



**Burbank Unified School District**  
Human Resources Services  
1900 W. Olive Avenue  
Burbank, CA 91506  
Ph: 818.729.4400 • Fax: 818.729.4554

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**Superintendent**  
Matt Hill, Ed.D.

TO: Classified Employees

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

DATE: December 28, 2020

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 2021-2022 school year. The State has set aside \$60,000,000 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 2021-2022 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, 2021?
- 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, 2021, 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, 2021, 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, 2021, 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, 2021.
- d. After you receive notice of the match funds from the Burbank Unified School District, but not later than September 10, 2021, 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 2022. 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, 2022, 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.

# Employee Election Form to Participate in the Classified School Employee Summer Assistance Program

This election form must be submitted **by March 1**, of the fiscal year in which funds are appropriated, to the employing school district or county office of education (employer).

See the information and instructions section of this form.

## Section A. Completed by Classified School Employee:

Last Name:

First Name:

Job Title:

Employee ID:

Employer:

## Section B. Employee Election Choice for Withholdings

1. Specify school year for withholdings to be made. (Enter Year):
2. I wish to have the following amount withheld from my monthly paychecks in the specified school year above pursuant to the Classified School Employee Summer Assistance Program (CSESAP). (Enter Amount): \$
3. I elect to have the amounts specified above, and related state match funds, paid out in one or two payments in the summer recess period following the specified school year above: (select only one)

One (1) Payment

Two (2) Payments

By submission of this form, I am notifying my employer in writing that I wish to participate in the CSESAP. I agree to have withholdings made from my monthly paychecks in the school year and amounts specified in Section B. I am aware that the withholding amount I specify on this form is subject to adjustment by my employer if it exceeds 10 percent of my monthly paycheck. I acknowledge that my participation in the CSESAP is subject to my employer's determination that I meet all eligibility requirements.

Employee Signature

Date

### Filing Deadline:

A completed election form must be submitted to your employer by the **March 1 deadline**, according to instructions provided by your employer.

# Employee Election Form to Participate in the Classified School Employee Summer Assistance Program

## ***Information and instructions to complete the Employee Election Form to Participate in the Classified School Employee Summer Assistance Program:***

The California Department of Education (CDE) will apportion funds to participating local educational agencies (LEAs) in the month of August following the school year specified on this form. The apportionment will provide up to a dollar for dollar match on amounts withheld from an LEA's participating classified school employees' monthly pay checks during the specified school year. If amounts appropriated are insufficient, a proration will apply. For the 2021–22 school year and thereafter, funding is contingent upon an appropriation in the annual Budget Act or another statute. To see if funding is appropriated for a specified year, refer to the table under Other Content on the CDE's CSESAP web page at <https://www.cde.ca.gov/fg/aa/ca/csesap.asp>.

A participating LEA will pay their classified school employees the amounts withheld from the employee's monthly paychecks plus the CSESAP match funds attributable to the amounts withheld, in one or two payments. The payment(s) will be made in accordance with the employee's selected payment option made on this form. Funds will be paid in the summer recess period following the specified school year on this form.

### ***Is your employer a participating LEA?***

A participating LEA is required to notify its classified school employees by January 1 of the fiscal year in which funds are appropriated, that it elected to participate in the CSESAP. If you received such a notification, your employing school district or county office of education (employer) is a participating LEA. If you did not receive a notification, or are unsure, please check with your employer.

### ***Who must complete this form?***

Any classified school employee who wishes to participate in the CSESAP for state match funds must complete this form and submit it to their employer by March 1 of the fiscal year in which funds are appropriated. The employee must be employed by an LEA that is participating in the CSESAP; hold a position that does not require certification qualifications, as defined in California *Education Code* sections 45103, 45104, and 45256; and meet the CSESAP program eligibility requirements as described below.

The information on this form will be used by the employer LEA to determine eligibility to participate in the CSESAP.

### ***What are the eligibility requirements?***

A classified school employee must meet the following eligibility criteria to participate in the CSESAP:

1. Have been employed with the LEA for at least one year at the time the employee elects to participate.
2. Be employed by the employer in their regular assignment for 11 months or less out of a 12-month period. For purposes of determining total months employed, the employing LEA shall exclude any hours worked outside of the regular assignment.

## Employee Election Form to Participate in the Classified School Employee Summer Assistance Program

3. Have regular annual pay received directly from the employer that is sixty-two thousand four hundred dollars (\$62,400) or less for an entire school year at the time of enrollment. For purposes of determining regular annual pay, exclude any pay received by the classified employee during the previous summer recess period. Pay earned by a classified employee with limited employment during the months of June, July, or August that is not for the summer session shall not be excluded.

### ***What happens after I am determined to be eligible by my employer?***

The classified school employee will have the monthly amounts specified on this form, not to exceed 10 percent of the monthly pay, withheld from their monthly paychecks during the specified school year. The monthly withholdings plus the CSESAP match funds will be paid by the employer in the summer recess period following the specified school year, in one or two payments as requested by the employee.

### ***How to File:***

Any classified school employee wishing to participate in the CSESAP must complete this form and submit it to their employer by **March 1** of the fiscal year in which funds are appropriated, according to filing instructions provided by their employer.

### ***CSESAP Information:***

Additional information, including frequently asked questions, is available on the CDE's CSESAP web page at <https://www.cde.ca.gov/fg/aa/ca/csesap.asp>.