

2023-24

BACK
to
SCHOOL

Payroll Guidelines
for Support Staff



Welcome Back!

Contents:

- ✓ School Year Shift
- ✓ What's New for 2023-24
- ✓ CSESAP Update
- ✓ What Timekeepers Should Know & Reminders for 2023-24
- ✓ Questions

Together
Everyone
Achieves
More

We are in this together and we will succeed as a TEAM!

School Year Shift

- SDUSD has implemented an earlier start date for student instruction that will be a gradual adjustment over the 2023-2024 and 2024-2025 school years.
- For 2023-2024, the first day of school for students is Monday, August 21, 2023. The last day is Thursday, June 6, 2024
- For 2024-2025, the first day of school for students is August 12, 2024 and the last day is May 29, 2025.
- Chief impacts:
 - SDEA 10-month employees who are currently receiving pay September through June will now start receiving pay August through May.
 - Employees who participate in the 10/12 Reserve Pay Option or the CSESAP program will now have contributions deducted August through May and refunded in June or June and July of 2024. There is a unique overlap situation in this first year of transition where employees will receive refunds in August 2023, as well as making a contribution for the upcoming 2023/2024 year.
- Employees were notified via district-wide email on 5/24/23 and live online presentations were given on May 30th and 31st to help notify employees of possible impacts.
- A copy of the presentation is included with your attachments and provides further detail on possible impacts to areas such as: pay distribution, pay options & programs, deductions, & leave accruals.

What's New for 2023-24



The following items in this section have changed according to the corresponding bargaining agreements:

- **Wage Increases**
- **Temporary Visiting Teacher Rate Increases**
- **Maintaining “Reports To” Information**
- **Changes to FMLA Reporting**
- **Work Year & Schedule Changes**
- **Stipends & Pay Differentials**
- **Leave Policies**
- **PIF Conversion**

*The **Juneteenth** Holiday was recognized in June 2022 and declared a district holiday in June 2023!*

What's New: Wage Increases

ALL BARGAINING UNITS

- Effective July 1, 2022, all salary schedules and corresponding rates of pay will be increased by 10%.
- Effective July 1, 2023, all salary schedules and corresponding rates of pay will be increased by 5%.
- The July 31, 2023 paychecks reflected these increases.
- Retroactive compensation shall be paid only to unit members who are officially employed by SDUSD through the end of their scheduled work year, and to unit members who retire or are laid off between July 1, 2022 and the date of board adoption, June 27th, 2023.
- Retroactive compensation will occur by the end of September 2023.



What's New: Temporary Visiting Teacher Rate Increases

The Visiting Teacher and Early Childhood Education (ECE) Visiting Teacher Pay Rates are as follows for the 2023-24 School Year:

- **Resident Visiting Teachers:** \$275 per day
- **Day-to-Day Visiting Teachers:** \$250 per day
- **Established Visiting Teachers:** \$260 per day
- **Long-Term Visiting Teachers:** \$275 per day
- **Day-to-Day ECE Visiting Teachers:** \$250 per day
- **Long-Term ECE Visiting Teachers:** \$275 per day
- **ECSE Visiting Teachers:** \$300 per day



What's New: Maintaining "Reports To" Information

- An email was sent out to Timekeepers on July 10, 2023 explaining a new responsibility of Timekeepers to update the "Reports To" information in PeopleSoft on a weekly basis and whenever job changes take effect, such as new hires, transfers, promotions and TOC's.
- There is a PeopleSoft HCM job aid available entitled "PeopleSoft Reports To Information" for which there is a link in the Timekeepers Job Tools folder on the Payroll webpage for Timekeepers.
- Navigation to the PeopleSoft tool is as follows: Main Menu/Organizational Development/Position Management/Maintain Positions/Budget/Maintain Reports To Info
- You will have the ability to review all of the positions assigned to your location and update any incorrect "Reports To" entries by clicking the "Modify" box. Seek assistance from your Principal of Department Head as needed to determine the appropriate Report to structures in your location.

Main Menu > Organizational Development > Position Management > Maintain Positions/Budgets > Maintain Reports To Info

INCUMBENT NAME▲	EMPL STATUS	MODIFY	REPORTS TO POSN NBR	REPORTS TO JOB TITLE
D [REDACTED]	Active	<input type="checkbox"/>	20002154	Director, Payroll/Benefits
A [REDACTED]	Active	<input type="checkbox"/>	20004789	Payroll Supervisor



What's New: Changes to FMLA Reporting

Payroll and Human Resources (HR) continue to work together to refine the District's FMLA procedures with the goal of providing more clarity and being more advantageous to our employees. Timekeepers now have an important role in reporting FMLA leave through PeopleSoft.

- Approved FMLA leaves can be taken concurrently or intermittently, up to 12 weeks within one (1) year.
- Upon approval, HR notifies the site about the details of the FMLA.
- There are four basic scenarios:
 - **Continuous, unpaid:** The employee is out for a continuous block of unpaid time. HR suspends the employee's salary in PeopleSoft. The Timekeeper does not make any Time & Labor entries.
 - **Continuous, using paid leaves:** The employee is out for continuous block of time. HR notifies the Timekeeper, who enters two (2) time reporting lines into Time & Labor. The first line is with the code **FML** and the second line denotes the type of leave being used, such as **VAC**, **SLF**, etc.
 - **Intermittent, unpaid:** Employee submits leave forms denoting intermittent days/hours at the site. The Timekeeper enters two (2) time reporting lines for each instance. The first is the **FML** line and the second with **UNP** (classified unpaid time) or **UNC** (certificated unpaid time).
 - **Intermittent, using paid leaves:** Employee submits leave forms denoting intermittent days/hours at the site. The Timekeeper enters two (2) time reporting lines for each instance. The first is the **FML** line and the second specifies the type of paid leave being used (**VAC**, **SLF**, etc.)
- Timekeepers can still report Non-FMLA related absences for an employee who is using FLMA intermittently if they request time off that is not related to the FMLA leave.

As this process is currently under development, be aware of further communications and watch for updated forms to be published in the upcoming weeks.

What's New: Work Year & Schedule Changes (Part I)

Paraeducators

- **Increase in Hours:** Effective in 2023-24 school year, paraeducators in the following classifications who are not at .875 FTE (7 hours per day) will be increased to such.
 - Special Education Assistant (SEA)
 - Special Education Technician (SET)
 - Special Education Behavior Technician (SEBT)
 - Special Education Technician - Infant Program
 - Special Education Technician - Bilingual/Signing
 - Special Education Signing Assistant
 - Child Development Center Assistants
 - Paraeducator Independence Facilitator
 - Special Education Braille Assistant
 - Braille Compensatory Skills Assistant I & II
- Unit members with exceptional circumstances were able to request to opt out by July 15, 2023, and any requests approved by HR could retain their original FTE.



What's New: Work Year & Schedule Changes (Part II)

CSEA- PARA

- **Infant Program- Work Year Increase:** Effective July 1, 2023 unit members assigned to the Districts' Infant Program will have their work year increased from 204 days to 226 days per year and will include corresponding service credit, accruals and holiday pay based on 226 days.
CSEA PARA MOU Regarding Increase in Hours for Paraeducators dated 5/25/2023
- **Educator Effectiveness Grant Funding:** For the 2023-2024 school year, and for duration of the availability of the grant funding, the week prior to the start of the instructional year shall include three (3) non-instructional days that shall be designated for preparation and professional development compensated at hourly rate of pay. *Beginning in the 2024-2025 school year the three (3) additional days shall be added to the employee work year calendar for the remainder of the availability of the Educator Effectiveness Grant Funding. Expires on June 30, 2025.
SEA PARA MOU Regarding Increase in Hours for Paraeducators dated 5/25/2023

CSEA- OTBS

- **Thanksgiving Week Forced Vacation:** Effective July 1, 2023, the Monday through Wednesday of the Thanksgiving recess period will be added as workdays on ten- (10-) and eleven- (11-) month OTBS employee calendars. Employees who have sufficient vacation shall be required to use their vacation on these days, and shall not be required to report to work. For unit members who do not have sufficient vacation, these days will be reported as non-paid days.
CSEA OTBS MOU Re: Use of Vacation during Thanksgiving... dated 6/13/2023



What's New: Work Year & Schedule Changes (Part III)

- **SDEA- Hours of Employment:** Effective 23-24 and for the duration of the Educator Effectiveness Grant, employees in first year of employment will be assigned one (1) additional non-instructional day for purpose of engaging in new educator orientation activities.
 - *SDEA 2022 Successor Bargaining Article 8.1.2: Hours of Employment-Contract Duty Days dated 5/18/2023*
- **SDEA Middle and High School Extended Day Units:** A Joint Panel on Comparability of Extended Day Units for the 23-24 school year, inclusive of Athletic, Non-Athletic, and Visual and Performing Arts (VAPA) will determine equitable distribution of baseline extended day units. They will receive 1000 additional hours over baseline. Funds can only be used for the intended purpose and cannot be converted to fund other site-identified expenses. Units for JROTC/ROTC are excluded – No change to current allocation. Monitored on a quarterly basis by Athletics, Student Activities and VAPA.

SDEA 2022 Side Letter: Middle and High School Extended... dated 5/25/2023

- **SDEA- Athletic Directors:** 208-day work year. The calendar shall be reviewed, approved, and signed by both the site administrator and Director of Athletics, PE and Health and submitted to Payroll and Benefits by July 1 and prior to beginning work in the fiscal year. Athletic Directors shall receive six (6) extended day units.

SDEA 2022 Successor Bargaining: High School Athletic Directors... dated 5/25/2023



What's New: Work Year & Schedule Changes (Part IV)

- **SDEA- Elementary Prep Time:** Beginning in 2023-24 the release time for elementary school classroom teachers will be gradually increased to 180 minutes every 2 weeks for grades TK to 5 and sixth grade classes.
 - The release time for elementary school classroom teachers will be a minimum of 45 minutes per week for grades TK-3 and 60 minutes per week for grades 4-5 and sixth grade classes. Those that are part-time will receive prep time proportional to their assignment.
 - Beginning in 2024-2025, elementary school classroom teachers will receive a minimum of 180 minutes of preparation by an enrichment teacher on a bi-weekly basis.

SDEA 2022 Successor Bargaining Article 8.6.4.2: Elementary Preparation and... dated 5/18/2023



What's New: Work Year & Schedule Changes (Part V)

SDEA

- **Early Childhood Special Education Program:**
 - ECSE Classroom teachers will have one (1) prep/conference day per week.
 - Prep covered by itinerant ECSE teachers or visiting teacher who has received training to support ECSE classrooms. The rate of pay for a visiting teacher will be \$300.00 per day.
 - Itinerant positions will be assigned to the Early Learning Program Department and can only be used for preparation time.
 - MOU expires June 30, 2024.

SDEA 2022 MOU: Early Childhood Special Ed... dated 5/25/2023

JROTC:

- Effective July 1, 2023, the basic contract year for Military Science Instructors is increased from 184 to 208 workdays.

SDEA 2022 Successor Bargaining Salary Rules for Appendix C dated 5/18/2023



What's New: Stipends and Pay Incentives (Part I)

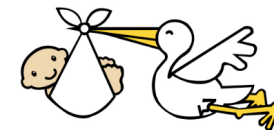
- **AASD Certificated- Hourly Compensation Plan - Annual Supervision Stipend:** Effective July 1, 2023 – The supervisors stipend will be increased from \$1,500.00 to \$3,000.00 per semester and will include Senior High School Principals, Senior High School Principals, Associate Principals, Instructional Coordinators and Principal, Associate Principals and Instructional Coordinators assigned to the School of Creating and Performing Arts.
 - *AASD Certificated Tentative Agreement, Section 8.00*
- **AASD Certificated- Athletics:** Effective July 1, 2023, when a site athletic team qualifies for quarter final or higher CIF Section or State playoffs, the Principal, Associate Principal, and/or Instructional Coordinator will receive \$100.00 per event for supervising the games played. The Site Administrator can seek approval from the Athletics Department if additional administrators are needed for supervision.
 - *AASD Certificated Tentative Agreement, Section 8.00*
- **AASD Certificated- State Preschool Program Stipend:** Effective July 1, 2023, the designated site administrator of a site with a State Preschool program will receive a one-time stipend of \$600.00 in recognition of the State requirement to attend an orientation, preventive health training, and provide proof of vaccination status. Paid one-time in the school year that the designated site administrator completes these requirements. This will be paid to any administrator who had a State Preschool Program at their site in 2022-23 school year. Thereafter it will be paid to any newly appointed designated site administrator at a site that has a State Preschool Program or a State Preschool Program is newly added to their site, after requirements have been completed.
 - *AASD Certificated Tentative Agreement, Section 12.00*
- **AASD Classified - Stand-By Differential:** Stipend for Custodial Services Supervisors assigned to be on stand-by outside of regular work hours has been increased from \$3,000.00 to \$5,000.00 annually.
 - *AASD Classified Appendix C-Salary Rules Section 4.04*

What's New: Leave Policies (Part I)

- **All Bargaining Units- Maternity Leave:** Effective July 1, 2023, a unit member who has given birth and has been employed for at least twelve (12) months shall be granted six (6) consecutive workweeks of paid leave immediately following the birth of child. In addition, the unit member may use up to sixty (60) days of their full salary and/or half-pay sick leave, immediately following the use of maternity leave, concurrently with any applicable FMLA and/or CFRA.
- **All Bargaining Units- Partner Leave:** Effective July 1, 2023, three (3) days of leave with full pay will be granted to a father/spouse/partner immediately following the birth of their child. In addition, a father/spouse/partner may use up to sixty (60) days of their full salary and/or half-pay sick leave, immediately following the use of partner leave, concurrently with any applicable FMLA and/or CFRA. Can be used in addition to annual allotment of personal necessity leave.
- **All Bargaining Units- Adoption Leave:** Effective July 1, 2023, three (3) days of leave with full pay will be granted to either parent to make final arrangements to adopt a child. In addition, a unit member may use up to sixty (60) days of their full salary and/or half-pay sick leave, immediately following the use of adoption leave, concurrently with any applicable FMLA and/or CFRA. This leave can be used in addition to their annual allotment of days that can be used for personal necessity.

All Bargaining Agreements, under Leave articles

Check the website regularly for revised sick leave forms to become available in the next few weeks.



What's New: Leave Policies (Part II)

- **CSEA units: Catastrophic Leave:** Following the initial donation period and first donation cycle, additional donations will be made on a three year cycle. The unit members donation will be automatically renewed every three years. Employees may opt out during open enrollment. (This was already the case with SDEA and AASD).

CSEA Bargaining Agreements, under Leave articles

- **CSEA- OTBS & PARA- Personal Business Leave:** The two (2) days of Personal Business Absences have been removed from the contracts and Personal Necessity Leave has been increased from eight (8) to ten (10) days. OSS retains two (2) Personal Business Days and eight (8) Personal Necessity days.

CSEA Bargaining Agreements, under Leave articles (OTBS section 9)

- **AASD Certificated & Classified: Personal Necessity:** Personal Necessity has increased from ten (10) to eleven (11) days.

AASD Certificated & Classified Successor Collective Bargaining Agreements, Article 8, Section 5



What's New: PIF Conversion

CSEA- PARA

- There is a one-time conversion to the **Paraeducator Independence Facilitator (PIF)** Classification available to eligible employees in the following positions Special Education Assistant (SEA)
 - Special Education Technician (SET)
 - Special Education Behavior Technician (SEBT)
 - Special Education Signing Assistant
 - Special Education Technician - Infant Program
 - Special Education Technician - Bilingual/Signing
- Employees who elected to participate will retain their current classification seniority date.
- Previous job classifications are considered terminal.
- Eligible participants will be converted no later than January 1, 2024 with an effective date of 8/21/2023.



Updates for 2023-24: Classified School Employees Summer Assistance Program (CSESAP)

This program is in coordination with the California Department of Education. It's purpose is to allow eligible classified employees to set aside up to 10% of their monthly salary to later be matched **up to** \$1.00 for \$1.00 and paid back during the summer months following the school year.

2022/23 CSESAP:

- The match amount for 2022/23 was increased to \$1.00 per \$1.00.
- The first payout took place on the July 31, 2023 paycheck.
- For those who selected 2 payouts, the second payment will be on the August 31, 2023 paycheck.



Updates for 2023-24: CSESAP (...continued)



2023/24 CSESAP:

- In January 2023, SDUSD announced its participation in the CSESAP program for the 2023/24 school year.
- The deadline to submit the election form was March 1, 2023.
- On June 1, 2023, confirmed participants were notified via email of the state-determined match amount of \$.80 per \$1.00 deducted for 2023/24.
- Participants have until September 20, 2023 to reduce their deduction.
- After September 20, 2023, no modifications are allowed. However, employees may still cancel participation due to economic or personal hardship.
- Upon cancellation or voluntary separation from the district the employee may request to be reimbursed their personal deduction amount at that time. Once reimbursed they are no longer eligible for state-matched funds.

Find additional information on the CSESAP page of the Payroll website.

What Timekeepers Should Know

The “**What Timekeepers Should Know**” guidebook has been expanded to include even more helpful more tools and information for Timekeepers to reference regularly. The guidebook is arranged into the following sections:

CONTENTS

- ❖ **Section 1: Timekeepers Roles & Responsibilities**
 - Flow chart, Timekeeper role, payroll deadlines
- ❖ **Section 2: Timekeepers Tools & Resources**
 - Training opportunities, WorkCenter, web site, TRC’s
- ❖ **Section 3: Timekeeping Guidelines & Leave Policies**
 - Salaried vs. sub pay, family leave policies, LOA’s,
- ❖ **Section 4: Reporting Absences**
 - Absence reporting, IA reporting, SAMS absences
- ❖ **Section 5: Reporting Hourly & Substitute Time**
 - SAMS, Visiting Teachers (VT’s), ELPAC
- ❖ **Section 6: Additional Support & Site Responsibilities**
 - Reporting Requirements, Document Retention, Worker’s Comp, Employee FAQ’s



Reminders for 2023-24 (part I)

Items to review in your revised 2023-24 “What Timekeepers Should Know” booklet:

❖ **Section 1: Timekeepers Roles & Responsibilities**

1.4: Payroll Deadlines ~ Monitor payroll deadlines & avoid overpayments

1.6: Timely & Accurate Payroll Reporting: Attention to detail is crucial



❖ **Section 2: Timekeepers Tools & Resources**

2.1: Training and Tools ~ Utilize training opportunities to increase your job skills

2.2: Time & Labor Work-Center ~ A powerful daily resource for Timekeepers

2.3: Payroll Web Page ~ Get familiar with essential tools available to you

2.4: Payroll Contacts ~ Access contacts sheet online for the most updated info

2.5: Time Reporting Codes ~ Updated versions are posted on the website

Reminders for 2023-24 (part II)

❖ **Section 3: Timekeeping Guidelines & Leave Policies**

3.1: Salaried vs. Substitute Pay ~ Understanding pay styles

3.2: Timekeeping for Salaried Employees ~ Avoid overpayments

3.3: Timekeeping for Substitutes ~ Ensure timely paychecks

3.4: Leave Policies ~ Sick leave, half pay, personal necessity, & more

3.6: FMLA ~ Stay informed of procedures under current development

3.7: Maternity ~ 3 wk to 6 wk increased duration became effective July 1, 2023

3.8: Child Bonding ~ Up to 12 wks within one year of birth, adoption or placement

3.12: Prior Period Adjustments ~ Time and hours corrections only

3.13: Online Roster/Time Reporter Error Notice ~ Include pertinent documentation



Reminders for 2023-24 (part III)

❖ **Section 4: Reporting Absences**

4.1: Absence Reporting ~ Paid out vacation balances hit your site budget!

4.2: Employee Separations and Leaves of Absence ~ Alert your Payroll Specialist

4.3: Physician's Release ~ Release is required for return after 30 days of absence

4.4: Industrial Accident Reporting ~ Enter IA if Worker's Comp is claimed

4.5: Leave Balances on the Timesheet ~ Understand "accrued" vs "available"

4.6: Comments Field ~ Always utilize this field for significant details



Reminders for 2023-24 (part IV)

❖ **Section 5: Reporting Hourly & Substitute Time**

5.1: SmartFindExpress (SAMS) ~ Must be reconciled with Time & Labor

5.4: Visiting Teachers (VT's) ~ A.K.A. "Substitutes"; Paid a daily rate

5.5: Established VT's ~ VT's who work more than 50% of the school year

5.6: Resident VT's ~ Works primarily at one school location for the year

5.7: SDEA Retired Visiting Teachers ~ Typically paid according to VT rates

5.8: ELPAC Testing ~ English Language Proficiency Assessments for CA



Reminders for 2023-24 (part V)

❖ Section 6: Additional Support & Site Responsibilities

6.4: Reporting Requirements: Detailed descriptions with navigation

- **Audit Paid to Reported Time Report** ~ Shows earnings & leave reported
- **Site & Cross Site Account Code Reports** ~ Detects account code errors
- **Time Summary & Filled Position Reports** ~ Audit and compare
- **Blank Account Codes Report** ~ For SAMS auditing
- **Leave Balance Reports** ~ Track vacation balances greater than 328 hours



6.7: Payroll Reconciliation/Audit Reports Chart ~ Quick reference for reports

6.8: Monthly Payroll Checklist for Managers ~ Available online for printing

6.12: Employee FAQ's ~ Be knowledgeable to assist employees with FAQ's

Timekeepers must join the timekeeper listserv by sending a request via an email addressed to both of the payroll supervisors whose addresses can be located on the Payroll Contacts sheet found on the website.

Any Questions?





An investment in knowledge pays the best interest.

-Benjamin Franklin