



7030 Coffman Road
Dublin, Ohio 43017-1068
(614) 764-5913
(614) 761-5856 (Fax)

NEW TEACHER ORIENTATION
Monday, August 17, 2015

Example of 24 Pay Calculation

Salary Schedule for Teachers

Pay Schedule

STRS Ohio Online Resources

Seasonal Supplemental Contracts Payment Schedule

Tax Sheltered Annuities/Roth/457 Deferred Compensation Program

Locate the Change of Address/Name/Phone Number forms on your dashboard (use MY ACCOUNT tab) at:

<http://dashboard.dublinschools.net/staff>

Change of Address/Name/Phone Number Form

School District of Residence Form

City Tax Liability Form

Locate the following finance related forms at:

<http://dublinschools.net/FinanceForms.aspx>

Supplemental Contracts Payment Options

Supplemental Contract Notice of Completion Form

Email Direct Deposit Election Form

Dublin Employees Scholarship Fund

The Dublin Education Foundation

Direct deposit changes must be handled in person at the Treasurer's office. Completed W-4 and IT 4 tax withholding changes may be sent to the Treasurer's office for processing.

Meet the Treasurer's office at:

<http://dublinschools.net/Finance.aspx>

2015 - 2016 EXAMPLE OF 24 PAY CALCULATION

Teachers are paid for 185 days.

Step increases are effective the first pay of the new school year.

The following example is based on a teacher at BA Degree with 0 years experience.

Base Pay effective 09/01/2015

\$42,628.00

Earnings:

1. Compute daily rate: $\$42,628.00$ divided by 185 days =
\$230.422
2. Compute earnings: $\$230.422 \times 185$ days = \$42,628.00
3. Compute pay amount: $\$42,628.00$ divided by 24 pays =
\$1,776.17

Your salary will be payable in 24 payments that begin on September 15, 2015 and end on August 30, 2016.

ARTICLE XLIII

SALARY SCHEDULES

Salaries for members of the bargaining unit shall be as follows:

	FY 2015	FY 2016	FY 2017
Base Amount	\$41,792.00	\$42,628.00	\$43,481.00
% Increase	2.00%	2.00%	2.00%

FY 2015 August 2014 Base \$ 41,792 c. Effective August 1, 2014

STEP	BACHELOR'S	150 SEMESTER HOURS	MASTER'S	MASTER'S +15	MASTER'S +30	MASTER'S +45
0	\$41,792	\$43,882	\$45,971	\$48,061	\$50,150	\$52,240
1	\$43,965	\$46,055	\$48,144	\$50,234	\$52,324	\$54,413
2	\$46,138	\$48,228	\$50,318	\$52,407	\$54,497	\$56,586
3	\$48,312	\$50,401	\$52,491	\$54,580	\$56,670	\$58,760
4	\$50,485	\$52,574	\$54,664	\$56,754	\$58,843	\$60,933
5	\$52,658	\$54,748	\$56,837	\$58,927	\$61,016	\$63,106
6	\$54,831	\$56,921	\$59,010	\$61,100	\$63,190	\$65,279
7	\$57,004	\$59,094	\$61,183	\$63,273	\$65,363	\$67,452
8	\$59,177	\$61,267	\$63,357	\$65,446	\$67,536	\$69,625
9	\$61,351	\$63,440	\$65,530	\$67,619	\$69,709	\$71,799
10	\$63,524	\$65,613	\$67,704	\$69,704	\$71,894	\$73,994
11	\$65,697	\$67,787	\$69,877	\$71,877	\$74,067	\$76,247
12	\$67,870	\$69,960	\$72,050	\$74,050	\$76,240	\$78,490
13	\$70,043	\$72,133	\$74,223	\$76,223	\$78,413	\$80,666
14	\$72,217	\$74,306	\$76,396	\$78,396	\$80,586	\$82,838
15	\$74,390	\$76,479	\$78,569	\$80,569	\$82,748	\$84,911
16	\$74,390	\$78,653	\$80,742	\$82,742	\$84,921	\$87,011
17	\$74,390	\$80,826	\$82,915	\$84,915	\$87,095	\$89,184
18	\$74,390	\$83,000	\$85,089	\$87,188	\$89,268	\$91,357
		\$83,668	\$89,435	\$91,524	\$93,614	\$95,704

Doctoral Degree: Additional \$1,250 Stipend

Twenty-Five (25), Twenty-Six (26), or Twenty-Seven (27) Years of Credited Teaching Service:
Additional \$500 Stipend

Twenty-Eight (28) or More Years of Credited Teaching Service: Additional \$1,250 Stipend

FY 2016 August 2015 Base \$ 42,628 c. Effective August 1, 2015

STEP	BACHELOR'S	150 SEMESTER HOURS	MASTER'S	MASTER'S +15	MASTER'S +30	MASTER'S +45
0	\$42,628	\$44,759	\$46,891	\$49,022	\$51,154	\$53,285
1	\$44,845	\$46,976	\$49,107	\$51,239	\$53,370	\$55,502
2	\$47,061	\$49,193	\$51,324	\$53,456	\$55,587	\$57,718
3	\$49,278	\$51,409	\$53,541	\$55,672	\$57,804	\$59,935
4	\$51,495	\$53,626	\$55,757	\$57,889	\$60,020	\$62,152
5	\$53,711	\$55,843	\$57,974	\$60,105	\$62,237	\$64,368
6	\$55,928	\$58,059	\$60,191	\$62,322	\$64,454	\$66,585
7	\$58,145	\$60,276	\$62,407	\$64,539	\$66,670	\$68,802
8	\$60,361	\$62,493	\$64,624	\$66,755	\$68,887	\$71,018
9	\$62,578	\$64,709	\$66,841	\$68,972	\$71,104	\$73,235
10	\$64,795	\$66,926	\$71,274	\$73,405	\$75,537	\$77,668
11	\$67,011	\$69,143	\$73,491	\$75,622	\$77,753	\$79,885
12	\$69,228	\$71,359	\$75,707	\$77,839	\$79,970	\$82,102
13	\$71,445	\$73,576	\$77,924	\$80,055	\$82,187	\$84,318
14	\$73,661	\$75,793	\$80,141	\$82,272	\$84,403	\$86,535
15	\$75,878	\$78,009	\$82,357	\$84,489	\$86,620	\$88,751
16	\$75,878	\$80,226	\$84,574	\$86,705	\$88,837	\$90,968
17	\$75,878	\$82,443	\$86,791	\$88,922	\$91,053	\$93,185
18	\$75,878	\$85,341	\$91,224	\$93,355	\$95,487	\$97,618

Doctoral Degree: Additional \$1,250 Stipend

Twenty-Five (25), Twenty-Six (26), or Twenty-Seven (27) Years of Credited Teaching Service:
Additional \$500 Stipend

Twenty-Eight (28) or More Years of Credited Teaching Service: Additional \$1,250 Stipend

DUBLIN CITY SCHOOLS

2015/2016

<u>BEGIN/END DATES</u>	<u>DUE IN PAYROLL</u>	<u>DATE PAID</u>
08/02/15 - 08/15/15	8/19/2015	9/15/2015
08/16/15 - 08/29/15	9/2/2015	9/30/2015
08/30/15 - 09/12/15	9/16/2015	10/15/2015
09/13/15 - 10/03/15*	10/7/2015	10/30/2015
10/04/15 - 10/17/15	10/21/2015	11/13/2015
10/18/15 - 10/31/15	11/4/2015	11/30/2015
11/01/15 - 11/14/15	11/18/2015	12/15/2015
11/15/15 - 11/28/15	12/2/2015	12/30/2015
11/29/15 - 12/12/15	12/16/2015	1/15/2016
12/13/15 - 01/02/16*	1/6/2016	1/29/2016
01/03/16 - 01/16/16	1/20/2016	2/12/2016
01/17/16 - 01/30/16	2/3/2016	2/29/2016
01/31/16 - 02/13/16	2/17/2016	3/15/2016
02/14/16 - 02/27/16	3/2/2016	3/30/2016
02/28/16 - 03/12/16	3/16/2016	4/15/2016
03/13/16 - 04/02/16*	4/6/2016	4/29/2016
04/03/16 - 04/16/16	4/20/2016	5/13/2016
04/17/16 - 04/30/16	5/4/2016	5/27/2016
05/01/16 - 05/14/16	5/18/2016	6/15/2016
05/15/16 - 05/28/16	6/1/2016	6/30/2016
05/29/16 - 06/11/16	6/15/2016	7/15/2016
06/12/16 - 07/02/16*	7/6/2016	7/29/2016
07/03/16 - 07/16/16	7/20/2016	8/15/2016
07/17/16 - 07/30/16	8/3/2016	8/30/2016

*DESIGNATES THREE WEEK PAY PERIODS

Online Resource Available to Introduce New Employees to STRS Ohio

As the new school year nears, STRS Ohio receives many requests to present general information about the retirement system to new employees working in STRS Ohio-covered positions. In an effort to assist as many employers as possible, STRS Ohio offers its *Helping Your Future Grow* program as an online video. The video provides information for new employees about:

- Member and employer contribution rates
- STRS Ohio retirement plan options and features
- Considerations when selecting a retirement plan

The online video can be found at:

<https://www.strsoh.org/multimedia/videos/2015/helping-your-future-grow.html>

The video can also be accessed on STRS Ohio's member website (www.strsoh.org) under the Multimedia section.

If you have questions, call the STRS Ohio Member Services Center toll-free at 1-888-227-7877.

SEASONAL SUPPLEMENTAL CONTRACT
PAYMENT SCHEDULE
2015- 2016 SCHOOL YEAR

Seasonal supplemental contract earnings for the 2015-2016 school year will be paid according to the schedule listed below. Seasonal supplemental contracts include contracts for the fall season, the winter season, the spring season, and for semester long contracts.

<u>DATE</u>	<u>FALL</u>	<u>WINTER</u>	<u>SPRING</u>
Pay Date (Mid)	10/15/15	12/15/15	04/29/16
Pay Date (Final)	11/30/15	03/15/16	06/15/16

<u>DATE</u>	<u>1st SEMESTER</u>	<u>2nd SEMESTER</u>
Pay Date (Mid)	10/15/15	03/15/16
Pay Date (Final)	01/29/16	06/15/16

There are only two (2) options available to staff members who receive payment for seasonal supplemental contracts. Option number one (1) is to receive your payment in twenty-four (24) substantially equal pays. **Option number one (1) is only available to regular staff members. If you only have a seasonal supplemental contract and you are not a regular employee you do not qualify for twenty-four (24) pays.** Option number two (2) is to receive approximately one-half (1/2) of your payment at the mid-term and the balance at the end of your seasonal supplemental contractual duties.

Requirements:

A supplemental **Contract Notice of Completion Form** shall be used which authorizes the **final** supplemental contract payment. The Notice of Completion Form is to be initiated by the employee and submitted by the employee to the employee's supervisor/responsible administrator. The supervisor/responsible administrator forwards the properly completed Notice of Completion Form to the Treasurer's office in accordance with the previously distributed 2015-2016 payroll due date(s). **Forms not received in accordance with the 2015-2016 pay schedule and corresponding due date(s) may result in delay of payment to the affected employee.**

TAX SHELTERED ANNUITIES

Minimum enrollment for a company new within the Dublin City Schools shall be ten (10) participants. Tax sheltered programs available with Dublin Schools who have ten (10) or more enrollees are:

Company	Phone #	Agent If Known
<u>403b</u>		
VOYA	431-5031	Joe Frederick
Galic	1-614-565-6520	Craig Richter
Reserve Financial	1-800-521-3132 / (614) 876-6304	Bruce Melton
Metlife	1-800-282-1768 / (614) 893-6087	Geoffrey Fedurek
	1-888-732-0414/ (614) 451-2113	Hal Morley
Security Benefit/NEA Valuebuilder	(740) 549-0804	Roger Corey
Ameriprise	(614) 588-0300 Ext. 101	Gregory J. Brunot
Valic (Variable)	1-800-448-2542 / 436-4551	Martin Roesch
Lincoln National	1-866-823-9405 / (614) 802-1804	Mike Seiple
AXA Equitable	(614) 403-1504	Matt Goedde CFP
Horace Mann	(614) 839-5352	Johnathan Hedgeteth
	(614) 915-1705	Rich Stahl
Edward Jones	(614) 873-2423	Zach Boyd
	(614) 764-9119	Kyle Hatfield
Pacific Life	(614) 225-9400	Jim Hyre
American Fidelity	(859) 663-0035	Christine Howard
 <u>(457) Deferred Compensation Plan</u>		
OASBO / VOYA	(614) 431-5031	Joe Frederick
Ohio Employees Deferred Comp.	1-877-644-6457	
 <u>Roth 403(b)</u>		
VOYA	(614) 431-5031	Joe Frederick
AXA Equitable	(614) 403-1504	Matt Goedde

Approved tax sheltered annuity companies will notify the Treasurer in writing when staff members have completed all necessary requirements requesting participation with said company in a tax sheltered payroll deduction program.

Upon receipt in the Office the Treasurer of properly executed documents, said tax sheltered annuity deductions shall be implemented on an annual payroll cycle basis with equal installments being deducted. If the paperwork is received in the Treasurer's office **by the 25th** of any month, the deduction will start on the first pay of the next month. Paperwork received **after the 25th**, will be deducted the beginning of the second month.



Dublin City School District

Operations
6520 F3
Revised 10/2/12

Change of Address/Name/Phone No.

- If changing your **Address**, you need to complete 3 forms:
 - ✓ 6520 F1 – School District of Residence Form
 - ✓ 6520 F2 – City Tax Liability
 - ✓ 6520 F3 – Change of Address/Name/Phone No.
- If changing your **Name**, you must provide a copy of your new SS card with your updated name.

Effective date: _____ Building location: _____
 SS# / Employee ID#: _____ Job title: _____
 Name: _____ Previous name: _____
 New address: _____ County: _____
 _____ Phone: _____

CITY TAX LIABILITY (it is YOUR responsibility to notify us of your city tax liability):
 I AM LIABLE FOR _____ CITY TAX BECAUSE I **WORK** THERE.
 I AM LIABLE FOR _____ CITY TAX BECAUSE I **LIVE** THERE.
 PUBLIC SCHOOL DISTRICT OF RESIDENCE _____

*Need to also
complete
Form 6520
F1 & F2*

Signed: _____ Date: _____

Original: Payroll



Dublin City School District

Operations
6520 F3
Revised 10/2/12

Change of Address/Name/Phone No.

- If changing your **Address**, you need to complete 3 forms:
 - ✓ 6520 F1 – School District of Residence Form
 - ✓ 6520 F2 – City Tax Liability
 - ✓ 6520 F3 – Change of Address/Name/Phone No.
- If changing your **Name**, you must provide a copy of your new SS card with your updated name.

Effective date: _____ Building location: _____
 SS# / Employee ID#: _____ Job title: _____
 Name: _____ Previous name: _____
 New address: _____ County: _____
 _____ Phone: _____

CITY TAX LIABILITY (it is YOUR responsibility to notify us of your city tax liability):
 I AM LIABLE FOR _____ CITY TAX BECAUSE I **WORK** THERE.
 I AM LIABLE FOR _____ CITY TAX BECAUSE I **LIVE** THERE.
 PUBLIC SCHOOL DISTRICT OF RESIDENCE _____

*Need to also
complete
Form 6520
F1 & F2*

Signed: _____ Date: _____

Original: Payroll



Dublin City School District

Finances
6520 F1
Revised 10/2/12
Page 1 of 2

School District of Residence Form

- If changing your **Address**, you need to complete 3 forms:
 - ✓ 6520 F1 – School District of Residence Form
 - ✓ 6520 F2 – City Tax Liability
 - ✓ 6520 F3 – Change of Address/Name/Phone No.

We are required by Ohio law to ask all employees for their public school district of residence. This provides us with the necessary information to withhold the school income tax. It also helps us prepare for income taxes that may be voted in other school districts in the future.

Please complete the information below. Residents of Dublin City School District should use district number 2513. For other school districts see the back of this form. All school district numbers can be found in the back of the Ohio income tax return booklet. (IT-1040).

PUBLIC SCHOOL DISTRICT OF RESIDENCE EMPLOYEE WITHHOLDING CERTIFICATE

Name: _____

Social Security No. or Employee ID #: _____

Address: _____

Public School District of Residence: _____

Public School District Number: _____ (see back of form)

Signature of Employee

Date



Dublin City School District

Finances
6520 F2
Revised 10/2/12

City Tax Liability

- If changing your **Address**, you need to complete 3 forms:
 - ✓ 6520 F1 – School District of Residence Form
 - ✓ 6520 F2 – City Tax Liability
 - ✓ 6520 F3 – Change of Address/Name/Phone No.

1. I am liable for _____ tax because I WORK there.

If you work at one of the following buildings, you pay Dublin Tax at 2%.

CENTRAL OFFICE
1919 BUILDING
DUBLIN COFFMAN HS
DUBLIN JEROME HS
DUBLIN SCIOTO HS
GRIZZELL MS
KARRER MS
SELLS MS

BAILEY ELEMENTARY
DEER RUN ELEMENTARY
GLACIER RIDGE ELEMENTARY
INDIAN RUN ELEMENTARY
SCOTTISH CORNERS ELEMENTARY
GRIFFITH THOMAS ELEMENTARY
WYANDOT ELEMENTARY
TRANSPORTATION/WAREHOUSE
MAINTENANCE

If you work at one of the following buildings, you pay Columbus Tax at 2.5%.

DAVIS MS
CHAPMAN ELEMENTARY
OLDE SA WMILL ELEMENTARY

RIVERSIDE ELEMENTARY
WRIGHT ELEMENTARY

If you work at Pinney Elementary, you do not pay city tax because of where you work. Pinney Elementary is located in Concord Township. You will pay city tax based on where you live.

YOU MAY ALSO BE RESPONSIBLE FOR PAYING AN ADDITIONAL CITY TAX BASED ON WHERE YOU LIVE.

2. I am liable for _____ tax because I LIVE there.

PLEASE CHECK IF APPLICABLE:

3. I am liable for .5% additional Columbus tax because I work in Dublin, but live in Columbus.

SS# / Employee ID # _____

Name _____ Date _____



Dublin City School District

Finances
6510 F5a
Revised 4/26/11

Supplemental Contract Payment

If you are a regular employee of the Dublin City Schools and have a Supplemental Contract, return this form only if electing 24 equal installments. If the form is not returned or you are not a regular employee of the Dublin City Schools, you will be paid according to the negotiated agreement as follows:

Year long position – ½ payable December 30th and ½ payable June 30th.

Seasonal position – ½ payable after first half of the seasonal responsibilities are completed and ½ payable at the completion of the contract.

I am a regular employee of the Dublin City Schools. I elect 24 equal installments payable September thru August.

THIS SIGNED AND DATED FORM MUST BE RETURNED WITH YOUR CONTRACT IF YOU ARE ELECTING 24 EQUAL INSTALLMENTS.

SS# or Employee ID #

Building

Printed Employee Name

Supplemental Position

Employee Signature

Date



Dublin City School District

Finances
6510 F5
Revised 4/26/11

Supplemental Contract Notice of Completion

- Return this completed form to the Payroll Department.
-

Printed Employee Name

Position

SS# or Employee ID#

Building/Department

_____ (employee's printed name) has completed all necessary requirements regarding this Supplemental Contract and as such, is authorized to receive appropriate payment as noted below:

Mid Term

End Term

Employee's Signature

Date

Administrator's Signature

Date



Dublin City School District

Finances
6510 F2
Revised 12/1/11

Email Direct Deposit Form

Employee Name (please print)

Employee ID/Social Security #

Building

Email Address

I understand my direct deposit pay stub will be emailed to the above listed address. I also understand it is my responsibility to notify the Treasurer's office with any changes to my email address for delivery of the direct deposit notice.

I verify the information noted above:

Employee Signature

Date



Dublin City School District

Finances
6520 F4
Revised 4/26/11

Dublin Employees Scholarship Fund

A scholarship fund was created by the Dublin City School District Employees in 1984. Scholarships from the fund are awarded each year to selected seniors who will be attending institutions of higher learning following graduation from one of the Dublin High Schools.

HOW ARE SCHOLARSHIP FUNDS GENERATED?

- The Treasurer of the Board of Education of the Dublin City School District shall withhold the money by payroll deduction of those employees who choose to participate.

HOW MUCH MONEY WILL THE SCHOLARSHIP RECIPIENTS RECEIVE?

- The amount will vary from year to year with the dollar amount directly proportional to the number of employees who participate.
- The Treasurer of the Board of Education shall prudently invest the funds received, or place them in a savings account at a commercial bank.

HOW WILL THE RECIPIENTS BE CHOSEN?

- A committee will be organized to evaluate and select the candidates.

WHAT IS THE CRITERIA FOR THE SCHOLARSHIP?

- The student shall complete the scholarship application.
- The student shall earn a grade point average of 3.25 or better upon completion of the 7th semester.
- The student shall have made contributions to a Dublin High School or the Dublin community through active participation in school and/or community activities.
- The student shall be a child of a current Dublin City Schools regular employee.

Name _____ SS# or Employee ID# _____

Place an X in one of the options listed below.

- Option A - I hereby authorize you to retain from my salary \$1.00 a month through payroll deduction to the Dublin City School Employees Scholarship Fund.
- Option B - I hereby authorize you to retain from my salary \$2.00 a month through payroll deduction to the Dublin City School Employees Scholarship Fund.
- Option C - I hereby authorize you to retain from my salary _____ a month through payroll deduction to the Dublin City School Employees Scholarship Fund. (Place dollar amount the blank space provided.)

Return this completed form to the Payroll Department.



Dublin City School District

Finances
6520 F5
Revised 4/25/11

The Dublin Education Foundation

Strengthening and Enriching the Educational Community of Dublin City Schools

Purpose

The Dublin Education Foundation (DEF) was created to promote excellence in the Dublin City School District by providing financial assistance to implement innovative programs, creative teaching projects, and/or extracurricular activities that enrich students' learning experiences and enhance their learning opportunities.

\$ _____ should be deducted from my pay **each month** in support of The Dublin Education Foundation.

Printed name: _____

SS# or Employee ID#: _____

Signature: _____

Today's date: _____

You may cancel this authorization for deduction at any time by notifying the payroll department in writing; include your name (printed), your signature, the date, and one month's notice of the effective date to discontinue the deduction.

Feel free to make a copy of this form for your records.

For a one-time donation, make your check payable to: **The Dublin Education Foundation** and mail to **The Dublin Education Foundation, Attn: Treasurer's Office, 7030 Coffman Road, Dublin, Ohio, 43017.**

Return this completed form to the Payroll Department.

Thank you!

