

12 MONTH TO 10 MONTH POSITION

What You Should Know

About Your Paycheck

All time worked before and after job change 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 12 month position. Hours on and after the effective date of the job change are paid based on your rate of pay in the 10 month position.

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

Example:

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

Depending on the amount that your annual salary changed, you may see a difference in your per-pay amount or in your hourly rate. This is because, as a 10 month employee, your salary is prorated over fewer paychecks and there are 5 paydays during the summer months in which you will not receive earnings. 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

If your job change occurs before October 1st, you are able to enroll in the 26-pay or summer pay plan. These plans are designed to deduct a portion of your net pay during the school year and refund it to you over 5 paychecks during the summer months. If your job change occurs after October 1st, you still have the option to set money aside on a pay card to help you through the summer months when you receive no earnings.

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 12 month sick amount for the months that you worked in a 12 month position. Then your balance will be adjusted for the months that you are working in a 10 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 a 12 month employee will have the 12 month accrual amount. Any pay received as a 10 month employee will have the 10 month accrual amount.

If you are no longer eligible for vacation leave as a 10 month employee, your earned and unused vacation balance will be paid out to you, generally on the paycheck after the job change occurs.

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. Depending on the timing of your change from being paid over 12 months (L12) to being paid over 10 months (L10), you may end up owing money and being billed directly for your summer coverage to "catch up" for missed additional deductions from January – June.