

Payroll Information for Classified Staff

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's supervisor must sign all time cards and labor claims.

Retirement – Classified staff have the option to join the Teachers' Retirement System (TRS) if contracted to work 20 hours or more per week. 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.

Classified Sick/Personal Leave - Classified employees receive 1 day of sick leave each month they are contracted to work, and 3 days of personal leave each year. 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 170 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 transfer unused sick leave to another Oklahoma School District 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 via the online request form to the Human Resources office and approved by the Board of Education in advance of leave. You can find the form on the school website, https://jenksps.co1.qualtrics.com/ife/form/SV_22VdFilw1ZGqUPb

Holidays – At the conclusion of the probationary period, full time employees will be eligible for paid holidays that fall during their contract work dates. One day for each of the following holidays: Independence Day, New Year's Day, Labor Day and Memorial Day, 2 days for Thanksgiving and 3 days for Christmas. In addition to the paid holidays at Christmas, full-time, twelve-month employees are granted 2 additional holidays that will be scheduled by the District.

Classified Flexible Benefit Allowance (FBA) – The FBA is paid along with your regular pay. You must be contracted 30 hours or more per week to be eligible for this benefit. According to state law, classified staff enrolled in the school health insurance receives an FBA amount equal to the Health Choice High 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 24 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 any plan you choose.

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

Elena Madrid, Payroll Specialist, ext. 2402

Stephanie Sweet, Payroll Clerk, ext. 2358