

10 MONTH TO 12 MONTH POSITION

What You Should Know

About Your Paycheck

All time worked before and after job change from a 10 month position to a 12 month position is paid according to the regular payroll schedule. Hours before the effective date of the job change are paid based on your rate of pay in the 10 month position. Hours on and after the effective date of the job change are paid based on your rate of pay in the 12 month position.

Moving from a 10 month to a 12 month position with a higher salary in the new position may still impact your per-pay amount received, so it's important to understand the differences in how the salary for each job is paid. As a 10 month employee, your annual salary is divided over 21 paychecks. As 12 month employee, your annual salary is divided over 26 paychecks. Additional pay such as longevity is also prorated over more paychecks, and insurance deductions (and flex credits) are applied differently.

Example:

\$50,000.00 divided by 21 paychecks = \$2380.95 gross per paycheck. (2380.95 divided by 80 hrs per ck = \$29.76 per hr)
\$60,000.00 divided by 26 paychecks = \$2307.69 gross per paycheck. (2307.69 divided by 80 hrs per ck = \$28.85 per hr)

Even though your annual salary increases, you may not see an increase on your per-pay amount or in your hourly rate because you are paid over more pay checks. The hourly rate for salaried individuals is not displayed on their pay checks because they are not paid hourly; they are paid either 1/21st or 1/26th of their annual salary.

About 26 pay and Summer Pay Deductions

Since employees paid over 12 months do not need to plan for months where they do not receive any earnings, all 26-Pay or summer-pay deductions taken since the start of the school year get paid out to you, generally on the paycheck after the effective date of the change from the 10 month to 12 month position. (Note: YTD balances on your paycheck only reflect calendar year to date, not school year to date so the amount refunded is not the YTD amount shown on your paycheck; it is what was actually deducted during the current school year.)

About Sick/Vacation Leave Balances

Check your bargaining agreement (union contract) to determine if you receive an "up front" credit for sick/vacation leave, or if you receive a per-paycheck accrual.

- If you receive an "up front" credit for your sick/vacation leave, your balance will be adjusted effective the first of the month following your change. You will receive the 10 month sick amount for the months that you worked in a 10 month position. Then your balance will be adjusted for the months that you are working in a 12 month position.
- If you receive a per-pay accrual for your sick/vacation leave, your accrual amounts are calculated based on hours paid. The adjustment to your time will be effective on your paid hours. Any pay received as an employee paid over 10 months (L10 pay group) will have the 10 month accrual amount. Any pay received as an employee paid over 12 months (L12 pay group) will have the 12 month accrual amount.

If you are newly eligible for sick and/or vacation you start earning first of the month following your change and will be posted to your balance at that time.

About Insurance Benefits

The change to your benefits will be effective the first of the month following the change or first of the month following in which the Benefits Department is notified (no retro- active adjustments). Employees paid over 10 months (L10 pay group) have insurance deductions (and flex credits) for July and August applied January-June on top of their regular deductions for January – June. If your job change occurs after the school year ends, your insurance deductions as a 12 month employee (L12 pay group) are stopped until September. Otherwise, these additional deductions (and flex dollars) are refunded at the time of your transition to a 12 month employee and then deducted in the actual month (July and August) for which the insurance coverage applies.