



ALLEN

INDEPENDENT SCHOOL DISTRICT

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.
- Which employees are subject to an annualized salary?
 - Professional staff
 - Paraprofessional (Except Kid's Club, Learn/Play, and Cafe Monitors)
 - Auxiliary(Except Crossing Guards)

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 or semi-monthly 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 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 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 working days per school year*
5	Divide the annualized salary by the number of paychecks (12)**

*The result is the annualized salary

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



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Professional Staff – Teacher Example

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

Steps	Description
1	1 year experience
2	Administrative/Professional Scale (AP), Pay Grade 101
3	\$270.85/daily rate
4	$\$270.85 \times 187 \text{ days} = \$50,649.00^*$
5	$\$50,649.00 / 12 \text{ paychecks} = \$4,220.75 \text{ per month}^{**}$

*The result is the annualized salary

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

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 working days per school year**
6	Divide the annualized salary by the number of paychecks (12)***

*The result is the daily rate of pay

**The result is the annualized salary

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



Paraprofessional Staff – Registrar-Middle School Example

The process to calculate the annualized salary for a para professional staff member

Steps	Description
1	10 years experience
2	Administrative/Instructional Support , Pay Grade 304
3	\$15.55 per hour
5	\$15.55 per hour X 7.5 hours = \$116.63 per day*
5	\$116.63 X 207 days = \$24,142.41**
6	\$24,142.41 / 12 paychecks = \$2,011.87 per month***

*The result is the daily rate of pay

**The result is the annualized salary

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



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Auxiliary Staff

The process to calculate the annualized salary for an auxiliary 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 working hours per day per school year**
6	Divide the annualized salary by the number of paychecks (24)***

*The result is the daily rate of pay

**The result is the annualized salary

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

Auxiliary Staff – Bus Monitor

Example

The process to calculate the annualized salary for an auxiliary staff member is noted below:

Steps	Description
1	4 years experience
2	Operational Support Pay Scale, Pay Grade 401
3	\$10.86 per hour
4	$\$10.86 \text{ per hour} \times 4 \text{ hours/day} = \43.44 per day^*
5	$\$43.44 \text{ per day} \times 180 \text{ days per school year} = \$7,819.20^{**}$
6	$\$7,819.20 / 24 \text{ semi-monthly paychecks} = \325.80^{***}

*The result is the daily rate of pay

**The result is the annualized salary

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

Annualized Salary: FAQ's

- Question: Am I guaranteed to receive *all* of the annualized salary?
- No, if you resign, 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.
- If you are absent from work without paid leave, you will be docked the appropriate amount of salary.

Annualized Salary: FAQ'S

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

Annualized Salary: FAQ'S

- Question: How will my annualized salary be adjusted if I change positions in the district?
- We will calculate a new annualized salary based on your new pay grade, daily or hourly rate and number of working days per school year.
- The total annualized salary should be a combination of the salary earned in each position.