Welcome to the Royal School District. We have gathered answers to some of our most common questions that we believe you will find helpful in understanding and using your benefits with Royal School District.

1. **When do I get paid?** Royal School District pays on the last working day of the month. Paydays for the 2015-16 year are as follows:

   - Wednesday, September 30th
   - Friday, October 30th
   - Monday, November 30th
   - Friday, December 18th
   - Friday, January 29th
   - Monday, February 29th
   - Thursday, March 31st
   - Friday, April 29th
   - Tuesday, May 31st
   - Thursday, June 30th
   - Friday, July 29th
   - Wednesday, August 31st

2. **How is my pay calculated?** Certified employees are paid 1/12 of their base contract September – August. For example, if you are a new teacher that is being paid at the BA+0 salary placement your monthly gross pay would be $2,837.33 per month ($34,048/12 equal payments = $2,837.33 each month). Added pay is paid the month after it is worked. For example, if you serve on a committee on January 5th for 1 hour, you would turn in that time card at the beginning of February, and the pay would be on your February paycheck.

3. **When does my insurance begin and what does it cover?** Insurance benefits begin on October 1st and premiums are withheld from your September paycheck. As a Royal School District employee you will be offered medical, dental and vision insurance. Dental and vision insurance is mandatory. Our current available medical insurance includes several Premera Blue Cross Health plans. Our dental insurance is through Washington Dental, and our vision plan is also through Premera Blue Cross. Click on the link below to view medical prices and plan summaries in order to make your choice.

[Health Insurance Link]
4. You will have another opportunity from August 26th-September 30th to make insurance changes during our annual open enrollment for 2015-2016 plans effective November 1st.

5. **What are my options for retirement?** If your position is eligible for membership in the Washington State Department of Retirement Systems one of the following options will apply:

   a. If you have an existing membership in TRS 2 or TRS 3, you will continue to be on that plan. Existing TRS 2 members are only required to fill out an updated beneficiary form. Existing TRS 3 members need to fill out the beneficiary form and a new Member Information Form.

   b. If you are new to the Teachers Retirement System (TRS), you will be given the choice between TRS 2 and TRS 3. You will receive a plan choice booklet that goes over the differences of the two plans. There are more plan choice resources on the Department of Retirement Systems website. Plan Choice employees will have 90 days from their first workday to decide between TRS 2 and TRS 3. If a decision is not made within 90 days, employees will be defaulted into TRS 3 with a 5% contribution rate.

   [Department of Retirement Systems Plan Choice Booklet](#)
   [Department of Retirement Systems Link](#)

6. **How much leave do I receive?** Each full-time certified employee will receive 12 front loaded sick days and 2 front loaded personal days. If your contract is less than 180 days, your leave will be pro-rated. Sick leave can be accumulated from year to year, up to 180 days. This is part of a statewide attendance incentive program that allows you to cash this leave out at retirement or resignation at a 1-4 ratio. Sick leave can also be transferred to other districts in Washington State if you were to change employers. You can carry forward your personal days each year, but you can only accumulate a total of 5 at any given time.

Sick Leave Cash Out: In order for school employees to be eligible to receive a sick leave cash out they must:

   a) Retire (have been granted a TRS, PERS, or SERS retirement allowance); or
   b) Separate from service and be at least 55 years of age with at least 15 years of service under TRS 2, PERS 2, or SERS 2, or at least 10 years of service under TRS 3, or SERS 3.

The Royal Education Association has adopted VEBA, which means that any sick leave that is cashed out at retirement or resignation goes into a VEBA account.

7. **What is Employee Access?** We encourage you to use Employee Access to view your paystubs, leave balances, W-2 and estimate changes to your W-4. The link to Employee Access is on the district website. Once you login the first time you will have to change your password to one of your choosing.

   [Skyward Employee Access Link](#)
   [Employee Access Instructions](#)
8. **How do I check my email?** You can check your email at anytime from anywhere by visiting the District website and clicking on Webmail. If you have a computer that you use regularly the email client will be installed on your local machine by IT staff.

   [Staff webmail link]

9. **How do I schedule an absence in AESOP?** If you are unable to come to work due to illness or you want to request a personal day you will use our substitute calling system, AESOP. AESOP allows us to track your absences and arrange for a substitute to cover your classroom if needed. You will receive a letter from Rebecca Joslin at Royal Middle School with your login information.

   [AESOP Login Link]
   [AESOP Quick Guide]

10. **Can I pre-tax my insurance premiums?** Royal School District uses American Fidelity and Aflac to allow you to pre-tax your insurance premiums, pre-tax daycare deductions, and pre-tax out of pocket medical expenses, purchase cancer insurance or accident insurance. Our annual enrollment period is during the month of March for American Fidelity and the month of September for Aflac. A representative will be in your building each spring and fall if you are interested. All new hires will have the opportunity to purchase any American Fidelity or Aflac products on an after-tax basis outside of the annual open enrollment.

11. **Can I direct deposit my check into my bank account?** Yes. We allow direct deposits from your paycheck. Click on the link below to fill out the Direct Deposit form and submit it to payroll. All direct deposit changes must be submitted to payroll by the 10th of each month. Remember to keep us updated if you close or change your account.

   [Direct Deposit Form]

12. **Can I sign up for disability insurance?** Yes. Disability insurance is an optional benefit you can elect. You can elect to purchase disability insurance through American Fidelity or Aflac.

13. **Do I have additional investing options for retirement?** Yes. Our employees have additional optional retirement options with Deferred Compensation through DRS, an Annuity through an approved provider, or a 403B Roth with an approved provider.

   [Deferred Compensation]
   [Approved 403B Annuity and 403 B Roth Vendors]

14. **What life events are important to share with my Payroll/Benefits office?** Events in your life also impact your benefits. Please remember to update our office if you change your address, phone number, get married, get divorced or have a baby. A link to the notice of change form is provided below.

   [Address and Personal Information Change Form]
15. **How do I turn in clock hours/credits?** Please remember to turn in credits and clock hours for movement on the salary schedule each year by September 30th. You can continue to turn these in throughout the year for the future movement. All credits and clock hours require a credit approval form. We also offer tuition reimbursement for approved classes. Up to $500.00 of tuition reimbursement per person is available each year. See the link below to see what you need to turn in and what qualifies.

   [Link for Credit Approval](#)
   [Link for tuition reimbursement (Coming Soon)](#)

16. **How many days do I work each year?** Certificated employees receive a contract for 180 days, plus additional stipends for Time, Responsibility, and Incentives (TRI) as outlined below. All supplemental days are paid at a rate of one-one hundred eightieth (1/180) full per diem of the individual employee’s rate of pay for each day worked.

   **Time:** There are Eight (8) days of TRI time to be time-carded. The days will be allocated as follows:

   a. **Day 1, Day 2:** These days are prior to the first day of school. These days will be used for staff meetings and other activities necessary to prepare for the beginning of the school year. **These days are mandatory.**

   b. **Day 3:** This day is also prior to the first day of school. The employee sets the day and activities necessary for preparing for the beginning of the school year. This day may be worked any time after August 1 through the start of school. **This day is mandatory.**

   c. **Day 4:** October In-service. Employees may choose to attend professional activities on the designated State In-service day in October with District approval or attend approved structured activities in the District with the content established by the District/Building administrators with input from District staff. At least one hour will be scheduled for employees attending District activities to work in teams or independently to implement the content provided during the day. **This day is mandatory.**

   d. **Day 5:** January In-service. The content of this day will be established by the District/Building administrators with input from District staff. At least one hour will be scheduled for employees to work in teams or independently to implement the content provided during the day. **This day is mandatory.**

   e. **Day 6:** March In-service. The content of this day will be established by the District/Building administrators with input from District staff. At least one hour will be scheduled for employees to work in teams or independently to implement the content provided during the day. **This day is optional.**

   f. **Days 7, 8:** The District will offer/approve fifteen hours of professional development outside the work day related to the evaluation process (TPEP), employees’ evaluation goals, or additional professional development that will enhance employees’ effectiveness in their assignments. **These days are optional.**
**Responsibility:** This payment is in recognition of professional responsibilities outside the regular workday. Payment will be 2.8% of the employee’s base pay. Responsibilities may include, but are not limited to: in-service training, individual planning, preparation for instruction, grading, student assessment, conferences, IEP meetings, open house, end-of-year check out activities, TPEP, data review, reports and curriculum development.

The payment for Responsibility will be paid in equal installments over twelve (12) months.

**Incentive:** Staff Retention Stipend: In recognition of the experience and added mentoring that senior staff provide to the District, the following supplemental days are optional:

Those current employees with 20 or more years of service and at least three full years of service in the District are eligible to work up to two additional supplemental days each year (fifteen hours) outside of student or regular work time on assignments directed by their supervisors related to professional leadership activities or professional development. Eligible teachers may make suggestions to their supervisors regarding appropriate activities. Employees will be paid at their individual per diem rate for these days. These hours are to be time carded.

Those with 25 or more years of service and at least three full years of service in the District are eligible to work up to three additional supplemental days each year (22.5 hours) outside of student or regular work time on assignments directed by their supervisors related to professional leadership activities or professional development. Eligible teachers may make suggestions to their supervisors regarding appropriate activities. Employees will be paid at their individual per diem rate for these days. These hours are to be time carded.

17. If I am sick or absent for an approved reason on any of the above days, will I be paid for the day?

No, these days are not part of the 180 day contract. The supplemental days must be worked in order to receive compensation.

18. What hours do I work each day?

Certificated employees shall work 23 minutes before and 23 minutes after school with students, patrons, and to serve the education needs of the building each day.

The total length of the workday shall be 7.5 hours and will include a continuous thirty (30) minute duty-free lunch period. With exceptions being made for staff meetings, a regular school day begins at 8:00 a.m., and ends at 3:30 p.m.