

## Frequently Asked Questions (FAQ's)

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

**A:** Visit **MUNIS Self Service** at <https://cfsd16.org.com> and log in using your username (first initial and last name, in most cases) and password (CFSD badge number).

Select "Personal Information" from the menu on the righthand side of the screen and click on "CONTACT" from the menu that appears at the top of the screen. Find your current address in the "Addresses" section and hit the blue "Edit" option to enter your new address. Hit the "Save" button after making your changes to save your new information.

To update your telephone number, find your current number in the "Telephones" section and hit the blue "Edit" option to enter your new number. Hit the "Save" button after making your changes to save your new information.

**Q:** I am a new employee and do not know how to set up my e-mail. Who do I contact for help?

**A:** Please contact your CFSD on-site IT representative (computer technician) who is based at your work building. If you don't know the name of your IT representative, contact your Front Office staff (school secretary, office clerk or receptionist) who will direct you to him/her.

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

**A:** Please contact your CFSD on-site IT representative (computer technician) who is based at your work building. If you don't know the name of your IT representative, contact your Front Office staff (school secretary, office clerk or receptionist) who will direct you to him/her.

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

**A:** **Certified Employees:** You must first change your name on your ADE certificate. Contact HR at CFSD for an ADE Name Change form. Complete it

and mail it to Phoenix (it cannot be submitted on-line). Once you receive your certificate in the mail with your new name on it, interoffice the original document to HR. Please refer to “All Employees” note below for an additional step.

**A: Classified Employees:** E-mail HR with evidence of your name change (court document, marriage license, etc.) and request the change. Please refer to “All Employees” note below for an additional step.

**A: All Employees:** As a final step, all employees will need to have their new name added to their Social Security card, before CFSD can make the name change. Once your Social Security card has been updated and the above steps have been completed, send a copy of your new Social Security card to HR, and your name will be changed.

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

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

**Q:** I need to find some information about my benefits. Where should I look?

**A:** Visit the CFSD web site at [www.cfsd16.org](http://www.cfsd16.org). Click on **Human Resources>Employee Benefits**. If you don’t see the information that you need, you can call us in HR.

To speak with a CFSD benefits specialist at the District Office (MAC), please call **(520) 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 Family and Medical Leave Act (FMLA)?

Would my friend qualify to take care of her sick spouse for a couple of weeks, under the FMLA?

**A:** To be eligible for up to 12 weeks of unpaid leave under the federal FMLA, an employee 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. The reason for taking the leave must also be

a qualifying reason under this federal law, specifically, **birth/adoption** of a child; to **care for a spouse, child or parent** who has a serious health condition; or to **take care of your own serious health condition**.

Please contact the CFSD HR Office at (520) 209-7530 to submit your confidential request for leave under the FMLA. A benefits specialist will let you know if you are eligible and what steps to take.

If you are a new employee of CFSD and do not meet the eligibility requirements, you may qualify for a “district” leave of absence.

**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 your injury.

**Call the Nurse Triage phone number at (888) 252-4689**, before seeking treatment (unless the injury is life-threatening. Seek immediate medical attention, if that is the case). The on-call nurse will complete an injury report, when you call the number. If your injury is accepted for medical care, a claims representative will contact you for treatment instructions going forward. If a doctor gives you any paperwork concerning your injury or treatment plan, please forward it to CFSD HR at the District Office.

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

**A:** You may contact the following payroll representatives, who can answer payroll questions from employees by work site or department. Or, you may contact the payroll manager, Brook Billings, at (520) 209-7520.

**Misty Bristol - (520) 209-7517:** Employees based at: Canyon View Elementary, Catalina Foothills High School, Esperero Canyon Middle School, Manzanita Elementary, Valley View Early Learning Center, and any CFSD coaches

**Justina Wiggins – (520) 209-7518:** Employees based at: District Office (MAC), Facilities, Community Schools/CARE, Orange Grove Middle School, Sunrise Drive Elementary

**Brook Billings – (520) 209-7520:** Employees based at: Ventana Vista Elementary. Brook can also answer any payroll-related questions.

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

**A:** You can download the direct deposit or tax forms (federal or Arizona state) from the CFSD web site at [www.cfsd16.org](http://www.cfsd16.org). Click on **Human Resources>Payroll Forms**. Complete the forms and send them via interoffice mail to Payroll at the District Office (MAC).

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

**A:** Please contact the Payroll Dept. at the District Office (MAC) at (520) 209-7518 to request a copy. Electronic copies are available.

**Q:** I have a friend who would like to work for CFSD. How can she find out about available positions? How should she apply?

**A:** We love referrals! Please ask your friend to review available jobs on the CFSD web site at [www.cfsd16.org](http://www.cfsd16.org). Click on **Human Resources>Employment Opportunities**. She can also complete and submit an application by clicking on the red “Apply” button that appears next to each job posting.

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

**A:** Many popular job boards and advertisers collect public job postings from various web sites and may continue to advertise them, regardless of their availability.

Please tell your friend to visit the CFSD web site to see currently available jobs. CFSD rarely, if ever, posts a closing date on job postings. In most cases, jobs are available and posted until they are filled. However, jobs available to “internal candidates only” are for CFSD employees only and are not open to candidates who are not employees of CFSD.

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

**A:** Visit the CFSD web site at [www.cfsd16.org](http://www.cfsd16.org). Click on **Human Resources>Substitute Information**. Follow the link to complete an “ESI” (Educational Services, Inc.) application. ESI is the district’s substitute vendor that is based in Phoenix, AZ. Employees who are hired by ESI to substitute teach at CFSD become employees of ESI.

**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 (not volunteers or Board members) may apply to drive district vehicles, such as vans or mini-buses, as long as the employee has had no more than three moving violations in the past three years.

Visit the CFSD web site at [www.cfsd16.org](http://www.cfsd16.org). Click on **Human Resources>District Training Information>Drivers Training (District Vehicles)**. A training presentation is available, along with required documents and instructions on how to obtain a copy of a current driving record. Each fiscal year, a new set of documents must be submitted, along with a new driving record.

Employees who are interested in driving mini-buses must also complete beyond-the-wheel training once, before they are authorized to check out a district mini-bus. The behind-the-wheel training does not need to be repeated each fiscal year.