

To: All employees in the teacher group

Cc: Administrators, Supervisors and Technicians (ASTs)

From: Annie Petering, Chief Human Resources Officer

Subject: 10-month (non-time sheet) Employee Pay Gap and Pay Election Information

Date: February 1, 2017

Who is receiving this memo?

All employees who have a teaching contract with the District are receiving this information, because they may experience a pay gap in August 2017.

*Although all employees with a teaching contract are receiving this memo, ***please note that teachers at extended year schools, Frank and Wilson Elementary, will not experience a pay gap in August 2017.***

What is a pay gap?

Employees in the teacher group are 10-month employees who earn their wages over 10 months. These employees have the option to earn their wages while they work (21 pay periods) and have it paid out over the same 21 pay periods, or earn their wages and have them paid over 12 months (26 pay periods). This is an election made by the employee that remains in place unless they decide to change the election.

Those who elect to receive pay over 26 pay periods ***will experience a pay gap*** in August 2017. The last payroll for the 2016-17 school year is Aug. 16, 2017. The first payroll for the 2017-18 school year is Sept. 13, 2017. Teachers return to work on Aug. 28, 2017, which falls within the pay period of Aug. 27-Sept. 9, 2017. This creates a pay gap at the end of August where teachers have not yet worked. Therefore, no paycheck will be issued on Aug. 30, 2017, to teachers who have elected the 26 pay period option.

Why do pay gaps occur?

As noted above, the last paycheck of the 26 pay period option for the 2016-17 school year will be issued on Aug. 16, 2017. This paycheck is the final paycheck for wages earned during the 10-month period 2016-17 school year and completes the 26-pay cycle for the 2016-17 school year.

The new 26-pay cycle begins when wages are earned. In this particular case, wages for the 2017-18 school year are not earned until Aug. 28, 2017, which coincides with the Sept. 13, 2017, payroll.

If we try to adjust the school calendar so teachers return to work during the Aug. 13-26, 2017, work period (Aug. 30, 2017, pay period), it will create a pay gap in the 2018-19 school year for the same reason noted above.

Where are payroll dates posted?

Employees can access payroll dates on [Staff Connect](#). It is always a good idea to track payroll dates.

Payroll Date	Period Worked
Aug. 16, 2017	Final payroll from 2016-17
Aug. 30, 2017	Aug. 13-26, 2017
Sept. 13, 2017	Aug. 27-Sept. 9, 2017

How can pay gaps be avoided in the future?

The only way to avoid any and all pay gaps is to elect the 21 pay period option for future years. Current elections can be changed at any time by logging into the HR portal at:
<https://empsiq.kusd.edu/TeacherPayChoice.aspx>.

Financial institutions are able and prepared to help set up savings accounts that make funds available during the summer months for those who elect the 21 pay period option.

Can elections be changed from 26 pay periods to 21 pay periods?

These changes can be made at any time, and the changes are effective for the next payroll.

Can elections be changed from 21 pay periods to 26 pay periods?

This election also can be made anytime. However, the changes will not go into effect until September 2017. Those currently on the 21-pay cycle will not deal with the pay gap, but those who change to the 26 pay period option for the 2017-18 school year and beyond may deal with pay gaps.

If you have any questions, please contact the Office of Human Resources at 262-359-6333.