

Important Dates to Remember



Spring Break!

Employees Less Than 238 Days:

Monday, April 3rd through
Friday, April 7th

238 & 257 Day Employees:

Thursday, April 7th and
Friday April 8th

- * *Spring Break: April 3—April 7*
- * April 11th: Remote pay will be OPEN
- * April 15th: Last Day of April Payroll
- * April 19th: Employee Approval deadline
- * April 20th: Supervisor Approval deadline
- * April 20th: Payroll Closes @ Midnight
(remote pay and sub records)
- * April 26th: Admin. Professional's Day!
- * April 28th: PAYDAY!

Instructional Improvement Leaders (I.I.L.)



I.I.L. PAYMENTS

The **second half** of I.I.L. should be paid **THIS MONTH**.

Hopefully you already have the payment information.

If not, please check with your JSSC Chair or Principal **ASAP!**

If an employee does not appear on your Remote Pay Screen under I.I.L., you will need to give them the I.I.L.

Assignment in "Remote Pay Assignments".

(Note: You may have to use the "Non-Loc" option.)

To enter I.I.L. Pay in "Remote Pay Entry":

- Enter "I.I.L." for the "Pay Type" AND "Pay Detail"
- To pay a set amount (i.e. \$200.00), enter **1 unit @ \$200.00**
- **ENTER COMMENTS** (i.e. JSSC Chair, JSSC, Web Master, etc.).

REMEMBER: Classified employees can be paid a small
"Thank You" stipend under I.I.L., but they should be
CLOCKED IN for all hours worked.

thank
you!

**OFFICE MANAGERS
AND SECRETARIES**

**Happy
Administrative
Professionals
Day!**



Leave Reminders

- ♦ Sick Leave is to be used for illness, surgery, maternity/paternity leave, and for personal bereavement for the death of an immediate family member. For more information, including the definition of an “immediate member of the family”, see *Section 4 of the Educators and Classified agreements*.
- ♦ Compensation (Comp) Time should only be used when a sub is not required.
- ♦ Non-Contract Leave (NCL): NCL **cannot** be used on a day school is in session.
- ♦ Jury Duty: Full-time employees selected for jury duty receive their full salary. The court will pay them a small stipend for serving as a juror.* When the employee receives the check from the court, they should endorse the check and send it to Payroll.
- ♦ Witness in Court: Employees subpoenaed to testify as a witness receive their full salary.* Employees who are litigants in a case where the legal action is related to their District assignment may receive their full salary for the time **spent in court**.
- ♦ Funeral/Civic Duty: Full-time employees are allowed time for attendance at funerals and special civic programs as a speaker, chair-person, musician, etc., *with prior approval from their supervisor. (If the funeral is for an immediate family member, Sick Leave should be used.)*

*Part-time classified employees are paid only for hours **worked**, (unless they have paid Personal Leave they can use). These employees should keep the check issued to them by the court.

Secondary Schools Only:

Paying Subs Productivity:

- * Remember to check the Productivity box when a substitute subs for a **Productivity** teacher.
- * If you have a sub that is subbing for a teacher but covers another class during their Prep Period, they should be paid Productivity. Be sure to enter comments as shown below. **Only enter the sub for the teacher they subbed for all day. Do not enter the sub under both teachers.** Just use comments to clarify.

Leave Type	Balance	Available Hours	Taken	Employee	Comment
Personal Leave	13.80	13.80			
Sick	1,070.50	1,078.50	8.00		
Professional Develop	.00	.00			
JSSC Approved Leave	.00	.00			
Leave Without Pay	.00	.00			
Administrative	.00	.00			
Reverse LWOP			8.00		

Find:	Emp ID	Sub Finder	Sub Name	Long Term Covid19	Productivity	Add to PLA	Position	Status
				7.5	<input checked="" type="checkbox"/>			PENDING

Employees who are resigning or retiring should not enter leave **AFTER** the last day they will work. (Employees should work on their last day unless they are on an approved leave of absence.) Once the separation PA is in process, you can enter subs under the “vacant” position using “Other” or “Part-time Leave”, with “Vacant Position” entered in comments.



Important: Teachers Subbing for Teachers



PLEASE read the following information carefully!

- * Davis teachers serving as substitutes for teachers will be paid at the long-term substitute rate.
 - * The rate will be prorated to an hourly basis if the assignment is for fewer than 3 hours per day.
 - * The long-term sub rate for 2022-23 is \$150 per day (see attached sub salary schedule)
 - * The pro-rated hourly rate (1/6 of the long-term sub rate) is \$25.00
- * Davis teachers who sub for another teacher at their school have two options:
 - * When the automated sub-finder system is not successful in filling an absence, or when prior principal approval is obtained, teachers within a school who fill in for absent teachers may be granted additional personal leave on an hour-by-hour basis instead of being paid.
 - * When they sub, teachers should notify their office manager whether they would like to accrue personal leave or be paid for their sub hours



ELEMENTARY SCHOOLS:

- * When a teacher loses their prep-time because a prep-time absence is not filled, they can be entered as a sub for the absent prep-time teacher and be PAID. (Our system does not currently allow personal leave accrual when a teacher subs for a prep-time teacher. However, we are looking into this as a possibility. We will notify you if anything changes.)
- * Job Share Teachers: If a job share teacher subs in their own class, they can be paid their regular hourly rate.
 - * Job share teachers may also opt to accrue personal leave when they sub in their own class.

Remember, teachers should communicate their wishes to their office manager before they are paid or accrue Personal Leave.

- ◆ Enter the teacher as the sub.
- ◆ Enter the sub hours.
- ◆ Make sure to check the “Add to PLA” box if the teacher wants Personal Leave instead of being paid.

Sub				Long Term	Productivity
Find:	Emp ID	Finder	Sub Name	Hours	Add to PLA
					Position



Elementary Office Managers:

No NCL will be required the week of Spring Break. These will all be non-contract days on your calendar.

Secondary Secretaries:

(192 and 202 days)

Monday, Tuesday, and Wednesday of Spring Break week are **contract days** on your calendar.

They **will** want to use NCL to cover those hours.





Utah House Bill 215



Teacher Comp Day

When a teacher misses conferences, they need to take leave on the Teacher Comp Day (**Monday, April 3rd**):

- Missed 1 night = 4 Hours
- Missed 2 nights = 8 Hours

Long-term Substitutes: If the long-term sub does conferences for the teacher, enter their hours worked on April 3rd (with comments).

Note: Educators who punch once a day will see April 3rd as a **contract day** on their time sheet. If they did conferences, or made up those hours, they don't need to do anything. If not they will need to use leave on April 3rd.

The bill provides a \$6,000 increase in State funding (not salary) for educators:

- \$4,200 in salary
- \$1,800 for benefits & taxes
 - Retirement benefits and District paid FICA taxes is approximately 30%
- This increase is in addition to Step Raises and any Cost of Living Adjustment (COLA) that may be approved for the coming school year

Home Hospital Visits

Teachers doing Home Hospital visits should use the Time System to record their hours:

- Home Hospital Visits
- TCLK—Home Hospital Visits
- They should still complete the "Home Hospital Student Accounting Form", found here:

Homebound/Hospital Instruction - Davis School District

The pay rate for Home Hospital is Level J on the Educator Salary Schedule: \$40.76 per hour

Ode to a School Secretary

Endless phone calls you will take,
 Endless deadlines you will make,
 Answering questions all day long,
 Making sure nothing goes wrong,
 Your organization is beyond compare;
 Knowing exactly what goes where,
 Your smile reaches far and near,
 And tells all they are welcome here.
 Thanks so much for all you do,
 Our schools would be lost without you!

Your Payroll Peeps



Scott
(25325)



Holly
(25327)



Amy
(25176)



Angela
(25348)



Cindy
(25324)



Debi
(25285)



Kathy
(25326)



Tami
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Call Me the
Chaos
 Coordinator

