

# STARTING A NEW CERTIFICATED JOB?

Here are a few things that you should know about how you will earn and be paid over the course of the school year.

## WHAT WILL I BE PAID?

Your rate of pay is determined by your equivalent work experience, highest degree earned, quarter credits and FTE (hours worked). You can find your rate of pay [here](#).

## WHAT IS ANNUALIZED PAY?

Many employees only work and earn money for part of the year. To make sure that you receive a consistent paycheck, your total annual pay is spread out evenly throughout the year – even during the months when you aren't working or earning money. This is called **annualized pay**.

## I HAVE WORK EXPERIENCE SIMILAR TO THE JOB I'M TAKING.

### How will this affect my pay?

After you submit a VOE (verification of employment) form, HR will evaluate your prior experience to determine your salary step. Experience is granted as one to one for each year of certificated experience working for a school district.

Let's say you accepted a job as a 1.0 FTE classroom teacher during the 2022-2023 school year working 7 hours per day. You have a bachelor's degree and 45 quarter credits. After receiving your VOE forms, HR credits you with one year of job-alike experience. According to the Pay Schedule, you will earn a \$72,310 salary if you work all 184 days in the school year or \$56.14 per hour.

### YOUR MONTHLY PAY:

(DAYS WORKED X HOURS X RATE OF PAY) / MONTHS YOU ARE PAID  
 $(184 \times 7 \times 56.14) / 12 = \$6,025.83$

	Earned	Paid	Saved
September	\$7,231	\$6,025.83	\$1,205.17
October	\$7,231	\$6,025.83	\$1,205.17
November	\$7,231	\$6,025.83	\$1,205.17
December	\$7,231	\$6,025.83	\$1,205.17
January	\$7,231	\$6,025.83	\$1,205.17
February	\$7,231	\$6,025.83	\$1,205.17
March	\$7,231	\$6,025.83	\$1,205.17
April	\$7,231	\$6,025.83	\$1,205.17
May	\$7,231	\$6,025.83	\$1,205.17
June	\$7,231	\$6,025.83	\$1,205.17

## Your Piggy Bank



During the summer, when you are not working, your piggy bank is emptied. This means you will still receive a paycheck, just like you did during the school year.

Month	Earned
July	\$0
August	\$0

**Paid out \$6,025.83 in July**

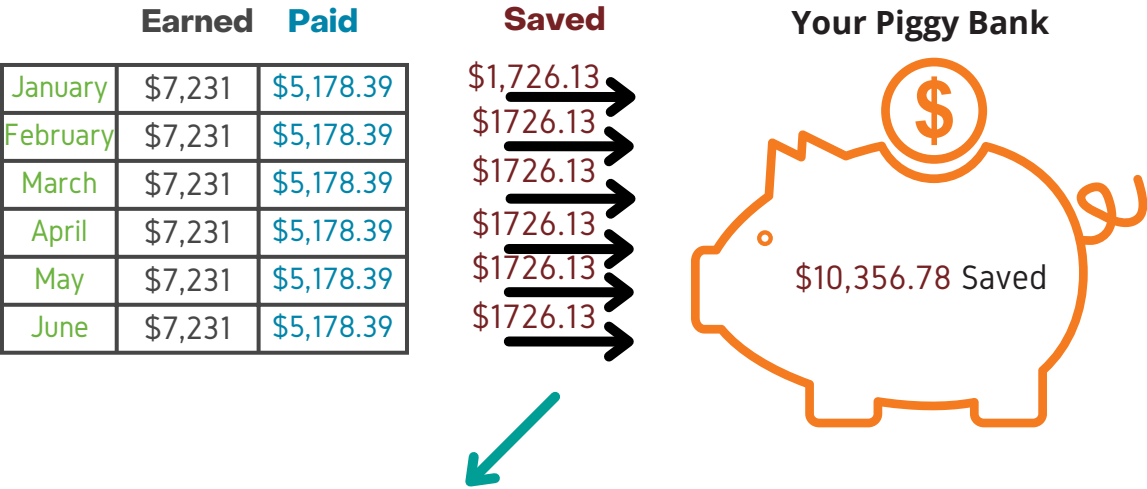
**Paid out \$6,025.83 August**

# Starting after the beginning of the school year?

If you are starting your new job any time after the beginning of the school year then you will work less than 184 days. This changes the proportion of your monthly earnings that must be saved and paid out during the summer to ensure you receive a consistent paycheck. Let's say you start your job on January 4th.

### Your monthly pay:

**(Days Worked x hours x Rate of pay) / Months You Are Paid**  
**(110 x 1.0 x 376.61)/8 = \$5,178.39**



During the summer, when you are not working, your piggy bank is emptied. This means you will still receive a paycheck, just like you did during the school year.

July	\$0 earned
August	\$0 earned

**Paid out \$5,178.39 in August**  
**Paid out \$5,178.39 in July**

When you return to work in September, you'll notice another change to your paycheck. The amount you are paid each month will increase. This is because a smaller proportion of each paycheck needs to be set aside each month to ensure that you receive a consistent paycheck.

