

Payroll Information

In an effort to streamline procedures and communication, I would like to share the following pertinent information with you regarding payroll procedures. Additionally, I have attached the updated payroll forms that should be utilized immediately for the 2017-2018 school year as rates have changed.

Below is a breakdown explaining your weekly pay calculations:

TEACHERS; UNIT A MEMBERS

- Annual contract rate / 26 weeks = biweekly salary
 - September 14, 2017 – August 30, 2018
- Annual contract rate / 182 contracted days = per diem rate of pay
- Annual contract rate / 22 weeks = biweekly salary
 - September 14, 2017 – July 05, 2018

PARAPROFESSIONAL/SUPPORT PERSONNEL; UNIT D MEMBERS

- Hourly rate of pay X number of hours contracted to work X 192 contracted days / 42 weeks = weekly salary
 - ❖ **Example:** \$22.18 per hour X 6.5 hours per day = \$144.17 per day X 192 contracted days = \$27,680.64 annual salary
 - ❖ \$27,680.64 / 42 weeks = \$659.06 per week
- Hourly rate of pay X number of hours worked = per diem rate of pay
 - September 07, 2017 – June 21, 2018

Important dates to keep in mind, in accordance with your respective CBA's

TEACHERS; UNIT A MEMBERS:

Longevity payments - To be issued by November 01, 2017

Stipend payments - First half to be issued in December, Second half to be issued in June

PARAPROFESSIONAL/SUPPORT PERSONNEL; UNIT D MEMBERS:

Longevity payments - To be issued in June, 2018

MAINTENANCE/CUSTODIAL (SEIU LOCAL 888):

Longevity payments - To be issued in December, 2017

Uniform allowance - To be issued by July 15, 2018

RANDOLPH EDUCATIONAL SECRETARIES ASSOCIATION (SEIU LOCAL 888)

Longevity payments - To be issued in December, 2017

CAFETERIA EMPLOYEES (SEIU LOCAL 888)

Longevity payments - First half to be issued by December 30, 2017, Second half to be issued by June 30, 2018

Uniform allowance - First half to be issued by December 30, 2017, Second half to be issued by June 30, 2018