

10 MONTH SCHOOL TO BIRTH TO 3 PROGRAM

What You Should Know

About Your Paycheck

All time worked before and after job change from a 10 month school (L10 pay group) to “Birth to Three” program (L12 pay group) is paid according to the regular payroll schedule. Hours before the effective date of the job change are paid based on your rate of pay when annual salary is prorated over 10 months. Hours on and after the effective date of the job change are paid based on your rate of pay when annual salary is prorated paid over 12 months.

Moving from a position at a 10 month school (L10) to a position in the “Birth to Three” program (L12) *will* impact your per-pay amount received, *even if your annual salary is the same*. As an employee at a traditional school, your salary is divided over 21 paychecks. As an employee in the “Birth to Three” program, your salary is divided over 26 paychecks. Other additional pay such as longevity is also prorated over more paychecks, so you will notice less per paycheck even though the total annual amount will be the same. Also, certain deductions transition from being deducted over 21 paychecks to being deducted over 24 or 26 paychecks.

Example: Annual Salary \$60,000.00

\$60,000.00 divided by 21 paychecks = \$2857.14 gross per paycheck. (2857.14 divided by 80 hrs per ck = \$35.71 per hr)

\$60,000.00 divided by 26 paychecks = \$2307.69 gross per paycheck. (2307.69 divided by 80 hrs per ck = \$28.85 per hr)

Even though the hourly rate and per paycheck amount changed, the pay is the same by the end of each year. The hourly rate for salaried individuals is not displayed on their paychecks because they are not paid hourly; they are paid either 1/21st or 1/26th of their annual salary.

About 26 pay and Summer Pay Deductions

Since employees paid over 12 months do not need to plan for months where they do not receive any earnings, all 26-Pay or summer-pay deductions taken since the start of the school year get paid out to you, generally on the paycheck after the effective date of the change from L10 to L12. (Note: YTD balances on your paycheck only reflect calendar year to date, not school year to date so the amount refunded is not the YTD amount shown on your paycheck; it is what was actually deducted during the current school year.)

About Sick/Vacation Leave Balances

Check your bargaining agreement (union contract) to determine if you receive an “up front” credit for sick/vacation leave, or if you receive a per-paycheck accrual.

- If you receive an “up front” credit for your sick/vacation leave, your balance will be adjusted effective the first of the month following your change. You will receive the 10 month sick amount for the months that you worked in a 10 month school/program. Then your balance will be adjusted for the months that you are working in a 12 month school/program.
- If you receive a per-pay accrual for your sick/vacation leave, your accrual amounts are calculated based on hours paid. The adjustment to your time will be effective on your paid hours. Any pay received as an employee paid over 10 months (L10) will have the 10 month accrual amount. Any pay received as an employee paid over 12 months (L12) will have the 12 month accrual amount.

If you are newly eligible for sick and/or vacation you start earning first of the month following your change and will be posted to your balance at that time.

About Insurance Benefits

The change to your benefits will be effective the first of the month following the change or first of the month following in which the Benefits Department is notified (no retro- active adjustments). Employees paid over 10 months (L10) have insurance deductions (and flex credits) for July and August applied January-June on top of their regular deductions for January – June. If your job change occurs after the school year ends, your insurance deductions as an employee in L12 pay group are stopped until September. Otherwise, these additional deductions (and flex dollars) are refunded at the time of your transition to L12 and then deducted in the actual month (July and August) for which the insurance coverage applies.