

# *Certified Staff*

## *Additional Payroll Information*

- **Certified Staff have a teaching certificate** and are paid based on their yearly salary and will receive 24 payments. New teachers beginning the first day of school will receive their first check the last day of August. If payday falls on a weekend, you will be paid the Friday before. (See pay date schedule on the Jenks Public Schools web site [www.jenkspss.org](http://www.jenkspss.org))
- **Retirement** – Certified staff working half time or more **are required** to be a member of the Teachers' Retirement System of Oklahoma. Members will pay 7% of all earnings to Teachers' Retirement System and the school will pay according to the current percentage required by TRS. A Personal Data Sheet must be completed for Payroll to send to the Teachers' Retirement System for your account to be set up. The Personal Data Sheet is available in the payroll office or Human Resources office. The phone number for The Teachers' Retirement System of Oklahoma: 1-877-738-6365.
- **Certified Sick/Personal Leave** – Certified teachers receive 10 days of sick leave per year and 3 personal days. Unused days will roll to the next fiscal year. You may accumulate up to 157 days sick leave. We will accept up to 60 transferred days from another public school in the state of Oklahoma. You may have up to 5 days in your personal leave bank. Any remaining personal leave will roll to sick leave.
- **Sub Deduct** – If you need to use personal sick leave and are out of days, you may use up to 20 days of sub deduct. It will be charged to you at the rate of \$65 per day, whether a sub is needed or not. Sub deduct is for personal use only, if the teacher is required to miss work because of a family situation the leave becomes leave without pay.
- **Leave Without Pay** - Requests of leave without pay must be in writing and submitted to the Human Resources office and approved by the Board of Education in advance of leave. You will be charged your daily rate of pay for each day of leave without pay.
- **Certified Flexible Benefit Allowance (FBA)** – The FBA is paid to you as cash and shows the description on your check as FBA Allowance. You must be contracted half time to be eligible for this benefit. According to state law certified staff enrolled in the school health insurance receive an amount based upon the Health Choice High Option insurance premium. Certified employees ***not*** enrolled in school health insurance will receive \$836.52 for the year. Payments will be spread over 24 payments.