



Memo

Date: July 26, 2021

To: School principals, business managers and payroll administrators

From: Shannon Wiggins, HRMS Analyst, Office of Human Resources

Re: New school year pay rate and benefit termination date

Payroll increases for a new school year may be applied in one of the following manners:

- Contract employees – pay rate changes go into effect with the first check date of a new contract. For example:
 - Principals: pay rate changes are applied on the first check date in July.
 - Teachers: pay rate changes are applied on the last check date in August.
- Non Contract employees – for all other employees, determine the pay period which includes the July 1st check date and apply the increase accordingly. For example, for the 2021-22 school year the check date July 16th covered pay period June 20-July 3. Schools had two options to apply any pay rate increases:
 1. Prorate the rate of pay for check date July 16:
 - a. June 20th through June 30th - compensation paid at the 2020-21 school year rate.
 - b. July 1st through July 3rd – compensation paid at the 2021-22 school year rate.
 2. Make the 2021-22 school year rate adjustments effective July 5th, which is the start date of the pay period for check date July 30th.

When does benefit coverage end for terminated employees?

- For **contract employees**, benefits coverage ends at midnight on June 30th per the provisions in their contracts.
- For **all other employees**, benefits coverage ends at midnight on the date of termination. For example:
 - If a teacher aid had benefits and their last day of work was June 5th, the benefits coverage ended at midnight on June 5th. Teacher aids are not contract employees, regardless of the number of days they are scheduled to work in a school year and are handled in the same manner as any other noncontract employee.