



Lake Worth ISD

Everything You Need to Know
About Your Annualized Salary



The following pages will provide an explanation of annualized salary along with some examples and a Frequently Asked Questions section.



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 (Administrators, Teachers, Counselors)
 - Paraprofessional (Aides, Clerks, Computer Techs, Secretaries, Specialists, Tadpole Staff)
 - Auxiliary (Bus Drivers/Monitors, Child Nutrition Workers & Managers)

NOTE: Bus Mechanics, Custodians, and Maintenance staff are paid true hours; they are not paid an annualized salary.



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 or semi-monthly throughout all 12 months of the year.

- This payment method facilitates payment of your insurance and/or deductions through your paycheck all 12 months of year.
- For example, employees who work in a 10- month position, should receive a paycheck during the summer months even though they are not working if they are paid an annualized salary.



Professional Staff

The process to calculate the annualized salary for a professional staff member is noted below:

Steps	Description
1	Obtain the total professional years of experience
2	Determine the appropriate pay grade
3	Determine the appropriate daily rate of pay
4	Multiply the daily rate of pay by the number of working days per school year*
5	Divide the annualized salary by the number of paychecks (12)**

*The result is the annualized salary

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



Professional Staff – Teacher Example

The process to calculate the annualized salary for a professional staff member is noted below:

Steps	Description
1	6 years' experience
2	Administrative/Professional Pay Plan (AP), Pay Grade 1
3	\$270.85/daily rate
4	$\$270.85 \times 187 \text{ days} = \$50,649.00^*$
5	$\$50,649.00 / 12 \text{ paychecks} = \$4,220.75 \text{ per month}^{**}$

*The result is the annualized salary

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



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
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	10 years' experience
2	Clerical/Paraprofessional Pay Plan (CP), Pay Grade 1
3	\$12.50 per hour
5	\$12.50 per hour X 8 hours = \$100.00 per day*
5	\$100.00 X 187 days = \$18,700.00**
6	\$18,700.00 / 12 paychecks = \$1,558.33 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)



Auxiliary Staff

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

Steps	Description
1	Obtain the total years of experience (job related)
2	Determine the appropriate pay grade
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 (24)***

*The result is the daily rate of pay

**The result is the annualized salary

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



Auxiliary Staff – Bus Driver/ Monitor Example

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

Steps	Description
1	1 years experience
2	Auxiliary Pay Plan (AUX), Pay Grade 4
3	\$16.00 per hour
4	\$16.00 per hour X 4 hours/day = \$64.00 per day*
5	\$64.00 per day X 181 days per school year = \$11,584.00**
6	\$11,584.00 / 24 semi-monthly paychecks = \$482.67***

*The result is the daily rate of pay

**The result is the annualized salary

***The result is the semi-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 prior to the end of the year or are hired after the beginning of the year, 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.
 - Example: employee resigns on the 95th day of a 187-day year, using the paraprofessional example above. We would prorate the annual amount from \$18,700 to \$9,500 [$\$12.50/\text{hr} \times 8 \text{ hrs} \times 95 \text{ days}$]. We will subtract the amount already paid out and the difference will be the final check amount.
 - Example: employee hired on the 95th day of a 187-day year, using the teacher example above. There are 92 days remaining [$187 - 95 = 92 \text{ days}$]. We would take the daily rate of $\$270.85 \times 92 \text{ days} = \$24,918.20$ and pay that over the remaining payrolls for the year.
 - 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.

Annualized Salary: FAQ'S

- Question: Can I opt out of being paid an annualized salary?
 - No. LWISD does not offer the option of being paid over 10 months.
- Question: Who do I ask to find out my exact pay amount?
 - Melissa Coulombe, Benefits/Payroll Manager at mcoulombe@lwisd.org
 - Please allow enough time for HR to send your new hire packet to Payroll