

CAUSE ADVISORY

CUSD * Employment Notification - 2018-2019

Are you reviewing this document for accuracy?

Greetings Colleagues: Administrators, Faculty, & Support Staff.

In the past week, many of you have received your **CUSD * Employment Notification - 2018-2019 Fiscal Year** from the District Office. Every employee has been asked to verify the accuracy of this document, maintain a copy for their records, and return the document with your signature, which serves to confirm the accuracy of the data therein.

The accuracy of this document is paramount, as it contains data associated with your...

- * **employment status** (*Temporary, Probationary, or Tenured*)
- * **placement on the salary schedule** (such as placement on Step, Column, and/or Wage schedules)
- * **retirement data** (STERS/PERS related data)
- * **assignment information** (school site or facility, position)
- * **tax information** (current with-holdings, Medicare)
- * **leave information** (current accrued balance, grants, & usage)

CAUSE Leadership has received several inquiries from District employees concerned that the document may either contains errors, missing information, or does not reflect the records in possession of the employee. Therefore, CAUSE Leadership wants to encourage all District employees to thoroughly review the **CUSD * Employment Notification - 2018-2019 Fiscal Year**.

In the event of questions, concerns, or suggestions, you are encouraged to contact the District's administrative point people for the type of information contained in this document:

* **Human Resource Director, Ms. Diana Zapata** [dzapata@cusd.net]

...or...

* **District Payroll Manager, Ms. Lise Main** [lmain@cusd.net].

Finally, as you review the cited documents, please know that your Union representatives are available to provide support at your request.

In Unity,

~ CAUSE Leadership

*** C.A.U.S.E. - Yes We Can. ***