

Classified School Employee Summer Assistance Program

GIVES CERTAIN EMPLOYEES ACCESS TO FREE MONEY FROM THE STATE

OPEN TO CLASSIFIED EMPLOYEES WHO

- Work 9, 10 or 11 months per year,
- Have been employed with JUHSD since before March 1, 2019 and plan to remain with JUHSD for the 2021-2022 school year, and
- Have a regular salary that is less than \$62,400 per year.

HOW IT WORKS

- The district puts some of each of your paychecks in a special savings account.
- At the end of the school year the State will match that savings.
- The district will pay your savings PLUS the State matching funds to you in the summer.

HOW TO PARTICIPATE

- 1) Get a form from the Staff Section of the District Website (www.juhsd.net) or from your school's Administrative Assistant.
- 2) Fill out your name and employment information at the top of the page.
- 3) Fill out the amount you would like placed in a savings account from each of your paychecks each month during the 21-22 school year (the amount may not exceed 10% of your salary).
- 4) Choose whether you would prefer the savings paid in one lump sum in July 2022 or in two installments, June and July 2022.
- 5) Sign and date the form.
- 6) **BY MARCH 1, 2021** - Return the form directly to the Classified Payroll Specialist in the payroll department at the District Office, or ask the school's Administrative Assistant to put the completed form in the district mail, attention Classified Payroll Specialist.

OTHER IMPORTANT INFORMATION

- The amount the State will be able to match depends on how many people participate statewide. They may not be able to match the whole amount saved, but once the matching amount is determined you will have another chance to determine whether or not you want to participate.
- By June 1, 2021, the State will provide JUHSD with an estimate of the match funds available.
- JUHSD will post the estimate of the match funds on its website no later than June 15, 2021.
- After you receive notice of the match funds, but not later than August 20, 2021, you have the option to withdraw from the program on the form provided.
- The matching funds you receive in the summer will be subject to normal withholdings but do not count as CalPERS reportable income.
- In the event you leave employment prior to June 30, 2022, JUHSD will return all funds placed in the Summer Assistance Program by you, without the State matching funds, on your last paycheck.

DEFERRED NET PAY

Some employees already participate in "Deferred Net Pay (DNP)". This is a program where you put part of your salary aside to be paid in the summer. It takes your total earnings for the 9, 10 or 11 months that you work and divides it equally over 12 months so that you have the same pay all year. You must choose to continue to participate in DNP OR this State match program by putting a portion of your DNP deduction in the matching account; you may not do both.

QUESTIONS may be directed to Classified Payroll Specialist, Mike Brust, at mbrust@juhsd.net or (650) 550-7966.