**Salary Information Notices**

**FREQUENTLY ASKED QUESTIONS**

**Q:** Why doesn’t my Salary Information Notice include information about my latest position?

**A:** Each summer, Employee and Retiree Service Center (ERSC) staff processes a large number of changes to employee positions and salaries. Your Salary Information Notice reflects your information as of the day it was prepared. Once any changes to your salary or position are processed, you will receive a Personal Action Notice (PAN) to confirm the change.

**Q:** What is the difference between a Salary Information Notice and a Personnel Action Notice (PAN) and when are they sent to employees?

**A:** Salary Information Notices are contract-mandated documents that provide each employee with salary information including rate of pay, prorated annual salary, biweekly rate, and hourly rate, for the coming fiscal year (FY). They are typically sent to employees each year in early August. A PAN is generated each time there is a change to an employee’s position or salary to inform the employee of the change and/or confirm that ERSC has processed the change.

**Q:** When will MCPS employees receive a cost-of-living adjustment (COLA)?

**A:** In addition to the COLA MCPS employees received in November 2014, fiscal year (FY) 2015-2017 budget and employee association agreements approved by the Board of Education allow for COLAs as follows:

- October 17, 2015*—2.0% increase
- September 3, 2016—2.0% increase

**Q:** Under the current contract, will MCPS employees receive any more step increases?

**A:** In addition to the COLAs, eligible employees received a step increase in November 2014 and will receive additional step increases on the following dates:

- October 17, 2015*
- September 3, 2016
- March 4, 2017 (This will be a make-up step for FY 2012.)

**Q:** Did my salary change on July 1, 2015?

**A:** No, it did not.

**Q:** I am a 12-month SEIU employee. What is the reason for the small increase in my annual salary?

**A:** Since 2016 is a leap year, you will work one additional day (February 29, 2016) during FY 2016. For that reason, your annual salary has increased slightly even though the hourly rate has not changed.
Q: I am a 12-month MCAAP, MCBOA or MCEA employee. Why is there a small decrease in my biweekly paycheck?
A: Since 2016 is a leap year, you will work one additional day (February 29, 2016) during FY 2016. Since your annual salary is spread over one additional day, you will notice a small decrease in your biweekly paycheck.

Q: Where can I see my annual hours for FY 2016?
A: You will find your annual hours in the FY 2016 work schedules.

Q: My Salary Information Notice shows that I am at step 50, 51, 52, 55, 60 or 65. What does this mean?
A: You are among a group of employees who received a 2 percent pay adjustment to your annual salary or hourly rate of pay on either July 1, 2012 or February 8, 2014. This adjustment was made because you were not eligible for a step increase or a longevity increase on those dates. Since the adjusted salary was outside of the negotiated salary scale, these steps were used to administer the pay increase.

Q: What will my salary be after October 17, 2015?
A: As we approach each salary increase date, ERSC will publish detailed information related to the COLAs and step increases. Watch for details in future ePaystubs, in The Bulletin, and on the ERSC website. ERSC is unable to provide individualized calculations of future salary increases to employees.

Q: I will soon be eligible for a longevity increase. When will I receive it?
A: Longevity increases for MCAAP, MCBOA, and SEIU members continue to be provided and are effective as stated in each respective association contract. Links to the association contracts are available on the Association Relations web page.

Q: As an SEIU employee, what will my rate of pay be once I am eligible for the 22-year longevity increase?
A: You will receive a 1.65 percent increase to your current rate of pay. See Supporting Services Salary Schedules for Fiscal Year 2016 (effective July 1, 2015 and October 17, 2015). Find the column for your shift and click on the link to the longevity 4 schedule.

* As originally negotiated, a COLA and a step increase were to take effect on October 3, 2015. The date has since been changed to October 17, 2015, due to budget constraints.

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Take the Wellness Initiative by October 9, 2015 and save on your health insurance starting in January 2016!