



**CARROLL
INDEPENDENT SCHOOL DISTRICT**

**What you need to know
about your Annualized
Salary**

What is an Annualized Salary?

- An annualized salary is the *estimated* salary for a school year based on a daily or hourly rate of pay.
- Employees affected by annualized salary
 - Professional staff
 - Paraprofessional (Aides and Clerical staff)

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 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 the year.
 - For example- employees that work in a 10 month position receive a paycheck during the summer months (even though they are not working), if they are paid an annualized salary.

How do you calculate the Annualized salary for Professional staff?

The process includes the following pieces of information:

- Determine the appropriate daily rate of pay
- Multiply the daily rate of pay by the number of working days per school year*
- 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 taxes and other deductions)

Example: Teacher

- Daily Rate = \$340
- $\$340 \times 187 \text{ days} = \$63,580$ Annualized Salary
- $\$63,580 / 12 \text{ paychecks} = \$5,298.33$ Gross per month (before taxes or other deductions)

How do you calculate the Annualized Salary for Paraprofessional staff?

The process includes the following pieces of information:

- Determine the appropriate hourly rate of pay
- Multiply the hourly rate of pay by the number of working hours per day*
- Multiply the daily rate of pay by the number of working days per school year**
- 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 taxes or other deductions)

Example: Aide

- Hourly Rate = \$15.00
- Daily Rate = (\$15.00 x 7.5 hours) = \$112.50
- \$112.50 x 183 days = \$20,587.50 Annualized Salary
- \$20,587.50 / 12 paychecks = \$1,715.63 Gross per month (before taxes or other deductions)

FREQUENTLY ASKED QUESTIONS

- What is the basis for my Annualized Salary determination?
 - Carroll ISD Board of Trustees adopts hiring schedules annually, which are used to determine salary for all employees.

- 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 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 appropriate amount of salary.

- 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, etc., as appropriate, in addition to your Annualized Salary.

- How will my Annualized Salary be adjusted if I change positions in the district during the year?
 - The district 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.
 - A payoff of the first position may occur, and then the start of the new position pay.