



# Post Falls

## School District 273

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
  - Paraprofessionals regularly scheduled for 20 hours/week or more
  - Other classified staff (Secretaries, Food Service, Transportation, Custodial and Maintenance) regularly scheduled for 20 hours/week or more.

# 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 throughout all 12 months of the year.

- This payment method facilitates payment of your PERSI retirement contributions, insurance and/or other deductions through your paycheck during all 12 months of the year.
- For example, employees who work in a 9-month position (Sept - June) should receive a paycheck in July and August when not actually working if they are paid using an annualized pay schedule.

# 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 (Lane and Step)
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 days 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 Example

The process to calculate the annualized salary for a paraprofessional staff member

Steps	Description
1	5 years experience
2	Salary Schedule: Paraprofessional, Lane E Step 5
3	\$11.54 per hour
5	\$11.54 per hour X 6 hours = \$69.24 per day*
5	\$69.24 X 175 days = \$12,117.00**
6	\$12,117.00 / 12 paychecks = \$1,009.75 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)

# Classified Staff

## 12 Month Position

The process to calculate the annualized salary for a classified 12 month position staff member is noted below:

Steps	Description
1	Obtain the total years of experience (job related)
2	Determine the appropriate pay grade (Lane and Step)
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)

# Classified Staff

## Day Custodian Example

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

Steps	Description
1	5 years experience
2	Salary Schedule: Lane I Step 5
3	\$13.12 per hour
4	$\$13.12 \text{ per hour} \times 8 \text{ hours/day} = \$104.96 \text{ per day}^*$
5	$\$104.96 \text{ per day} \times 262 \text{ days per school year} = \$27,499.52^{**}$
6	$\$27,499.52 / 12 \text{ monthly paychecks} = \$2,291.63^{***}$

\*The result is the daily rate of pay

\*\*The result is the annualized salary

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

# Classified Staff Salary Calculator

Employees may use this process to estimate their annualized salary:

1	Enter salary schedule lane and step:
2	Enter amount per hour:
3	Enter number of hours per day:
4	Amount per hour X # of hours/day = Amount per day*
5	Number of work days per school year for your position:
6	Amount per day X number of days per school year = Annualized salary**
7	Annualized salary/ 12 monthly paychecks= Monthly gross salary***

\*The result is the daily rate of pay

\*\*The result is the annualized salary

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

# Annualized Salary: FAQ's

- Question: Am I guaranteed to receive *all* of the annualized salary?
- 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.
- If you are absent from work without paid leave, you will be docked the appropriate amount of salary.

# Annualized Salary: FAQ'S

- Question:– Will (can) my annualized salary increase during the school year?
- 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: FAQ'S

- Question: How will my annualized salary be adjusted if I change positions in the district?
- 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.

Questions? Please contact [humanresources@sd273.com](mailto:humanresources@sd273.com).