

MORONGO UNIFIED SCHOOL DISTRICT

Accounting Department, Business Services
Certificated Payroll, District Office
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INFORMATION FOR CERTIFICATED EMPLOYEES

2020-2021 SCHOOL YEAR

CERTIFICATED CONTRACT EMPLOYEES WHO SERVE LESS THAN 12 MONTHS RECEIVE 11 EQUAL PAY WARRANTS

Annual base salary ÷ 11 = normal monthly salary. MA/PhD stipends are also paid on an 11 month basis and appear as separate lines on your pay stub.

PAY WARRANT/STUB INFO:

Certificated contract employees are paid on the first working day of the month. Please check your pay stub each month for correct **name, address, site, W-4 information, voluntary deduction amounts, and supplemental pay**. Credential expiration and TSA over-contribution warnings also appear on the pay stub. Please handle discrepancies in a timely manner. You may access your monthly pay stubs and W-2's online at Best Net, <https://employeeselfservice.sbcss.k12.ca.us>. There is a link on the Morongo Unified Website. Click on Resources, then Staff Resources. Amounts listed on your pay stub under Cafeteria plan are for your Employee Pre-Tax contributions to Health premium deductions. Leave Balances are also available on the Best Net website.

SICK LEAVE:

Sick Leave, is posted at the beginning of the school year. Certificated Contract employees earn 10, 11 or 12 sick days per school year. Seven (7) of those days may be used for personal necessity (**PN**). With **prior approval**, three (3) days, of the seven (7) allowable personal necessity days, may be utilized by the employee at their discretion, for personal absence (**PAS**). PN and PAS time, is deducted from your **sick leave** balance. If you are absent from work for PAS, PN or sick time, and you have exhausted all available days, your pay will be docked. All pay docks result in reduced STRS service credit. Please note, sick leave days are delayed one month in posting to your warrant, (days taken in October will not show until the warrant of December 1). Please refer to Article N of the MUSD/MTA agreement.

EXTENDED SICK LEAVE:

After earned sick leave is exhausted, and through the **30th workday** of absence, the amount deducted from an employee's salary shall not exceed the sum which is actually paid a substitute employee, or if no substitute was hired, the amount which would have been paid to the substitute had one been hired. Workdays, are all day's employees are to be present at work. Beginning on the 31st workday of absence, the employee is entitled to 3/5ths (60%) of his/her regular pay. A doctor's statement of inability to work and of ability to resume duties **is required**. Please refer to Article N, Section 2 of the MUSD/MTA agreement for further information.

<u>FULLY PAID</u>	<u>30 DAYS SUB DEDUCT</u>	<u>5 MONTHS END</u>
SICK LEAVE	5 MONTHS STARTS	3/5ths (60%) PAY ON REHIRE LIST

RETIREMENT:

STRS members should contact STRS at 1.800.228.5453 for questions about service credit, retirement options, yearly statements, etc. *All pay docks result in reduced STRS service credit.* Please review your annual service credit statements for accuracy- this is your responsibility.

(OVER PLEASE)

MILITARY LEAVE:

A copy of Active Duty Orders must be submitted to payroll for Military Leave to be utilized. Scheduled reserve drill periods, including travel time, do not count for Military Leave.

EXTRA TIME:

Use an ivory **Certificated Contract Employee Time Report** form for any supplemental work performed. Time sheets **MUST** be turned in **MONTHLY**. The pay period begins the 1st of each month and ends on the last day of the same month. **Time sheets are due in payroll on the 1st.** Extra time is paid and taxed with normal contract earnings on the first working day of the following month. If time sheets are submitted late, payment will be delayed. As of 7/2012 STRS charges penalties and interest for reporting late earnings. **Please make sure time sheets are turned in on time.**

ELECTRONIC DEPOSIT:

Please consider electronic deposit for your pay. Your pay will be deposited in your bank account on payday and your pay stub will be available for viewing on the Best Net web site. All pay will be deposited including deferred net pay, if applicable. **If you change banks or account numbers notify payroll immediately.** If you are not on electronic deposit, your pay warrant will be mailed to your address on file.

DEFERRED NET PAY:

Deferred Net Pay is available to all less than 12 month employees. 8.33% of your net **NORMAL AND EDUCATIONAL STIPENDS** pay is withheld each month. The total withheld is paid to you on the August 1st pay warrant, and electronically deposited, if your regular salary is set up for direct deposit. If you are interested in enrolling, see your Site Secretary **immediately**. Please note, enrollment in deferred net pay can begin at any time but is **irrevocable** during the school year. If you were on this last year, it will continue until you notify us in writing to stop.

JURY DUTY:

You **MUST** submit a Jury Verification Form (not the "Summons to Appear") to payroll (**be sure your name is on the slip**). If you call and are instructed to call back later for further instructions, report to work and call from your worksite. You will only be given release time for the actual hours spent in court plus reasonable travel time. **Please waive all jury duty pay issued by the court** (excluding travel pay). If you do NOT turn in a Jury Verification Form, you will be charged Leave Without Pay.

NAME and ADDRESS:

The address on your pay warrant is the address on file. If it is incorrect, Human Resources should be informed immediately. It is very important that **all** paper work you send to us has your correct **full** name on it. (Time Sheets, Sign In Sheets, Insurance Forms, etc.) Your site secretary has the forms required to submit address, telephone or name changes.

ABSENCE REPORTING:

It is **YOUR** responsibility to report all absences (full **or** partial day, sub **or** no sub needed) to the MUSD absence reporting/substitute request system. You must also initial the sign-in sheets on a **DAILY** basis. If you work a portion of a day write the number of hours you missed below your initials. On the bottom portion of the sheet again note the number of hours you were absent and the absence code that applies. If you are absent for a full day, indicate in **RED** ink the correct absence code where you would normally initial and the # of hours absent on the next line.

QUESTIONS:

If you have any questions regarding time off, sick time, pay dates, etc., call either the Payroll Office or the Human Resources Office.