



WHAT'S NEW

No. 7

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YOUR QUESTIONS AND MAESTRO'S ANSWERS

The Project MAESTRO team appreciates the positive response to our newsletter, What's New and the questions employees have asked. We do attempt to individually respond to each question asked, albeit at times it make us a bit longer to respond than we'd like. Periodically, we'll compile some of the more general interest questions asked and MAESTRO's answers into a general question and answer format for all employees to see. The questions in this issue are based on What's New issues 1-6.

TIME AND ABSENCE REPORTING

Question: Will employees who currently sign in and out on a time sheet to record time worked each day continue to do so?

Answer: Yes, there is no intention to change location time keeping practices at this time. The change will only affect how time is accounted for in the computer system. There is a plan to eventually incorporate time keeping into Employee Self Service, but that is not going to happen until after January 2005.

Question: How are "fractions of days" counted?

Answer: Teaching faculty will report absences in fractions of days as specified in the collective bargaining agreement based on duty time. All other employees will report absences of less than a day giving the exact time of absence rounded to the nearest 15 minutes, i.e., 8:00 AM to 9:15 AM. The system will convert the time of absence to the appropriate fraction of a day based on the work schedule on file for that employee.

Question: Will the new system change how vacation days accumulate?

Answer: No. The change affects how time is reported and recorded in the computer system.

Question: Will the new system changes affect the "Attendance Incentive Program?"

Answer: No. The change affects how time is reported and recorded in the District's computer system.

Question: Will Classified employees working 4/10 or 9/80 work weeks be required to go back to five days a week?

Answer: No. The change affects only how the computer works, not how people work. Daily and weekly hours on the job remain the same.

PAYCHECKS

Question: Will it be possible for employees to spread the payroll distribution over 12 months instead of 10?

Answer: Yes. The "year round level pay" program will begin in September 2005.

Question: How will payment for additional teaching assignments on top of a faculty member's regular load be handled?

Answer: Adjunct pay will be added to the regular paycheck using the "level pay" method: Five equal installments in fall and/or spring when assigned. Summer assignments will be paid in two equal installments in the summer. The objective is for employees to receive the consolidated, level paychecks. However, winter intersession will be an exception to level pay since it will be an addition to the normal January paycheck.

Question: Will paychecks vary each month because the days in the month vary?

Answer: Employees designated as salaried will be paid the same amount each month regardless of how many workdays there are in a month.

DEDUCTIONS

Question: Will the same tax amount be withheld from each paycheck?

Answer: Yes, as long as taxable pay stays the same and the social security maximum has not been reached. Taxes withheld are based on federal and state tax table requirements. The ESA system will not be continued.

Question: How will the payroll changes to the monthly system affect employees who have contracts for 10 pay period deductions for things such as TSAs?

Answer: Deductions coordinate with the number of paychecks each employee receives, e.g., 10 paychecks = 10 deductions; 12 paychecks = 12 deductions; 20 paychecks = 20 deductions; 24 paychecks = 24 deductions.



What's New: The Work Year and Basis Redefined: Part I

Project MAESTRO is about change. "What's New" and other Project MAESTRO communications are sent primarily through email. Until all employees have computer access, hard copy will also be posted on the LACCD Bulletin Boards at each location.

to send a comment email: MAESTROeditor@laccd.edu