



# Azusa

Unified School District

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**Date:** June 28, 2021  
**TO:** All Eligible Certificated Retirees  
**FROM:** Jorge A. Ronquillo, Assistant Superintendent, Human Resources

**SUBJECT:** Open Enrollment – Health & Welfare Benefits Options

Open Enrollment for the 2021-2022 school year will be from **Thursday, July 1, 2021**, through **Friday, July 30, 2021**. Please complete a [Certificated Retiree Election Form](#) during the open enrollment period.

The new plan year is effective October 1, 2021.

Additional information, including [rate sheets](#), are on the district website at <https://www.azusa.org> (under Departments >> Human Resources >> Quick Links).

#### HUMAN RESOURCES

Human Resources

Staff Resources

Certificated Benefits

Classified Benefits

Job Listings

#### ABOUT HUMAN RESOURCES

The goal of the Human Resources Department is to recruit and select the most highly qualified candidates for all open positions in the district and to promote employee/employer relations. We provide for a climate in which optimum staff performance and satisfaction are produced by allocating the human resources of the district in a manner in which it makes the greatest contribution to the instructional program. We develop and utilize personnel evaluation processes which contribute to the improvement of staff capabilities and learning program.

AUSD provides staff development designed to contribute to the improvement of each staff member's career. We offer a genuine team approach to education, including staff involvement in program planning, implementation and evaluation.

The members of the Human Resources Department can help both those seeking employment and current employees with any matters related to the employment process or their employment status.

#### COVID-19 Adjustments

Due to the District's COVID-19 closure we are accepting Verification of Employment requests via email only. If you are a classified employee, please email [Joanna Caballero](mailto:Joanna.Caballero@azusa.org); for certificated employees, please email [Stephanie Hernandez](mailto:Stephanie.Hernandez@azusa.org).

#### QUICK LINKS

[Certificated Retiree Application](#)

[Classified Retiree Application](#)



#### **Sign up online**

Retirees can now sign-up for benefits online. Click this link to sign up - [Certificated Retiree Election Form](#).

#### **Please note the following:**

**Eligible Certificated Retirees:** Health insurance allowance of \$7,524 towards any plan offering for retirees that meet the age and service requirement per the negotiated agreement.

Payments for your health insurance can be made as either a single prepayment for the entire year or in ten equal payments. If a check does not clear, a cashier's check will be required for all future payments. If payment is not received by the first of each month, benefits will be canceled and will not be eligible for renewal until the following open enrollment period.

Please contact Maria Alcaraz-Reyes at [malcarazreyes@azusa.org](mailto:malcarazreyes@azusa.org) for further information or to discuss other retirement inquiries.

Direct retirement payment inquiries to Claudia Tonsay at [ctonsay@azusa.org](mailto:ctonsay@azusa.org) or Sylvia Nunez at [snunez@azusa.org](mailto:snunez@azusa.org) or at (626) 858-4231.