

SITE OPERATIONS CIRCULAR NO. 1038

Office of Chief Administrative Officer

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date:

To: All Employees

Subject: **REVISED**—OPTION FOR 10- AND 11-MONTH EMPLOYEES TO RESERVE NET PAY FOR SUMMER MONTHS

Department and/or Persons Concerned: Ten-Month Traditional or Eleven-Month Employees

Due Date: August 31, 2008

Reference: None

Action Requested: Return attached form if interested in this option.

Brief Explanation:

Revised information pertains to attachment.

All monthly employees working a traditional 10-month work year or an 11-month work year may choose to have some of their net pay set aside by the district and paid to them in July and August 2009. To accomplish this, interested employees may authorize a deduction from monthly pay warrants received from September 2008 through June 2009. These deductions will be paid back to employees in July and/or August 2009. The net pay issued to the employee from September through June will be reduced by the deduction amount requested.

For employees who elected this option in 2007-08, if the attached form is not submitted to the Payroll Department by August 31, 2008, the deduction will automatically end and no deduction will be taken in 2008-09.

After the 12-month option is selected, that selection is *irrevocable* during the school year for which it is selected. Changes to the monthly deduction amount can only occur at the beginning of each school year. **If you believe you will need access to your money at any time during the year, you should not choose this option.** Instead, you could consider making a regular deduction to a bank or credit union account.

Ten-month employees who select the 12-month option for 2008-09 will receive their first pay warrant in September. During July and August of 2009, they will receive the deferred amount that was put aside September 2008 through June 2009.

Eleven-month employees who select the 12-month option for 2008-09 will have deductions taken from only the pay warrants received in September 2008 through June 2009. The entire deferred amount will be repaid in July 2009.

Please note that the money you have elected to defer for payment earns no interest for you while the district holds it. You should also be aware that your pay is taxed at the time that you earn it. The amount withheld from your check is an after tax deduction.

Please do not ask the Payroll Department to assist you in determining the amount you want deducted each month. If you need advice on this matter, contact your tax preparer or financial advisor.

If you want to select this option to have a portion of your net pay withheld and paid to you in summer 2009, please complete the attached form and return it to the Payroll Department by August 31, 2008. No action is necessary if you do not want a deduction from your net pay withheld for this purpose.

SPECIAL NOTE: Employees in the SDEA bargaining unit have been offered an option to spread their contract salary over 12 months (July to June). An SDEA unit member who has already enrolled in the 12 pay option does NOT need to fill out the attached form. If you are in the SDEA bargaining unit and are considering enrollment in that plan, information is available on the district web site at www.sandi.net under Employment→Payroll. The deadline for the SDEA option is April 30, 2008.



William A. Kowba
Interim Chief Administrative Officer

SW:kg

Attachment (REVISED)

Distribution: List G

SAN DIEGO UNIFIED SCHOOL DISTRICT
Financial Operations Division
Payroll Department

**OPTION FOR TEN- AND ELEVEN-MONTH EMPLOYEES TO
RESERVE NET PAY FOR SUMMER MONTHS**

RETURN THIS FORM TO THE PAYROLL DEPARTMENT, EUGENE BRUCKER EDUCATION CENTER, ROOM
1150, BY **AUGUST 31, 2008**, IF YOU WANT TO SELECT THE 12-MONTH PAY WARRANT OPTION.

Name: _____ Employee ID: _____
(Please Print)

Location Name: _____ Location Number: _____

Please check one of the following:

Certificated: **Classified:** **Food Services:**

Please check one of the following:

10-Month/12 Pay: **11-Month/12 Pay:**

Amount to be deducted from each regular pay warrant during the 2008-09 school year (*must be expressed in dollars, not as a percentage*):

Deduct \$ _____ from each regular pay warrant.

I hereby authorize this deduction from my regular 2008-09 pay warrants. I understand this decision is irrevocable for the 2008-09 school year. This money will be paid back to me in July and August 2008 2009 for 10-month/12 pay or July 2008 2009 for 11-month/12 pay.

Name: _____ Date: _____
Signature

RETURN BY AUGUST 31, 2008
To: San Diego Unified School District
Attn: Payroll Department, Room 1150