Year Round Pay (YRP)
Frequently Asked Questions (FAQ's)

Definitions of terms contained in the FAQ's

Eligible Employees: District salaried employees with a Contract Calendar of less than 240 days (i.e., 8, 9, 10 and 11 month employees)

Year Round Pay Option: An optional pre-tax plan for eligible District employees who work less than 12 months to stretch the bi-weekly payments for their annual base contract over a 12 month period.

Summer Savings Account: A bank account opened by an employee at a financial institution of their choice to hold money saved for the summer. The employee requests a deduction amount of his/her choice to be taken from each bi-weekly pay check during the contract year and paid into the summer savings account. (Employees can have up to 5 banks/ accounts selected for Direct Deposit.) Under this plan, the employee’s salary shall be paid in bi-weekly payments throughout the contractual year only and the employee’s contract will be paid in full by the conclusion of his/her calendar. Employee then uses savings over the summer months.

Supplemental Insurances: Optional insurances for which an employee can choose to have deductions taken from their bi-weekly paychecks. The deductions are taken from 20 paychecks, which are determined by their Contract Calendar. Supplemental insurances include: Prepaid Legal, Cancer Insurance, Long Term Care insurance, optional Life insurance, etc.

Health Plans: Includes Health, Dental, Vision, Enhanced Life and Disability insurances which are provided by the District for certain employees. Deductions for dependent/enhanced coverage for these plans are taken from 18, 20 or 24 paychecks depending on your Contract Calendar.

Tax Shelter Annuities (TSA's): A type of annuity that allows an employee to make pre-tax contributions from his or her income into a retirement plan. District employees can choose to participate in 403b and 457 plans through a registered TSA agent. This agent will then be responsible to forward information to the District on enrollment, changes in deduction amounts and termination of plan participation.

Deductions FAQ's

1. How many of my paychecks will have deductions?
   Answer: Health plan deductions are taken from 18, 20 or 24 paychecks, depending on your Contract Calendar. Other voluntary deductions such as supplemental insurances, union dues and donations are standardized over 20 checks. Taxes, garnishments, savings bonds, TSA's (Tax Shelter Annuity) and Federation/FOPE dues deductions occur each pay period, including payments made during the summer.

2. How many of my paychecks will have TSA (Tax Shelter Annuity) deductions?
   Answer: TSA deductions occur each pay period, including your summer checks if you are enrolled in the Year Round Pay Option, provided there is enough pay to cover the full deduction amount.

3. Who do I contact to sign up for, or to change my TSA (Tax Shelter Annuity) deduction amount?
   Answer: You may contact your TSA Agent to sign up for new TSA deductions or to make changes to your existing TSA deduction.

4. Am I responsible for making my court ordered payments (garnishments) during the summer?
   Answer: It depends on your garnishment terms. If you are required to make payments in the summer and you are enrolled in the Year Round Pay Option, your court ordered payments
(garnishments) will be deducted from your summer paychecks.

5. Will the number of my deductions change if I sign up for the Year Round Pay Option?
   Answer: No, your voluntary deductions for items such as health plans, supplemental insurances and BTU union dues will be taken per the standard schedule for your Contract Calendar, while deductions for taxes, garnishments, savings bonds, TSA’s and Federation/FOPE dues would occur each pay period.

6. Why are Federation/FOPE dues taken from all of my paychecks if I sign up for the Year Round Pay Option, while BTU dues are not?
   Answer: Federation/FOPE dues deduction amounts are calculated as a percentage of your gross salary, while BTU dues deduction amounts are based on an annual amount divided by 20.

7. When are my taxes deducted if I choose the Year Round Pay Option?
   Answer: Taxes, included Federal Income Tax (Withholding), FICA and Medicare will be withheld upon actual payment (i.e. taxes will be taken out of every check, even those distributed in the summer).

**Year-Round Pay Option FAQ’s**

8. If I want to receive checks in the summer what are my choices?
   Answer: Employees have two choices for having money available in the summer. The first choice, which is only offered to eligible employees, is the Year Round Pay Option. This option provides checks paid out bi-weekly through the summer. The second choice, which is open to all employees, would be to open a Summer Savings Account.

9. How does the Year Round Pay Option work?
   Answer: An eligible employee’s annual contract pay will be spread out over the number of days (Monday through Friday) in the twelve month period from the start of employee’s Contract calendar (AKA, Paid Days). The annual contract pay will then be paid out in bi-weekly installments over that twelve month period, including checks over the summer months when these employees would normally not be paid. Under this plan, the employee’s annual contract will be paid in full by the conclusion of the twelve month period.

10. How many Paid Days are there in the twelve month period for the Year Round Pay Option?
    Answer: The number of Year Round Pay Option Paid Days may vary from school year to school year, depending on the first day of school as established by the School Board. For the average personnel, this is 260 days from the first day of the 2012-13 Contract year for their calendar until the start of the same calendar in 2013-14. This number of days is an estimated number until the Board Approved calendars for the subsequent school years are released.

11. If I do not wish to participate in the Year Round Pay Option what should I do?
    Answer: If you do not wish to participate in Year Round Pay Option, you do not need to do anything. All employees will be paid via standard bi-weekly pay dates only during the contract period unless they specifically enroll in the Year Round Pay Option.

12. If I want to participate in the Year Round Pay Option what should I do?
    Answer: If you wish to participate in Year Round Pay Option, you must enroll during the annual Year Round Pay Option enrollment period. You must logon to ESS, select the Year Round Pay Option, and read/accept the Year Round Pay Option conditions presented.

13. When can I sign up for the Year Round Pay Option?
    Answer: Employees must sign up for the Year Round Pay Option before they report to work for the contract year. Two online enrollment periods are offered to employees before the start of their
14. Do I have to sign up for the Year Round Pay Option every year or will my choice roll over from year to year?  
   **Answer:** There will be an annual enrollment period and all employees choosing the Year Round Pay Option will have to re-enroll each school year, even if they have participated in the Year Round Pay Option previously.

15. What if I miss the sign-up period for the Year Round Pay Option?  
   **Answer:** Due to IRS regulations employees cannot sign up for the Year Round Pay Option after they report to work for the contract year. An alternative option would be to sign-up for a summer savings account at the financial institution of your choice.

16. What if I do not have access to ESS to enroll in the Year Round Pay Option?  
   **Answer:** Any employees who do not have access to ESS can request a hard copy Year Round Pay Option Enrollment form from Payroll; it must be completed and submitted to Payroll prior to reporting to work on the first day of the contract year.

17. Can I enroll in the Year Round Pay Option if I start working for the District after the first day of the Contract Calendar?  
   **Answer:** No, the Year Round Pay Option is only available to employees who start work on the first day of the eligible Contract Calendar and have enrolled in the Year Round Pay Option prior to reporting to work for the contract year.

18. Once enrolled in the Year Round Pay Option can I change the amount of pay going towards my summer paychecks?  
   **Answer:** No, the amount calculated for paychecks through the Year-Round Pay Option is a fixed amount based on the annual contract and cannot be changed or altered by the employee at the time of enrollment or at any time during the school year.

19. If I want to have money available to me in the summer but need more flexibility in case of emergency what are my options?  
   **Answer:** Signing up for a summer savings account at the financial institution of your choice would provide the most flexibility for employees who may need to make changes throughout the school year. Since the bank account is controlled by the employee, changes can be made as needed.

20. What if I have unpaid leave (PLV) – how would it affect my pay if I choose the Year Round Pay Option?  
   **Answer:** Unpaid leave would reduce the amount of pay deducted for the YRP Option, and consequently would also reduce the amount of the YRP monies paid out over the summer checks.

21. What are my payment options when I return from leave during the same school year?  
   **Answer:** Employees who take an extended unpaid leave of absence during the fiscal year and receive an early payout for Year Round Pay deductions will not be eligible to resume the Year Round Pay Option until the next fiscal year.

22. What happens if I choose the Year Round Pay Option and I change calendars?  
   **Answer:** Employees changing calendars would remain on the Year Round Pay Option, but they may see an adjustment on their paychecks for the amount of the YRP deductions. In addition, their payments in the summer may be different than expected due to the change in the YRP deductions and the number of checks to be paid out.

23. What happens if I enroll in the Year Round Pay Option and get a raise after the start of my contract?
**Answer:** The amount calculated for paychecks through the Year Round Pay Option will be systematically recalculated anytime there is a change in the pay rate.

24. What happens if the starting date for school is changed by the State Legislature/School Board?
   **Answer:** Year Round Pay is based on equal payments over the course of twelve months, starting from the first day of your calendar year; if the end date from one school year does not line up with the start date of the subsequent school year, there may be a gap or overlap of payments. If the change of the start date is known early enough the YRP payout plan may be adjusted to bridge that gap. If not, employees would be informed of the situation and encouraged to open a supplemental Summer Savings Account.

25. I chose the Year Round Pay Option expecting that all of my paychecks would be equal. Why are my net summer checks different from those that I receive during the school year?
   **Answer:** There are many reasons for this: the summer paychecks under the Year Round Pay Option do not include pay for any supplements or additional positions; the taxes, garnishments, TSAs and Federation/FOPE dues are deducted from all checks under the Year Round Pay Option, but other voluntary deductions are deducted from 20 checks which are distributed during the school year. Since the income and deductions vary from the school year paychecks to the summer paychecks, the net pay for these checks will also vary.

**Year Round Pay Cancellation:**

26. Can I discontinue the Year Round Pay Option during the school year if I have a hardship, such as divorce or a death in the family?
   **Answer:** Due to IRS regulations this irrevocable selection must remain in effect for the entire twelve month period, however there are a few very stringent exceptions for hardship. Employees without a qualified hardship will have to remain in the YRP option until the end of their Contract calendar. Refer to the Year Round Pay Option Information sheet provided to and accepted by you during your enrollment process, for more information and the YRP Option Hardship Cancellation form for details on the Hardship criteria.

27. When will I get my Year Round payout if I terminate or retire before the end of the school year?
   **Answer:** Early Year-Round payouts will occur when the employee is terminated, laid off, resigns or retires from the District. Upon separation, employees would be entitled to a lump sum payout for the monies deducted through the year for the Year Round option. However, when the payout would be made is based on IRS requirements and could be adjusted for any unpaid absences, overpayments and any costs for continued benefits such as insurance.

28. Will I get a payout of my Year Round Pay deductions if I go out on an extended leave before the end of the school year?
   **Answer:** Employees going on an extended leave of absence of 12 weeks or more for unpaid medical/family leave would qualify for an early payout of their Year Round deductions.

29. How will an early payout of my Year Round Pay affect my tax deductions?
   **Answer:** Federal taxes are deducted based on the information on your W-4 form and the size of the payout. Generally speaking, the larger the check the more federal taxes that will be withheld from it.

**Leave Accrual:**

30. If I enroll in the Year Round Pay Option how will that choice affect my Sick Leave accrual?
   **Answer:** Sick Leave will be accrued in the same manner for all employees and will be based on the employee’s work schedule. Since the work schedule does not change when an employee enrolls in the Year Round Pay Option, the Sick Leave accrual will not be any different from employees who have not selected the Year Round Pay Option.