



Memo

To: School Principals and Parish Administrators
From: Benefits Services Office
Date: April 13, 2015
Re: Revision of Payroll Policy for Non-Certificated School Year Employees

Last April Benefits Services, Human Resources and the Catholic Schools offices jointly sent a memo to you regarding benefit eligibility and pay for school employees who are not paid during the summer. In that memo we asked that beginning August 1, 2014 non-certificated school employees who work only during the school year be salaried and paid over twelve months if they are eligible for benefits.

Since then we have heard from a number of you that this has been a difficult process to put into practice. It has also resulted in inaccurate tracking of hours for some employees. As we become more familiar with the benefit eligibility requirements of the Affordable Care Act we now realize that this was not a good solution to finding a way to keep these employees on benefits during the summer months when they do not get paid. We believe we have found a way to keep non-certificated school year employees enrolled in their benefits during the summer (as long as they work an average of 30 hours per week during the school year) without paying them during the summer.

For these reasons we are asking you to go back to paying your school-year employees only during the school year. They will remain enrolled in benefits during the summer even though they may not be receiving a paycheck, as long as they work an average of at least 30 hours per week during the school year. Please put this into practice as soon as you are able to do so, and no later than the start of the new school year in September.

You (and your school-year employees) need to be aware that during the months when there is no paycheck the employee-paid portion of benefit premiums will go into arrears and will be deducted from the first paycheck in September. The exception to that is that deductions for employees enrolled in a Health Flexible Spending Account or a Health Savings Account will only be taken from the 18 paychecks between September 1 and May 31. Therefore these contributions will not go into arrears.

We appreciate your patience as we try to work through our compliance procedures. If you have questions about benefits please contact Benefits Services. If you have questions about work agreements please contact Human Resources and if you have questions about how to make changes in UltiPro please contact Payroll Services. Thank you!

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BENEFITS SERVICES
206-382-4566
TOLL FREE: 1-800-950-4904
FAX: 206-382-3493
Benefitservices@seattlearch.org

PAYROLL SERVICES
206-274-7662
TOLL FREE: 1-800-348-9092
FAX: 206-957-8898
Payrollservices@seattlearch.org

WORKERS' COMPENSATION
206-903-4618
TOLL FREE: 1-800-457-9306
FAX: 206-382-4372
Workerscompensation@seattlearch.org