

Human Resources Bulletin

August 2005

ANNE ARUNDEL COUNTY PUBLIC SCHOOLS
Division of Human Resources – Office of Payroll/Benefits

Important Dates and Reminders School Year 2005-2006

PAYROLL REMINDERS

- **First pay for 10-Month Employees is September 14, 2005**

The first pay for the 2005-2006 school year for all 10-month employees is Wednesday, September 14, 2005. Pay stubs will be delivered to work locations as normal. The last pay for 10-month employees is July 5, 2006.

- **Teachers, Teacher Assistants, Food Service and Transportation 10/12-Month Pay Guidelines**

All new teachers are automatically paid over 12 months. Teachers, Teacher Assistants, Food Service and Transportation employees who receive 12-month pay are considered 10-month employees for benefit deduction purposes even though they are paid over 12 months. Reserve pay: A percentage of your actual pay received during the school year is put into reserve. Reserve pay is paid out between school years (July 19, August 2, August 16, and August 30, 2006). Gross pay over the summer is determined by actual earnings during the school year. Therefore, it may differ from regular gross pay if the employee: received a salary adjustment during the school year, did not work the full school year, or incurred lost time.

BENEFITS REMINDERS

Deductions for 10-month Employees

Deductions for 403(b)s, 403(b)7s, 457(b)s and Credit Union and Savings Accounts begin on September 14, 2005 and end on July 5, 2006 (22 pays). 10-month employees receiving their pay over 12 months may elect to have their 403(b) deduction over 12 months. Those interested in this option should contact their plan representative directly to have the deduction changed. Credit Union deductions will be withheld over 12 months for all employees receiving their pay over 12 months.

Deductions for Healthcare, Flexible Spending Accounts, Union Dues, Voluntary Insurance, and Retirement for all 10-month employees will begin on September 28, 2005 and end on June 21, 2006 (20 pays). This deduction schedule is in place for all 10-month employees, regardless of whether they are paid over 10 or 12 months.

Note: Food Service and Transportation employees have Union Dues deducted over 22 pays.

Note: Retirement deductions for 12-month employees in the Teachers' Pension System will begin September 28, 2005.

HR PAYROLL/BENEFITS CONTACTS

PAYROLL:

High Schools Carole Parks 410-222-5213
Middle Schools Yvonne Warren 410-222-5215

Elem. Schools (N&E) Stephanie Nelson 410-222-5214
Elem. Schools (S&W) Rob Peterson 410-222-5220

BENEFITS:

Eligibility, deductions, new employee enrollment
Coverage questions, COBRA, claims issues

Anita Parker 410-222-5219
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FOOD SERVICE & TRANSPORTATION PAYROLL/BENEFITS:

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HR CERTIFICATION CONTACTS

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BENEFITS OPEN ENROLLMENT

THIS FALL'S OPEN ENROLLMENT FOR 2006 BENEFITS IS ON-LINE!

Due to this new method of enrollment, all permanent employees will be actively enrolling in benefits and registering all dependents, even if no change in coverage is made. By the end of October, employees will receive the 2006 Benefits Handbook with easy instructions to enroll on-line. Stay posted for information in September/October regarding open enrollment meetings, more details, and additional resources to assist with enrollment.

NAME AND ADDRESS CHANGES

Please take a moment to verify your name and address as they appear on your first pay stub. If corrections are needed, e-mail Rita Davis at radavis1@aacps.org, or send a Change of Personnel Records form to her attention, Division of Human Resources.



The Anne Arundel County Public School System does not discriminate on the basis of race, sex, age, national origin, religion, disability, sexual orientation, or familial status in matters affecting employment or in providing access to programs. Questions regarding non-discrimination should be directed to Mr. Leslie N. Stanton, Specialist in Human Relations, AACPS, 2644 Riva Road, Annapolis, Maryland 21401, (410) 222-5318; TDD (410) 222-5500.

