

## Lansing School District LEA “Pay Smoothing” Program

The LEA Pay Smoothing Program is being used for all 10-Month regularly scheduled employees that work five (5) or more hours per day in their primary position.

**1. What is the LEA Pay Smoothing Program?**

Instead of receiving bi-weekly paychecks based on hours worked, with a reduced gross pay during holiday break and spring break, your calculated salary is spread over 21 pays so that you receive a consistent gross pay throughout the year. This program does reduce the amount of gross bi-weekly pay during the school year in order to provide you with a consistent pay every two weeks. The pay cycle for this program is September 7, 2018 through June 14, 2019.

**2. Can I opt out of the program?**

Employees cannot opt out as this program was implemented based on the current bargaining agreement. If an employee has a reduction in hours that drops them below 5 hours per day in their primary position, then they will automatically be removed from the program. If this occurs, the employee will revert to submitting time sheets for time worked on a bi-weekly basis.

**3. How do I calculate what my gross bi-weekly pay will be?**

Complete the following formulas in order to calculate your gross bi-weekly pay:

$$190 \text{ (Elem/MS)}/191 \text{ (HS)} \times \frac{\text{_____}}{\text{(total paid days)}} \times \frac{\text{_____}}{\text{(hours/day)}} \times \frac{\text{_____}}{\text{(hourly rate)}} = \frac{\text{_____}}{\text{(annual salary)}}$$

$$\frac{\text{_____}}{\text{(annual salary)}} \div \frac{21}{\text{(# of pays)}} = \frac{\text{_____}}{\text{(gross bi-weekly pay)}}$$

**4. How do I compare my new bi-weekly pay to last year’s bi-weekly pay?**

First calculate your gross bi-weekly pay from last year using the formula below.

$$\frac{10}{\text{(paid days)}} \times \frac{\text{_____}}{\text{(hours/day)}} \times \frac{\text{_____}}{\text{(hourly rate)}} = \frac{\text{_____}}{\text{(gross bi-weekly pay)}}$$

Now subtract the bi-weekly pay calculated in step #3 from the bi-weekly pay calculated above:

$$\frac{\text{_____}}{\text{(bi-weekly pay-step #4)}} - \frac{\text{_____}}{\text{(bi-weekly pay-step #3)}} = \frac{\text{_____}}{\text{(decrease in bi-weekly pay)}}$$

Please note that last year’s calculated pay is based on 10 day pay period. Not all pay periods contain 10 paid days such as during Christmas and Spring Break. During these pay periods, you will experience an increase in your bi-weekly pay in comparison to last year.

**5. How will my deductions be taken out of my check?**

Deductions for health, dental, vision, life, and LTD will be taken over the same 21 pay cycle listed above. Deductions for additional insurance such as MEA Options, AFLAC, and Midwestern Dental will continue to be deducted on the first pay of each month, with summer deductions taken in May and June 2019.

**6. Will I still have to submit a timesheet?**

Employee Time and Absence Records will only have to be submitted to report any additional hours. Professional Development, Pre-Student Contact Day and any other fixed calendar items are included in the pay spread. Additional Hours should be submitted on a separate timesheet and should have **PRIOR** approval from their supervisor.

**7. I also work as a lunch assistant, is this position also included in the Smoothing Program?**

Only employees that work five (5) or more hours in a single position each day are included in the smoothing program. A timesheet would have to be submitted for payment on the lunch assistant position.

**8. How do I report absences?**

Absences should be reported through the Employee Access Center using the Employee Leave Request process.