



RED OAK ISD

Annualized Salary

What is an Annualized Salary?

An annualized salary is an estimated salary based on a daily or hourly rate of pay and days worked per school year. This is a way to pay staff evenly over 12 months even if they are scheduled to work only 10 or 11 months out of the year.

- Example: As a teacher, if your pay is \$55,000 and you work 187 days (10 months), your annual salary is actually divided evenly over 12 checks and you would receive a gross pay of \$4,583.33 per check.
- Example: As a secretary, if your pay is \$15.00 an hour, you work 7.5 hours per day and you work 210 days (11 months), your annualized salary amount is \$23,625 ($\$15.00 \times 7.5 \times 210$). That amount is divided evenly over 24 checks and you would receive a gross pay of \$984.38 per check.

Why do we use the annualized salary payment method?

To provide an opportunity for staff to receive a fixed and equal amount of gross pay per check throughout all 12 months of the year. This allows staff to prepare for monthly bills and personal budgeting even during breaks like Thanksgiving, Christmas, Spring Break, and the summer months.

Are you guaranteed to receive all of the annualized salary?

No, not if you resign early or start the school year late. You will only be paid for the total number of actual days worked in that school year at your daily rate. You may also be docked days if you are absent from work without any available paid leave. Those days will be docked on the appropriate pay check following the dates on the payroll calendar.

Will my annualized salary amount ever change during the school year?

Typically, your annualized base salary will not change unless your position changes, your daily or hourly rate changes, or your number of working days changes. This could be an increase or decrease depending on the type of change. In the event of a change, payroll will calculate the amount owed to you based on the number of days worked in each position, look at how much pay you have already received and will then recalculate your gross pay per check amount. You may also be able to receive supplemental pay such as stipends, extra duty pay, overtime, etc. depending on your position, but those amounts will not affect your annualized base salary and are paid “in addition to” your annualized salary.

Professional Annualized Salary

1. Obtain the total professional years of experience
2. Determine the appropriate pay grade by position
3. Determine the appropriate daily rate of pay
4. Multiply the daily rate of pay by the number of working days per school year for the position to obtain annual salary
5. Divide the annualized salary by the number of paychecks (salary divided by 12 months)

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

Example: Librarian with 4 years' experience

Administrative/Professional Pay Plan Pay Grade 3

If their pay is \$57,676 and they work a 193-day calendar, their daily rate is \$298.84 ($\$57,676 / 193$ days)

$\$298.84 \text{ daily rate} \times 193 \text{ days} = \$57,676$

$\$57,676 / 12 \text{ months in a year} = \$4,806.33 \text{ per monthly check (before deductions)}$

Paraprofessional/Auxiliary Annualized Salary

1. Obtain the total years of experience (job-related)
2. Determine the appropriate pay grade by position
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 for the position to obtain annual salary
6. Divide the annualized salary by the number of paychecks (salary divided by semi-monthly – 24 weeks)

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

Example: Custodian with 3 years' experience

Auxiliary Pay Plan Pay Grade 3

If their hourly rate is \$14.55 and they work an 8-hour day, their daily rate is \$116.37 ($\$14.55 \times 8 \text{ hours}$)

$\$116.37 \text{ daily rate} \times 236 \text{ days worked} = \$27,462.85 \text{ annual rate}$

$\$27,462.85 / 24 \text{ paychecks (2 checks per month)} = \$1,144.29 \text{ per semi-monthly check (before deductions)}$

Note - Each job can differ in calendar days and hours worked per day so example of calculations can vary.

12-month employee – Paychecks July - June

11-month employee – Paychecks August - July

10-month employee – Paychecks September - Aug

Final Paycheck - End of School Year Separation

12-month employees: Last paycheck and benefits end in June

11-month employees: Last paycheck and benefits end in July

10-month employees: Last paycheck and benefits end in August

*Final paycheck may change depending on resignation date

- All professional staff are paid on a 12-month payment plan and are paid on a monthly basis, generally around the 25th of the month.
- Non-exempt paraprofessional, maintenance, custodial, transportation, and food service employees are paid on a semi-monthly basis, generally the 10th & 25th of each month.
- Substitutes are paid once a month, generally on the 10th of each month.

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