

# Paying Benefits for School District Employees

## How to Determine the Average Weekly Wages

### Full-Time 10 Month Employee (voucher the district the TD Benefit)

- ✓ If paid over *10 OR 12 MONTHS*, pay benefits by voucher to the District over 10 months and calculate the 10 month earnings by 43.3 weeks for the Average Weekly Wage (AWW).
- ✓ Follow the guidelines below under *FULL TIME 10 OR 11 MONTH EMPLOYEES*.

### Full-Time 11 Month Employee (voucher the district the TD Benefit)

- ✓ If paid over *11 OR 12 MONTHS*, pay benefits by voucher to the District over an 11 month period and calculate the 11 month earnings by 47.6 weeks for the AWW.
- ✓ Follow the guidelines below under *FULL TIME 10 OR 11 MONTH EMPLOYEES*.

### Guidelines for Full-Time 10 or 11 Month Employees

- ✓ Send the *OTHER EARNINGS LETTER FOR 10 & 11 MONTH EMPLOYEES* upon initial case set-up to determine outside employment/or other employment with the District during summer break.
- ✓ If an employee has *SUMMER EARNINGS* with the District or elsewhere, calculate all summer earnings based upon the total number of weeks worked during summer employment to determine the AWW. Pay the employee direct by check during that period of disability, and send the *RATE CHANGE LETTER* if applicable.
- ✓ If an employee is *DISABLED DURING THE SUMMER MONTHS* and has **no** summer earnings, send the *ZERO EARNINGS RATE CHANGE LETTER*, stating the from and through periods for the summer break period.
- ✓ When the *NEW SCHOOL YEAR RESUMES IF STILL DISABLED*, send the *TD RESUME* or *RATE CHANGE LETTER* and continue to **voucher** the district until return to work full duty, Permanent & Stationary with Permanent Mod/Alt Search or Ed Code exhausted.

### Full-Time 12 Month Employee & Full-Time Year Round Employees - Track & Off-Track (voucher the district)

- ✓ Take *ENTIRE 12 MONTHS OF EARNINGS* from all sources and calculate the earnings using 52 weeks for the AWW to determine the TTD rate, and pay benefits by voucher to the district.



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## Substitute (Pay Direct For 10, 11 or 12 Month Employee)

- √ **NO ED CODE BENEFITS APPLY**
- √ CCCSIG has taken the position that a **SUBSTITUTE EMPLOYEE** should be paid directly and that all of the earnings from the District should be calculated on a 12-month basis. If there are **ANY OTHER EARNINGS**, whether it is with the District or not, this should be taken into consideration.
- √ The **WAGE REQUEST LETTER** should be sent to the injured employee to find out if they have any other employment/earnings at the time of the initial case set-up.
- √ Take **ALL EARNINGS** and divide by 52 weeks for AWW and pay TTD direct by check to the Employee until they are released to return to work.

## 39 Month Re-Employment List

- √ **IF STILL TTD WHEN ED CODE EXHAUSTS AND PLACED ON THE 39 MONTH RE-EMPLOYMENT LIST**, pay TTD benefits direct to the employee by check, as Ed Code will no longer apply.
- √ **FOLLOW THE 10, 11 OR 12 MONTH GUIDELINES DEFINED.** CCCSIG pays benefits based on 10, 11 or 12 month employment status when an employee is on the 39 month re-employment list. Remember - **DO NOT PAY FOR PERIODS FOR WHICH THE EMPLOYEE WOULD NOT HAVE HAD EARNINGS.** If a 10 or 11 month employee and they previously worked during the summer periods, continue to compensate for summer earnings, at the earnings for summer employment as defined in the guidelines.

## Retired Employees (Pay Direct if Due)

- √ **DETERMINE WHY THE EMPLOYEE RETIRED**
- √ **IF RETIRED DUE TO INDUSTRIAL INJURY**, continue to pay TTD direct based on their past work history and earnings, i.e., 10, 11 or 12 month guidelines.
- √ **IF RETIRED SOLELY DUE TO FACTORS OTHER THAN INDUSTRIAL INJURY**, then deny TTD and send the **ZERO EARNINGS RATE LETTER**, keeping in mind that this could become a litigated matter. There must be proof that the employee planned on retiring with the District, absent the industrial injury, before denying any TTD benefits, otherwise, penalties will be at risk.

## 10-11 Month Summer Employment History or Earning Potential - Voucher/Pay Direct? See School District Contract

- √ Keep in mind that if an Employee has a **HISTORY OF SUMMER EMPLOYMENT OR HAS ALREADY SIGNED UP FOR SUMMER SCHOOL**, CCCSIG is still liable for TTD during the summer months based on the earning potential. There is an issue regarding contracts for summer, as to whether or not to pay under Ed Code by voucher to the District or by check to the employee. The Districts have different interpretations of this issue, therefore, clarification must occur with the District, **PRIOR** to issuing the benefit.

## School District Contract



- √ **CCCSIG IS BOUND BY EACH DISTRICT'S DIFFERENT CONTRACTUAL AGREEMENTS FOR BENEFIT DISTRIBUTION.**
- √ **SOME CONTRACTS INDICATE THAT SUMMER EMPLOYMENT IS COUNTED UNDER THE ED CODE.** If this is the case, then the TD benefit would be vouchered to the District, possibly at a different rate.
- √ **IF THE EMPLOYEE WORKS IN THE SUMMER, DO THEY EARN SICK LEAVE? ED CODE? VACATION?** These questions will assist in determining if benefits are due by voucher to the District versus direct check to the employee.