

Chandler Unified School District

Human Resources Newsletter

April 2020

Paternity Leave

On March 10th, our Governing Board approved Paternity Leave. An employee for the purpose of paternity will be allowed six (6) weeks of paid paternity leave, if the employee has sick leave available. The leave will be deducted from the employee's sick leave bank. If the employee wishes to take FMLA, the 6 weeks of paternity leave will count toward the twelve (12) weeks allowed.

Spouses working for the District may be limited to a total of twelve (12) weeks of leave during each applicable twelve (12)-month period for leave for the birth of a child or placement of a child for adoption or foster care to care for an employee's parent with a serious health condition.

ASRS Rates for 2021-2022

Contribution rates for the Defined Benefit Plan for fiscal year 2021-2022, which takes effect July 1, 2021, will be 12.22% for the Pension Plan and 0.19% for the LTD, for a total current contribution rate of 12.41% for employees and employers. This will remain in effect through June 30, 2022.

Open Enrollment for Health Insurance Benefits

Annual Benefits Open Enrollment coming soon! Open Enrollment for health insurance benefits will be **April 12, 2021 - April 30, 2021**. Open Enrollment is the only time to make changes to your benefit plans. Because some of your benefits are pre-tax, the IRS does not allow changes outside of open enrollment unless you have a qualified life status change, such as marriage, birth/adoption, change in dependent/spouse's employment status which impacts benefits.

Learn about the upcoming changes at one of our informational Zoom webinars:

- April 12, 2021 – 5:15 pm – 6:15 pm

- April 15, 2021 – 3:45 pm – 4:45 pm
- April 20, 2021 – 3:30 pm – 4:30 pm (SPANISH)
- April 22, 2021 – 5:15 pm – 6:15 pm

If you have a question or need additional clarification, you can join our Q & A Zoom session Wednesday's during open enrollment period of April 12, 2021-April 30, 2021:

- April 14, 2021 2:00 pm – 4:00 pm
- April 21, 2021 2:00 pm – 4:00 pm
- April 28, 2021 2:00 pm – 4:00 pm

Zoom links will be provided once they become available.

Pay for Teachers 2020-21

Due to the late start this year, we have provided detailed information as to how your pay was calculated for the 2020-21 school year. Please refer to the document below:



First Pay Date for Teachers 2020-21.pdf

[Download](#)
136.6 KB



Jury Duty Reminders

If you are called to jury duty, you will be required to call the night before to find out the status of your duty. **Only input an absence if you are called to jury duty at that time.** You will be told one of the following:

- You are dismissed from jury duty or
- Call the next day at 11:00 am to see if you will be need for the afternoon session

Please advise your supervisor when you are called and secure a substitute if required for your position. If you are asked to call the next morning at 11:00 am, **please go into work at your scheduled time.** When you call at 11:00 am and are required to go to jury duty, a substitute (if needed) will be called at that time. **If you elect to stay home that day, this time will be charged to your General Leave time.**

Please send your Payroll Tech a copy of your **Jury Duty Service Slip** when you are called to serve for Jury Duty. If you are selected, you will need to send you pay stubs to payroll. Your pay will be docked for your Jury Duty service since you were already paid by CUSD. You would, however, keep the monies paid for mileage.



Use or Lose Vacation

How is vacation accrued?

All 12-month employees working 30+ hours per week earn vacation. Vacation is earned at the rate of 3.20, 4.8 or 6.4 hours per pay period, depending on the calendar (prorated for less than 40 hours per week). Upon completion of 5 years of service, 12-month employees on the support service calendar (Calendar #2612) begin accumulating 10 hours per month. Vacation is credited each pay period. Vacation is earned as long as the employee is on active paid status.

How can vacation be used?

The purpose of vacation is for the employee to take time off work to relax and refresh. However, vacation must be scheduled with the approval of the supervisor to ensure effective operation of the department/site. Earned vacation may be carried over from one fiscal year to the next; however, carryover vacation must be used by June 30th of the next fiscal year. For example, all vacation earned in 2019-20 must be taken by **July 7, 2021**. Earned vacation balances will be adjusted annually after the first week of July.

Will I be paid for unused vacation time at separation from CUSD?

Vacation and comp time are paid at the employee's regular rate, however, vacation and comp time are for the purpose of taking time off and should be used prior to separation. Earned leave may not be used to extend employment. e.g. paid vacation used to delay the effective date of termination.

How do I calculate my "use or lose" vacation?

To calculate vacation hours that must be used by the end of the year, multiply the hours earned per pay period (3.20, 4.8 or 6.4) times the number of pay periods in the current year. Subtract that amount (vacation earned in current year) from the vacation balance on your check. Please see examples below:

12 MO Support

3.20 earned vacation hours per pay X **25** pay periods= **80 vacation hours earned by the end of the year.**

Example—Calculating Use or Lose

110.75 hours = Current balance

- 80.00 hours earned in 2019-20 and eligible for roll over

30.75 hours to use or lose by 7/7/2021

12 MO Custodial/Maintenance/Kids Express (over 5 years)

4.80 earned vacation hours per pay X **25** pay periods= **120 vacation hours earned by the end of the year.**

Example—Calculating Use or Lose

165.50 hours = Current balance

-120.00 hours earned in 2019-20 and eligible for roll over

45.50 hours to use or lose by 7/7/2021

12 MO Administrator

6.40 hours of earned vacation hours per pay period X **25** pay periods= **160 vacation hours earned by the end of the year.**

Example—Calculating Use or Lose

226.89 hours = Current balance

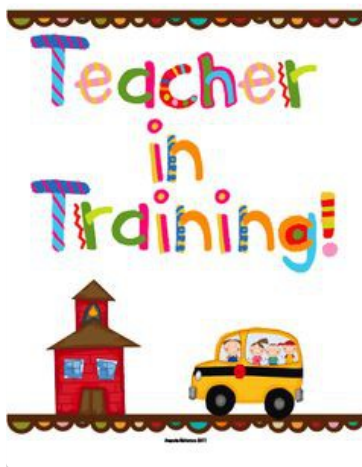
-160.00 hours earned in 2019-20 and eligible to roll over

66.89 use or lose by 7/7/2021

Black-out Days


General leave may not be used during the first 10 student days or the last 10 student days, nor can it be used the day before or after a holiday or intersession for the purposes of extending the holiday. (Limited exceptions may be approved. See General Leave Exception Approval Form below).


General Leave Exception Form




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

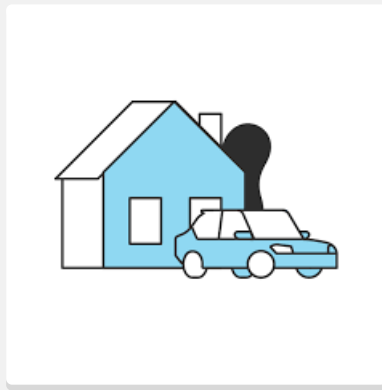
 480-812-7636

 cusd80.com/Page/74265



Student Teacher-Intern Request Form CUSD Fillable.pdf

 [Download](#)
502.9 KB



Buying a House?



Buying a Car?



Need Verification of
Employment?

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

April Calendar



April2021.pdf
April Calendar

[Download](#)
175.8 KB

Summer Schedule



Summer Schedule 2021.pdf

[Download](#)
335.1 KB

Notice of Nondiscrimination

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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:

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) 812-7640
filloon.jeff@cusd80.com

Dr. Kimberly Marshall, Executive Director of Student Services
200 S. Hamilton
Chandler, AZ 85225
(480) 812-7658
Marshall.kyemberly@cusd80.com

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

