve success, satisfaction, accomplishment and pride in fulfilling the mission of Chandler Unified School District.

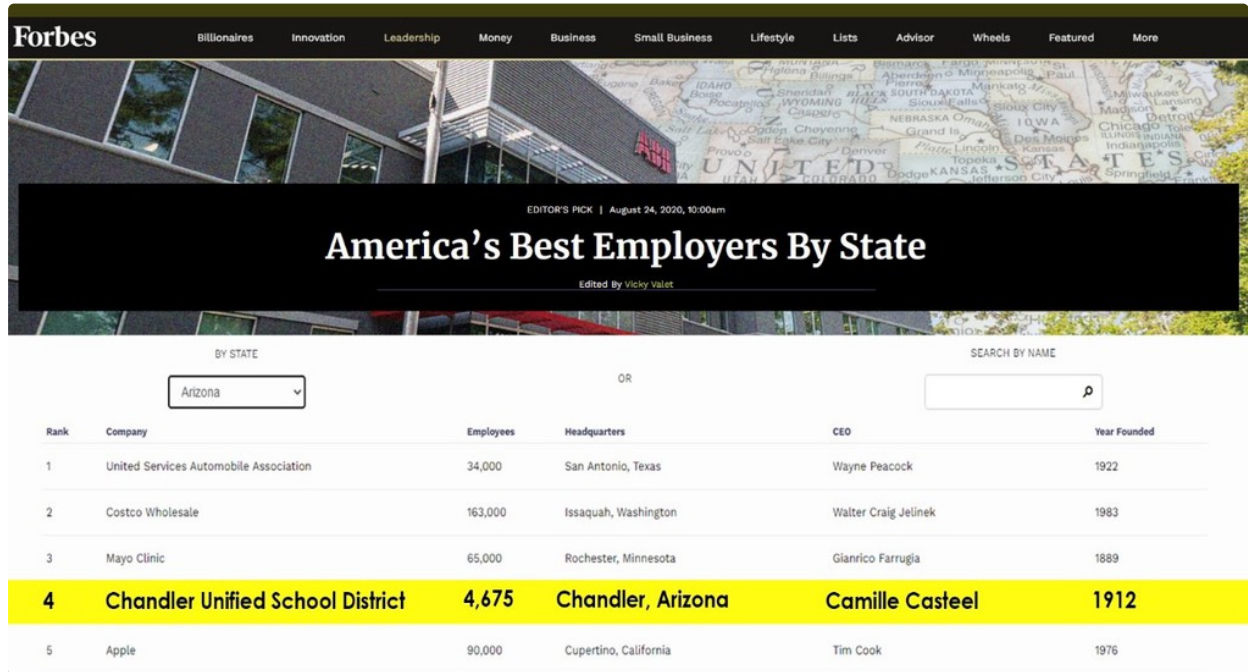
### Chandler Unified School District - A Place At Our Table





# Best Employer in AZ

We are excited to learn that Chandler Unified School District has been named the 4th best employer in Arizona by Forbes Magazine!!



Forbes

Billions Innovation Leadership Money Business Small Business Lifestyle Lists Advisor Wheels Featured More

EDITOR'S PICK | August 24, 2020, 10:00am

## America's Best Employers By State

Edited By Vicky Valet

BY STATE:  OR SEARCH BY NAME:

Rank	Company	Employees	Headquarters	CEO	Year Founded
1	United Services Automobile Association	34,000	San Antonio, Texas	Wayne Peacock	1922
2	Costco Wholesale	163,000	Issaquah, Washington	Walter Craig Jelinek	1983
3	Mayo Clinic	65,000	Rochester, Minnesota	Gianrico Farrugia	1889
<b>4</b>	<b>Chandler Unified School District</b>	<b>4,675</b>	<b>Chandler, Arizona</b>	<b>Camille Casteel</b>	<b>1912</b>
5	Apple	90,000	Cupertino, California	Tim Cook	1976

## EAP - 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/>. To log in, please use:



Username: KAIROS

Password: eappreferred

Here are some resources you may find helpful:

- [EAP Brochure](#)
- [Daily Living](#)
- [Elder Care COVID Flyer](#)
- [Telephonic Counseling COVID](#)



## 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 [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).

## 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.

## 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](#).

## September Calendar

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

