



Memo

To: SEIU Unit Members & SMMASA Classified Management
From: Carmen Larios, Fiscal Services Supervisor, Payroll Department
CC: Dr. Mark Kelly, Assistant Superintendent of Human Resources
Date: March 24, 2020
Re: Retroactive Check Payment Frequently Asked Questions

SMMUSD is pleased to share that you are receiving a retroactive paycheck to classified employees as part of the settlement of contract negotiations.

This retroactive check is the portion of the ratified on-schedule increase to the classified salary schedule, retroactive back to July 1, 2019. It does not reflect retroactive payment for the ratified range adjustments. Eligible employees will receive that retroactive check at a later date

The payroll department is providing answers to anticipated questions regarding retroactive payments:

Why was this check taxed differently than my current withholdings?

The one-time pay was taxed at the rate of 22% federal and 6.6% state. This is the fixed rate mandated for all retro payments as required by the Los Angeles County Office of Education (LACOE).

When will we receive the salary range increase?

The Human Resources and Payroll Departments are currently working on initiating the retroactive mass changes in order to facilitate the second part of the agreement between SMMUSD and the SEIU and SMMASA (Classified Management) groups. In the agreement, all classifications will be moved up 2 ranges to the same rate of pay; for example, if an employee is on range 20, step 5, they will be moved to range 22 step 4 which is the same rate of pay.

When will I receive my salary increase on my new salary range?

The increase on the salary range is scheduled to take effect on the employee's step increase date. For employee's that have a step increase from July 1 to March 1, the increase will be seen immediately. For employee's that have a step increase date of April 1 to June 1, the increase will happen on those dates this school year.

Is there a retroactive payment for the new salary range adjustment?

For employees that have step increase dates from July 1 through April 1, employees will receive a retroactive check for the months that the increase should have been effective. For example, if the salary step increase date was December 1, then the employee will receive a retroactive check for the difference from December 1 to April 1.

If I have an active garnishment, is this check subject to garnishment?

Yes, this check is subject to any applicable garnishments based on the what the garnishing agency has requested.