District Services during COVID-19 Closure

We want to thank all of you for your patience as we work through the challenges of our District closure. TUSD Departments have put together a plan to ensure that our service levels remain constant and that you are still able to move forward with your staffing and employee needs.

EMPLOYEE RELATIONS

Employee Relations
Email: ER@tusd1.org

Employee Relations will be working remotely and will maintain regular work hours, Monday-Friday 7:45 a.m. – 4:45 p.m.

301 Performance Pay. The first payment is scheduled to be paid on May 8, 2020. We do not anticipate a disruption to the first payment. The second payment, which utilizes evaluation scores, is currently scheduled to be paid on June 19, 2020. We will send you a timely update as to any changes related to the second payment requirements.

Grievance Matters. All timelines remain in place. There will be flexibility with extension requests.

Professional Development Reimbursement/Document Removal. Employee Relations office will be available via email for any PD Reimbursement and Document Removal requests.

All departments will be working remotely as much as possible. Therefore, email is the best form of communication at this time.

FINANCIAL SERVICES

Accounting / Cashier / Grant Accounting

- Linda Keyser, District Cashier, linda.keyser@tusd1.org, 225-6482 will be on site from 7:30 to 4:00 each day and will be processing deposits and receipting of funds
- Denise Moreno, Grants Accountant, denise.moreno@tusd1.org, 225-6112 will be processing grant reimbursement requests, grant budget revisions, EPARs, budget mods, and requisitions.
- Barbara Armstrong, Accounting Associate, Barbara.armstrong@tusd1.org, 225-6145 will be answering questions from staff and providers in regards to COBRA Enrollment & Eligibility, ASRS Premium subsidies, insurance vendor payments and contribution files for HSA and FSA
Christina Cruz, Christina.cruz@tusd1.org, will be available for general questions regarding account code setups, gifts & donations, or other general finance questions

**Accounts Payable**

**Email:** TUSDFinance@tusd1.org

- AP staff will be active on email during business hours and checking voicemail throughout the day. Email will be the quickest way to reach your AP staffing team (see below) or TUSDFinance@tusd1.org
  - Kari Snyder  Kari.Snyder@tusd1.org
  - Lourdes Gonzalez  Lourdes.Gonzalez@tusd1.org
  - Terry Campuzano  Maria.Campuzano@tusd1.org
  - Eddie Escajeda  Edward.Escajeda@tusd1.org

- AP will continue to process invoices, employee mileage and travel reimbursements as normal.
- AP will still need sites to continue to complete receiving purchase orders and approve invoices as normal.
- AP will continue to pay our vendors.

**Attendance Accounting**

- Attendance will be checking emails and looking at schools attendance data for any details that need correcting.

**Budget**

**Email:** budget@tusd1.org

- FY20-21 Budget meetings will be held via Zoom. Meeting times and links have already been emailed to principals. If you have questions concerning scheduling or access, please email Vanessa Hernandez at Vanessa.hernandez@tusd1.org.
- Budget staff will be working remotely whenever possible. We are processing ePARs, requisitions and budget adjustments. We are receiving and responding to emails.
- Attendance will be checking emails and looking at schools attendance data for any details that need correcting. (Renee, they are also editing/updating in-house documents. Kathleen and Trista are able to assist other departments next week as needed).

**Grants and Federal Programs**

- Grants and Federal Programs staff will be active on email during business hours and checking voicemail each day. Email will be the quickest way to reach Grants and Federal Programs staff during this time.
• Grants and Federal Programs staff will continue to process requisitions and ePARs on a regular basis. We will contact you if we need additional documentation, or if there is a programmatic question.

• Regional Program Coordinators will continue to work with schools on CNAs, IAPs, and your budgets for next year.

• We will continue to work with schools on competitive grant applications for next year (21st Century and all School Improvement Grants)

Payroll
Email: payroll@tusd1.org

• Payroll Staff will be active on email during these hours and checking voicemail throughout the day. Email will be the quickest way to contact us (payroll@tusd1.org).

• Email verifications of employment to payroll@tusd1.org.

• Deadlines remain the same for Payroll Adjustment ePARs.

Purchasing
Email: purchasing@tusd1.org

• Continue to review/process requisitions for using departments and sites

• Communication with sites (email or phone calls) regarding the current need for the items being requisitioned

• Review/process purchase order revisions for using sites and departments

• Be available via email (or you can request a call back in your email) to answer questions/assist with iVisions purchasing functions, contract information, or any other information that you may need

Student Finance
Julie Versluis  225-6123  julie.versluis@tusd1.org
Lori Emrich  225-6141  lori.emrich@tusd1.org

• Student finance will continue processing requisitions

• Finance Courier will be available for courier service for all sites during the hours of 7:30 AM to 4:00 PM. You may contact Nolan Hicks  403-0152  nolan.hicks@tusd1.org

HUMAN RESOURCES
Document Upload: hrdocs@tusd1.org
Discipline Files: hrdiscipline@tusd1.org

• During the school closure, the HR Department, including Benefits staff, will operate remotely during normal business hours – 7:45 AM to 4:45 PM.
• HR Staff will be active on email during business hours and checking voicemail throughout the day. Email will be the quickest way to reach your HR staffing team or HR Customer Service (HRDocs@tusd1.org).
• HR staff will continue to post vacancies and manage ePARs during the closure.
• Interviewing can move forward but must be done via Zoom (or other online resource) *no in-person interviews*. All interview protocols remain in place (bargaining unit language, panel composition, etc.) and all required documentation must still be completed and submitted with any recommendation for hire.
• The 7-day hiring window for certified positions remains in place during the closure.
• Teacher contracts have been sent and need to be accepted within the 15-day window or they will expire.
• Recertification requests should be sent to HRDocs@tusd1.org, information will be provided to ADE electronically.
• All Fingerprinting Days and New Employee Orientations for March 2020 are cancelled. If the closure continues long term, we will look at alternatives to manage these functions.
• TimeClock deadlines remain the same – only employees going into buildings need to clock-in and clock-out.

LEGAL SERVICES, DESEGREGATION & PUBLIC RECORDS

Legal
The Legal Department, Risk Management, Desegregation and Public Records will be working remotely during regular business hours (7:30-5:00).

You can contact any of us as you normally do, but keep in mind we voicemail will be checked periodically, so you may experience a delay in response calling the office phone lines. We recommend email for faster service.

Legal Department  robert.ross@tusd1.org
Risk Management  nicole.lowery@tusd1.org
Desegregation  martha.taylor@tusd1.org
Public Records  b.cardenas@tusd1.org

TECHNOLOGY SERVICES

The TS Service Desk is always the first point of contact
TS Service Desk: 225-6333
Email: TS Service Desk: TrackIt@tusd1.org

Technology Services Employees will be working remotely during the District closure. The phone line at 225-6333 will still be available from 7:00 AM to 5:00 PM. You will be asked to leave an accurate cell or home phone number, your name and a brief message as to what
you need assistance with. A technician will be calling you back to try to assist with your issue. We are limited at this time and remote access is not available. You can still enter a Track-It Self-Service work order as long as you remember to put your cell or home number in the notes for us to be able to call you.

Once the Service Desk receives your call or Track-It work order request, we will:

- Call you back to try and assist you by phone
- Send your work order over to the Synergy Team if required
- Send your work order over to the Instructional Technology team if required

Please understand that this is a temporary set up to assist our employees during this difficult time. It may take a little bit longer to get back in touch with you, especially if we have to forward to another team.

MAILROOM
The mailroom will be open daily from 7am – 3:30pm.
Location: 430 S. Campbell Ave
Phone: 225-4680

All mail delivery, for all school sites, is being diverted to the mailroom. If you are looking for something, or need a pick-up of outgoing mail, please email Kathy Price and Linda Romero to schedule this.

Please do not come directly to the mailroom unless you have a scheduled an appointment. We want to ensure we are practicing social distancing.
All other deliveries (Fed Ex, UPS, etc.) will be directed to the 2050 Warehouse. They will be logging all items as they are received. If you are in need of something that has been delivered, please email Albert Gavino, Daniel Armenta, and Jack Miller to schedule a delivery.

OPERATIONS
For the rest of Operations, business is as usual – put in a work order or call the WO desk at 225-4640 for assistance.