

PAYROLL INFORMATION

PAYDAY:

Payroll warrants are available on pay day, please see the Pay Date Calendar for actual dates. They will be delivered to your school site and will be held by the site secretary. If the end of the month falls on a weekend, payday is the preceding Friday. You must sign for your warrant. Warrants will not be released to anyone other than you without your written permission. If payday falls during a holiday, the warrants will be available in the district office. Notice of the times the office will be open during holidays will be sent to the school sites prior to the holiday breaks. The PGUSD web site will also have this information.

AUTOMATIC DEPOSIT:

Automatic payroll deposit is available to all employees. On payday, you will receive a notice of the pay amount and listing of deductions instead of a check. If you wish to take advantage of this service available in Payroll and on our website, PGUSD.org. It can take two months after initial input for your auto deposit to begin. The first month is usually a pre-note process between banks.

STIPENDS:

Stipends for extra duty assignments are paid as listed on the Special Assignment Salary Schedule. The assignments are paid either on a monthly schedule or in the case of coaching when a special assignment time sheet is turned into your site office for signature and payment. It is important to keep track of your paperwork for submission. Contracts for extra duty are common and they will also be tracked by a timesheet. Timesheet periods start on the 16th of the month and end on the 15th of the following month. Timesheets MUST be turned in monthly and not held for any reason. When your contracted duty has been fulfilled a timesheet is turned into the manager in charge of that contract. When it has been appropriately signed, it will be forwarded to the payroll department for payment. Stipends and extra duty timesheets are paid on supplemental payrolls on or about the 10th day of the month.

DEFERRED PAY:

Employees may elect deferred pay so that they are paid equally over 12 months. During the months worked, either 10 or 11, a portion of your after tax earnings are withheld to be paid on the month or months that you do not work. Deferred pay will remain in effect until payroll is informed in writing of your request to cancel. Once cancelled, you may not elect deferred pay again until the start of the new school year. Forms are available in Payroll and on our website, PGUSD.org.

JURY DUTY:

Jury duty is the obligation of all citizens. When you are called to jury duty you must inform your supervisor and keep them informed as to whether you will be required to report. As a state entity, there is no payment from the courts for your jury service. You do, however, get mileage and you do not have to give that to the district. You will be paid for all days you are required to serve. At the end of your jury service, please attach the court paperwork to your absence form.

STATE DISABILITY INSURANCE:

Pacific Grove Unified does not participate in the state disability insurance program. Your sick leave is cumulative for that reason and there are provisions for differential pay if needed. CTA does offer disability insurance through Standard Insurance Company, for members of CTA, at the employees' cost. Please come to the payroll office if you would like more information on that program.

WORKERS COMPENSATION INSURANCE:

All employees of the Pacific Grove Unified School District are covered by Workers Compensation Insurance. It is imperative that you notify your Principal or site secretary in the event that you are injured in any way during working hours. No injury is too small. We must be notified so that you will be covered. If you have any questions, please call the payroll office at 646-6515.

HEALTH BENEFITS:

Pacific Grove Unified is a member of the Monterey County Schools Insurance Company or MCSIG. This is a joint powers agency made up of school districts within Monterey county. The office for that agency is at 76 Stephanie Drive, Salinas, CA 93901. The phone number is 831.755.0161. It is important that you come into the payroll office and ***sign up for your health benefits or opt out of coverage. Proof of acceptable coverage must be submitted in order to opt out prior to the first paycheck in August.*** There are restrictions on the insurance after that date. If you plan to add a spouse and children to your insurance coverage, we must have copies of your marriage license or domestic partner certificate and birth certificates for your children. Benefits will not be afforded to your dependants until those forms are received.