

# *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.)
- **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 of which 4.1% is paid by the district on your behalf. The school will pay 9.5%. 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 Insurance office. The phone number for The Teachers' Retirement System of Oklahoma: 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 170 days sick leave. We will accept up to 60 transferred days from another public school in the state of Oklahoma.
- **Sub Deduct** – If you need to use 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 it 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.
- **Personal Leave** – Certain days require Superintendent's approval prior to Personal leave being taken. After approval from your principal/supervisor, a written request must be submitted to the Superintendent for consideration. See Board of Education Policy Manual at [www.jenksps.org](http://www.jenksps.org) for additional information.
- **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. New hires will start FBA when they become insurance eligible.