



Help Guide to Problem Solving with Payroll, Benefits and Human Resources in BUSD from the Berkeley Federation of Teachers

GENERAL GUIDELINES

- It is best to contact all of these departments **using email**. **We do not recommend using the phone under any circumstances.** If you choose to contact these offices in person **ALWAYS** follow up with an email that summarizes what was discussed and decided.
- Be sure to **KEEP A COPY** of any correspondence or forms you turn in to any of these offices. **We recommend that ALL documents are delivered as a scan into an email.**
- Be sure to always keep your paycheck stubs or green receipts, and copies of all of your absence certificates. These documents are often critical in solving problems.

PAYROLL

If you suspect an error for any reason (i.e. incorrect step or column placement, incorrect FTE%, incorrect stipend amount, incorrect calculation, incorrect deductions such as for health benefits, TSA, Section 125, retirement, etc.) follow these procedures:

1) Email your Payroll Specialist:

Last Names A-J: Malika Upshur at malikaupshur@berkeley.net

Last Names K-Z: Kevin Younger at kevinyounger@berkeley.net

2) If you report your paycheck problem to your payroll specialist listed above and receive no response in a few days or the problem continues unresolved, email **Payroll Supervisor Nicole Caldwell** at nicolecaldwell@berkeley.net and include:

- a) Your name and school site
- b) A short written description of the problem, and
- c) The date(s) you contacted your Payroll Specialist and what response you received.

3) If your underpayment remains unresolved after a week, please **contact BFT** at bft4tchr@lmi.net with the same information listed above in #2.

BENEFITS

The Benefits office handles all matters related to medical, dental and visual (VSP) insurance, in addition to the life insurance all BUSD employees receive and the Employee Assistance Program. If you believe your benefits deductions are incorrect on your paycheck, or you have a question about your benefits you should email **Ellaray Waller** at ellaraywaller@berkeley.net.

If you do not get a reply to your email and resolution to your question or concern please send an email to Benefits Supervisor **Kimberle Sanders** at kimberlesanders@berkeley.net with a cc to BFT at bft4tchr@lmi.net.

If you talk to a Benefits Specialist in person, be sure to follow up with an email summarizing the discussion.

WORKERS' COMPENSATION

If you have a question or concern regarding Workers' Compensation Insurance you should contact **Kimberle Sanders** at kimberlesanders@berkeley.net. If you talk to Ms. Sanders in person, be sure to follow up with an email summarizing the discussion. You can also find Workers' Compensation procedures information on the BFT website under "Resources – FAQs."

HUMAN RESOURCES

Contact **Evelyn Bradley, Director of Personnel**, via email at evelynbradley@berkeley.net if you have a question or concern about:

- Your FTE
- Your status (Temporary, Probationary I, Probationary II, etc.)
- Resigning
- Your step and column
- Your Personnel Action Status Form
- Submitting transcripts for new courses you have completed
- Moving over a column on the salary schedule
- Whether you were placed correctly on the salary schedule when you were hired

Leave of Absence Requests:

If you are requesting a leave of absence, including medical or child-rearing leaves, you should put your request in the form of a hard copy letter (be sure to keep a copy) to **Evelyn Bradley**, Director of Personnel and you should include a completed Leave of Absence Request form. This form, and an FAQ on leaves of absence, is available on our web site under "Resources".

Sick Leave Balance

If you have a question about your sick leave balance you should email **Sharon Vernae**, Senior Personnel Assistant, at sharonvernae@berkeley.net. If you do not get resolution to your question please email Evelyn Bradley at evelynbradley.net with a cc to BFT.

STRS Service Credit and/or Contributions

If you have a question related to STRS you should contact Payroll Supervisor **Nicole Caldwell** at nicolecaldwell@berkeley.net.

CHANGES TO YOUR CONTACT INFORMATION (Name, Address, etc.)

To report a change of address, change of name, etc. to all BUSD departments, including Payroll, complete the Change of Address form (available on the BFT web site) and **scan it into an email** to **Evelyn Bradley** at evelynbradley@berkeley.net. You must complete, sign and scan this form; a simple email is not enough.

CONTACTING BFT

The best way to contact BFT is to send an email to bft4tchr@lmi.net. You can also call us at 549-2307, or reach us by mail at 1432 University Avenue, Berkeley, 94702.

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