R 6510 PAYROLL AUTHORIZATION

Gross Payroll Calculations – All Employees

Ten-Month Employees

All ten-month teachers and instructional paraprofessionals hired prior to the first full day of school and anticipated to work a full year of service and other employees who work a full ten months shall have their pay calculated over twenty pay periods.

Any employee who begins employment on the 1st or 16th day shall have their pay calculated in the first month of employment at 1/20th of their salary for each full pay period in which they have worked. All future pay periods shall be calculated using the same method through the end of the fiscal year covered by their contract.

If an employee begins employment other than on the 1st or 16th day of the month, their pay shall be calculated for the first pay period on a base of ten days in the pay period less the number of days not worked. This number would be multiplied by their per diem rate, which should be calculated based on the anticipated work days as outlined in Table I or as modified per future negotiated employment agreements.

If a 10-month employee leaves employment other than on the last day of the pay period, their pay shall be calculated on a per diem rate based on the number of days worked in the pay period.

Example: Assume that a teacher is hired at $30,000 per year. His/her per diem rate is $163.04 ($30,000/184 days). If the teacher began work on the 5th of the month (assume a Thursday), he/she would be paid for seven days (the base of ten days less three days not worked) on the payroll issued on the 15th of the month, or $1,141.28.

Conversely, if a teacher left on the 5th of the month (assume a Thursday), he/she would be paid for four days, or $652.16.

Summer Rate

Unless a rate is specifically defined by a current agreement ratified by the Board of Education for a specific service a ten-month employee who works any extra days during the summer shall have their pay calculated on a per diem basis based on the anticipated

annual work days stated below. The annual salary used for this calculation shall be based on their last pay for the end of the most recently completed school year. The per diem rate is based on seven work hours (not including lunch). If an employee works less than seven hours they shall be compensated on the basis of the per diem hourly rate for the numbers of hours physically worked. All summer hours shall be approved by voucher and signed by the employee and their immediate supervisor.

TABLE I

	No. of Anticipated Annual Work Days	No. of Anticipated Work Hours Per Day
Teachers	184 days	7
Instructional Paraprofessionals	184 days	5.75
Supervisory Paraprofessionals	170 days	2.5
Other full-time 10-month staff employed Employed 9/1 to 6/30	200days	7
Cafeteria workers	170 days	Varies 3-6 hours
Elementary and Middle Schools		
Cafeteria workers - High School	175 days	Varies 3-6 hours
Cafeteria Managers	184 days	7
Cafeteria Director	200 days	7
Bus Drivers	181 days	6.2

11-Month Employees (Child Study Team Members)

Any 11-month employee who begins employment on either the 1st or 16th of the month shall have their pay calculated based on 1/22nd of total annual contracted salary for each full pay period worked and shall be calculated under this method through the end of the fiscal year covered by their contract.

Any 11-month.employee who begins employment other than on the 1st or 16th of the month, their pay shall be calculated for the first pay period base of ten days in the pay

period less the number of days not worked times their per diem rate. The per diem rate is calculated based on their annual salary divided by 204 workdays.

If an 11-month employee leaves employment other than on the last day of the pay period, their pay shall be calculated on the per diem rate based on 204 days for the number of days worked.

12-Month Employees

Any 12-month employee who begins employment on either the 1st or 16th of the month shall have their pay calculated based on 1/24th of total annual contracted salary for each full pay period worked and shall be calculated under this method through the end of the fiscal year covered by their contract.

Any 12-month employee who begins employment other than on the 1st or 16th of the month, their pay shall be calculated for the first pay period base of ten days in the pay period less the number of days not worked times their per diem rate. The per diem rate is calculated based on their annual salary divided by 240 workdays.

If a 12-month employee leaves employment other than on the last day of the pay period, their pay shall be calculated on the per diem rate based on 240 days for the number of days worked.

Part Time Employees

All classes of part time employees who have not been hired by 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 utilizing the anticipated annual work days stated above divided by the established full time employee work day or revised by a current agreement approved by the Board of Education. All part-time employees' pay shall be calculated on their hourly per diem rate based on the number of hours worked.

Summer Pay Schedule

Employees who work from the 1st through the 15th of month shall be paid on the 30th of the month. Employees who work from the 16th through the last day of the month shall be paid on the 15th of the following month. In order to ensure timely payment, a fully

approved voucher must be received by the payroll administrator no later than two days after the payroll cycle ends.

Dockage of Pay

If an employee is absent during the course of a pay period and has no days available to use (i.e. sick, personal or vacation), his/her pay shall be calculated based on the per diem rate as described above times the number of days worked. The number of paid days cannot exceed ten days per pay period.

Example: A 10-month employee has a bimonthly gross salary of $2,000 and a per diem rate of $200. The employee runs out of all sick and personal days, and only worked Monday, December 16 and Tuesday, December 17. They shall be paid for only two days.

Issued: May 26, 2009