

# So you want to work less than 1.00 FTE?

If you are thinking you might want to work less than full-time, keep in mind it requires approval from the district. Before you make your request, there are many different aspects that you should carefully consider.

**The most obvious is your salary will be less.** The Base Salary, Responsibility Salary, and Attract and Retain bonus will reduce as your FTE gets smaller. For example, if you choose to work .5 FTE, your salary will be 1/2 of what it was as a full-time employee.

- The Extra Days Salary will reduce as well (the 8 LEAP days x .5 FTE would be equal to 4 days or 30 hours) - so you and your supervisor will need to decide which hours and/or days you will work.
- The Workload Stipend will be prorated by your FTE.
- The Tech Responsibility Stipend will be the same amount regardless of your FTE.
- The amount you receive from the Professional Fund will depend on your FTE. Contact the LWEA office and we'll help you with that information.

**Your allotment for medical and dental insurance will be smaller or may no longer be accessible.** To access insurance benefits, you must work .5 FTE or more—however, if you work more than .5 FTE but less than 1.0 FTE, your insurance allocation will be paid in proportion to your FTE. For example, anyone working a .8 FTE, you would get .8 of the state allocation (\$843.97 per month)—so you would have \$675.18.

From that you will have to deduct dental, vision, long term disability, and life insurance (all employees must participate in these plans regardless of FTE) with the balance going towards your medical plan. This usually means that you will have to pay out-of-pocket for some or most of your medical plan expense (depending on the number of people you insure on your plan).

Keep in mind that only those people working 1.0 FTE can access the insurance pool—once you drop below 1.0 FTE, you will no longer be eligible to receive pool dollars to reduce your out-of-pocket expenses.

**Your LWEA dues amount may get smaller.** LWEA dues are based on a formula rather than a percentage level so, if you work from:

- .76-1.0 FTE, you will pay \$92.84 per month,
- .51-.75 FTE, you will pay \$81.40 per month,
- .26-.50 FTE, you will pay \$47.88 per month,
- .10-.25 FTE, you will pay \$32.94 per month.

**2018-19**

**Definition of terms:**

**FTE—**  
Full time equivalent

**Base Salary—**  
180 student days

**Responsibility Salary—**  
Compensation for extra work done outside of the regular work day

**State Allocation—**  
Amount the state gives the District for each 1.0 FTE employee for medical and dental insurance benefits



**Will I still get Annual (Personal) leave?** Yes, however it will be prorated in the same manner as your FTE. In other words, if you are working a .5 FTE, you will get 11.25 hours of Annual Leave per year (22.5 hours x .5 FTE = 11.25 hours).



**How do I handle early release LEAP Days?** If you don't work on Wednesday afternoons, you will not be required to attend the early release LEAP Wednesdays. If you normally work on Wednesday afternoons, you will participate in the LEAP Days.

**Do I work on the full LEAP Days?** Yes, but you would only work a portion of them (prorated according to your FTE). It is important that you talk with your administrator before the school year starts to determine which days you should work.

This summary is meant to clarify the different aspects of working at less than 1.0 FTE. If you have any questions or need additional information, please contact the LWEA office (425-822-3388) for assistance.

**There are a several different ways to reduce your FTE. Here are a few:**

**Leave of Absence:** You can take a leave of absence for child care, temporary disability, or in exceptional cases, leave without pay. You must submit a leave request and be approved by the District. See the contract for details on each type of leave. (Section 19.10 - 19.13.4)

**Job Share:** You can share a 1.0 FTE contract with another part-time teacher with a continuing contract. See the Job Share language (Appendix M) in the contract for specific guidelines and requirements.

**Resign part of your FTE:** Subject to district approval, you can resign a portion of your FTE, however, keep in mind that there is no guarantee that you will get it back at a later date.

**After a part-time leave of absence or job share, you do have the right to return to your full FTE, but not necessarily to your identical position and/or building.**



**Should you work less than 1.0 FTE?**

**Service experience for salary purposes:** If you work less than 1.0 FTE, it can affect your advancement on the salary schedule. We recommend that you contact the LWSD Human Resources Department to see how working part-time will affect you. Contact Human Resources ([AskHR@lwsd.org](mailto:AskHR@lwsd.org)).

**Service experience for retirement purposes:** If you work less than 1.0 FTE, it can affect your retirement. Since TRS Plans 1, 2, and 3 have many different requirements and provisions, we recommend that you contact the Payroll Office to see how it will affect you. The current retirement specialist is Barbara Biddle (425-936-1231) or [bbiddle@lwsd.org](mailto:bbiddle@lwsd.org).