

HUMAN RESOURCES

Safer. Stronger. Together.

January 2021

January 4, 2021

As approved by the Governing Board, all certified staff may work virtually, if desired, on Monday, January 4, 2021. Staff should be available for any planned staff meetings which may be held virtually.

Human Resources Deadlines

Please make note of the following deadlines as they have changed:

- **Retirement Letters** are due to Human Resources by **February 1, 2021** - Employees who plan to retire through ASRS at the end of the 2020-21 school year should submit a letter by February 1st. The employee's insurance will terminate July 31, 2021.
- **Job Share Requests** are due to Dr. Jeff Filloon by **February 1, 2021**.
- **One Year Leave of Absence Requests** are due to Dr. Jeff Filloon by **February 1, 2021**. **Teachers with less than three years of employment are not eligible for a full year leave of absence.**
- **Professional Development Compensation Requests** are due by February 15, 2021.

Resignation Letters are due to Human Resources by February 1, 2021 - Teachers who do not intend to return in 2021-2022 due to a resignation or a one year leave of absence should submit a letter by February 1st to their site Administrator 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, they will be deducted starting on the May 20, 2021 payroll at the 2021-2022 renewal rate.) if written notice is received after February 1st, the district insurance contribution will terminate on June 30, 2021. All resignation and/or retirements should be submitted using the district approved form below.

[Resignation/Retirement Form](#)

One Year Leave Request Form

United Way Deductions

United Way Deductions will start on the January 14, 2021 paycheck.

HSA Contribution

The 2nd HSA contribution for the 2020-21 school year is scheduled for January 28, 2021. This applies to employees hired prior to July 1, 2020.

Professional Development Compensation

Professional Development Compensation Request is now open for the 2021-2022 year. As in the past, employees who participate in professional development courses or trainings have the opportunity to be compensated. Professional development activities that you have participated in between January 1, 2020 and December 31, 2020 will be reviewed by our Human Resources staff and considered for future compensation in your 2021-2022 employment contract. If you have a pre-approval or took something for in-district credit, you will not be compensated past the maximum allowable credits of 96 hours. It is your responsibility to know the amount of hours you have submitted. Please see FAQ on website for additional information.

In order to request you must have a minimum of three credits and be prepared to:

1. Upload the pre-approval form
2. Official transcripts
3. Complete & submit the online form

If your pre-approval form contains your entire course of study and you have submitted the pre-approval form in previous years, please continue to use and upload it again. The online form will not allow you to submit until you have completed the three steps as listed above.

- **Certified Staff**: You cannot request PD Compensation salary advancement for courses paid on a stipend.
- **Support Staff**: If you did PD for the hourly stipend, you cannot use it toward advancement.

If you have credits in Frontline that are specifically marked as in-district credit toward salary advancement you may submit them for PD Compensation. If they are not in the credit's column, they are not eligible to be turned in for PD salary advancement. Please download the official transcript from Frontline and upload to the online request form.

The online PD Compensation request form is located within the Employee Online iVisions (use Chrome) portal, using your CUSD login.

1. Click on Self Service Tab, then click on the Coursework.

2. Click on Add Completed Coursework and upload your pre-approval form and official transcripts. Your request will not be complete until you have uploaded your official transcripts and your approved pre-approval form.
3. Complete the mid-section table with the number of credits requesting for compensation
4. Review for accuracy and *submit* by clicking the submit button at the bottom of the online form.

Once those steps are completed your request can be reviewed by the HR staff and considered for approval. It is greatly appreciated if you submit all your documentation (pre-approval and official transcripts) onto the online form at one time. For the purpose of PD Compensation, please do not send official transcripts to the district office. Instead have your educational institution send official transcripts directly to you. For this purpose, it is acceptable to open the official transcript seal. NOTE: The online form will not allow you to *submit* until you have completed the three steps as listed above.

Upon submitting your request, you will receive a confirmation email notifying you that you have completed the submission portion of the process. After the HR staff has had an opportunity to review your electronic submission, you will receive a second email notifying you whether your professional development compensation request has been approved or not. If approved, the compensation will be reflected in your 2021-2022 employment contract.

The deadline to submit professional development compensation requests for the 2021-2022 year is **February 15, 2021. There will be no exceptions.** Please review the FAQ page on the district website or past HR Newsletters for additional information & answers to many questions. If you need clarification or have additional questions, please contact **Maria Reed** at 480-812-7622 or reed.maria@cusd80.com.



Planning for Retirement

Planning for retirement is vital for members who are planning to retire within three years. Classes offered in [Frontline](#) will assist you in learning about ASRS, your pension benefits, options for retiree health insurance, member responsibilities, phased retirement, Medicare, rules of returning to work after retirement and more.

Route 4 - Next Exit... Retirement - Presented by ASRS

Dates & Times:

Tuesday, January 5, 2021 @ 4:15-6:00 PM

Meeting Platform:

Live Webinar (Link will be sent to those registered in Frontline once it becomes available)

Next Exit... Retirement workshop is vital for members who are planning to retire at the end of the 2020-2021 school year. During this group session ASRS will cover each section of the retirement application and the necessary documentation to file for retirement. In addition, ASRS will provide each employee their pension estimate, explain the calculation method and health insurance options for retirees as well as the return to work rules.

Understanding Medicare & Social Security upon Retirement - Presented by Dana Artzer

Wednesday, January 20, 2021 @ 4:15-5:30 PM

Meeting Platform:

Live Webinar (Link will be sent to those registered in Frontline once it becomes available)

Medicare is confusing. Come learn from a Medicare expert what options you have, what plans exist, what do they cover. Understanding Medicare on your own is a lot of work, especially when you receive stacks of mail offering different plans from different providers. Let us help simplify it for you!

CUSD Retiree Exit Meetings - Presented by CUSD HR Representatives

Dates & Times:

Monday, January 11, 2021 @ 4:15-5:15 PM

Thursday, January 14, 2021 @ 4:15-5:15 PM

Thursday, January 21, 2021 @ 4:15-5:15 PM

Meeting Platform:

Microsoft TEAMS (invite will be sent to those registered in Frontline)

Only retirees who will be retiring at the end of the 2020-2021 school year should attend one of the Exit meetings. In this meeting we will ensure all CUSD required separation paperwork is completed including phased retirement forms. We will also provide your sick leave payoff at this time. Once you complete the Exit Meeting, you are enjoy your retirement!

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

Dr. Craig Gilbert, Assistant Superintendent/Title IX Coordinator

1525 W. Frye Rd.

Chandler, AZ 85224

(480) 812-7630

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

Compliance Officer for Section 504

Dr. Kymberly Marshall, Executive Director of Student Services

200 S. Hamilton

Chandler, AZ 85225

(480) 812-7560

Marshall.kymerly@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](#).

January Calendar


January Calendar

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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The Premier District of Choice