

# Galt Joint Union Elementary School District 2024-25 Classified School Employee Summer Assistance Program (CSESAP)

**2024-25 Employee Election Form is due on Wednesday, March 1, 2024**

The District is participating in the Classified School Employee Summer Assistance Program (CSESAP), which allows eligible classified employees working less than 12 months to set aside a portion of their regular pay (up to 10%) each month, which the State will match during the summer recess period following the 2024-25 school year. The actual state match may be less than the employee set aside depending on actual statewide participation.

CSEA Classified Employees will receive a CSESAP Participation Election form by email, which is also available below. **This form is date sensitive and must be submitted to Payroll in person or by email [payroll@galt.k12.ca.us](mailto:payroll@galt.k12.ca.us) by MARCH 1, 2024.**

The Employee Election Form is the **ONE AND ONLY** step to complete the CSESAP enrollment process. If employees submit the election form by March 1, 2024, they are enrolled in the program for the 2024-25 school year!

By May 1, 2024, the State will announce the match for 2024-25 participants.

By June 1, 2024, the District will send an email to provide an estimated state match employees could expect to receive. After receiving the June notification, and no later than 30 days after the start of the school year, employees may (1) withdraw their election to participate in the program, or (2) reduce the amount to be withheld from their paycheck, not increase.

- Employees are not required to respond to the email; if there is no change needed, employees are not required to take any further action.

For more information on CSESAP, please visit [CDE's CSESAP website here](#).

Illustrated below are some important information about the program:

- The \$1 for each \$1 match is not guaranteed and will depend on the total number of employees participating statewide. If the program is oversubscribed the match will be less than \$1. All match funds are subject to employee payroll taxes (Federal and State). The State will announce the match by May 1, 2024.
- The employee must be employed by the LEA in their regular assignment for 11 months or fewer, 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. **A month is defined to mean 20 days or four weeks of 5 days each, including legal holidays pursuant to EC Section 45500(q)(2).**
- The employee must have been employed with the LEA for at least one year at the time the employee elects to participate (i.e. eligible employees have a March 1, 2023 start date or earlier).
- The regular annual pay the classified employee receives directly from the LEA is \$62,400 or less for an entire school year, at the time of enrollment.
- "Regular annual pay" is the pay the employee receives in their normal permanent position(s), commonly known as "end of month pay").
- 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.

If you have any questions about your circumstance, please contact Payroll at [payroll@galt.k12.ca.us](mailto:payroll@galt.k12.ca.us).

Below is an illustration of how to calculate to calculate the deduction and state match:

**How to calculate your estimated monthly deduction:**

Your salary multiplied by (x) 10% divided by (÷) 11 equals (=) your monthly deduction.

or

Your requested flat dollar amount (=) your monthly deduction. Remember, the amount may not be more than 10% of your regular pay.

**Estimated State Match Calculation:**

Assuming the State will match up to 69% of the employee set-aside:

Multiply 0.69 cents by 10% of your salary OR the dollar amount of your withholding for your estimated state match.

**EXAMPLES BELOW:**

**Employee A - 5% withholding:**

Annual salary:  $\$35,857.00 \times 5\% = \$1,792.85 \div 11 = \$162.99$  monthly deduction (11-month calendar year)

$\$1,792.85 \times 0.69 = \$1,237.07$  CSESAP match

**Employee B – Flat monthly amount of \$100 for an 11-month employee:**

$\$100 \times 11 = \$1,100$  annual contribution

$\$1,100 \times 0.69 = \$759$  CSESAP match