

# *Classified Staff*

## *Additional Payroll Information*

- **Classified Staff are non-certified support employees.** Classified employees are paid according to their time card or labor claim and must clock in and out at their assigned location. You must take a 30-minute lunch if you work over 5 hours a day. Employees are required to clock out for lunch. Overtime is only allowed with supervisor and central office approval **prior** to working the overtime. Payday is every other Thursday. The employee and their supervisor must sign all time cards and labor claims.
- **Retirement** – Classified staff have the option to join if contracted 20 hours or more per week. 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 or Human Resources office. The phone number for The Teachers' Retirement System of Oklahoma: 1-877-738-6365.
- **Classified Sick/Personal Leave** - Classified employees receive 1 day of sick leave per month, calculated according to your contracted hours per day. If you are a full time employee contracted 8 hours per day, then 1 day of sick leave for you will equal 8 hours. You will also receive 2 paid personal days. Unused personal days will roll to the next fiscal year up to 5 days of personal leave may accumulate. Personal leave over 5 days will roll into sick leave. You may accumulate up to 157 days of sick leave. We will accept up to 60 transferred days from another public school in the state of Oklahoma. Upon termination from the district you may either transfer your unused sick leave to another Oklahoma School District where you have been employed or you may be paid for the unused leave according to current School Board Policy.
- **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.
- **Holidays** – At the conclusion of the probationary period, full time (7 or 8 hour employees) will be eligible for paid holidays during contracted work dates. One day for each of the following holidays: Independence Day, New Year's Day, Labor Day and Memorial Day. Two days for Thanksgiving and three days for Christmas. In conjunction with the paid holidays at Christmas, full-time employees who are contracted and working twelve (12) calendar months are granted two (2) additional holidays that will be scheduled by the District. Twelve-month employees also receive three floating holidays. **NOTE:** If you are a nine-month employee and school is out before Memorial Day, you will not receive that paid holiday or Independence Day.
- **Classified Flexible Benefit Allowance (FBA)** – The FBA is paid to you as cash and the description on your check is FBA Allowance. You must be contracted 30 hours or more per week to be eligible for this benefit. According to state law employees who enroll in the school health insurance receive an amount based upon the Health Choice High Option insurance premium. Eligible classified employees **not** enrolled in school health insurance will receive \$2,276.28 for the year. (This benefit will be spread over 26 payments or prorated if you are not eligible July 1.)
- **District Benefit Allowance (DBA)** – ***The DBA is a benefit for classified employees contracted 20 to 29 hours per week who enroll in a Jenks Public Schools Health Plan.*** The district will pay half of the premium for the employee on the plan of your choice.
- **Salary Benefit Allowance** – The salary benefit is paid as cash and is for classified employees contracted 20 hours or more per week. Classified employees contracted 20 to 34 hours per week receive \$978.50 per year and classified employees contracted 35 to 40 hours per week receive \$1,957 per year. Payments will be divided over 26 checks. The amounts will be prorated if you are not eligible July 1.