



Everything YOU Need to Know
About YOUR Annualized Salary



So, What is an Annualized Salary?

- An annualized salary is the *estimated* salary for a school year based on either an hourly or daily rate of pay.
- Which employees are subject to an annualized salary?
 - Professional staff
 - Paraprofessional (Aides and Clerical staff)
 - Auxiliary (except for Bus Drivers & Aides)



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Why Do We Use the Annualized Salary Payment Method?

- To provide an opportunity for staff to receive a pre-set amount of gross pay per month or semi-monthly throughout all 12 months of the year.
 - This payment method facilitates payment of your insurance and/or deductions through your paycheck all 12 months of year.
 - For example, employees who work in a 10-month position, should receive a paycheck during the summer months even though they are not working if they are paid an annualized salary.



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Professional Staff

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- The process to calculate the annualized salary for a professional staff member is noted below:

Steps	Description
1	Obtain the total professional years of experience
2	Determine the appropriate pay grade
3	Determine the appropriate daily rate of pay
4	Multiply the daily rate of pay by the number of working days per school year*
5	Divide the annualized salary by the number of paychecks (12)**

*The result is the annualized salary

**The result is the monthly paycheck gross salary (before deductions)





Professional Staff – Counselor Example

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- The process to calculate the annualized salary for a professional staff member is noted below:

Steps	Description
1	10 years
2	Administrative/Professional Scale (AP), Pay grade 4
3	\$317.72
4	$\$317.72 \times 205 \text{ days} = \$65,132.60^*$
5	$\$65,132.60 / 12 \text{ paychecks} = \$5,427.72 \text{ per month}^{**}$

*The result is the annualized salary

**The result is the monthly paycheck gross salary (before deductions)





Paraprofessional Staff

- The process to calculate the annualized salary for a paraprofessional staff member is noted below:

Steps	Description
1	Obtain the total years of experience (job-related)
2	Determine the appropriate pay grade
3	Determine the appropriate hourly rate of pay
4	Multiply the hourly rate of pay by the number of working hours per day*
5	Multiply the daily rate of pay by the number of working hours per day per school year**
6	Divide the annualized salary by the number of paychecks (12)***

*The result is the daily rate of pay

**The result is the annualized salary

***The result is the monthly paycheck gross salary (before deductions)

Paraprofessional Staff – Registrar Example

- The process to calculate the annualized salary for a professional staff member is noted below:

Steps	Description
1	10 years
2	Clerical/Technical Pay Scale, Pay grade 4
3	\$15.21 per hour
5	\$15.21 per hour X 8 hours = \$121.68 per day*
5	\$121.68 X 205 days = \$24,944.40**
6	\$24,944.40 / 12 paychecks = \$2,078.70 per month***

*The result is the daily rate of pay

**The result is the annualized salary

***The result is the monthly paycheck gross salary (before deductions)



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Auxiliary Staff – Custodian Example

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- The process to calculate the annualized salary for an auxiliary staff member is noted below:

Steps	Description
1	10 years
2	Manual Trades Pay Scale, Pay grade 2
3	\$10.74 per hour
4	$\$10.74 \text{ per hour} \times 8 \text{ hours/day} = \85.92 per day^*
5	$\$85.92 \text{ per day} \times 245 \text{ days per school year} = \$21,050.40^{**}$
6	$\$21,050.40 / 24 \text{ semi-monthly paychecks} = \877.10^{***}

*The result is the daily rate of pay

**The result is the annualized salary

***The result is the semi-monthly paycheck gross salary (before deductions)



Auxiliary Staff – Food Service Worker Example

- The process to calculate the annualized salary for an auxiliary staff member is noted below:

Steps	Description
1	10 years
2	Manual Trades Pay Scale, Pay grade 2
3	\$10.74 per hour
4	$\$10.74 \text{ per hour} \times 6 \text{ hours/day} = \64.44 per day^*
5	$\$64.44 \text{ per day} \times 178 \text{ days per school year} = \$11,470.32^{**}$
6	$\$11,470.32 / 24 \text{ semi-monthly paychecks} = \477.93^{***}

*The result is the daily rate of pay

**The result is the annualized salary

***The result is the semi-monthly paycheck gross salary (before deductions)



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Annualized Salary: Top 3 Questions

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- Q #1 - Am I guaranteed to receive *all* of the annualized salary?
- A# 1 – No, if you resign, you will be paid only for the total number of actual days that you worked in the school year at your daily or hourly rate of pay.
- A# 1 – If you are absent from work without paid leave, you will be docked the appropriate amount of salary.





Annualized Salary: Top 3 Questions

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- Q #2 – Will (can) my annualized salary increase during the school year?
- **A# 2 – Typically, the annualized salary will not increase unless your rate of pay (hourly or daily) or number of working days increases. However, you may receive supplemental pay such as stipends, extra duty pay, overtime, etc., as appropriate, in addition to your annualized salary.**





Annualized Salary: Top 3 Questions

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- Q #3 – How will my annualized salary be adjusted if I change positions in the district?
- **A# 3 – We will calculate a new annualized salary based on your new pay grade, daily or hourly rate and number of working days per school year.**
 - The total annualized salary should be a combination of the salary earned in each position.





Resources

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- [Lackland ISD Compensation Handbook](#)
 - Contains payscale, work calendar and other payroll-related information



**Compensation
& Benefits Handbook**





Questions

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Submit your questions via email to:
estrada.r@lacklandisd.net