

HUMAN RESOURCES

Safer. Stronger. Together.

February 2021

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](#)

Unemployment Fraud

We are seeing a high volume of unemployment fraud. Many CUSD employees have been a victim of unemployment fraud. If a claim is received for an active employee, the employee will receive an email from Veronica King with information.

If you have been a victim of unemployment fraud, as an added layer of security, we strongly recommend that you visit the Federal Trade Commission [IdentityTheft.gov](https://www.ftc.gov) to report the identity theft by clicking on the button below:

[IdentityTheft.gov](https://www.identitytheft.gov)

Your 2020 W-2 Is Now Available

To access the electronic version:

1. Log in to [Employee Online iVisions](#) (Use Chrome)
2. Select from the Pay/Tax Information drop down:
 1. Employee W-2 & ACA
3. Located under **Employee W2 – 2020**
 1. Please enter the last four digits of your SSN
 2. Click 'Submit'
4. Select link to 'Click here for your W2 Wages and Tax Statement'
5. A pop up box will display at the bottom of your screen asking if you want to open or save W2Export.pdf
6. Select 'Open' and you should see your 2020 W-2

All employees that did not consent to an electronic version only of Form W-2 were mailed, via US Mail, on January 15, 2021.

In addition to the W-2, you will see a link below the tax statement, to access the 2020 IRS Notice & Instructions as the guidelines necessary for understanding your W-2.

The hardware and software requirements needed to access, print and retain Form W-2 electronically include an internet connection, web browser, and Adobe Acrobat reader. All employees may print at their work site; all printing will need to be done on letter size paper.

The electronic version of Form W-2 will be available on the web site for at least 3 years from its original posting date.

If you find, after you have attempted to access your electronic W-2, that you have difficulty accessing it, please call the Helpdesk at ext. 7697 to let them know. Please allow up to 72 hours to allow time to get the issue resolved.

The 1095, Employer-Provided Health Insurance Statement will be available soon and a communication will go out when it is available

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. All professional development courses being considered for salary advancement will require a pre-approval form to be filled out and approved by Abby Druck, Director of HR for Professional Pathways. These forms should be filled out PRIOR to actually taking the coursework to ensure that what you are taking will indeed count for salary advancement upon completion. If you have any questions regarding coursework pre-approval, please contact Abby Druck in HR. Professional development activities that you have participated in between January 1, 2020 and December 31, 2020 will then 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.



COVID-19 VACCINES

REMINDER: COVID-19 Vaccination Opportunity for CUSD Staff

- **Haga clic aquí para ver este mensaje de la [oportunidad de vacunación COVID-19 para el personal del CUSD en español](#).**

REMINDER: You are eligible to take advantage of an **exclusive opportunity for staff to receive FREE COVID-19 vaccines** offered at two CUSD school sites. Through a partnership with Maricopa County Department of Public Health and pharmacists from Safeway, Albertson's and Fry's we will offer a vaccine drive-through opportunity at **Hamilton and Perry High Schools**.

Dates and times:

- January 30, 9 a.m. - 5 p.m.
- January 31, 10 a.m. - 3 p.m.

Once registered, you will receive an appointment confirmation email from the pharmacy provider. (Please allow one business day to receive the email confirmation.)

Your second vaccination is tentatively scheduled for Feb. 27-28 at the same sites. You will receive registration information to make an appointment for your second vaccine. You must have an appointment to attend both opportunities.

This service will be available for all full- and part-time, public (district and charter) and private, K-12 school personnel as well as licensed child care providers in the Chandler Unified School District boundaries. Our contracted employees, phased retirees through ESI, speech, occupational therapist and physical therapists, are eligible and encouraged to participate. An [FAQ on the vaccine opportunity can be found here](#).

The vaccine to be utilized at the CUSD Points of Distribution (PODs) will be the Moderna vaccine. For more details about this vaccine, you are encouraged to [view the video recording here from the Maricopa County Department of Public Health with more information about the COVID-19 vaccines](#). As you will see, the Moderna vaccine, like the Pfizer vaccine, requires two vaccinations. There must be at least four weeks between vaccinations for Moderna and three for Pfizer. Individuals must take the same vaccine brand both times.

Click below to:

- [Register for the event at Hamilton High.](#)
- [Register for the event at Perry High.](#)

NOTE: Please do not share the link with others. The vaccines that have been allocated for the CUSD POD are designated for only those

boundaries. If you do not have insurance, you will still be able to register and receive the vaccine at no cost to you. When you arrive at your vaccination site, you will need your school identification or pay stub to verify your eligibility. Please bring other forms of personal identification for general verification. The vaccinations will be provided in a drive-through fashion, with scheduled appointment times. We will also have a walk-up option for employees who do not drive or who need other accommodations.

The exclusive opportunity for educators complements other options available to the general public, including distribution sites, including Chandler-Gilbert Community College and State Farm Stadium. More [information about the general rollout of the COVID-19 vaccine deployment for Phase IB](#) can be found here.

[FAQs about Covid-19 vaccines can be found on the CDC website \(www.cdc.gov/coronavirus/vaccines\)](#). Please consult your personal primary care doctor if you have questions about the appropriateness of receiving a vaccine.

If you need technical assistance please contact Beth Davis at 812-7038 or davis.beth@cusd80.com.

Free Saliva-Based COVID-19 Testing for CUSD Employees

Reminder of priority registration for COVID testing this weekend

Free saliva-based COVID-19 testing has been made available to all Chandler Unified School District employees* in partnership with Arizona State University and Arizona Department of Health Services. Priority registration will be available to a sample of district employees each week. From Monday - Wednesday each week only CUSD Employees can access these spots using the unique agency code **(CHUSD1)**. **Please consider getting tested this weekend.**

***Note:** Employee's family members, students, and other community members may also take advantage of free testing by registering on Thursdays and Fridays for the weekend testing, using agency code (SALIVATEST).

Designated Testing Location:

Name:

Chandler High School

Address:

350 N Arizona Ave
Chandler, AZ 85225

Notes:

Enter parking area via Arizona Avenue

Agency Code:

CHUSD1

Testing Dates:

Saturdays and Sundays

How to Get Tested:

1. Visit asusalivatest.site to access your priority registration. Use the “agency code” listed above.
Note: If you have already done a saliva test at one of ASU’s public testing sites, please fill out this [electronic form](#) before registering to avoid any issues the day of.
2. Once you are registered, you will receive detailed instructions for how to get tested along with a QR code. **Note:** You can print this out to bring with you, or pull it up on your smartphone when you arrive.
3. Visit the testing location listed above on the day and time of your appointment.
4. Within 24-48 hours, you will receive a text message indicating your results are ready to view.
Note: Your individual test results will not be shared with your district; however you are encouraged to communicate both positive and negative test results to your district to expedite contact tracing and enable schools to minimize additional exposures.

Wellness Seminars offered by BCBS

Wednesday, January 27, 4pm – 5pm MST

Mental Health / Presenter: Pamela White

Discuss factors, symptoms, treatments and resources to help those with depression and anxiety. Outline stigmas to avoid and better mental health awareness as well as suicide prevention.

- <https://global.gotomeeting.com/join/515673573>
- Dial-in: +1 (646) 749-3122 / Access Code: 515-673-573

Wednesday, February 3, 4pm – 5pm MST

Social Determinants of Health / Presenter: Pamela Kingsbury

Understand the Conditions in which people are born, live, learn, work, play, worship, and age that shape health

- <https://global.gotomeeting.com/join/200576917>
- Dial in: +1 (571) 317-3122 / Access Code: 200-576-917

Wednesday, March 3, 4pm – 5pm MST

Diabetes Prevention and Management / Presenter: Pamela Kingsbury

This seminar addresses the importance of family history as well as nutrition tips and tools to prevent or manage high glucose for better health

- <https://global.gotomeeting.com/join/333846077>
- Dial in: +1 (571) 317-3122 / Access Code: 333-846-077

All Chandler Unified School District employees are encouraged and invited to attend this informational seminar!

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.kymberly@cusd80.com

In addition, inquiries 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](#).

February Calendar

February 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
