

STARTING A NEW CLASSIFIED 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 bargaining group, position, equivalent work experience and the number of hours you actually work. 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 experience working for a school district. Non-School district employment will be granted at one to two.

Let's Say you accepted a job as a paraeducator and you will work 6 hours each day during the 2022-2023 school year. After receiving your VOE forms, HR credits you with four years of job-alike experience and places you at step five. According to the Pay schedule, you will earn \$23.05 an hour. If you work all 192 days of the school year, you will earn \$26,553.60 annually.

THIS IS HOW YOU WILL BE PAID:

	Earned	Paid	Saved
September	\$2655.36	\$2,212.80	\$442.56
October	\$2655.36	\$2,212.80	\$442.56
November	\$2655.36	\$2,212.80	\$442.56
December	\$2655.36	\$2,212.80	\$442.56
January	\$2655.36	\$2,212.80	\$442.56
February	\$2655.36	\$2,212.80	\$442.56
March	\$2655.36	\$2,212.80	\$442.56
April	\$2655.36	\$2,212.80	\$442.56
May	\$2655.36	\$2,212.80	\$442.56
June	\$2655.36	\$2,212.80	\$442.56

Your Piggy Bank



\$4,425.6 Saved

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

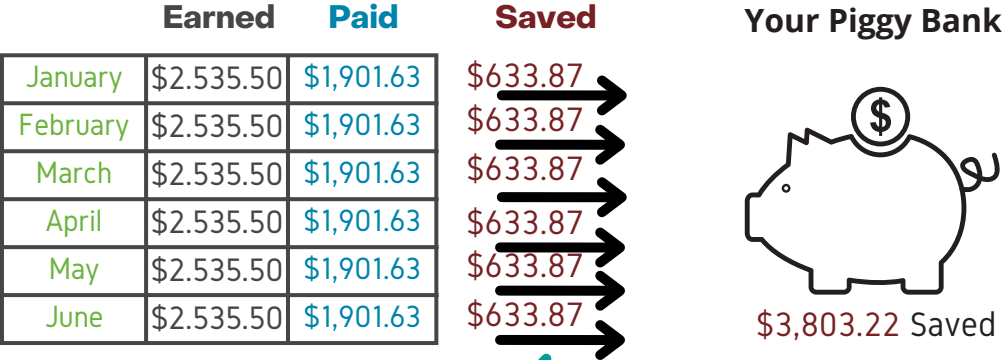
Paid out \$2,212.80 in July

Paid out \$2,212.80 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 192 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 worked x Rate of pay) / Months you are paid
(110 x 6 x 23.05)/8 = \$1,901.63



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	Paid out \$1,901.63 in August Paid out \$1,901.63 in July
August	\$0 earned	

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.

