



## IS YOUR 2012-2013 RETRO PAY CORRECT? IS YOUR 2012-2013 BONUS CORRECT?

August 30, 2013

**To: All BFT Members in the Child Development program (CDC and BEARS),**

It is important that you take a few minutes with your August 30th paycheck stubs (you may have THREE of them) and this flier in order to be certain that you have been paid correctly for the 2.5% retroactive salary increase, AND the 2.5% bonus owed to you for 2012-2013.

### How to Check Your 2012-2013 Retroactive Salary Payment:

#### Option #1

The most accurate way to check your 2012-2013 retroactive salary increase payment is to add ALL of your "gross" (before deductions) earnings for September 2012 through August 2013 (you will need your paycheck stubs to do this) and calculate 2.5% of this total (the total earnings x .025). This is the amount that you should see listed as the GROSS amount of your **2012-2013 retroactive salary increase payment**.

#### Option #2

If you don't have your paycheck stubs for 2012-2013, you can use the steps below to calculate a good estimate of your retroactive salary increase payment:

- 1) Using the **2012-2013** salary schedule on the back of this flier, locate your step. (For example, if you have 6 total years of service at the conclusion of the 2011-2012 school year, you should have been placed on Step 7 for **2012-2013**.)
- 2) Locate your Column (by taking into account your SEMESTER units and degrees). If you are not sure how to determine your step or column, please feel free to contact BFT at 549-2307 and we can assist you.
- 3) With two fingers (or a pencil), follow your Step row horizontally and your Column vertically until your two fingers (or pencil marks) meet evenly at a single cell. The number in this cell is your annual gross (before deductions) salary for **2012-2013**.
- 4) If you received any stipends or extra pay for last year add those gross (before deductions) amounts to the gross salary amount calculated in Step 3. You can consult the BFT web site for **2012-2013** stipend amounts and hourly pay rates (see Appendices 9 and 10 under "BFT/BUSD Contract – Appendices" on the web site),
- 5) Take the total of the amounts in Steps 3 and 4 and calculate 2.5% of this total. This is the amount that you should see listed as the GROSS amount of your **2012-2013 retroactive salary increase payment**.

### How to Check Your 2012-2013 Bonus Payment:

- ✓ Option #1: Add your gross earnings for 2012-2013 **AND** your 12-13 retro payment, and calculate 2.5% of this total. This is the amount that you should see listed as the GROSS amount of your **2012-2013 bonus**.
- ✓ Option #2: Take the amounts you calculated in Option #2, Steps 3-5 above, and add them together. Calculate 2.5% of this total. This is a good estimate of the amount that you should see listed as the GROSS amount of your **2012-2013 bonus**.

### IF YOUR RETROACTIVE SALARY PAYMENT OR BONUS APPEARS TO BE IN ERROR:

If you suspect an error in your 2012-2013 retroactive salary payment or bonus, first email your Payroll Specialist. Please cc BFT (bft4tchr@lmi.net).

Malika Upshur (A-J): malikaupshur@berkeley.net

or

Kevin Younger (K-Z): kevinyounger@berkeley.net

If you receive no response within a few days, or the problem continues unresolved, please email **Payroll Manager Robert Martin** at robertmartin@berkeley.net. Please cc BFT on this email.

# BERKELEY UNIFIED SCHOOL DISTRICT

## CHILD DEVELOPMENT TEACHERS

### SALARY SCHEDULE 14 202 DAYS \*

2009-2010

	I	II	III	IV
Column	60 Units	BA	BA+24	BA + 36
STEPS				
1	\$29,581	\$31,528	\$33,727	\$35,796
2	\$31,530	\$33,727	\$35,796	\$37,868
3	\$33,727	\$35,796	\$37,868	\$39,937
4	\$35,796	\$37,868	\$39,937	\$42,008
5	\$37,868	\$39,937	\$42,008	\$44,078
6	\$39,937	\$42,008	\$44,078	\$46,153
7	\$42,008	\$44,078	\$46,153	\$48,221
8	\$44,078	\$46,153	\$48,221	\$50,293

#### Longevity

15-16 Yrs	\$1,073
17-18 Yrs	\$2,079
19+ Yrs	\$3,150

9/23/2008

2007-2008 retro and 2008-2009 1% increase

\* This is the 2012-2013 salary schedule before the 2.5% salary increase.