

## **FAQ's for Certificated Staff**

### **Q: When will I be paid?**

A: Certificated staff hired before the start of the school year are paid on the last working day of each month, starting in September. Teachers, counselors, and psychologists are generally placed on a “10 month” pay-schedule which distributes salary payments equally over 10 months from September to June, with net pay distributed over 12 months from September to August. Principals and other administrative staff are paid on a “12-month” pay-schedule which distributes salary payments equally from July to June.

All paychecks – and pay stubs for those with direct deposit – are mailed the day before payday.

### **Q: Why are my July and August checks different than the other months?**

A: July & August checks are not contracted payroll checks. This is money that is due to the employees from their prior-year summer deferred pay. This is what was set-aside from last year to make sure the summer months are covered and staff receives payment.

### **Q: When does my contracted pay begin?**

The contracted pay for teachers begins on September 30<sup>th</sup>.

### **Q: Why do I not see the Measure G pay increase on my July and August checks?**

You will see the Measure G pay increase on the September 30<sup>th</sup> pay date.

### **Q: I was hired after the school year started. When will I receive my first paycheck, and subsequent paychecks?**

A: Certificated staff whose first work day falls between the 1st and 15th receive their first paycheck at the end of that month. New hires whose first work day falls

after the 15th of the month receive their first paycheck at the end of the following month. In both cases, the prorated annual salary is distributed in equal installments beginning with the first paycheck and ending with the June 30 paycheck. For new hires whose first paycheck is issued after September 30, June 30 will be their final “paycheck” for the current school year (no net pay issued in July or August). Staff returning on the first day of the next school year will be placed on a 12-month “net pay” cycle with salary paid from September 30 to June 30 and net pay distributed over 12 months from September 30 to August 31.

All paychecks – and pay stubs for those with direct deposit – are mailed the day before payday.

**Q: I recently participated in a workshop outside of my regular contracted hours. How and when will I be paid for those hours?**

A: Professional development is generally paid at a rate of \$41 per hour for certificated staff members. Payment for “supplemental” earnings is issued on a separate paycheck on the 10th of each month as long as the payroll document has been received from the sponsoring department by the last day of the previous month. The “10th” payroll cannot accommodate direct deposit, so these paychecks are mailed to you as paper checks. If the payroll document arrives in Fiscal Services after the last working day of the month, payroll staff will pay you on the next available payroll. All supplemental paychecks are mailed the day before payday.

**Q: I have a VSA to work with students in After-School Homework Club (or a similar program). How and when will I be paid for those hours?**

A: Extra hours spent teaching students outside of your contracted hours are generally paid at a rate of \$33.60 per hour. Payment for these “supplemental” earnings is issued on a separate paycheck on the 10th of each month, and requires you to fill out and sign a certificated timesheet specifying the hours you worked and the activity. You must turn in your timesheet before the end of the month for principal review and approval, in order to guarantee that your check will be issued by the 10th of the following month. The “10th” payroll cannot

accommodate direct deposit, so these paychecks are mailed to you as paper checks. If the timesheet arrives in Fiscal Services after the last working day of the month, payroll staff will pay you on the next available payroll. All supplemental paychecks are mailed the day before payday.