

Frequently Asked Questions for Supervisors – Late Hires (Classified Employees)

When a classified employee is hired (or transfers from part-time to full-time) **after the beginning of the contract year**, their fiscal salary for the year is **prorated** based on the number of contract days they will work. Below are some questions these employees often have. Hopefully this will help you understand the process so there won't be any surprises for these employees after they have accepted the position, or when they receive their first paycheck.

Full-time employees will automatically be placed on a 12-check pay schedule. Full-time classified employees on a traditional school schedule are typically paid from September 30th to August 31st each year.

The fiscal salary for classified full-time employees is calculated as follows:

- *Hourly Rate of Pay x Daily Authorized Hours x Number of Contract Days = Fiscal Salary*
 - For example: $\$15.00 \times 6.5 \text{ Hours Per Day} \times 174 \text{ Contract Days} = \$16,965.00 \text{ Fiscal Salary}$
- *Fiscal Salary / 12 Checks = Regular Monthly Salary*
 - For example: $\$16,965.00 / 12 \text{ Checks} = \$1,413.75 \text{ Regular Monthly Salary (Sep 30}^{th} \text{ to Aug 31}^{st})$

How will the fiscal and monthly salary be affected by not working full-time the full contract year?

Employees who don't work full-time the full contract year for their position (i.e., 174, 178, 202, 212 days, etc.) will receive a **prorated** fiscal salary, which will be based on the number of contract days they will **work**.

- **EXAMPLE 1 – Hired September 26th at \$15.00 Per Hour and 6.5 Hours Per Day:**
 - Will work **150 days** of the 174-day contract
 - 150 days x \$15.00 per hour x 6.5 hours per day = **\$14,625.00 prorated fiscal salary**
 - **Option 1** – No check is issued in September, and the fiscal salary is divided equally over the remaining checks (October 31st to August 31st): **\$1,329.55 per month**
 - **Option 2** – Issue a small check in September, with the rest of the fiscal salary divided equally over the remaining checks (October 31st to August 31st):
 - Since they would be working approximately 25% of the month, we would pay 25% of the monthly salary in *Option 1* on the September 30th check (**\$332.39**).
 - $\$14,625.00 - \$332.39 = \$14,292.61 \text{ fiscal salary remaining}$
 - $\$14,292.61 / 11 \text{ checks remaining} = \$1,299.33 \text{ per month (Oct. 31 to Aug. 31)}$
- **EXAMPLE 2 – Hired January 18th at \$15.00 Per Hour and 6.5 Hours Per Day:**
 - Will work 86 days of the 174-day contract
 - 86 days x \$15.00 per hour x 6.5 hours per day = **\$8,385.00 prorated fiscal salary**
 - **Option 1** – No check is issued in January, and the fiscal salary is divided equally over the remaining checks (February 28th to August 31st): **\$1,197.86 per month**
 - **Option 2** – Issue a small check in January, with the rest of the fiscal salary divided equally over the remaining checks (February 28th to August 31st):
 - Since they would be working approximately 50% of the month, we would pay 50% of the monthly salary in *Option 1* on the January 31st check (**\$598.93**).
 - $\$8,385.00 - \$598.93 = \$7,786.07 \text{ fiscal salary remaining}$
 - $\$7,786.07 / 7 \text{ checks remaining} = \$1,112.30 \text{ per month}$

<over>

- **EXAMPLE 3 – Hired March 1st at \$15.00 Per Hour and 6.5 Hours Per Day:**
 - Will work 57 days
 - 57 days x \$15.00 per hour x 6.5 hours per day = **\$5,557.50 prorated fiscal salary**
 - Since they would be working the full month in March, we would divide the fiscal salary equally over the remaining checks (March 31st to August 31st):
 - \$5,557.50 / 6 checks remaining = **\$926.25 per month**

As you can see from Example 3, when employees are hired late in the school year, the monthly amount they receive is substantially less than it would have been if they had been hired earlier in the school year. This is because they will only be working about 1/3 of the school year, but that fiscal salary has to be divided over 6 months (March 31st to August 31).

If they remain in that same position the next school year their salary would increase to the **full** contract amount beginning with their first check of the new fiscal year (typically the September 30th check).

Why does it seem like they are making less working full-time than working part-time?

Part-time employees are paid for the **actual** hours they work each pay period (the 16th to the 15th). The hours paid equals the number of hours reported each month on their timesheet.

As a full-time employee their monthly salary is **not** based on the days, or hours, they work in a pay period (the hours reported on their timesheet each month). Their timesheet shows that they worked (or used leave) to cover all contract hours they were required to work for that pay period. However, since they are being paid over the summer months when they are not working, some money is being “held back” each month to pay them in June, July, and August. Therefore, their monthly salary will never match the hours reported on their timesheet that month. The amount they receive each month will be based on the calculations as described in the examples above and will be the same month after month, including in the summer.

Can a full-time employee elect to be paid over 9 or 10 months instead of 12 months?

There is no longer an option for a 10 month pay schedule. All full-time employees are paid over 12 months.

How will their leave accrual be prorated since they are only working a partial school year?

Leave accrual for the first year will be prorated based on the number of months they will be working.

For a **full year** they would have received **2 days of Personal Leave** and **7 days of Sick Leave**.

The following formula is used to prorate the leave accrual:

Total Contract Days / Contract Months x Number of Months to Work (rounded to the nearest quarter hour)

Example 1: Sick Leave Accrual for 9 Month Contract

7 Sick Days / 9 Contract Months x 5 Months to Work = 3.89 (rounded to 4 days to be accrued)

Example 2: Sick Leave Accrual for 12 Month Contract

10 Sick Days / 12 Contract Months x 5 Month to Work = 4.17 (rounded to 4.25 days to be accrued)

Note: To receive credit for a “month worked” in the calculation they must be hired by the 14th of that month.

If you have any other questions about how the salary and/or leave accrual will be prorated for working a partial school year, please feel free to contact **Payroll at 801-402-5282 or 801-402-5326**.