

# *Chandler Unified School District*

Human Resources Newsletter

June 2021

## Face Coverings

Face covering will be optional starting June 1 and continuing into the 2021-22 school year. District departments and school sites will maintain a heightened awareness of student and staff behavior regarding mask bullying. If mandated by Maricopa County Department of Public Health (MCDPH) or Executive Order, CUSD will require masks for students and staff. Please continue to practice safe hygiene habits established as part of our mitigation strategies this year

## 2021-2022 School Year

Teachers return on Wednesday, July 14th.

First Day of school is Wednesday, July 21st.

## 2021-22 Pay Days

Please click on the button below to access the 2021-22 Pay Days.

*2021-22 Pay Days*

Support Staff Contracts

2021-2022 Support Staff Contract distribution has begun. With the volume of this distribution, it will take approximately 2 days for all support staff to receive their contracts. Some sites will get their contracts earlier than other sites. Employees will receive an email with instructions on how to access their contracts.

## 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](#)*

## Upcoming Certified Pay Dates

Balance of Contract Pay - May 28, 2021.

Pay For Performance - Eligible employees will receive 100% of the teacher pay for performance on July 15, 2021

## Journey 2025

The goals for the Governing Board strategic plan, Journey 2025, are being reviewed. If the goals are met, employees hired on or before October 31, 2020, will be eligible for a onetime payment on June 17, 2021.

## Payroll Deductions

Last deduction for 403b/457 for less than 12 month employees will be May 6, 2021.

Last deduction for AEA dues and United Way Contributions for this fiscal year will be May 6, 2021.

Last Insurance deductions for certified employees will be May 28, 2021. For all other employees, it will be June 4, 2021.

## Summer Schedule

During our summer schedule, employees are scheduled to work Monday-Thursday, 10 hours per day and have Fridays off. If you are out during our 4-10 scheduled day, absences must be reported as 10

The summer schedule can be found below for your reference.



Summer Schedule 2021.pdf

[Download](#)  
335.1 KB

## Attention Retirees

For those employees retiring from ASRS, please be aware that ASRS will send you a letter stating that your "Ending Payroll Verification" has not yet been approved by CUSD. This is an automated email that is sent out soon after you apply for retirement. You do NOT need to contact payroll regarding this letter. The payroll department cannot verify your retirement until your last paycheck has been processed. You will receive estimated payment checks from ASRS until we verify your retirement and it has been fully processed by ASRS.



## 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 vacations 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

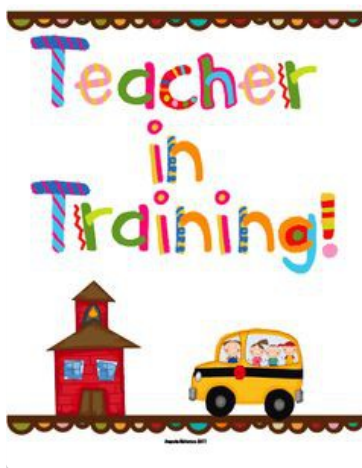
**6.40** hours of earned vacation hours per pay period X **25** pay periods= **160 vacation hours earned by the end of the year.**

#### **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**




## 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)

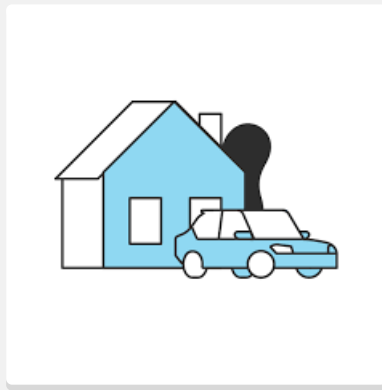
 480-812-7636

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



Student Teacher-Intern Request Form CUSD Fillable.pdf

 [Download](#)  
502.9 KB



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

June Calendar





June2021.pdf

Download  
174.8 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 handle Title IX inquiries regarding the nondiscrimination policies:

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) 812-7640

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

Dr. Kimberly Marshall, Executive Director of Student Services

200 S. Hamilton

Chandler, AZ 85225

(480) 812-7658

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

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