2022-2025 UTLA Salary Increase and Retro Payment

1. When will the salary increases be paid?

 Salary increases and retroactive payments will be reflected on the Certificated (CE) check dated September 5, 2023

2. Where can I find the new salary schedules?

- Salary schedules are available via the Human Resources website, open the hyperlink https://achieve.lausd.net/Page/4045
- The Salary Tables page will display the 2023-2024 School Year along with an Archive of Salary Tables for 2022-2023

3. What are the salary increases for 2022-2023, 2023-2024 and 2024-2025 school years?

Effective Date	UTLA Represented	Market Equity Increase				
		Special ED C-Basis	Early ED A-Basis	Special Services C-Basis	School Nurse & Nurse Practitioner	
7/1/2022	3%					
1/1/2023					\$20,000	
1/1/2023	4%					
6/1/2023		\$2,500	\$1,500	\$3,000		
7/1/2023	3%					
1/1/2024	4%					
7/1/2024	3%					
1/1/2025	4%					

- The following shall receive Market Equity Increase (MEI):
 - School Nurse and Nurse Practitioner shall receive \$20,000 effective January 1,
 2023, added prior to the percentage rate increase effective January 1, 2023
 - C- Basis Special Education Teachers shall receive \$2,500 effective June 1,
 2023. Other Basis shall be prorated accordingly.
 - A- Basis Early Education Teachers shall receive \$1,500 effective June 1, 2023.
 Other Basis shall be prorated accordingly.
 - Employees with C-Basis assignment in the D table except Nurse Practitioner shall receive \$3,000 effective June 1, 2023. Other Basis shall be prorated accordingly.

4. How will the retroactive salary adjustments be reflected on my paycheck?

- The retroactive salary payment will be reflected in the "Prior Pay Adjustments" section of your paycheck
- Sample hourly and salaried check stubs are included on pages 5 − 8.
 - Salaried employees will see the difference in pay for each month labelled as A-,
 B-, C-, or E-Basis Salary for the period 7/1/2022 through 12/31/2022
 - Salaried employees will see the difference in pay for each month labelled as A-,
 B-, C-, or E-Basis Salary in addition to a Salary Spread Amount for the period 01/01/2023 – 06/30/2023

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- Hourly employees will see the differences in the hourly rates for each month with negative lines reversing the former hourly rates and positive lines paying the increased hourly rates (see pages 5 – 8 for the hourly paystub sample)
- 5. In March 2023, I participated in the work stoppage. How will the unpaid/unexcused time be reflected on my retroactive salary increase payment?
 - The retroactive salary adjustment will be reflected in the "Prior Pay Adjustments" section of your paycheck for the period of March 2023
- 6. Will the retroactive salary increase payment be applied to my differential?
 - No. The retroactive salary increases only apply to the base salary table
- 7. Will I receive the retroactive salary increase payment on my Special Assignment, Z-Time, Auxiliary, and Replacement Service hours?
 - Yes. The associated rate increase will apply
- 8. What is the payment method for the retroactive salary increase payment?
 - Active employees will receive the rate increase payment according to your regular method of payment
 - **Inactive** (Retired, Separated, etc.) employees will receive the rate increase payment as a check warrant and distribution will be via U.S. mail.
- 9. How will the monthly salary percentage rate increases be applied?
 - The new salaried monthly salary rates will take the 2021-2022 monthly salary rates and increasing them as shown in the example below:
 - o 2021-2022 Salary Rate: \$6,332.15
 - Salary Rate Effective July 1, 2022: \$6,332.15 * 3% = \$6,522.11. Your paycheck will display the salary difference between the 2021-2022 Salary Rate and 7/1/22 salary increase. See pages 5 8 for the paystub sample)
 - Salary Rate Effective January 1, 2023: \$6,522.11 * 4% = \$6,782.99. The first line item will display a Basis Salary amount for the 3% increase effective July 1, 2022 and the second line item will display a "Salary Spread Amount" for the calculated 4% increase effective January 1, 2023 (see pages 5 8 for the paystub sample)
 - Salary Rate Effective July 1, 2023: \$6,782.99 * 3% = \$6,986.48. The "Prior Pay Adjustments" will display a Basis Salary amount for the 3% increase for the July 2023 pay period. The "Current Pay" will display the Basis Salary with Salary Rate effective July 1, 2023 for the August 2023 pay period (see pages 5 8 for the paystub sample)
- 10. I was represented by another union for a portion of 2022-2023 and now I am represented by UTLA who is eligible for a salary increase. Am I entitled to receive the wage increase for 2022-2023?
 - The increase will be applied to the wages earned while UTLA represented

2022-2025 UTLA Salary Increase and Retro Payment

11. Will my Federal, State and any other applicable withholding tax be affected by the retroactive salary increases?

 Taxes will be deducted in accordance with the applicable Federal/State rates based upon your Form W-4 for Federal and Form DE-4 for State, on file

12. Will Social Security, Medicare and State Disability Insurance taxes be withheld from the retroactive increase payment?

 Social Security, Medicare, and State Disability Insurance will be withheld as required, and as applicable

13. I have a Garnishment in place. Will these deductions be withheld from the rate increase payment?

• Yes. The Garnishment amounts are determined by the terms of the court order. Each garnishment order clearly specifies the terms – either percentage or an amount. The payroll system is designed to comply with any terms as specified per the orders

14. Will my Voluntary Deductions be withheld from the rate increase payment?

Yes. All Voluntary Deductions will be withheld.

15. Will my Union Dues deduction be withheld from the rate increase payment?

- Yes. The Union Dues deductions will be reflected in the "Post-Tax Deductions" section of your paycheck
 - The first line item "Leg Ret UTLA Union Due" will reflect a deduction amount based on the salary payment period up to July 31, 2023
 - The second line item "UTLA Member Dues" will reflect a deduction amount based on the current salary period of August 1, 2023 – August 31, 2023

16. I am eligible to receive the rate increase payment. Do I have to take any step(s) to get the appropriate credit to my retirement account?

• No. The retirement contributions will be reported accordingly to the appropriate retirement agency

17. Will my retirement contributions be withheld from the retroactive salary increase payment?

• Yes, it will be withheld at the rates applicable at the time the wages were earned

18. How can I view and download my September 5, 2023 paystub via Employee Self Service (ESS)?

- While inside the LAUSD network https://ess.lausd.net
- While outside the LAUSD network https://lausd.gpcloudservice.com
- Enter your LAUSD email address and password, then click Sign-in
- To view your paystubs, click My Paystubs tile
- To view a paystub, click pay date 09/05/2023
- To view the entire paystub, click on Open as PDF button. It displays the paystub in new window

2022-2025 UTLA Salary Increase and Retro Payment

19. How will I be compensated, due to the calendar change that increases instructional days from 182 to 183?

- The annual salary of C-Basis salaried employees will be increased by one day of pay at their regular daily rate for day 183
- C-Basis hourly employees will receive their regular hourly rate for day 183
- Illustration using the sample employee on page 5
 - Salary for 07/01/23. C-Basis receives 3% and also one additional day (going from 1,224 contract hours to 1,230 contract hours)
 - Salary Rate for 02/01/2023 06/30/2023 = \$8,659.58
 - \$8,659.58 * 3% = \$8,919.37 * 12 months = \$107,032.41
 - o \$107,032.41 / 1,224 contract hours = \$87.44478 Hourly Rate
 - \$87.44478 * 6 hours = \$524.66868 a day. \$524.66868 / 12 = \$43.72239
 - \circ \$43.72239 + \$8,919.37 = \$8,963.09 \rightarrow rounding up to \$8,963.11
 - \$87.44478 * 1,230 contract hours = \$107,557.08 Annual Salary
 - ∘ \$107,557.08 Annual Salary / 12 = \$8,963.09 → rounding up to \$8,963.11

	e Group C4, Pay Scale I	Ifter 5 yrs on third CI) Level 30+		
			4th CI & MA	4th CI & DR
C Basis	107,032	2023-2024	107,616	108,200
	8,919.37	2020 2021		
B Basis	115,952		116,584	117,217
	9,662.65			
A Basis	137,002		137,749	138,496
	11,416.80			

20. Who should I contact if I have questions regarding my salary pay rates?

Contact Human Resources at (213) 241-6131 or email at askhr@lausd.net

21. Who should I contact if I have questions regarding the Legacy Retro UTLA Union Dues deduction amount?

Contact UTLA at (213) 487-5560

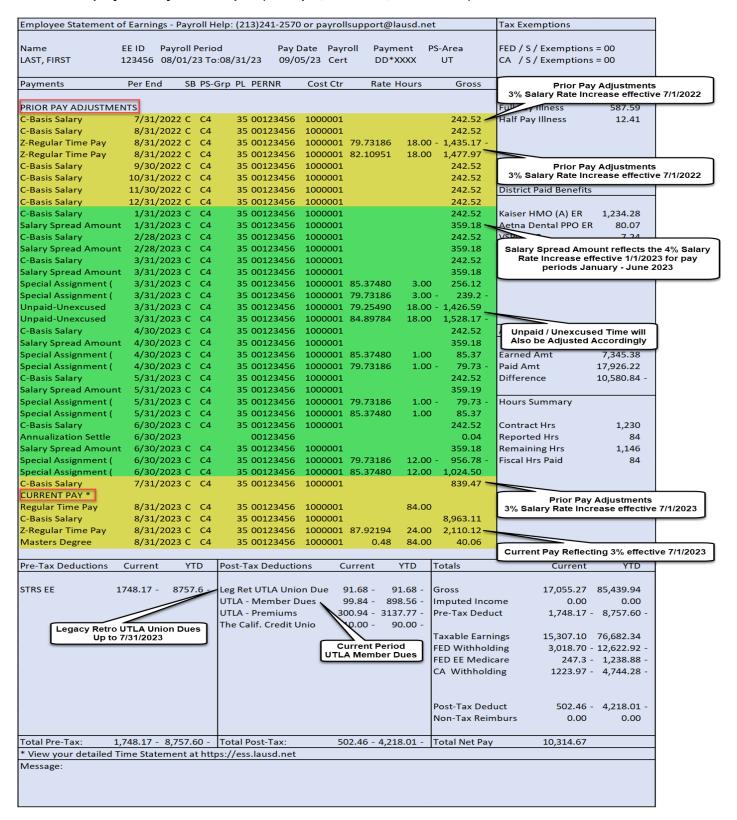
22. Who should I contact if I have questions regarding my paycheck?

- Contact the Payroll Administration Branch by email at <u>payrollsupport@lausd.net</u> OR call (213) 241-2570
 - Normal Hours: Monday Friday 8:00 AM 4:00 PM
 - Special Hours: Tuesday Friday 6:00 AM 6:00 PM (September 5-8, 2023)
 - o Special Hours: Saturday − 6:00 AM − 3:00 PM (September 9, 2023)
- Identify your email or call as:
 - o September 5, 2023 Salary Increase
- To ensure that you receive a prompt and timely response, please be sure that the following information is included in your email or is provided to the Customer Service Representative if making a phone inquiry:
 - o Name
 - o Employee number
 - Telephone number and the best time to be contacted
 - o The reason why you think your paycheck is incorrect
- A payroll specialist will review your paycheck and contact you at the number provided

2022-2025 UTLA Salary Increase and Retro Payment

ATTACHMENT 1

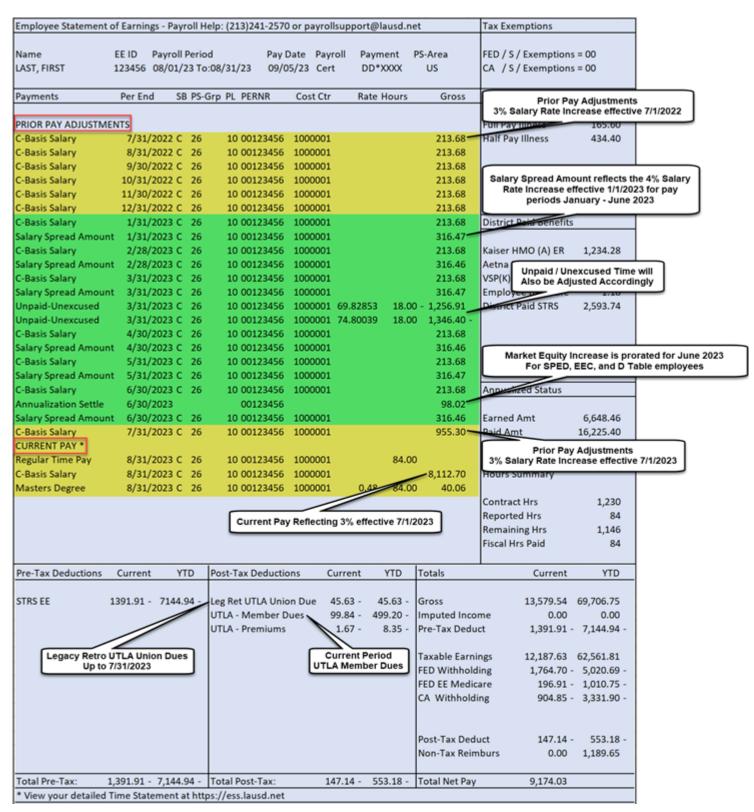
Salaried Employee's Paystub Sample: (Example; Teachers, Counselors)



2022-2025 UTLA Salary Increase and Retro Payment

ATTACHMENT 2

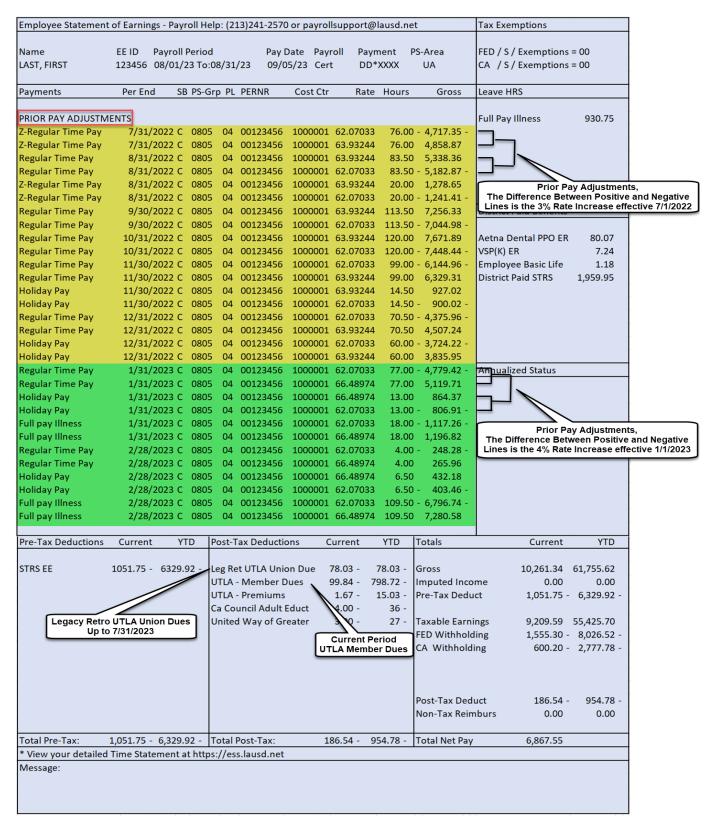
Salaried Employee's with MEI Paystub Sample: (Example; SPED Teachers, EEC, School Nurses, Special Services)



2022-2025 UTLA Salary Increase and Retro Payment

ATTACHMENT 3

Hourly Employee's Paystub Sample: (Example; Day-to-Day Substitutes, Adult School Teachers)



2022-2025 UTLA Salary Increase and Retro Payment

ATTACHMENT 3 continued

Hourly Employee's Paystub Sample: (Example; Day-to-Day Substitutes, Adult School Teachers)

Name EE ID Payroll Period Pay Date Payroll Payment PS-Area LAST, FIRST 123456 08/01/23 To:08/31/23 09/05/23 Cert DD*XXXX UA Payments Per End SB PS-Grp PL PERNR Cost Ctr Rate Hours Gross Leave HRS	
Payments Per End SB PS-Grp PL PERNR Cost Ctr Rate Hours Gross Leave HRS	
Regular Time Pay 3/31/2023 C 0805 04 00123456 1000001 66.48974 107.00 7,114.40	
Regular Time Pay 3/31/2023 C 0805 04 00123456 1000001 62.07033 107.00 - 6,641.53 -	
Full pay Illness 3/31/2023 C 0805 04 00123456 1000001 66.48974 6.50 432.18	
Full pay Illness 3/31/2023 C 0805 04 00123456 1000001 62.07033 6.50 - 403.46 -	
Regular Time Pay 4/30/2023 C 0805 04 00123456 1000001 62.07033 83.50 - 5,182.87 - Prior Pay Adjustments	
Regular Time Pay 4/30/2023 C 0805 04 00123456 1000001 66.48974 83.50 5,551.89 The Difference Between Positive Lines is the 4% Rate Increase effective Company of the Company of the Difference Between Positive Company of the Company	
Holiday Pay 4/30/2023 C 0805 04 00123456 1000001 62.07033 30.00 - 1,862.11 -	
Holiday Pay 4/30/2023 C 0805 04 00123456 1000001 66.48974 30.00 1,994.69 District Paid Benefits	
Regular Time Pay 5/31/2023 C 0805 04 00123456 1000001 66.48974 133.00 8,843.14	
Regular Time Pay 5/31/2023 C 0805 04 00123456 1000001 62.07033 133.00 - 8,255.35 -	
Holiday Pay 5/31/2023 C 0805 04 00123456 1000001 62.07033 6.50 - 403.46 -	
Holiday Pay 5/31/2023 C 0805 04 00123456 1000001 66.48974 6.50 432.18	
Regular Time Pay 6/30/2023 C 0805 04 00123456 1000001 66.48974 47.00 3,125.02	
Regular Time Pay 6/30/2023 C 0805 04 00123456 1000001 62.07033 47.00 - 2,917.31 -	
Special Assignment (6/30/2023 C 0805 04 00123456 1000001 66.48974 2.00 132.98	
Special Assignment (6/30/2023 C 0805 04 00123456 1000001 62.07033 2.00 - 124.14 -	
Z-Regular Time Pay 6/30/2023 C 0805 04 00123456 1000001 62.07033 21.00 - 1,303.48 -	
Z-Regular Time Pay 6/30/2023 C 0805 04 00123456 1000001 66.48974 21.00 1,396.28	
Z-Regular Time Pay 7/31/2023 C 0805 04 00123456 1000001 62.07033 33.00 - 2,048.32 -	
Z-Regular Time Pay 7/31/2023 C 0805 04 00123456 1000001 68.48443 33.00 2,259.99 Annualized Status	
CURRENT PAY * C 0805 04 00123456 1000001	
Regular Time Pay 8/31/2023 C 0805 04 00123456 1000001 68.48443 79.50 5,444.51 The Difference Between Positive	
Misc Natural Disaste 8/31/2023 C 0805 04 00123456 1000001 6048443 6.50 445.15 Lines is the 3% Rate Increase effe	
Current Pay Reflecting 3% effective 7/1/2023 Hours Summary	
Pre-Tax Deductions Current YTD Post-Tax Deductions Current YTD Totals Current YTD	
Gross 10,261.34 61,755.62	
Imputed Income 0.00 0.00	
Pre-Tax Deduct 1,051.75 - 6,329.92 -	
110 Tax beddet 1,051.75 0,025.52	
Taxable Earnings 9,209.59 55,425.70	
FED Withholding 1,555.30 - 8,026.52 -	
CA Withholding 600.20 - 2,777.78 -	
CA Williothing 600.20 2,777.70	
Post-Tax Deduct 186.54 - 954.78 -	
Non-Tax Reimburs 0.00 0.00	
Total Pre-Tax: 1,051.75 - 6,329.92 - Total Post-Tax: 186.54 - 954.78 - Total Net Pay 6,867.55	
* View your detailed Time Statement at https://ess.lausd.net	
Message:	