

# HUMAN RESOURCES

Safer. Stronger. Together.

November 2020

## Professional Development Incentive

Approved in Spring 2020 Super Q, 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 similar to the award for a Master's degree.

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 November 19th and will be retroactive to the beginning of the school year.

## Professional Development Compensation

Employees have the opportunity for salary advancement by successfully completing upper level coursework or training by means of Professional Development Compensation. Pre-approved professional development activities completed between January 1, 2020 and December 31, 2020 qualify for salary advancement in the 2021-2022 school year. You must have a minimum of 3 semester hours to request a Professional Development salary advancement.

The pre-approval forms are located on the HR Website, click below to access Documents and Forms. All completed pre-approval forms are to be submitted to Abby Druck, HR Director prior to taking any coursework. If you are studying for a degree, you can submit the whole program at one time for pre-approval and keep the document as proof of approval.

Professional Certified Staff: <https://www.cusd80.com/Page/75816>

Support Staff: <https://www.cusd80.com/Page/77266>

Electronic online requests for 2021-2022 Professional Development Compensation salary advancement begins in November 2020 and must be submitted, with Official Transcript, by the end of the business day February 15, 2021 – NO LATE SUBMISSIONS WILL BE CONSIDERED. Electronic online requests are submitted through Employee Online iVisions.

More Professional Development Compensation information can be found on the CUSD FAQ webpage:

Certified Prof Growth: <https://www.cusd80.com/Page/77267>

Support Prof Growth: <https://www.cusd80.com/Page/77268>

Do not delay in understanding Professional Development Compensation and gathering your Professional Development Compensation pre-approval forms.

## Update on Minimum Wage Increase

Effective January 1, 2021, the Arizona minimum wage will be \$12.15 per hour and will increase each year by the cost of living.



## Wednesday, November 25th - No School

November 25th is a non school day. Please see below to confirm expectations for employees.

Employees scheduled to work must report to work or call in appropriate leave.

### **District Office/Departments**

District Office - Open 7:30 a.m. - 4:00 p.m. with a 30 minute lunch

Central Kitchen - Open 7:30 a.m. - 4:00 p.m. with a 30 minute lunch

Warehouse - Open 7:30 a.m. - 4:00 p.m. with a 30 minute lunch

Transportation - Open

Special ED Department - Closed to the Public

Support Services - Open

IRC - Closed to the Public

School Sites - Closed to the Public

Kids Express and Lil' Explorers - Closed to the Public

### **12 MO Employees:**

All 12 month employees are scheduled to work on November 25th. If they want to take off, they should report appropriate leave - vacation, comp time, or general leave. IMPORTANT: As an exception, employees may use general leave on November 25th. You do not have to request approval. However, employees may not use General Leave on November 24th unless approved as an exception.

### **Less than 12 MO Administrator, Dean, Academic Coach and other Instructional Specialist:**

You are scheduled to work on November 25th. If you do not work you will need to arrange with your supervisor to work another day.

### **Classroom Teachers:**

Classroom Teachers are not scheduled to work on November 25th. You do not need to report any leave this day.

**Less than 12 MO Clerical/Technical:**

Elem. Office Manager, Attendance Tech, Dispatcher, Senior Administrative Clerk-HS SPED, Administrative Clerk (Calendar 2171/2172), Administrative Secretary (Calendar 2171), Receptionist (Calendar 2171/2381), Bookstore Assistant, Transition Specialist, Student Attendance Interventionist, Parent Family Liaison, Early Childhood Coach, Registrar, and Career & College Center Tech.

You are scheduled to work on November 25th. Since schools will be closed to the public, 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 and Production Associates are not scheduled to work on November 25th.

**Community Education - Kids Express and Lil' Explorers**

Kids Express - Less than 12 MO employees are not scheduled to work. Lil' Explorers - employees are not scheduled to work.

**Paraeducators** (General Education and Special Education):

Paraeducators are not scheduled to work on November 25th.

If you would like to access a copy of your Work Calendar, please click on the button below:

Certified Staff Work Calendars

Support Staff Work Calendars

## Now Hiring

Do you have a friend or relative that you would recommend to work in our District?

CUSD is currently hiring **BUS DRIVERS**. \$15.93 - \$16.75 / per hour. [Click for job details and to apply now!](#)

We are also hiring **PARAEDUCATORS**. If you know someone you would like to recommend, please have them apply today: <https://chandler.tedk12.com/hire/index.aspx>



## Dee Ostrowicki, Employee Benefits Manager

Dee Ostrowicki oversees employee benefits. Dee is available to help answer any question you may have on the topics listed below.

- Benefit Enrollment
- Employee Assistance Program (EAP)
- Employee Wellness
- Families First Coronavirus Response Act
- Leave of Absence
- Retirement

Dee's Contact Info: (480) 812-7036

Email: [ostrowicki.dee@cusd80.com](mailto:ostrowicki.dee@cusd80.com)

## Wellness Incentive

As many of you have known we projected our district's enrollment to once again grow. However, the effects of COVID have negatively impacted our enrollment dramatically. In addition we have unexpected expenses to staff our on-line school and put all the COVID mitigation strategies in place. With the reduction in revenue from loss of enrollment and increase in salary and benefit costs to cover additional staffing we are going to suspend distributing the wellness incentive this year to help cover some of the COVID related expenditures that are not backfilled by the federal and state stabilization funds. Your understanding is appreciated.



## Flu Shots and Mammogram Screenings

### Flu Shots – Health Waves – Insured Only through BCBS on CUSD Health Insurance

- Bogle Junior High – October 28, 2020 – 7:00 am – 9:00 am - Wrestling Room
- Riggs Elementary – November 9, 2020 – 7:00 am – 9:00 am - Room B8
- Willis Jr High – December 3, 2020 – 7:00 am - 9:00 am - Room TBD

No appointment necessary. Please print and complete the [Flu-Pneumonia Consent Form](#)

### Mammograms - Assured Imaging

Schedule your appointment here: <https://www.assuredimaging.com/CSD/> or by calling

- Bogle Jr. High – October 28, 2020 – 7:30 am – 11:30 am
- District Office - October 30, 2020 - 8:00 am - 5:00 pm
- Riggs Elementary - November 9, 2020 - 7:30 am - 11:30 am
- Willis Jr. High - December 3, 2020 - 7:30 am - 11:30 am


## MaxorPlus Prescription Changes for 2021

Effective January 1, 2021, there will be changes to medication. The change could be a change in tier, meaning it will go from preferred to a non-preferred tier or the medication may be excluded. Please take a look at the 2021 MaxorPlus Focus Formulary with Exclusion List PDF below.

MaxorPlus will be sending out notices to all individuals who are impacted, please know that MaxorPlus will continue to provide your current medication through December 31, 2020. You must transition to the alternative by January 1, 2021. Should you have any questions regarding the changes, please contact MaxorPlus at 1-800-687-0707.



2021 MaxorPlus Focus Formulary with Exclusion List.pdf

 Download  
586.4 KB

## 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](#)

## Title IX Sexual Harassment

### Notice of Nondiscrimination

Chandler Unified School District does not discriminate on the basis of race, color, ethnicity, national origin, religion, sex or gender, sexual orientation, disability or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. In compliance with Title IX, the District does not discriminate on the basis of sex in any of its programs or activities, including but not limited to, in admissions and employment. The following persons have been designated to handle Title IX inquiries regarding the nondiscrimination policies:

Compliance Officers for Title IX

Notice of Non-discrimination: [www.cusd80.com/nondiscrimination](http://www.cusd80.com/nondiscrimination)

Dr. Craig Gilbert, Assistant Superintendent/Title IX Coordinator

1525 W. Frye Rd.

Chandler, AZ 85224

(480) 812-7630

[gilbert.craig@cusd80.com](mailto:gilbert.craig@cusd80.com)

Dr. Jeff Filloon, Director of Human Resources

1525 W. Frye Rd.

Chandler, AZ 85224

(480) 812-7624

[filloon.jeff@cusd80.com](mailto:filloon.jeff@cusd80.com)

Compliance Officer for Section 504

Dr. Kymberly Marshall, Executive Director of Student Services

200 S. Hamilton

Chandler, AZ 85225

(480) 812-7560

[Marshall.kymberly@cusd80.com](mailto:Marshall.kymberly@cusd80.com)

In addition, inquires may be referred to the Assistant Secretary for Civil Rights of the U.S. Department of Education.

Employment and Income Verification

# 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](#).

## November Calendar



2020-11.pdf  
November 2020 Calendar

[Download](#)  
202.0 KB

## Past HR Newsletters

HR Newsletters are housed in the HR Website. If you ever need to refer back to a past HR Newsletter, please click on the button below, you will be directed to our HR Website.

[HR Newsletters](#)

Welcome

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