

SUPPORT STAFF EMPLOYEES: METHOD OF PAYMENT

Twelve-Month Employees

1. Regular twelve-month employees will be paid twenty-six (26) equal payments according to their proper placement within their range.
2. Persons employed after the beginning of the work year (July 1):
 - a. The salary shall be determined by giving the employee one-twelfth (1/12) of his/her annual salary for each full month of work plus the daily rate for the appropriate placement on the range for each day in excess of a full month.
 - b. The daily rate shall be determined by dividing the annual salary by the total working days plus paid holidays.
3. Persons leaving before the end of the work year:
 - a. If an employee leaves between payroll periods, his/her final check will be determined by multiplying the number of days worked since the last paycheck, times the daily rate.

Ten-Month Employees

1. Regular ten-month employees will be paid twenty-two (22) equal payments according to their proper placement within their range.
2. Persons employed after the beginning of the work year:
 - a. The salary shall be determined by giving the employee one-tenth (1/10) of his/her annual salary for each full month of work plus the daily rate for the appropriate placement on the range for each day in excess of a full month.
 - b. The daily rate shall be determined by dividing the annual salary by the total working days plus paid holidays.
3. Persons leaving before the end of the work year:
 - a. Total salary for the work year shall be determined by giving the employee one-tenth (1/10) of his/her annual salary for each full month of work plus the daily rate for the appropriate placement on the range for each day in excess of a full month.

Adopted: August 19, 1969

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