



***PAVING THE WAY FOR THE FUTURE***

Everything YOU Need to Know About  
YOUR Annualized Salary

# So, What is an Annualized Salary?

- An annualized salary is the *estimated* salary for a school year based on either an hourly or daily rate of pay.
- All employees are subject to an annualized salary this includes
  - Professional staff
  - Paraprofessional (Aides and Clerical Staff)
  - Auxiliary (Maintenance, Custodial, Bus Drivers/Monitors and Cafeteria 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 who work in a 10-month position, should receive a paycheck during the summer months even though they are not working if they are paid an annualized salary

# Professional Staff

- The process to calculate the annualized base salary for a professional staff member is noted below:

Steps	Description
1	Obtain the total professional years of experience
2	Determine the appropriate pay grade
3	Determine the appropriate daily rate of pay
4	Multiply the daily rate of pay by the number of <u>working days per school year</u> *
5	Add any stipends for extra duties**
6	Divide the total annualized salary by the number of paychecks (12)***

\* The result is the base salary annualized salary

\*\* The result is the total annualized salary

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

# Auxiliary Paraprofessional Staff

- The process to calculate the annualized salary for a paraprofessional staff member is noted below:

Steps	Description
1	Obtain the total years of experience (job-related)
2	Determine the appropriate pay grade
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 <u>working days per school year</u> **
6	Divide the annualized salary by the number of paychecks (12)***

\*The result is the daily rate of pay

\*\*The result is annualized salary

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

# Annualized Salary: Top 3 Questions

- Q #1 – Am I guaranteed to receive all of the annualized salary?
- A #1 – No, if you resign or are terminated, 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.
- A #1 – If you are absent from work without paid leave, you will be docked the appropriate amount of salary.

# Annualized Salary: Top 3 Questions

- Q #2 – Will (can) my annualized salary increase during the school year?
- A #2 – Typically, the annualized salary will not increase unless your rate of pay (hourly or daily) or the number of working days increases or decreases. However, you may receive supplemental pay such as stipends, extra duty pay, overtime, etc., as appropriate in addition to your annualized salary.

# Questions ?

- Submit your question via e-mail to:

[saramccarter@celinaisd.com](mailto:saramccarter@celinaisd.com)

[brendanelson@celinaisd.com](mailto:brendanelson@celinaisd.com)

[johnmathews@celinaisd.com](mailto:johnmathews@celinaisd.com)



# Annualized Salary: Top 3 Questions

- Q #3 – How will my annualized salary be adjusted if I change positions in the district?
- A #3 – We will pay off the balance (amount earned vs paid) of the original position, then recalculate the annualized salary for the new position.
  - Total compensation for school year will be combination of both jobs.