

# August



## NEW ASSIGNMENTS

Ashlee Maddox- Head Secretary Syracuse High

Shalean Weston- Head Secretary Doxey Elementary

Andrea Scanlon- Head Secretary Buffalo Point Elementary

Brandie Joos- Head Secretary South Clearfield Elementary

Congratulations! We look forward to working with you.

## BUDGET NEGOTIATIONS 2018-2019

- ◆ COLA was funded for everyone.
- ◆ Step Raises were funded for everyone.
- ◆ 1.5% stipend will be paid out to all employees on the November Paycheck based on hours worked. (Pro-rated to FTE)
- ◆ 257 Day Vacation eligible employees will still have a “Floating Furlough Day” which should be taken as a full day.
  - ◆ All Salary Tables are available on our website.

## “NEW “ EXTRA DUTY PAY RATES

- ◆ Extra Duty pay rate for Teachers \$24.85
- ◆ Teacher Lunch/Bus Duty rate is now \$15.80
- ◆ Classified Lunch/Bus Duty is now \$10.27

## TEACHER SUPPLY MONEY

Anne Cammack from Accounting will be sending an email to your Principal regarding Teacher Supply Money. Please note:

- ◆ All applicable PA’s must be in process before supply money can be issued. Please make sure all Terminations and Retirements are entered.
- ◆ Supply money is not paid through Payroll because it would be taxable.
- ◆ Supply money payments will be Direct Deposited by Accounts Payable.
- ◆ Teachers will receive an email from AP when the payment is issued.

## CUT AND HACK

If an employee has a VACATION/PERSONAL LEAVE carry-over balance that exceeded the allowable maximum as of July 1, 2018 rollover, they have until Monday October 15th to “Use It or Lose It”. Any excess Vacation/Personal Leave not used and entered in Encore by that date will be lost!

- ◆ Classified Employees can carry-over a maximum of 30 days of vacation.
- ◆ Licensed Employees can carry-over a maximum of 30 days PLA.
- ◆ Administrators can carry over a maximum of 40 days of Vacation.

This is a maximum carry-over balance and does not include hours accrued for the current year (on or after July 1, 2018).

To figure the remaining Vacation/Personal Leave Hours:

- ⇒ Take the Beginning Balance and Subtract any hours used since July 1st. OR
- ⇒ Take the Current Balance and subtract any hours accrued since July 1st.

## PAYROLL NUMBERS / MAIN LINE 402-2582

SCOTT (25325)

LESLIE (25176)

HOLLY (25327)

KATHY (25326)

ELIZABETH(25232)

TAMI (25348)

LAKI (25236)

CINDY (25324)

AMY(25285)



### PAYROLL 101: (PAY PERIODS)

- ◆ **257 Days:** The first day of the month to the last day if the month.
- ◆ The following Pay Periods go from the 16th to the 15th:
  - ⇒ **Part Time Employees**
  - ⇒ **Substitutes**
  - ⇒ **Extra Duty Pay**
- ◆ **Educators:** The Annual Salary is divided evenly over 12 checks.
- ◆ Leave Reporting Period for all employees goes from the 16th to the 15th.
- ◆ Leave without pay (LWOP) goes through the end of the month.

### PAYROLL 201 (PA'S)

Make sure all applicable Personnel Actions are in process:

- ◆ New Hires, Hour Changes, Transfers, Terminations, and Retirements
- ◆ Don't forget to review your **"Organization Positions"** Report in Encore:
  - ⇒ The left-hand side of the screen indicates if a PA is in process for an employee.
  - ⇒ Make sure the authorized hours (Pos Hrs) are correct for each employee.
  - ⇒ Enter a Position Change PA for employees if hours have changed since last school year.
  - ⇒ Make sure a Separation Termination/Retirement or Transfer Reassignment PA is in process for employees who are no longer at your location but are on your report.
  - ⇒ For a printed report click on the "Report" button on the bottom of the screen.
- ◆ If you have new employees who are not on your report, check to see if a **Hire PA** or a **Transfer/Reassignment PA** has been entered for them. Make sure new hires who do not have a PA in process have been fingerprinted and processed with Human Resources.

**\*Hires and Transfer/Reassignment PA's will be entered by Human Resources**

### ALL EDUCATORS

Educators were given 1 additional Preparation day for the 2018-2019 school year:

August 20th: Extra Professional Day  
(Enter in remote pay in Sept.)

Full Time Teachers receive 8 hours / Part Time receive 4 Hours

**\*\*More information to follow\*\***

### NEW EDUCATORS

Educators **NEW** to Davis School District will receive 3 Extra Work Days

- ◆ **1 New Teacher Classroom Day** that must be worked before August 17th. Schools enter hours for payment in Remote Pay as follows:
  - Pay Type: Extra Duty Licensed
  - Pay Detail: New Teacher Extra Day 2018-2019

The following 2 additional days will be entered and Paid by the **District** on September Checks.

- ◆ **New Teacher Orientation on August 14th**
- ◆ **New Teacher Curriculum Day On August 15th**

**\*\*** If your teachers worked any of the **additional days** by the 15th of August you can pay it this month. Anything worked in the 16th or after will not be paid until September.

### TITLE 1 EDUCATORS

Title 1 educators (**with Classrooms**) will receive 3 extra prep days that must be worked before August 17th.

Please enter these in Remote Pay as follows:

Extra Duty Licensed : Title 1 Teacher Prep 2018

All payroll calendars are available on the payroll website under Secretary Information.  
Link Available [here](#).

### STORY PROBLEMS OF THE MONTH

Be the first one to answer all 3 questions correctly to receive a prize from the PAYROLL OFFICE. Email your answers to [payrolloffice@dmail.net](mailto:payrolloffice@dmail.net).

1. Mrs. Freud is a school counselor at a Title 1 School. How many extra days does she get paid for setting up her classroom?
2. Mr. Simpson did not see his supply money on his paycheck. What should he do?
3. Mrs. Summer is an A day teacher at a Junior High School. How many hours should she work on August 20th?

This document identifies and describes working days for educators in Davis School District during the 2018-2019 school year. The calendar includes a total of seven working days when students are not in attendance. Four of these days are regularly-contracted professional days, one is a professional day which has historically been a regular school day, one is a board-approved additional day (funded for 2018-2019 only), and one is a contract day.

Professional days are intended to be used for district or school professional learning activities aligned with the district strategic plan or school improvement plan. Contract days are to be free of mandatory meetings or trainings, so educators may have time to prepare classrooms and lessons prior to the first day of school.

<b>Date</b>	<b>Type</b>	<b>Description</b>
<b>August 17</b>	<b>Professional Day*</b>	School professional learning
<b>August 20</b>	<b>Professional Day</b>	8:00 am – 11:00 am: District professional learning Remainder of day: School professional learning <i>In determining start time for school events, principals are asked to consider travel time from district meetings</i>
<b>August 21</b>	<b>Contract Day*</b>	<b>Educator contract day</b>
<b>September 17</b>	<b>Professional Day</b>	School professional learning
<b>October 29</b>	<b>Professional Day</b>	School professional learning
<b>January 14</b>	<b>Professional Day</b>	School professional learning
<b>March 18</b>	<b>Professional Day</b>	School professional learning

\* If desired, the JSSC may approve a principal's request to hold a contract day on August 17 and a professional day on August 21.

#### **Professional Development for Elementary Prep Time Instructors**

*No elementary schools will schedule prep time during the first five days of school although prep time specialists will work their regular contracted time in a combination of training and preparation. Adjustment will need to be made in year-round schools to facilitate training and the other needs of the school.*

#### **Three Additional Days for Teachers New to Davis School District in 2018-2019**

<b><u>Why We Teach in Davis</u></b>	<b><u>How We Teach in Davis</u></b>	<b><u>Preparation &amp; Setup Day</u></b>
August 14, 2018 7:30 am – 3:30 pm Syracuse High School	August 15, 2018 7:30 am – 3:30 pm Syracuse High School	One additional paid day for preparation and classroom setup

*School secretaries will be required to submit "extra duty" pay for up to three new teacher days and the professional day on August 20th.*