

# *Chandler Unified School District*

Human Resources Newsletter

March 2021

## **Employee COVID-19 Leave**

The Families First Act was in place until December 31, 2020. During this time, employees were able to use up to ten (10) sick days if they had COVID-19 or if they needed to stay home with their child who had COVID-19. These sick days did not come out of the employee's current earned sick leave account.

On February 10, 2021, the Chandler Unified School District Governing Board approved the replication of this service funded by CUSD for employees who have COVID-19 or are taking care of a child that has COVID-19. This will be retro active to January 1, 2021 and extend until June 30, 2021. Human Resources is working on crediting those employees who had used sick leave between January 1 and February 10. For future cases, please work with your HR Technician and /or administrative assistant for appropriate paperwork needed to take advantage of this should you need it in the coming months.

Please note, if an employee used the Families First Act prior to December 31, 2020, they would not be eligible for another ten (10) sick days after the January 1, 2021 date.

## **Employee Absence Reporting**

Reporting absences correctly is the responsibility of each employee. Absences should be reported as soon as possible to allow the site to prepare for coverage. The electronic absence management system is used by all employees - administrative, certified and support staff - regardless of how many hours per day worked, whether leave is earned and whether a substitute is needed. The purposes for reporting absences are to notify the site of the employee's absence and deduct the appropriate amount of leave from the employee's leave balances. Employees who do not earn leave and have no earned leave available should select "No earned leave available" when reporting absence.

Full day absences must be reported a minimum of one hour prior to scheduled start time. For planned absences (e.g. professional leave, scheduled medical appointments, general leave, etc.), earlier reporting is expected. Correct start and end times are important. If absence start and end times are

different from the recording, an employee should enter the correct absence start and end times following the system prompts.

Support staff who 1) work less than 8 hours per day or 2) are reporting a partial day absence should use the start and end times to record the amount of leave needed to cover the absence allowing for lunch breaks.

Earned leave is intended to cover the scheduled work hours in a pay week. If the employee's reported hours in the pay week exceed his/her scheduled work hours resulting in overtime (or time in excess of approved work hours), the reported leave will be adjusted.



## Jenny Farkas - Employee Absences/Sub Coordinator

Employee Assistance:

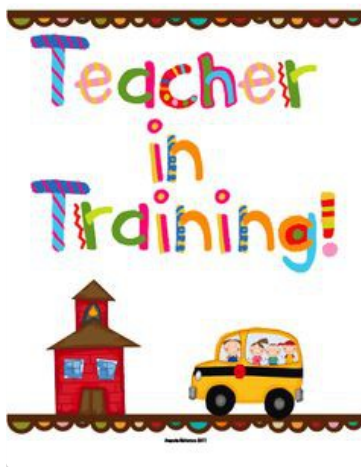
1. SmartFind Express System
2. Long Term Substitutes
3. Questions about reporting an absence

✉ [farkas.jenny@cusd80.com](mailto:farkas.jenny@cusd80.com)

☎ 480-812-7625

🌐 [cusd80.com/Page/100207](https://cusd80.com/Page/100207)

### Absence Reporting System - SmartFindExpress



## Student Teacher/Intern

If you are interested in being a mentor teacher for a student teacher or intern for the 2021-2022 school year, please fill out the request form below. We will be receiving a list of students needing a placement from our partner universities shortly. Then, we will work to match each intern and student teacher with a mentor teacher in CUSD. Please consider hosting one of these students and sharing your passion for education! All completed requests can be scanned and returned to Abby Druck - Thank you for your consideration!

📍 CUSD - Human Resources

✉ [druck.abby@cusd80.com](mailto:druck.abby@cusd80.com)

☎ 480-812-7636

🌐 [cusd80.com/Page/74265](https://cusd80.com/Page/74265)



Student Teacher-Intern Request Form CUSD Fillable.pdf

↓ Download  
502.9 KB

# Wellness Screenings

Please download the form below for Onsite mobile screening events.



Wellness Screening Flyer.pdf

[Download](#)  
195.3 KB



## Upcoming Health Insurance Changes

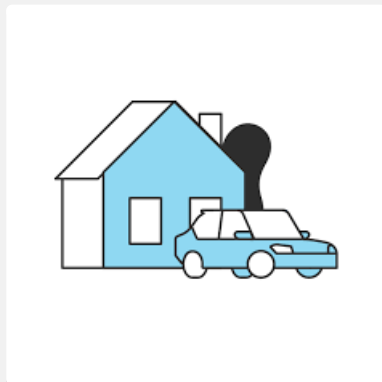
Effective July 1, 2021, Kairos's medical network will change from Blue Cross Blue Shield of Arizona to United Health Care (UHC), with UMR as the medical claims payor/processor.

You may refer to the Kairos and UMR FAQ below for additional information.



Kairos and UMR FAQ for Participants.pdf

[Download](#)  
225.9 KB



## Employment and Income Verification

Employees may request/obtain employment and income verification through our Employee Online Portal. Please visit the link below for instructions.

## *Employment and Income Verification Instructions*

### Who to Contact in Human Resources

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 access the document below for the list of assignments by site.



HR-PY Site Assignments 2020-21.pdf

[Download](#)  
252.0 KB

### March Calendar



March2021.pdf

[Download](#)  
175.7 KB

### Notice of Nondiscrimination

#### 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

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

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

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.

