

ADMINISTRATIVE EMPLOYEES MOVING TO TEACHING POSITIONS

Effective 7/1/2011

- Last pay check as a year round administrator will be dated 7/8/11 and will be for the 6/18/11 – 7/1/11 pay period (since 7/1/11 is not a scheduled work day due to the 4 day/10 hour per day period for June 27th – 30th, you will receive a full biweekly paycheck)
- First pay check as a 196 duty day teacher will be dated 8/31/11 and will be for the 8/13/11 – 8/26/11 pay period. Your first scheduled duty day for the 2012 school year is August 16th, 2011.
- Annual leave balances, if hours are available, will be paid no earlier than 7/22/11. These funds are NOT available for sheltering with BENCOR Administrative Services Corp. The net amount will be paid after appropriate taxes are deducted.
- As a 196 duty day teacher, you will no longer accrue annual leave but you will accrue sick leave effective August 16th, 2011 at 7.5 hours per month (75 hours per year).
- Questions regarding employee benefits and benefits-related issues impacted by this change in position should be addressed to Dianne Howard and her staff in the Risk and Benefits Management Department.
- Questions or concerns please contact Payroll at 561-434-8944 or PX48944 and request to speak to Beverly Backhus, Payroll Manager; Brad Purnell, Accountant; or Barbara Colombrita; Senior HR Analyst.