

EMPLOYEE FULL-TIME TO PART-TIME STATUS CHANGE

What You Should Know

About Your Paycheck

Any time worked is paid based on hours you report on your time sheet and paid based on the payroll calendar. Since some employees are paid based on a pre-set schedule in the payroll system, it is important that you review your first paycheck after your status change to make sure your pay is reduced as expected. *If your pay is not reduced, contact payroll immediately* to make sure they are aware of your status change. When a status/job change is entered into the HR system *after* the actual effective date of the status/job change, payroll may need to adjust your future paychecks to offset any overpayment resulting from delayed notification. The sooner a problem is identified the smaller the problem and faster it can be corrected.

About 26 pay (Teachers)

If your salary is decreasing based on your job change the deduction amount for 26 pay will also decrease. The 26 pay is based on a percentage of net pay. If your pay is decreasing the amount deducted will also decrease. You also have the option to cancel 26 pay and receive a pay out of any balance, but if you cancel you are not eligible to re-enroll until the following school year.

About Summer Pay (Non-Licensed Staff)

If your job change happens before 10/1 you will be eligible to change your amount deducted for summer pay. If your change happens after 10/1, you would have the option to cancel summer pay and receive a pay out of any balance. If you cancel you are not eligible to re-enroll until the following school year.

About TSA Contributions

You can continue to contribute to a Tax Sheltered Account (403b or 457 plan) as a part time employee. However if you are eligible for a district match, that match amount will be prorated based on part time status per your union contract.

About Sick Leave Balances

If you receive a lump amount in January for your sick leave, your balance will be adjusted effective the first of the month following your change. You would receive the full-time sick amount for the months that you worked full time. Then your balance will be adjusted for the months that you are working part-time. If you receive an accrual for your sick leave, your accrual amounts are calculated based on hours paid. The adjustment to your time will be based on your paid hours after your job change.

About Vacation Leave Balances

If you receive a lump amount in January for your vacation leave, your balance will be adjusted effective the first of the month following your change. You would receive the full-time vacation amount for the months that you worked full time. Then your balance will be adjusted for the months that you are working part-time. If you receive an accrual for your vacation leave, your accrual amounts are calculated based on hours paid. The adjustment to your time will be effective based on your paid hours. If you are no longer eligible for vacation based on your job change, any vacation balance will be paid out to you on a 2 week lag after your job change.

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 retroactive adjustments).

If you are a 10-month employee and your status change occurs January through June, your summer deductions and/or your flex dollars (if applicable) will also need to be adjusted.

You also have the option of waiving your benefits the first of the month following your job change. Please contact the Benefits Department within 30 days of your job change, if you chose to waive.

If no longer eligible for benefits as a part time employee, you may continue health, dental, and life insurance coverage through COBRA by paying the full premium amount. Contact your Benefit Specialist for more information about COBRA continuation coverage.