

FAQ's for Classified Staff

Q: When will I be paid?

A: Classified staff hired before the start of the school year are paid on the last working day of each month. The first payroll month depends on the position held. Most school-year employees are considered "10 month" employees with paychecks issued from September 30 to June 30. Certain support positions, such as library technicians and some secretary positions, are "11-month" positions with August 31 being the first payroll month. Custodians and other year-round employees are "12-month" positions with July 31 being the first payroll month.

In all cases, salary is distributed in equal installments over the 10-, 11-, or 12-month pay cycle as determined by your position. 10- and 11month employees may elect to receive 12 paychecks (with "net pay" spread out to include two summer refund checks issued on July 31 and August 31). If you are a late start, you may opt in for summer refund checks (fill out a Paycheck Distribution form and submit to Human Resource) if you are a 10 or 11 month employee but please note due to the late start less checks are spread out and therefore smaller summer refund will be accumulated for your summer months.

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 (10 month/school year employees)?

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 as a 10 month/school year employee?

The contracted pay for 10 month classified employees begins on September 30th.

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 30th pay date.

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

A: Classified 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.

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 for classified staff is paid at their contracted hourly rate. Payment for “supplemental” earnings is issued on a separate payroll on or before the 15th of each month as long as the payroll document has been received from the sponsoring department by the last day of the previous month. If you receive your end-of-month pay by direct deposit, you will also receive the “15th” pay by direct deposit.

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, possibly as a paper check.

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

Q: I have a VSA to work with students outside of the regular school day. How and when will I be paid for those hours?

A: Extra hours worked outside of your contracted hours are paid from a timesheet, and issued as a separate paycheck by the 15th of each month. You must specify the dates and hours you worked, and the

activity, and 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 15th of the following month. If you receive your end-of-month pay by direct deposit, you will also receive the “15th” pay by direct deposit.

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