

# REGULATION POINT PLEASANT SCHOOLS

## PAYROLL AUTHORIZATION

### Gross Payroll Calculations

#### All 10-month employees

Employees that begin on first full day of the school year and work a full year of service will be paid over twenty pay periods based on their approved contracted salary.

Teachers who will not work their full 184 contracted number of days shall have their total contracted salary be calculated using their per diem rate ( $1/184 \times$  salary per relative step in the salary guides from the approved teacher's contract with the Board of Education). We will multiply their per diem rate times their expected number of days they will work based on the current school year calendar. For employees starting after the school year begins, their pay will be calculated for the second through the final semi-monthly payment based on  $1/20^{\text{th}}$  of the annual pensionable salary which is based on their salary as shown in the salary guide per the teacher's contract. Their first semi-monthly payment will be adjusted to make sure the annual prorated salary equals that adjusted first payment and the anticipated remaining payments at  $1/20^{\text{th}}$  of annual pensionable salary.

For all other 10-month employees who work less than 200 days, their pay shall be calculated the same methodology as teachers but it will be calculated based on the number of required days as shown in respective contracts with the Board of Education and reflected in Table I below.

See the attached sample worksheet used for a teacher on a 184 day contract that returns from a leave of absence.

Table I

	Number of Anticipated work days	Number of anticipated work hours per day
Teachers	184 days	7 hours
Instructional Paraprofessional	184 days	5.75 hours
Supervisory Paraprofessional	170 days	Varies 2-5.75 hours
Other Full-Time, 10-month staff employed from 9/1 to 6/30	200 days	7 hours
Cafeteria Workers	170 days	Varies 3-6 hours
Cafeteria Managers	181 days	7 hours
Bus Drivers	181 days	6.2-7.2 hours
Administration and all 12 month employees	240 days	7 hours



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## All 12-month employees

Employees who begin on the first day of July and work a full year of service shall be paid over twenty-four pay periods based on their approved contracted salary.

Twelve month employees who do not work the full year shall have their total contracted salary calculated using their per diem rate ( $1/240 \times$  salary per their relative step in the salary guides if applicable or by any individually approved contract by the Board the Education). In order to calculate the prorated salary, we will multiply their per diem rate times 240 less days not worked. For employees starting after July 1<sup>st</sup>, their pay will be calculated for the second through the final semi-monthly payments based on  $1/24^{\text{th}}$  of the annual pensionable salary which is based on their expected full year annual salary as shown in the salary guide per the teacher's contract or per an approved individual contract by the Board of Education. Their first semi-monthly payment will be adjusted to make sure the annual prorated salary equals the adjusted first payment plus the anticipated remaining payments at  $1/24^{\text{th}}$  of annual pensionable salary.

See the attached sample 12-month employee salary worksheet to be used to make this calculation.

## All 11-month employees

Child Study Team members and Trainer are required to work the normal teacher contract 184 days plus an additional 20 days over the summer or beyond the school year. For employees who begin on the first day of the school year and are anticipating working a full year of service, will be paid over twenty-four pay periods based on their approved contracted salary.

Eleven month employees who do not work the full year shall have their total contracted salary calculated using their per diem rate ( $1/204 \times$  salary per relative step in the salary guides or by any individual approved contract by the Board the Education). The calculation will be the same as the methodology as that which is used for teachers, with the exception of using 204 days as the base year. In order to calculate the prorated salary, we will multiply their per diem rate times their expected number of days they will work based on the teachers' required days in the current school calendar, including the required additional 20 days owed beyond the school year or summer.

## Employees who take unpaid leave during year or do not complete contract year

For all employees who take unpaid leave during the school year, or leave before the end of their contract year, they will have their last semi-monthly payments adjusted so that their paid salary will equal their prorated salary based on the actual number of days worked. Their prorated salary will be calculated using the same procedures as described for each type of employee based on their required contracted days.



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## Summer Rates and Pay Dates

Unless summer rates are defined in a current labor agreement ratified by the Board Of Education for a specific service, a 10-month employee who works extra days during the summer shall have their pay calculated based on their prior year per diem salary. The per diem rate is calculated using the previous year's annual salary divided by the annual workdays, as shown in Table I. All additional summer hours worked will be submitted by a voucher. Vouchers must be submitted within two days of the end of the semi-monthly pay cycle. The pay cycles end on the 15<sup>th</sup> (for work performed from the 1<sup>st</sup> to the 15<sup>th</sup> of month) and the last day of the month (for work performed from the 16<sup>th</sup> to the end of the month). Vouchers for work performed from the 1<sup>st</sup> to 15<sup>th</sup> of the month will be paid at the end of the month; vouchers for work performed from the 16<sup>th</sup> of the month until the last day of the month will be paid on the 15<sup>th</sup> of the following month. All vouchers must be signed by the employee and approved by their immediate supervisor.

## Part-Time Employees

All classes of employees who have not been hired for a specified hourly rate per the terms of the current Agreement approved by the Board of Education shall have their pay calculated on a per-diem hourly basis which will be done by utilizing the annual work days and hours as shown in Table I. All part-time employees' pay shall be calculated based on their hourly per diem rate multiplied by the anticipated hours to be worked each day.

## Dockage of Pay

Employees, in any given pay period, that do not have any sick, personal or vacation days left to use and are out of work will be docked based on their per diem rate calculated using the number of contractual days as shown in Table I. If a staff member leaves before completing their full contract year, a calculation shall be made to compare their actual anticipated number of days worked to compute what the employees' final total annual salary will be based on their known termination date. That will be compared to how many days they have been paid so that the last paycheck or if necessary the last two pay checks will be adjusted so that the employee is paid for the exact number of anticipated days worked.

## Sick Leave Payouts

In the absence of method of calculation for sick leave payouts for any employee not covered by a bargaining unit agreement or is absent in their individual contract, their sick leave per diem rates will be calculated based on 260 days for 12 month employees and 216.6 days for ten month employees. All sick leave payouts are subject to limits as described in their respective bargaining unit agreements or individual contracts and as regulated by any applicable State Statutes and/or Administrative Codes.

Issued:            May 26, 2009  
Revised:         December 7, 2018



**POINT PLEASANT BORO SCHOOL DISTRICT  
LEAVE OF ABSENCE - PAY CALCULATOR**

**SAMPLE**

Employee Name	Employee No. 1	Days	184
Salary	60,726.00	Per Diem	330.03
Board Approval	7/11/2018	Per Pay	3,036.30
Step 1	BA 11		
Paid Range		to	
Unpaid Range	9/4/2018	to	10/12/2018
Paid Range	10/15/2018	to	6/20/2019
Unpaid Days	28		
Calculated Pay	51,484.68		

	Teachers
September 2018	19
October 2018	22
November 2018	18
December 2018	15
January 2019	21
February 2019	18
March 2019	21
April 2019	16
May 2019 less 2 snow days	20
June 2019	14
<b>TOTAL DAYS REQUIRED</b>	<b>184</b>

Pay Period	First Pay		Second Pay	
September	15	-	30	-
October	15		31	2,903.88
November	15	3,036.30	30	3,036.30
December	15	3,036.30	31	3,036.30
January	15	3,036.30	31	3,036.30
February	15	3,036.30	28	3,036.30
March	15	3,036.30	31	3,036.30
April	15	3,036.30	30	3,036.30
May	15	3,036.30	31	3,036.30
June	15	3,036.30	18	3,036.30

**POINT PLEASANT BORO SCHOOL DISTRICT  
LEAVE OF ABSENCE - PAY CALCULATOR**

<b>SAMPLE</b>		<b>12 Month - 240 DAY</b>	
Employee Name	Employee No. 1	Days	240
Salary	36,682.00	Per Diem	152.84
Board Approval	7/11/2018	Per Pay	1,528.42
Step 1	Secretary 12 month		
Paid Range		to	
Unpaid Range	7/1/2018	to	10/3/2018
Paid Range	10/4/2018	to	6/30/2019
Unpaid Days	66		
Calculated Pay	26,594.16		

Missed days of work	12 month EE
Jul-18	21
Aug-18	23
Sep-18	19
Oct-18	3
Total missed work days 2018-19	66
Amount paid for	174

Pay Period	First Pay		Second Pay	
September	15	-	30	-
October	15	611.02	31	1,528.42
November	15	1,528.42	30	1,528.42
December	15	1,528.42	31	1,528.42
January	15	1,528.42	31	1,528.42
February	15	1,528.42	28	1,528.42
March	15	1,528.42	31	1,528.42
April	15	1,528.42	30	1,528.42
May	15	1,528.42	31	1,528.42
June	15	1,528.42	18	1,528.42