



OPTION TO RESERVE NET PAY FOR SUMMER MONTHS FOR 10- AND 11-MONTH EMPLOYEES INFORMATION SHEET

All employees working a traditional 10- or 11-month work year may enroll in this option to have a specified portion of their net pay set aside each month by the district to be returned to the employee in July and/or August immediately following the work year. Employees may authorize a deduction of reserve net pay from the ten monthly pay warrants they will receive from September through June. The net pay is then returned to the employee in July and/or August.

Enrollment in this program must be resubmitted for each year that an employee wishes to participate. For employees who previously elected this option for 2018-2019, the deduction will terminate at the end of the 2018-2019 school year and a new form must be submitted by August 31, 2019 in order for deductions to occur in the 2019-2020 school year. Enrollments received after the August 31, 2019 deadline will reduce the number of pay warrants from which these deductions can occur and result in an equivalent reduction of net pay returned during July and/or August.

Ten-month employees who select this option for 2019-2020 will have deductions taken from pay warrants issued September 2019 through June 2020. Half of the funds set aside will be repaid at the end of July 2020 with the remaining half repaid at the end of August 2020.

Eleven-month employees who select this option for 2019-2020 will have deductions taken from pay warrants issued September 2019 through June 2020. The entire amount set aside will be repaid at the end of July 2020.

- **IMPORTANT: Participation in this program is required for an entire school year and is irrevocable during the school year for which it is selected. Changes to the monthly deduction amount can only occur at the beginning of each school year. If you believe you may need access to your money at any time during the year, you should not choose this option. Instead, you might consider making regular contributions to a bank or credit union account that you can withdraw from at any time.**
- Please note that the money you have elected to set aside for payment earns no interest while the district holds it. You should also be aware that your pay is taxed at the time that you earn it. The amount withheld from your check is an after tax deduction.
- Please do not ask the Payroll Department for assistance in determining the amount to be deducted each month. If you need advice on this matter, contact your financial advisor.



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If you want to select this option and have a portion of your net pay withheld to be paid to you in the summer months following your traditional school year, please complete the enrollment form and return it to the Payroll Department by the specified deadline. The enrollment form can be found on the Districts Employee Portal website at <https://www.sandi.net/staff/payroll/pay-options-information>. No action is needed if you do not want a deduction from your net pay withheld for this purpose.

SPECIAL NOTE: Employees in the SDEA bargaining unit have the option to spread payment of their contract salary over 12 months (July 2019 to June 2020). An SDEA unit member who has already enrolled in the 12-Pay Option does *not* need to enroll in this program. Further information is available on the Districts Employee Portal website by navigating to <https://www.sandi.net/staff/payroll/pay-options-information>. The deadline to enroll in the 12-Pay Option is June 14, 2019.



San Diego Unified
SCHOOL DISTRICT

**OPTION TO RESERVE NET PAY FOR SUMMER MONTHS
FOR 10- AND 11-MONTH EMPLOYEES
ENROLLMENT FORM**

NAME (*Please Print*): _____

EMPLOYEE ID: _____ LOCATION #: _____

LOCATION NAME: _____

Please check one of the following:

CERTIFICATED CLASSIFIED

Please check your current pay schedule:

10-MONTH 11-MONTH

Amount to be deducted from each regular pay warrant during the 2019-2020 school year:

\$ _____ (*must be expressed in dollars, **not** as a percentage*)

I hereby authorize this deduction from the salaried pay warrants issued from September 2019 to June 2020. **I understand that this decision is irrevocable for the 2019-2020 school year.** This money will be paid back to me in two equal payments in July and August of 2020 for 10-month/12 pay or through a single payment in July 2020 for 11-month/12 pay.

Signature _____ Date _____

PLEASE RETURN BY AUGUST 31, 2019 TO:

SAN DIEGO UNIFIED SCHOOL DISTRICT
ATTN: PAYROLL DEPARTMENT, ROOM 1150
EUGENE BRUCKER EDUCATION CENTER
4100 NORMAL STREET, SAN DIEGO CA 92103

THANK YOU