

Salary Formula for Part-time Employees 2021-2022 School Year

All part-time employees, unless notified by the Board of Education Office, are paid on the following formula basis: total number of weekly hours divided by five (5) days multiplied by the number of days in the contract for that job title equals total annual hours. Half days are calculated as full days and paid on the same hourly basis. **(If an employee works 5 ½ hours daily and a 1:00 school day is only 4 hours, the pay is still calculated for a full 5 ½ hour day).** The total annual hours are then multiplied by their hourly rate to equal their annual salary. That annual salary is then divided into 20 equal semi-monthly payments for 10-month employees or 24 equal semi-monthly payments for 12-month employees. **Regardless of the amount of working days in a month the gross pay is the same each pay period.**

The following is the usual weekly hours worked unless specified to the Payroll Department by their supervisor and approved by the Superintendent of Schools for each job title:

Teacher Aides: 10-month employee. 28.75 hours weekly / 5 days x 182 school days = 1047 annual hours x \$16.50 = \$17,276.00 / 20 = semi-monthly gross payroll payment of \$868.80 for 20 pay periods.

Bus Aides: 10-month employee. 25 hours weekly / 5 days x 182 school days = 910 annual hours x \$16.50 = \$15,015.00 / 20 = semi-monthly gross payroll payment of \$750.75 for 20 pay periods.

Bus Drivers: 10.5-month employee. 25 hours weekly / 5 days x 208 school days = 1040 annual hours x \$25.00 = \$26,000.00 / 20 = semi-monthly gross payroll payment of \$1,300.00 for 20 pay periods.

Custodians: 12-month employee. 30 hours weekly / 5 days x 260 school days = 1560 annual hours x \$14.42 = \$22,495.00 / 24 = semi-monthly gross payroll payment of \$937.30 for 24 pay periods.

If additional hours over the set amount established for the employee is worked they will be compensated on the 15th of each month for the additional number of hours worked in the previous month. **Example:** If the employee worked 30 hours instead of 25 for 4 weeks in September, they will be paid 20 additional hours in a separate check on the 15th of October and so forth. Also, if the employee works past the number of school days allotted for their job title they will be compensated for those days at the end of the school year.

There are no paid holidays.

Payroll Department

September 2021