

Financial Focus

Payroll & Benefits

Prepared by: Treasurer's Office

TEACHERS

For all teachers starting at the beginning of the school year, your salary is divided by 24 pays.

Your FIRST pay for the current contract year is September 15th and the FINAL pay is August 30th.

Your Daily rate is determined by dividing your contract salary by 186 days.

OCTOBER PAY ADJUSTMENTS

If applicable, the teacher's pay is updated retroactively back to the first day of new contract year. This update will be applied to your first pay in November. You will receive a salary recalculation form from Payroll to summarize this adjustment.

FEBRUARY PAY ADJUSTMENTS

If applicable, the teacher's pay is updated retroactively back to February 1st. This update will be applied to your first pay in March. You will receive a salary recalculation form from Payroll to summarize this adjustment.

LONG TERM SUBSTITUTES

Long term substitutes are paid as a sub for 60 days and go on the teacher salary schedule at the 61st day at the BA, Step 0 level (\$44,080). On the 61st day, the salary amount is determined by calculating the number of contract days worked on the teacher salary schedule times the daily rate of \$236.99.

CLASSIFIED EMPLOYEES

A Classified Hourly Employee's paychecks are stretched over the entire year. As a result of this payment method, you are able to receive paychecks over the summer months even though you may not be working during those months.

184 Day Employees

Pay per Period: Contracted Daily Work Hours times Hourly Rate times Contracted Days (184 Days) divided by 24 pays. This stretches the employee's pay from the start of the school year through August 30th.

Daily Rate: Contracted Work Hours times Hourly Rate.

261 Day Employees

Pay per Period: Contracted Daily Work Hours times Hourly Rate times Contracted Days (261 Days) divided by 24 pays. This pay is stretched from the first pay on July 30th through the final pay on July 15th of next year.

If an employee does not start at the beginning of the school year, the salary will be prorated based on the number of days remaining in the contract year.

NOTE: You will receive a salary recalculation document from Payroll if you experience any changes to work hours, rate of pay, or contract days during the work year.

EXEMPT EMPLOYEES

Your contract year runs from July 1st to June 30th. Your FIRST pay for the current contract year is July 30th and your FINAL pay is July 15th of the next year. Your salary is established by Board approved Salary Schedules. Your salary is divided by 24 pays.

ADMINISTRATION

Your contract year runs from August 1st to July 31st. Your FIRST pay for the current contract year is August 30th and your FINAL pay is August 15th of the next year. Your salary and contract days worked is established by Board approved Salary Schedules. Your salary is divided by 24 pays.

SUPPLEMENTALS

(Based on Negotiated Agreement)

FALL ACTIVITIES: Salary divided by 4 pays paid 2nd pay of the months of August through November.

WINTER ACTIVITIES: Salary divided by 5 pays paid 2nd pay of the months of November through March.

SPRING ACTIVITIES: Salary divided by 4 pays paid 2nd pay of the months of March through June.

YEAR LONG ACTIVITIES: Salary divided by 24 pays and paid from September 15th to August 30th.

PAYROLL SCHEDULE GENERAL RULE:

- If you work from the 31st or the 1st to the 15th of each month then you are paid on the 30th
- If you work from the 16th to the 30th of each month then you are paid on 15th
- All pay and leave balances are two weeks in arrears

CHANGING BANKS

Direct Deposit is mandatory for all employees. If you are changing banks or bank accounts, you must submit a new direct deposit authorization form to Payroll at least TEN days prior to the next payroll date. Remember that the District pays on the 15th and 30th of each month. If the pay date falls on the weekend, the pay date is moved to Friday.

NAME CHANGES

Name changes for payroll can only be officially made by obtaining a social security card with your new name and personally bringing the social security card to Payroll for an official name change. All payroll records must be exactly the same as what is on the employee's social security card.

BENEFITS AND QUALIFYING EVENTS

The District's open enrollment period is the month of October to be effective January 1st of the next year. Changes to your insurance cannot be made outside of our open enrollment period unless the change is due to a Qualifying Event.

A qualifying event is considered a marriage, divorce, birth of a child, adoption of a child, and death of a dependent. An employee has 30 days from a qualifying event date to change their insurance form.

Please contact Melissa Chase (Benefits) as soon as possible to make sure your qualifying event is taken care of.

RELOCATED OR MOVED

If you recently moved, please change your address in the Employee Access Center. There are many documents mailed home to employees. This will avoid delays in receiving checks or having them lost in the mail. Upon notification, if applicable, city tax deduction will be stopped. If new city taxes are required, please complete a new City Tax form and submit to Payroll.

WANT TO CHANGE YOUR TAX WITHHOLDINGS?

Fully complete a tax deduction form (W-4, city tax, or State tax) found on the District's website under the Digital Forms Hub. Submit the completed form to Payroll. *If you need help with your tax calculations, please consult a tax advisor. We cannot offer tax advice.*

City/Village Tax Deduction

A tax deduction is required if you work at the following schools:

- High School & Ledgeview are located in the City of Macedonia and the tax rate is currently at 2.5%
- Lee Eaton is in Northfield Village and the tax rate is currently at 2.0%

Neither Northfield Township nor Sagamore Hills Township have a municipal tax.

FAMILY & MEDICAL LEAVE

An employee may take 12 weeks or 60 days of unpaid FMLA leave during any 12-month period as long as the employee worked at least 1,250 hours during the preceding 12-month period. Please work with the Superintendent's Office to manage your FMLA leave.

Please note that benefits will continue but the employee will be responsible for paying the employee portion of the insurance directly to the Treasurer's office by the 5th of each month if the employee will be on unpaid FMLA leave.

MATERNITY LEAVE

Maternity leave is for 8 weeks and is calculated from the day the baby is born. If available, sick leave is used simultaneously as maternity leave. If the employee does not have sufficient sick days, then the remaining days in the maternity leave will be docked. Please contact the Payroll staff for a recalculation of salary payments based on your projected days on leave.

TIMEKEEPING

All timekeeping is maintained on Red Rover, which is a web-based time management system. All leaves of absences must be entered into this system. Entering your leave of absence can be done by visiting the Red Rover website or through their app.

If you are an hourly employee, you must clock in and out through Red Rover. There are stations at each building to clock in/out. Additionally, you may clock in/out through the Red Rover app on your phone. However, to accomplish this, you must be on the District's Wi-Fi network and in a District building.

Teachers and other non-hourly staff will use Red Rover to log and track absences and record extra duties when performed. Extra duties must include a comment clearly explaining the purpose of the extra duty.

Red Rover scheduling questions or issues can be directed to Sue Kunar (Human Resources) or Misti Patterson (Payroll).

If you are completing Board approved work that is outside of your employment contract and that work is not tracked within Red Rover, please discuss with your Building Principal or Department Administrator the best way to record the work completed. More often than not, you will be required to complete a paper timesheet. If this is the case, the timesheet must be prepared, signed and submitted to the Payroll Office for work done within the appropriate pay period.

INSURANCE

The District offers Medical, Dental, Vision and Life Insurance. The District's insurance benefits are provided by Medical Mutual of Ohio and these benefits are administered by the Stark County Schools Council of Governments (COG) Health Benefits Plan.

Current Monthly Premiums effective July 1, 2022 through June 30, 2023:

Medical/Rx:

Single = \$ 921.27
Family = \$2,237.73

Dental:

Single = \$ 97.27
Family = \$ 239.79

Vision:

Single = \$ 20.42
Family = \$ 50.94

The payment of the above monthly premiums is split between the District's responsibility and the respective employee's responsibility. The following is the current breakdown of the employee responsibility:

Certified/Classified/Exempt:

Employee (Single) Share = 13%
Employee (Family) Share = 16%

Administrators:

Employee Share = 20%

Superintendent & Treasurer:

Employee Share = 25%

Classified (25-29 Hrs/Week):

Employee Share = 50%

Insurance premium deductions are split between the two semi-monthly pays. Currently, the COG has provided a one-month premium holiday for the month of August 2022. A premium holiday is where the COG does not charge for insurance, therefore, neither the District nor the employee makes any premium contributions.

WANT TO CHANGE ANNUITY AMOUNT or PARTICIPATE IN THE DISTRICT'S 403(b) or 457(b) PLANS?

The District utilizes the services of PlanConnect to administer its 403(b) and 457(b) plans. To manage your retirement account please log-in at www.planconnect.com. From there you will be able to initiate new requests and/or change current contributions. Please be aware of IRS annual contribution limits to 403(b) and 457(b) plans. These limits can change annually. PlanConnect will assist in the monitoring of these limits.

If you do not already have an investment account created, then please contact one of the District approved investment providers from the list on the next page to start the process.

Additionally, if you would like to invest in the Ohio Deferred Compensation 457 Plan then you can contact them directly through their website located at www.ohio457.org/home

403(b) Plan Vendors

VOYA
Michael D. Helsel
216-447-3750
Michael.helsel@voyafa.com

Penserv Plan Services
(formerly Foresters)
Customer Service
1-800-828-1540

AIG/VALIC
Greg Meador
216-643-6340
Greg.meador@aig.com

MetLife
Alfonso Siracusa
908-253-1505
asiracusa@metlife.com

-or-

Frank Grunseich
908-253-1514
fgrunseich@metlife.com

Brighthouse
Customer Service
1-800-882-1292

New York Life
Robert J. Routson
216-520-8708
Robert@insightfinancialassociates.com

Empower
(formerly Mass Mutual)
Randy Bliss
440-299-8740
randy@blissfa.com

Invesco
Jared Regano
440-306-0001
jregano@ceteraadvisors.com

Security Benefit Group
Gregory A. Rustad
216-406-4525
Gregory.rustad@securitiesamerica.com

Equitable
Brian Groves
330-701-0347
Brian.Groves@equitable.com

Lincoln Investment /
The Legend Group
Travis Stapleton
216-741-3113
tstapleton@lincolninvestment.com

Great American
Customer Service
1-800-545-4269

Note: No new accounts opened after
7.31.2020

457(b) Plan Vendors

VOYA
Michael D. Helsel
216-447-3750
Michael.helsel@voyafa.com

Lincoln Investment /
The Legend Group
Travis Stapleton
216-741-3113
tstapleton@lincolninvestment.com

Security Benefit Group
Gregory A. Rustad
216-406-4525
Gregory.rustad@securitiesamerica.com

Ohio Public Employees Deferred
Comp
1-877-644-6457
www.ohio457.org/home