



UNDERSTANDING YOUR ANNUALIZED SALARY

Celina ISD pays employees according to an annualized salary method. An annualized salary is a pre-set gross pay per month paid to an employee throughout the 12 months of the year, totaling an estimated yearly earning. Temporary employees and Substitutes are paid hourly as the job is performed.

The annualized salary payment method facilitates payment of your insurance and deductions through your paycheck for all 12 months. For example, employees in a 10-month position should receive a paycheck during the summer months even though they are not working.

How your annualized salary is calculated:

- Determine the appropriate pay grade and years of experience.
- Determine the hourly and/or daily rate of pay.
- Multiply the daily rate of pay by the number of working days per school year to obtain the base annual salary. Add stipend totals to the base salary to get the total annual salary.
- Divide the annual salary by the number of paychecks scheduled for the school year. The result is the monthly paycheck gross salary (before deductions).

Frequently asked questions:

- Am I guaranteed to receive *all* of the annualized salary? No. If you resign, you will be paid only for the total number of actual days or hours (for hourly employees) that you worked in the school year at your daily or hourly rate of pay. If you are absent from work without paid leave, you will be docked the daily rate of pay for each unpaid day.
- Will 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.
- 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. If a change in positions occurs in the middle of the school year you will be paid off from your old position if there is any accrued pay that you have not been compensated. Then, the new salary will be calculated and begin in the following payroll cycle.