

Frequently Asked Questions for Employees – Late Hires (Educators)

When an educator is hired **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 the position, or when you receive your first paycheck. Educators on a traditional school schedule are paid from September 30th to August 31st each year.

How will my salary be affected since I am not working the full contract year?

Educators in Davis School District are on a 185-day contract. If you work less than 185 days, your fiscal salary will be **prorated**. The prorated fiscal amount is calculated based on your **daily rate** and the number of **days you will work**.

To get your **daily rate**, divide the **full** fiscal salary by the contract days (185).

For example, if the starting salary for **Level A** on the Educator Salary Schedule is **\$50,000 (\$4,166.67 per month)**, divide \$50,000 by 185 days to get the **daily rate of \$270.27**.

- **EXAMPLE 1 – Hired on September 26th (Missed 29 contract days):**
 - Will work 156 days
 - 156 days x \$270.27 per day = **\$42,162.16 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): **\$3,832.92 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 (**\$958.23**).
 - Fiscal Salary: \$42,162.12 - \$958.23 = **\$41,203.93 fiscal salary remaining**
 - \$41,203.93 / 11 checks remaining = **\$3,745.81 per month (Oct. 31 to Aug. 31)**
- **EXAMPLE 2 – Hired at the beginning of 2nd Semester (Missed 95 contract days):**
 - Will work 90 days
 - 90 days x \$270.27 per day = **\$24,324.32 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): **\$3,474.90 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 (**\$1,737.45**).
 - Fiscal Salary: \$24,324.30 - \$1,737.45 = **\$22,586.87 fiscal salary remaining**
 - \$22,586.87 / 7 checks remaining = **\$3,226.70 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 (Missed 125 contract days):**
 - Will work 60 days
 - 60 days x \$270.27 per day = **\$16,216.22 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):
 - Fiscal Salary: \$16,216.22 / 6 checks remaining = **\$2,702.70 per month**

Why doesn't my monthly salary match my placement on the Educator Salary Schedule?

When you work a full contract year, the full salary listed on the Educator Salary Schedule is divided equally over 12 checks (i.e., \$50,000 / 12 = \$4,166.67 monthly salary).

As described in the examples above, you have a **daily pay rate** (based on your placement on the salary table). If we were to take the full \$50,000 in the examples above and divide that equally over the remaining checks, you would be overpaid for the contract days you will actually be working.

- **EXAMPLE 1 – Hired on September 26th (Working 156 contract days):**
 - Paying the full monthly salary of \$4,166.67 per month for 11 months (October to August) would be a fiscal salary of \$45,833.33
 - $\$45,833.33 / \$270.27 \text{ daily rate} = \text{payment for about } 169.5 \text{ days}$
 - *Overpayment of 13.5 days (\$3,671.17)*
- **EXAMPLE 2 – Hired at the beginning of 2nd Semester (Working 90 contract days):**
 - Paying the full monthly salary of \$4,166.67 per month for 7 months (February to August) would be a fiscal salary of \$29,166.67
 - $\$29,166.67 / \$270.27 \text{ daily rate} = \text{payment for about } 108 \text{ days}$
 - *Overpayment of 18 days (\$4,842.35)*
- **EXAMPLE 3 – Hired March 1st (working 60 days):**
 - Paying the full monthly salary of \$4,166.67 per month for 6 months (March to August) would be a fiscal salary of \$25,000.00
 - $\$25,000.00 / \$270.27 \text{ daily rate} = \text{payment for about } 92.5 \text{ days}$
 - *Overpayment of 32.5 days (\$8,783.78)*

As you can see from Example 3, when you are hired late in the school year the overpayment would be substantial because, in this example, you would be working less than 1/3 of the school year but would but would be paid half of the full fiscal salary.

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 educators will be 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)

7 Sick Days / 9 Contract Months x 5 Months to Work = 3.89 (rounded to 4 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**.