



# HR Connections

Quarterly Newsletter of the Human Resources Department

Summer 2020

## QUICK LINKS



[Contact Information](#)



[Collective Bargaining Agreements](#)



[Forms for Staff](#)



[School Committee Policies](#)

## Summer is almost here.

This newsletter includes some important dates and reminders as we approach the end of this school year.



## End of School Year Pay

The final paycheck of the 2019-2020 school year will be issued on June 18. If you are a WTA member, you will receive a lump sum of five paychecks (balloon payment), which includes summer pay of your annual salary. In addition to your June 18 paycheck, these are your July 2, July 16, July 30, and August 13 paychecks. Insurance premiums will not be deducted from the July 30 paycheck since it is the third paycheck of the month. If you are a 10-month employee who does not receive a balloon payment and has insurance premiums deducted from your paycheck, you are covered through the summer since your premium payments during the school year were adjusted to include the premium payments for the summer months.

The first paycheck of the 2020-2021 school year for all returning employees who return to work at the end of August is August 27, 2020.

## Important Dates and Deadlines



- ◆ June 18, 2020—Last paycheck of the 2019-2020 school year for 10-month employees and **WTA** members; balloon payment for **WTA** members.
- ◆ Prior to closing of school in June—**WTA** members to receive notification of their assignment for 2020-2021.
- ◆ June 24, 2020—Last day of school for all staff. This is a half day for both students and staff.
- ◆ August 26, 2020—WESA staff returns for 2020-2021 school year.
- ◆ August 27, 2020—All staff reports back for start of 2020-2021 school year.
- ◆ August 27, 2020—First paycheck for returning **WTA**, 10-month WESA, and other 10-month staff.
- ◆ August 31, 2020—First day of classes.

## Tuition Reimbursement Important Information



If you are a **WTA** or **WESA** member who submitted the **WTA** Course Reimbursement Form / **WESA** Course Reimbursement and Conference Form for courses you completed this year or for courses you will be completing soon, please submit your reimbursement documentation for courses ending by June 30 as soon as possible. In accordance with your collective bargaining agreement, you are eligible to receive an initial reimbursement (\$750 for **WTA** members and \$150 for **WESA** members) when you submit your course completion documentation. After the school year ends and all reimbursement documentation has been received, final reimbursements for courses taken during the 2019-2020 school year will be determined based on how much of the monies budgeted for reimbursement remain and the number of people who had tuition expenses greater than their initial reimbursement. Those monies are disbursed in \$500 increments until the reimbursement fund is completely spent.

Grade documentation submitted can be a grade report or unofficial transcript. Payment documentation can be a copy of a canceled check; a copy of a credit card statement; or if paid through a student loan, a copy of your student payment history showing loan funds received and applied against your tuition. For more information on reimbursement documentation, please refer to the [WPS Reimbursement Checklist](#) on the Forms for Staff webpage of the school district's website (see Quick Links).

Please keep in mind that the sooner all reimbursement documentation is submitted by all, the sooner final reimbursement payments can be disbursed.

*As we close on our first school year of the HR Connections newsletter, and with this challenging school year coming to an end, it's time to say ...*



We welcome your feedback and your suggestions as to topics you would like us to include in future newsletters. Please send your feedback and suggestions to Linda Lavenda in the Human Resources Department at [linda\\_lavenda@wayland.k12.ma.us](mailto:linda_lavenda@wayland.k12.ma.us) or 508.358.3773.