

Frequently Asked Questions for Employees – 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 after you have accepted a position, or when you receive your 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: $\$16,965.00 / 12 \text{ Checks} = \$1,413.75 \text{ Regular Monthly Salary (Sep 30}^{\text{th}} \text{ to Aug 31}^{\text{st}})$

How will my fiscal and monthly salary be affected since I am not working full-time the full contract year?

When you do not work full-time the full contract year for your position (i.e., 174, 178, 202, 212 days, etc.), your fiscal salary will be **prorated** based on the number of contract days you 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 you 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**).
 - $\$14,625.00 - \$332.39 = \mathbf{\$14,292.61 \text{ fiscal salary remaining}}$
 - $\$14,292.61 / 11 \text{ checks remaining} = \mathbf{\$1,299.33 \text{ per month (Oct. 31 to Aug. 31)}}$
- **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 you 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**).
 - $\$8,385.00 - \$598.93 = \mathbf{\$7,786.07 \text{ fiscal salary remaining}}$
 - $\$7,786.07 / 7 \text{ checks remaining} = \mathbf{\$1,112.30 \text{ per month}}$

Note: If you have a preference on either Option 1 or 2, please call Payroll at 801-402-5282 or 801-402-5326.

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

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

Why does it seem like I am making less working full-time than I did working part-time?

As a part-time employee you are paid for the **actual** hours you work each pay period (the 16th to the 15th). The hours paid equals the number of hours you report each month on your timesheet.

As a full-time employee your monthly salary is **not** based on the days or hours you work in a pay period (the hours reported on your timesheet each month). Your timesheet shows that you worked (or used leave) to cover all contract hours you were required to work for that pay period. However, since you are being paid over the summer months when you are not working, some money is being “held back” each month to pay you in June, July, and August. Therefore, your monthly salary will never match the hours you report on your timesheet that month. The amount you 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 I 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 my leave accrual be prorated since I am only working a partial school year?

Leave accrual for the first year will be prorated based on the number of months you will be working. For a **full year** you 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 Leave 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 you must be hired by the 14th of that month.

If you have any other questions about how your 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**.