



What is “Twelve Month Pay”?

“Twelve Month Pay” is the payment of your regular annual salary over twenty-six pay periods and Flex Credits over twenty-four pay periods during the fiscal year (July 1 through June 30). Currently, your regular salary is paid over twenty pay periods and Flex Credits eighteen pay periods during the fiscal year.

Do I qualify for twelve-month pay?

You must be in a regular 9 month Faculty assignment effective July 1, to be eligible for twelve-month pay. Faculty on a one year only (OYO) contract or an Irregular calendar on July 1, do not qualify.

When do I elect to sign up for twelve-month pay?

You may elect to have your regular salary paid over twelve months during the Benefits Open Enrollment period, which occurs every April. All Open Enrollment changes are effective the following July 1.

If I elect twelve-month pay, when would I receive my first paycheck?

You will receive your first paycheck the first pay in July. If you do not return to work when faculty accountability begins in August you must contact Employee Relations at 480-731-8752 or 480-731-8473.

Will the amount of the deductions that are taken for the benefits that I elect change?

The cost of most of the employee benefits that you elect will be deducted over the twenty-four pay periods instead of over eighteen pay periods. This includes Tax Shelter Annuities (TSA's). However, flexible-spending accounts (FSA's) will be deducted over 26 pays.

- Medical, Dental, Mental Health, Life, AD&D, STD, etc. – will be deducted over 24 pays and will automatically change to 12 month deductions.
- TSA's - To maintain your current annual contribution level, you must complete a new TSA form and divide the annual amount by 24 pays instead of 18 pays.
- FSA's – will automatically be changed and will be deducted over 26 pays.

What happens to any other deductions that I have elected to deduct from my paycheck?

Below is a list of the other deductions that you can elect to have deducted from your paycheck. What you must do depends on the type of deduction.

- Faculty Association dues – The deduction will remain over 18 pays during the academic year.
- MCCCCD Foundation contributions – The deduction amount will automatically be changed for you. When you completed the Payroll Deduction form you elected to have a fixed amount deducted over a fixed period of time. We will adjust the deduction amount so that you will meet your goal.
- KBAQ, KJZZ, and Sun Sounds contributions – Your paycheck deduction amount will remain the same for 9-month or 12-month employees, unless you change it. (Example-current 9-month deduction is \$25; 12-month deduction will remain at \$25, unless you change it.)
- Savings Bond deductions – Your paycheck deduction amount will remain the same for 9-month or 12-month employees, unless you change it. (Example-current 9-month deduction is \$25; 12-month deduction will remain at \$25, unless you change it.)
- United Way contributions - The deduction amount will automatically be changed for you. When you completed the enrollment form for United Way, you elected to have a certain amount deducted during the calendar year. We will adjust the amount of the deduction so that the annual deduction amount will remain the same.

What will happen with my existing Arizona State Retirement System (ASRS) service purchase contract?

Employees/faculty who are purchasing service credit with ASRS must continue to have the same number of deductions and dollar amount of deductions taken on a 12-month pay cycle as is currently taken on the 9-month pay cycle. This means the ASRS service purchase deduction will continue to be deducted on the 20 paychecks during the academic year. 6 paychecks will not have the ASRS service purchase deduction taken. (This means you will have a larger paycheck in the summer as well.) Per ASRS, this is a contractual agreement between the employee and ASRS, and MCCCCD is not allowed to change the contract.

What happens with future ASRS service purchase agreements?

If an employee/faculty elects the 12-month pay option and then begins an ASRS service purchase deduction, this amount must be deducted from all 26 paychecks until the “ASRS service purchase contract” is paid in full. This means faculty who choose the 12 month pay option and begin an ASRS service purchase deduction while on 12 month pay must remain on the 12 month pay option until the ASRS service purchase deduction has been paid in full or the employee terminates.

If I elect twelve-month pay will it change the way I earn Sick Leave?

No. You will accrue sick hours at the rates listed below, which is the same as employees on a 9-month pay cycle.

- 12 month instructional faculty: 3.07698 hrs per pay period
- 12 month service faculty: 3.58981 hrs per pay period

(Any employee working less than 1.0 FTE will have their sick leave hours pro-rated.)

Can I go back to having my salary paid over the Fiscal year once I elect twelve-month pay?

If you elect to have your salary paid over twelve months and later decide to go back to nine month pay, you will have to wait until the next Benefits Open Enrollment period and the change will be effective on the following July 1. The last paycheck for twelve-month pay will pay you through June 30. The next check you receive will be based on nine-month pay and will not be paid to you until the first payday after the beginning of the new fiscal year.

If I receive additional pay (i.e. special services assignments, RPS's) how will that be paid?

Special service assignments will be paid based upon the dates listed on the contract or RPS (as it currently exists).

If I switch to 12-month pay and retire, when will my final paycheck arrive?

Your final paycheck will be distributed right after your retirement date, regardless of the month. Your final pay will be adjusted based upon the number of days worked in the fiscal year and will include all pay earned through the retirement date. In order to calculate your pension, ASRS needs to know when the final paycheck has been received.

Example: If your retirement date is mid-May, your final pay will be received in late May, not June 30th.

If your retirement date is prior to your accountability date, you will automatically be changed back to your original 9 month pay cycle so you will not become overpaid.

If I elect 12-month pay, will the calculation of probationary or sabbatical time change?

No, nothing changes on how probationary or sabbatical time is counted for years of service.

What happens if I go on a leave of absence?

While on a leave of absence, it is important to note that if you go into an unpaid status while you are on a 12 month pay cycle, you may or may not owe earnings to MCCCDC upon your return to work. This occurs due to your salary continuing over the 12 month period (365 days) regardless

of your accountability period (195 days). Consequently, this may put you in an overpaid status. If this happens adjustments will be made accordingly.

Special Categories of Employees

- OYO & OSO will remain on a 9-month pay cycle.
- MAT, PSA etc. employees in a faculty temp reassignment will remain on a 12-month pay cycle.
- Specially funded faculty may choose the 12-month pay option.
- Irregular calendar faculty will remain on a 12-month pay cycle.

Please see the Scenario Worksheet for various paycheck scenarios.

If you have any further questions, please send them via e-mail to the payroll account payroll@domail.maricopa.edu.