

Payroll Information for Certified Staff

Certified Staff have a teaching certificate and are paid based on their annual contract, semi-monthly, over 24 pay periods. New teachers beginning the first day of school will receive their first check the last day of August. Pay dates are the 15th and last day of each month, 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)

Retirement - Certified staff working half time or more **are required** to be a member of the Teachers' Retirement System of Oklahoma (TRS). Members pay 7% of all earnings to TRS and the district pays a percentage required by TRS. A TRS Personal Data Sheet must be completed by all newly hired certified staff. The Personal Data Sheet is available in the payroll office or Human Resources office. You can find more information regarding TRS at, www.ok.gov/TRS/ or, by calling 1-877-738-6365.

Certified Sick/Personal Leave – Certified teachers receive 10-12 days of sick leave, depending on their contract, and 3 days of personal leave each year. Unused sick 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. 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 \$70 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 along with your regular pay. 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 FBA amount equal to the Health Choice High insurance premium. Certified employees **not** enrolled in school health insurance will receive \$836.52 for the year. Payments will be spread over 24 payments.

Payroll Office Contact Information:

Located in the Education Service Center, 211 East A Street, south of the Football Stadium.

Office hours are: 8:00 AM to 5:00 PM.

Telephone: 918-299-4415

Carrie Pyle, Payroll Coordinator, ext. 2207

Elana Madrid, Payroll Specialist, ext. 2402

Stephanie Sweet, Payroll Clerk, ext. 2358