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.

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