

CANTON CITY SCHOOL DISTRICT

Human Resources & Payroll Office

Board Agenda Items:

All requests for employment, adjustments, or extra duty supplemental pay, must be sent to the office of Human Resources two weeks prior to the date of the Board meeting. Requests must include employee name, department, account code (program code) and effective date. Individuals working for the Canton City Schools must have Board approval before payment will be made.

Employee's Payroll Report Preparation: All contracted personnel including teachers, principals, and other administrators, secretaries, educational assistants, monitors, and LRC technicians should be reported on the same Employee's Payroll Report. Please make sure to list these employees alphabetically and include their social security number. All absences should be reported on the Employee's Payroll Report for the correct pay period. Absences for L.D. Tutors and Hourly Assistants on a biweekly should also be reported on this report. This report should be sent to the Payroll Office no later than the Monday after each pay date. Please paperclip absence/special leave forms (in alphabetical order) to the Payroll Report. Custodial absence slips should be sent directly to the Operations Department where a master custodial payroll report is compiled and then forwarded to the Payroll Office.

It is most important that teachers be listed only once on the Payroll Report and that their social security numbers are included. EXHIBIT I indicates proper completion of this report. Note that each name is listed just once with all dates of absence and reasons for absence in the designated columns. All absences from the classroom or office needs to be reported. Reasons for absence include personal illness, family illness, family death, special leave, professional meeting, excused absence without pay, jury duty, and vacation. Note that the phrase "Personal Business" would indicate an absence for which pay should be deducted. Be sure to specify a.m. or p.m. if half-day absence is being reported and one period or two periods if that is the time of absence. Teachers who are on a partial contract, for example ½ day only, should be reported off for a full day since the partial day is their whole day.

Employee's Personal Report for Absence: Absences and Special Leaves are reported on the same form. This form will encompass the two-week period using one form only per employee to report time off. Both copies of this state-required report should be signed by the employee upon his/her return to work. Please turn the original copy into the Payroll Office with your payroll report. In the event of long-term absence, it may be necessary to delay sending the form until the employee finally returns to work. Please see that the employee and the principal or department head sign these absence reports. Please arrange these forms in the same order in which the Employee's Payroll Report is prepared and do not staple.

Work Related Absences: Must be marked as such when an employee is absent due to an injury incurred while at work.

Substitute Teachers: The Substitute Teacher timesheet is a weekly timesheet. The sub teacher will now be responsible to take this timesheet with them daily to each building they are assigned, and they are responsible to get the information filled out each day. The secretary is responsible to fill out the account number if needed, stamp for verification, and then hand the sub teacher the timesheet back. At the end of the week, the sub teacher can either give their weekly timesheet to the secretary at the building where they subbed that day and she will pony it to us, or the sub teacher can bring the time sheet to the payroll office. Substitute Teacher time sheets should be ponied immediately to Payroll. They are not to be turned in with the Payroll Report. Please do not accept a weekly timesheet from a substitute teacher if they do not have the verification stamp for each assignment they worked.

The Substitute teacher's names should be entered on the Payroll Report opposite the absent teacher's name with exact dates of substituting.

Hourly employees are *never* reported on the Payroll Report. Substitutes for support staff personnel should report their time on an hourly timesheet.

Special Substitute Teachers: Special Substitute Teachers, working in an open position, should be listed at the end of the Payroll Report, clearly indicating that they are a Special Substitute Teacher working in an open position. Special Substitute Teachers filling in for someone on leave should be listed in the right hand column across from the name of the teacher on leave.

If a special substitute teacher is absent, the secretary should list the regular substitute teacher who filled in for the absent special sub in the far right column of the report. The special substitute must also fill out an Employee's Personal Report for Absence sheet and it should be signed by the Principal and turned in with the Payroll Report.

Hourly Time Sheets: Hourly or daily-rated personnel, not working on a regular basis, must submit individual time sheets. These include personnel such as educational assistants, student help, substitutes and temporary employees. These sheets must reflect the number of hours worked each day, social security number, reasons for absence, if any; total hours worked during the pay period; and name of program or assignment and code to which timesheet is to be charged. **THE INCLUSION OF PROGRAM CODES ON THE TIMESHEETS IS MANDATORY.** Timesheets cannot be paid unless signed by the employee and the principal or department head. In the case of substitutes, it is most important that each day's work be labeled as to the individual being replaced, location, and duty, since substitute's pay must be charged on the basis of the specific assignment performed.

It is necessary for hourly employees who are entitled to sick time to fill out Employee's Personal Report for Absence. Checks for hourly personnel, who are regularly employed, will be distributed in accordance with the building assignment as listed on New Employee Payroll Form. Changes in distribution may be made by calling the Payroll Office before 4:00 p.m., on the Tuesday prior to pay day. A Copy of a completed time sheet for regular hourly employees is included for your information. (EXHIBIT II)

Lunchroom and Cafeteria Substitutes: Substitutes in the high school and junior high school cafeterias and lunchrooms will be asked to complete individual timesheets. These also must include the social security number and code number.

Holiday Pay for Hourly Employees: All hourly support staff personnel shall be paid for the number of daily assigned hours for the following holidays during the school term:

Labor Day	Martin Luther King Day
Thanksgiving Day	Presidents' Day
Christmas Day	Good Friday
New Year's Day	Memorial Day

The Friday after Thanksgiving and other days when school is not in session are not considered holidays. Nine- and ten-month employees who have completed the previous school term will be paid for Labor Day. This pay will be based on the number of hours assigned in the current school year.

Support staff hourly or salaried personnel employed on an hourly basis during the summer months will be paid for July 4 if the last scheduled day before the first scheduled day following the holiday were worked.

Time sheets must be submitted for holiday pays, particularly for the periods, which cover Christmas and New Year's Day. Hourly personnel will be paid for the number of regularly assigned hours for each holiday.

Individuals employed in a position requiring certification will not receive holiday pay.

Special Leave: The policy for special leave of the Canton City School District states that Special Leave shall not be taken on the first day of school, Fridays during May through the end of the school year, or the day before or after a school holiday or vacation including the last day of school except by the special prior permission of the Superintendent or designee. A completed EMPLOYEE'S PERSONAL REPORT OF ABSENCE & SPECIAL LEAVE must accompany the payroll report. When completing the absence/special leave form for individuals using special leave, it is vital that the special leave is coded in the shaded area on the right hand side of the page that says, "if reporting special leave." Once an employee and building Principal or department head sign and the EMPLOYEE'S PERSONAL REPORT OF ABSENCE & SPECIAL LEAVE is turned into Payroll Office, no changes will be made.

Payroll Reports Due: All information regarding payroll must be in the Payroll Department **no later than 4:00 p.m. on Monday** following the close of the pay period. This includes timesheets, absence reports, hourly time sheets, and overtime sheets.

Leave of Absence and Resignations: It is important that all resignations and leaves of absence are recorded on the Payroll Report. When a teacher resigns or is granted a leave of absence, the last day of service and the reason should be listed. These instructions apply to all salaried personnel. If a long-term substitute is assigned to the vacant position, please list the substitute teachers name in the far right column on the Payroll Report across from the name of the regular employee who is on leave or resigned. When an hourly- or daily-rated employee resigns, the last date of service should be indicated on the final timesheet.

Those employees who resign or are granted leaves of absence during the school year will be paid in full through their last working day on the regular pay for the period during which their resignation or leave was effective.

New Employees: The respective supervisors must hire all hourly or daily rated personnel such as substitutes, educational assistants, cafeteria workers, evening school, or summer school instructors. A completed W-4, IT-4, statement concerning employment in a job not covered by social security, direct deposit form, and appropriate retirement forms must be filed with the appropriate Personnel Office no later than the first day of employment.

Direct Deposit: Direct Deposit of bi-weekly pay is available to all bargaining unit members, Administrators, and executive assistants. Employees wishing to take advantage of this program need to complete a form available in the Payroll Office.

Credit Union Deduction: Employees wishing to have deductions made for the Credit Union or direct deposit of their paycheck to the Credit Union must contact the Credit Union Office at 452-9801 regarding application

Deductions from Pay: Deductions for personal business or unexcused absence is made on the basis of days in the term of employment. For example, a 185-day teacher who has one day of unexcused absence would have 1/185 of his/her annual salary deducted. The deduction for a 206-day secretary would be 1/206 of the annual contract rate.

State and Federal Income Tax: Written request for changes in the number of exemptions will be accepted in the Payroll Department. Any change received by payday will be effective for the following payroll period. The necessary W-4 (Federal) and IT-4 (State) forms are available in the Payroll Department.

Retirement Systems: The employee rate of contribution for the State Teachers Retirement System (STRS) is 10%. For Teachers, .7% will be picked up by the Board and 9.3% will be deducted. For SERS, the contribution rate is 10%, all of which is deducted from the employees pay. All employees, including retired employees, must pay into the retirement system.

Benefits: New employees eligible for medical, dental, or vision plans must return a completed enrollment for electing coverage or waiving coverage. Questions should be directed to 438-2512.

Group Life: Group life insurance coverage is available for all certified personnel under contract and all support staff personnel who are regularly employed during the contract year. Applications must be completed and filed with the Benefits Office (438-2512) before this coverage becomes available. Those employees who are eligible but do not wish to carry such coverage will be requested to sign and file a waiver. Premiums for this group life insurance are paid by the Board of Education.

Medicare: All new employees to the school district hired after April 1986 will have deducted 1.45% of their wages towards Medicare. Also, all employees hired on an “as needed” basis, regardless of their date of hire, will have 1.45% of their wages deducted towards Medicare.

Sick Leave: Sick leave will be updated on the second paycheck of each month, as it is earned, at the rate of 1¼ days per month. Any questions, regarding transfer of sick leave or balance of days should be directed to the Payroll Office.

STRS/SERS Service Credit Buyback: Employees with previously withdrawn service credit or other public service work eligible for buy-back may now do so on a tax-deferred basis. To inquire about eligibility, you must contact either STRS at 1-888-227-7877 or SERS at 1-800-878-5853.

Tax Sheltered Annuities (403B): Employees interested in applying for a tax sheltered annuity should contact their insurance agent to have the Canton City School Tax Sheltered Annuity Salary Modification Agreement completed before payroll deduction can be made. New forms must be obtained from the Benefits Office (438-2512). New enrollments and changes of deductions can be made up to four times in one calendar year four weeks prior to the pay dates. Written cancellations of annuities must be forwarded to the Benefits Department (438-2512) as well as to the employee’s insurance company. Presently the Canton City School District is dealing with approximately fifteen (15) different tax sheltered annuity companies. A new insurance company must have at least 15 employees enrolled before the new company is accepted. Questions regarding tax-sheltered annuities should be directed to the Benefits Office, 438-2512.

Ohio Public Employees deferred Compensation Program (457) is also available to employees. Employees must call 1-614-466-7245 or 1-877-644-6457 to obtain enrollment forms. New enrollments and changes of deductions can be made up to four times in one calendar year. Cancellation of existing 457 deductions must have prior approval. Penalties may apply. For information on cancellation procedures contact 1-614-466-7245 or 1-877-644-6457.

Exhibit I

CANTON CITY SCHOOLS
EMPLOYEE'S PAY-ROLL REPORT

MAKE THIS REPORT
IN DUPLICATE
FORWARD ORIGINAL

TEACHER OR OTHER EMPLOYEE NAME & SS# (Print or type)	FOR OFFICE USE		DATES AND REASON FOR ABSENCE	SUBSTITUTE
273-44-6821 Margaret Anderson		1	October 15 (deduct pay) Personal Business	Substitute teacher's name
		1	October 19 Personal Illness	Substitute teacher's name
123-45-6789 Fran Crane		5	October 15-19 Family Illness	3 days-substitute teacher's name
				2 days-substitute teacher's name
654-32-0000 Jennifer Jones			Retirement	Jay Walkers Special Substitute
234-22-3689 John Smith		1	October 15 Special Leave	Substitute teacher's name
344-12-5237 Mary Smith		10	October 8-12, October 15-19 Personal Illness	Brian Smith Special Substitute
140-31-5237 Bill Thompson		1	October 8 Family Death	
260-43-6032 Special Jay Walkers Sub		1	October 8 Personal Illness	Substitute teacher's name

- Employees listed on hourly time sheets should not appear on this report
- Custodial absences should be reported on a separate absence report provided by Operations
- Absences for lunchroom are reported on the summary time sheet submitted by the manager or supervisor
- In the substitute column, please indicate if sub is a **special substitute**
- All absences must have a signed absence sheet paper clipped to the Payroll Report.
- Never turn in an absence sheet for an employee who is not reported on your Payroll Report

Send to Payroll Office on Report Due Date

Covers Absence for Period Beginning _____ Ending _____

I hereby certify that the above is absence for _____ School _____

Original—White Copy for Payroll Office

Signed _____
Principal

Canton City Schools
Human Resources Office
Certificated

INSTRUCTIONS FOR TEACHERS TO REPORT ABSENCE

**** THIS SERVICE IS IN OPERATION 24 HOURS ****

****DIAL** **438-2794**

****WAIT** for the recorded voice to answer your call.

****AFTER** the voice has ceased and the 'beep' has sounded, begin giving your message.
Speak distinctly and slowly, giving only those items listed.

1. Name of absent teacher (SPELL LAST NAME)
2. Name of school to which teacher is assigned
3. Grade or subject taught
4. Date of absence (AM, PM if ½ day)
5. Reason for absence

The teacher should also phone the principal's office prior to the start of the school day to report off duty.

IMPORTANT NOTICE

The teacher must call the principal before 2:00 p.m. on the day preceding their return to the classroom, unless otherwise instructed by the principal **regardless of the message placed on the tape** (such as two days absence, or absent one day.) If the principal does not receive a telephone call before this time in the afternoon, the substitute teacher will be engaged for the next day.

If the teacher neglects to follow this procedure and both the substitute and regular teacher report for duty, the substitute will be paid one-half day's pay, and this amount will be deducted from the teacher's salary.

All substitutes will be released at the close of school on Friday. Those teachers who *will not* return to duty the next Monday, must call the regular recording system (**before Monday morning**) to report their continued absence.

Canton CITY SCHOOLS
Human Resources Office
Certificated

INSTRUCTIONS FOR BUILDING TO REPORT TEACHER
ABSENCE AND TO RELEASE SUBSTITUTES

TO REPORT ABSENCE:

USE E-MAIL address: submgr@ccsdistrict.org
 CALL 438-2510 or
 CALL 438-2794 *

REPORT:

1. Name of absent teacher (*Spell Last Name*)
2. Name of school to which teacher is assigned.
3. Grade or subject taught
4. Date of absence (AM, PM if ½ day)
5. Reason for absence

TO RELEASE SUBSTITUTES:

The school **MUST** notify the substitute office before 2:00 p.m. **EACH DAY** to report which substitutes will be retained and which will be released. This may be done through **E-MAIL** or by **CALLING** the substitute office.

*This service is in operation 24 hours a day.
(answering machine, speak slowly)

CANTON CITY SCHOOLS
HUMAN RESOURCES OFFICE
CERTIFICATED

RULES AND REGULATIONS
SUPPLEMENTING PERSONNEL POLICIES

Substitutes may be called for no less than a half-day of duty. Three periods of duty in the secondary schools, or its equivalent, shall constitute a half-day's service. 11:30 AM shall constitute the beginning and end of a half-day in elementary schools.

Day-by-day substitute teachers WILL NOT be paid for attendance at O.E.A. conventions and other similar activities. These activities include school closure due to inclement weather or other emergencies, even though the substitute may be on the same teaching assignment before and after the non-school day.

Deduction is made from substitute pay for federal and state withholding tax, city income tax, and State Teacher's Retirement System.

A substitute who teaches in one specific assignment for 60 continuous school days is entitled to sick leave and other privileges granted regular teachers, including a salary at the first step for the substitute's degree of training on the salary schedule. The substitute then is referred to as a "special substitute."

Sick leave is granted to those having special substitute status. There are no paid holidays. (This is in accordance with the state law.)

Each principal shall send the Director of Human Resources an appraisal rating on each substitute teacher who served his/her building during the school year.