

# Frequently Asked Questions (FAQ's)

**Q:** I need to report a **change in my address/phone number**. What do I do?

**A:** Visit the CFSD web site: [www.cfsd16.org](http://www.cfsd16.org)>**Human Resources>Forms**. Print the "Employee Information Form," complete it and interoffice it to HR at MAC. The other way to update your address or phone number is to go into Munis Self Service and choose "Personal Information" from the gray menu at the right of your screen. Select "Contact" and "Edit" to update the information.

**Q:** I know how to find Munis Self Service, but I don't remember my **login** or **password**.

**A:** In most cases, your login is your first initial and last name. Your password is your CFSD badge number. Contact HR, if you have difficulty logging in.

**Q:** How do I access **WiFi** at CFSD or find the password to my **voicemail**?

**A:** Please contact your CFSD **IT liaison** (computer tech) assigned to your site.

**Q:** I need to **change my name**. What do I do?

**A: Certified employees:** It is important to first change your name on your ADE certificate. Contact Elsa Young/HR Director for an **ADE Name Change form**. Complete it and then send your **original certificate** to Elsa through the interoffice mail, once you receive your new certificate in the mail from the ADE. Next, download an **Employee Information Form** from our web page (instructions above) and interoffice it to HR at MAC with a document as evidence of the change.

**Classified employees:** Simply download the **Employee information Form** and interoffice it to HR at MAC with a document as evidence of the change.

**ALL EMPLOYEES:** The Payroll Dept requires all employees to submit an updated **Social Security card** – showing your new name - before your name may be changed in district databases.

**Q:** Where do I find the Employee and Payroll calendars?

**A:** Visit the CFSD web site: [www.cfsd16.org](http://www.cfsd16.org)>**Human Resources>Helpful Links**.

**Q:** I need some information about my **benefits**. Where do I find it?

**A:** Visit the CFSD web site: [www.cfsd16.org](http://www.cfsd16.org)>**Human Resources>CFSD Employee Benefits**, or you can sign in to Munis Self Service and select "Benefits" from the menu to see your elections. You can also click the "Resources" icon at the top of any page to access benefit providers, summaries, the rate chart, etc.

To speak with our benefits specialist at MAC, please call 209-7530.

**Q:** I need to take a short leave of absence to have surgery. How do I know if I qualify for leave under the **FMLA**? Would my friend qualify to take care of her sick spouse for the next couple of weeks?

**A:** To be **eligible** for 12 weeks of unpaid leave under the FMLA (Family and Medical Leave Act), you must have worked for CFSD for at least 12 months and have completed at least 1,250 hours of service during the 12 month period immediately preceding the leave. Your reason for the leave must also be a qualifying reason (for the birth/adoption of a child; to care for a spouse, child or parent who has a serious health condition; to care for your own serious health condition.)

If you are a new employee and do not meet the eligibility requirements, you may qualify for a district leave of absence. For details, please contact our benefits specialist at 209-7530.

**Q:** I just got **hurt at work**. What should I do?

**A:** Whether you need to seek medical attention or not, you must first notify your direct supervisor or school principal of the injury.

Call the Nurse Triage phone number at **(520) 252-4689** before seeking treatment (unless the injury is life-threatening; then seek immediate medical attention). The on-call nurse will complete an injury report and send it to HR. If your injury is accepted for medical care, the claims representative will follow-up with you regarding treatment going forward. If the doctor gives you any paperwork regarding your injury or treatment plan, please forward it to HR/Benefits at MAC.

**Q:** I have a question about my **paycheck**. Who do I contact?

**A:** You may contact the following payroll specialists, who can answer payroll questions from employees by site. Or, you may contact the payroll manager, Brook Billings, at 209-7520.

Stefani Nelson, (520) 209-7517: Coaches, Canyon View Elementary, Catalina Foothills High School, Esperero Canyon Middle School, Manzanita Elementary, Ventana Vista Elementary

Justina Wiggins, (520) 209-7518: MAC, Facilities, Community Schools/CARE, Orange Grove Middle School, Sunrise Drive Elementary

Brook Billings, (520) 209-7520: Valley View Early Learning Center

**Q:** How do I make a change to my **tax forms** or **direct deposit**?

**A:** Please download the direct deposit and/or tax forms (federal or state) at **[www.cfsd16.org](http://www.cfsd16.org)>Human Resources>Forms**. Fill them out and send them via interoffice mail to Payroll/MAC.

**Q:** How do I obtain a copy of my **W-2** form?

**A:** Please contact **Payroll** at 209-7518 to request a copy.

**Q:** I have a friend who would love to **work for CFSD**. How can he/she find out what positions are available?

**A:** We love referrals! Please have your friend see our **available positions** on the CFSD web site at [www.cfsd16.org](http://www.cfsd16.org)>**Human Resources>Employment Opportunities**. She can also fill out and submit an application right there.

**Q:** My friend said that she saw a **position posted** on a popular job board, but she said that it does not appear on CFSD's web site. Why?

**A:** Many of the popular job boards contain CFSD job postings that may have been filled and are out of date, as many advertisers collect public job postings from the web. Please refer your friend to the CFSD web site for our currently available jobs. In most cases, jobs are available to anyone until they are filled (we rarely, if ever, post a closing date on our positions). However, jobs available to "internal candidates only" are for CFSD employees at any site, only, and are not open to candidates who are not employees of CFSD.

**Q:** I need to drive a **district vehicle** for an upcoming field trip. How do I qualify to check out and drive a district van or mini-bus?

**A:** Only CFSD employees may drive district vehicles, as long as they have had no more than three moving violations in the past three years. Please contact Elsa Young/HR Director for the required forms that must be completed and submitted - along with a current driving record - prior to being authorized to drive. A training class or the review of a safety presentation must also be completed prior to driving a district **van**. To drive a **mini-bus**, the required forms, plus live, behind-the-wheel training are required prior to driving.

**Q:** I would like to **substitute** teach for CFSD. What do I do?

**A:** Please visit the CFSD web site at [www.cfsd16.org](http://www.cfsd16.org)>**Human Resources>Substitute Information** and click on the link to "ESI," the District's substitute vendor, for information and details about how to apply. Please note that ESI employees are hired and become employees of Educational Services, Inc., (ESI) of Phoenix, AZ.