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ANNUAL TEACHERS' SALARY AGREEMENTS (PER-W004)  
Milford Public School District

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**1.0 SCOPE:**

- 1.1 This work instruction describes the process in which the Human Resources Department produces the annual teachers' salary agreements.

The on-line version of the work instruction is official. Therefore, all printed versions are unofficial copies.

**2.0 RESPONSIBILITY:**

- 2.1 Superintendent of Schools

**3.0 APPROVAL AUTHORITY:**

- 3.1 Director of Human Resources

*Authorized Signature on File*

Signature

Date

**4.0 DEFINITIONS:**

- 4.1 HRIS: Human Resource Information System  
4.2 PAN: Payroll Action Notice

**5.0 PROCEDURE:**

- 5.1 A rollover date for the upcoming school year is established. All employee records in HRIS are forwarded into the new year's database.
- 5.2 The Human Resources Department enters all retirements, resignations, terminations, and internal transfers into the HRIS database.
- 5.3 The upcoming year's salaries, steps, and stipend amounts for teachers must be entered from teachers' union contract into the appropriate tables in the HRIS database and reviewed for accuracy.
- 5.4 Eligibility for longevity payments are determined by a report generated in the HRIS database which reflects years of service.
- 5.4.1 Once a list is generated of those teachers eligible for longevity, the longevity amount they will receive is manually entered into the salary form of that employee's record in the HRIS database.
- 5.5 Teacher stipends are entered and processed, based on recommendations from principals and associate superintendent's office, in the HRIS database stipend form of the employee's record.
- 5.5.1 Only those stipends which are counted towards teacher retirement salary monies are processed prior to the printing of the annual salary agreements.
- 5.5.2 Human Resources must process all guidance counselors, psychological personnel, and speech and language pathologists who meet the union contract's eligibility requirements for an additional stipend amount.
- 5.5.3 All Department Heads, Program Liaisons, Subject Area Coordinators, and Team Leaders stipends must be processed as well.

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- 5.5.4 PANS are created to submit to payroll and benefits to assure that all stipends are recorded for salary and benefit purposes. See PER-P002.
- 5.6 The annual salary agreements are sorted by school and two copies for each teacher are printed utilizing a report program created in the HRIS database.
  - 5.6.1 Two copies are generated for each teacher so that they may return one copy signed to the Superintendent of Schools and retain a copy for their personal records.
- 5.7 Each copy of the salary agreement is stamped with the Superintendent's signature and dated.
- 5.8 Each set of salary agreements is folded and inserted into an envelope for mailing. They are mailed to their perspective schools by the date specified in the union contract.
- 5.9 Each year the teachers are given a deadline by which they must return one signed copy of the salary agreement to the Superintendent of Schools.
  - 5.9.1 The Human Resources Office is responsible for noting those salary agreements that have been returned.
  - 5.9.2 Those teachers who do not return a salary agreement by the specified deadline are notified via mail. See PER-F017.
- 5.10 A copy of each returned salary agreement is submitted to payroll.

**6.0 ASSOCIATED DOCUMENTS:**

- 6.1 PER-F017 Salary Agreement Non-Compliance Letter

**7.0 RECORD RETENTION TABLE:**

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Annual Salary Agreement	Human Resources Office	99 years	Discard as desired	Locked office
PER-F017-Salary Agreement Non-Compliance Letter	Human Resources Office	99 years	Discard as desired	Locked office

**8.0 REVISION HISTORY:**

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
08/25/2003	A	Initial Release
09/13/2006	B	Add definitions to 4.0, change, add/delete language in 5.3, 5.5 and 5.5.2

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