



Burbank Unified School District
Human Resources Services
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TO: Classified Employees

FROM: Sarah Niemann, Ed.D.
Assistant Superintendent, Human Resources Services

DATE: December 19, 2019

RE: Classified School Employee Summer Assistance Program

The Burbank Unified School District (BUSD) has committed to participate in the Classified School Employee Summer Assistance Program (CSESAP) for classified employees in the 2020-2021 school year. The State has set aside \$36,000,000 in order to provide participating classified employees with up to one dollar (\$1) for each one dollar (\$1) that the classified employee elects to have withheld from his or her monthly paychecks (up to 10% of his/her salary) for the 2020-2021 school year.

This worksheet is designed to help you determine if you are eligible and to understand the basic rules of participation.

1. Am I Eligible?

If you can answer “yes” to all of the following questions, you are eligible to participate.

- a. Will you have worked for the Burbank Unified School District at least one calendar year as of March 1, 2020?
- b. Are you employed by the Burbank Unified School District for 11 months or less out of a 12-month period?
- c. At the time of enrollment in the program, which is March 1, 2020, is your annual pay \$62,400 or less for an entire school year?

2. What are the Rules and Timelines?

- a. If you wish to participate, you must notify the Burbank Unified School District by

March 1, 2020, on the form that will be provided, with the exact amount of funds (no more than 10% of your monthly gross earnings) you wish to have deducted for the program.

- b. By May 1, 2020, the State will provide the Burbank Unified School District with an estimate of the match funds.
- c. The Burbank Unified School District will notify participating classified employees of the matching funds no later than June 1, 2020.
- d. After you receive notice of the match funds from the Burbank Unified School District, but not later than September 12, 2020, you have the option to withdraw from the program, using the State form. In addition, the District may allow withdrawals due to hardship after this date.
- e. You will receive the matching funds during summer recess in 2021. The District must pay their classified employees the amounts withheld from their monthly paychecks plus the CSESAP match funds expected from the state, in one or two payments in accordance with the employee's selected payment option. These funds will be subject to normal withholdings but do not count as CalPERS reportable income.
- f. In the event you leave employment prior to June 30, 2021, the Burbank Unified School District will return all funds placed in the Summer Assistance Program by you, without the State Matching funds.

BUSD is pleased to be able to offer the opportunity to the eligible staff and will work to ensure timely and accurate information. As the District receives more information from the State, as well as the applicable forms, that information will be distributed to all classified employees.