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West Clark Community Schools

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"Pathways for Everyone"

ADMINISTRATION

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April 28, 2017

MEMO: 26 PAY OPTION CANCELLATION

TO: CLASSIFIED STAFF

EFFECTIVE DATE: JULY 1, 2017

WCCS Staff Members,

This memo serves as notice that effective on the 1st pay of the new school year on August 8, 2017, many classified employees will no longer be eligible to receive their pay in the 26 payroll format. **This change WILL NOT result in loss of annual pay or hours to any employee.** However, staff members will only be paid for hours worked during their respective two-week pay periods. During fall/spring/summer/winter breaks, unless hours are actually worked, employees will not be paid. Again, no employee will see a reduction in hours or compensation due to this change. If an employee has opted for 26 pays, they will actually see an increase in their bi-weekly "take home" pay since the 26 pay deduction will no longer be coming out of their bi-weekly pay. The district understands some employees opt for 26 pays to be paid during school breaks. To help alleviate consternation and hardship due to this change, the district will be allowing employees to set up a secondary deposit account for any amount the employee chooses. Example:

- Worker was paid 26 pays bi-weekly in the amount of \$700 per check. \$150 dollars per check was automatically deducted for 26 pay option.
 - After July 1, 2017, this same worker could opt to have the \$150 placed into a secondary account of their choosing to be used by the employee at their discretion during school calendar breaks.

Central office personnel can provide electronic deposit banking authorization forms for setting up the savings account option. This set-up will allow for all employees to deposit the same payroll dollars normally prorated over 26 pays into a secondary account of the employees choosing. Thus, allowing an employee to have access to these funds during the breaks in pay throughout the school year. In addition, the district often needs temporary hours worked in our operations department during breaks, of which, any 10 month employee may apply for hire.

Employees must be financially disciplined to not deplete these funds before the breaks in pay occur. This financial discipline is an individual's responsibility in personal finance and not the duty of the school corporation.

Thank you,

Chad Schenck, Ed.S
Superintendent of Schools

MISSION STATEMENT

West Clark Community Schools' mission is to provide engaging opportunities that prepare students to meet tomorrow's challenges.
AN EQUAL OPPORTUNITY EMPLOYER