

SITE OPERATIONS CIRCULAR NO. 1027
Office of the Chief Financial Officer

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: March 23, 2009

To: All Employees

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

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

Due Date: August 31, 2009

Reference: None

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

Brief Explanation:

All monthly employees working a traditional 10- or 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 2010. To accomplish this, interested employees may authorize a deduction from monthly pay warrants received from September 2009 through June 2010. These deductions will be paid back to employees in July and/or August 2010. 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 2008-2009, if the attached form is not submitted to the payroll office by August 31, 2009, the deduction will automatically end and no deduction will be taken in 2009-2010.

Participation in the 12-month option is required for an entire school year. Participation 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 that you can draw from at anytime.

Ten-month employees who select the 12-month option for 2009-2010 receive their first pay warrant in September and their last pay warrant in June. During July and August of 2010, they will receive the amount that was put aside September 2009 through June 2010.

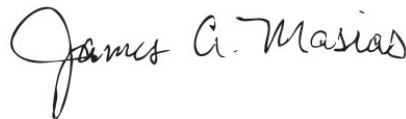
Eleven-month employees who select the 12-month option for 2009-2010 will have deductions taken from only the pay warrants received September 2009 through June 2010. The entire amount set aside will be repaid in July 2010.

Please note that the money you have elected to set aside 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 and have a portion of your net pay withheld and paid to you in summer 2009, please complete the attached form and return it to Payroll by August 31, 2009. 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 Offices & Departments > Payroll. The deadline for the SDEA program is April 30, 2009.



James Masias
Chief Financial Officer
Financial Operations Division

APPROVED:

JM:kg

Attachment

Distribution: List G

**Financial Operations Division
Payroll Department**

RETURN THIS FORM TO THE PAYROLL DEPARTMENT, EUGENE BRUCKER EDUCATION
CENTER, ROOM 1150, BY **AUGUST 31, 2009** IF YOU WANT TO SELECT
THE 10/11-MONTH 12- PAY 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 2009-2010 school year (*must be expressed in dollars, not as a percentage*):

\$ _____ from each regular pay warrant.

I hereby authorize this deduction from my regular 2009-2010 pay warrants. I understand this decision is irrevocable for the 2009-2010 school year. This money will be paid back to me in July and August 2010 for 10-month/12 pay or July 2010 for 11-month/12 pay.

Signature

Date

RETURN BY AUGUST 31, 2009

To: San Diego Unified School District
Attn: Payroll Department, Room 1150