



Everything YOU Need to Know About YOUR Annualized Salary



Annualized Salary

What is an Annualized Salary?

An annualized salary is the *estimated* salary for a school year based on a daily rate of pay.

Which employees are subject to an annualized salary?

- Administrators
- Professional staff
- Paraprofessional staff (aides & clerical 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 school year.

This payment method facilitates payment of your insurance and/or deductions through your paycheck for 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.

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)

Professional Staff – Diagnostician Example

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

Steps	Description
1	10 years
2	Administrative/Professional Pay Scale, Pay Grade 3
3	\$336.11
4	$\$336.11 \times 198 \text{ days} = \$66,549.78^*$
5	$\$66,549.78 / 12 \text{ paychecks} = \$5,545.81^{**}$

*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 hours per day 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 Example

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

Steps	Description
1	10 years
2	Paraprofessional Pay Scale, Pay Grade 050
3	\$18.62 per hour
4	$\$18.62 \text{ per hour} \times 8 \text{ hours} = \$148.96 *$
5	$\$148.96 \times 225 \text{ days} = \$33,516.00 **$
6	$\$33,516.00 / 12 \text{ paychecks} = \$2,793.00 ***$

*The result is the daily rate of pay

**The result is the annualized salary

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

Annualized Salary: Top 3 Questions

Question 1: Am I guaranteed to receive *all* the annualized salary?

Answer: No, if you resign, you will be paid only for the total number of actual days you worked in the school year based on your daily or hourly rate of pay.

Answer: If you are absent from work without paid leave, you will be docked the appropriate amount of salary.

Question 2: Will (can) my annualized salary increase during the school year?

Answer: Typically, the annualized salary will not increase unless your rate of pay (hourly or daily) or the number of working days increases. However, you may receive supplemental pay such as stipends, extra duty pay, overtime, etc., if applicable, in addition to your annualized salary.

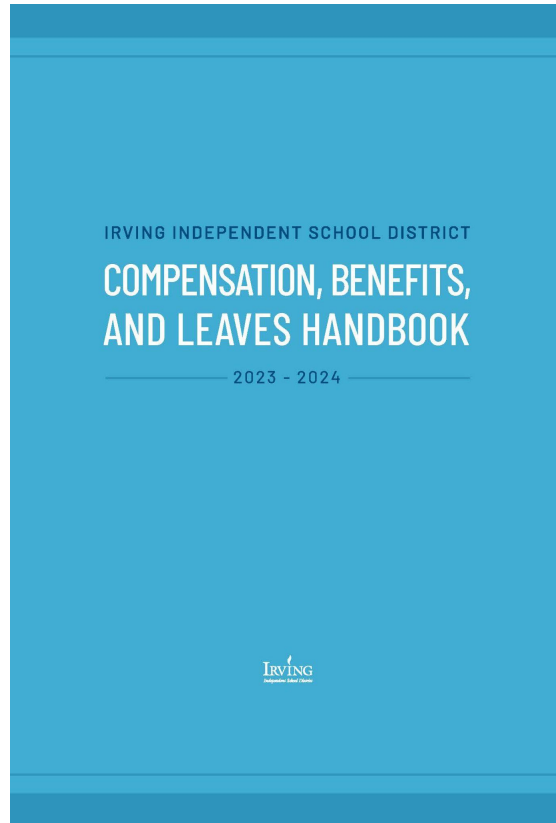
Question 3: How will my annualized salary be adjusted if I change positions in the district mid-year?

Answer: We will calculate a new annualized salary based on your new pay grade, daily or hourly rate, and number of remaining workdays in the school year. The total annualized salary would then combine the salary earned in each position.

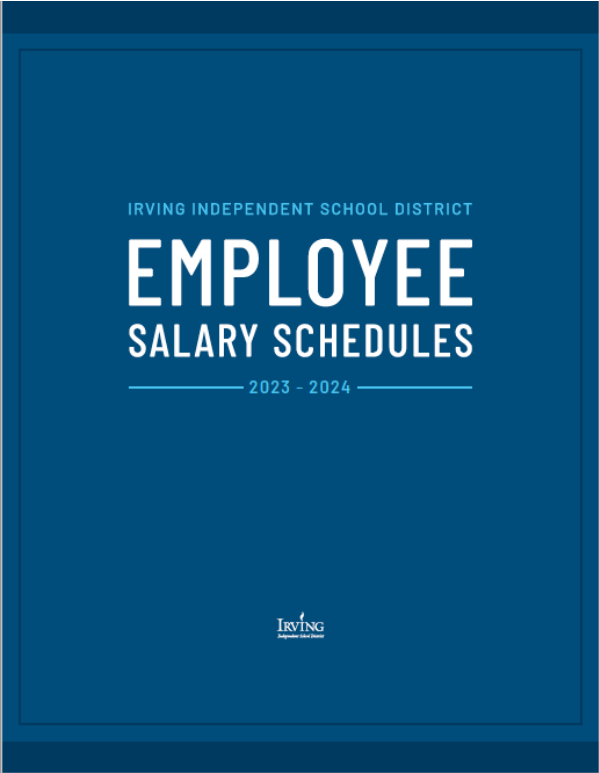
Resources

<click the images for more information>

Compensation, Benefits, and Leaves Handbook



Salary and Supplemental Pay Schedule



Paycheck Information

The salary increase will be distributed according to the [work calendar](#) assigned to the employee's position. Below is a summary of each group:

MONTHS	WORK CALENDAR	PAY PERIODS	FIRST PAYCHECK*
10	Less than 202 days	September - August	September
11	202 to 224 days	August - July	August
12	225 or more days	July - June	July

**assuming the employee began working on the first day of their assigned work calendar*

Questions



Submit your questions via email to:
mwebb@irvingisd.net