

**MONTHLY AND DAILY PAY RATES FOR LOST TIME CALCULATION, PER DIEM  
COMPENSATION AND FINAL PAY DETERMINATION**

**Applicability**

Unclassified civil service employees (teachers, teacher assistants, administrators) and classified civil service employees working a teacher work schedule. Classified civil service employees working an office calendar shall be subject to the provisions established in the contract for other classified employees.

**Procedure**

1. The monthly and daily rate of compensation shall be calculated as follows:

<u>Work Year</u>	<u>Monthly Rate</u>	<u>Daily Rate</u>
10 Months	1/10	1/200
12 Months	1/12	1/240

2. The daily rate of compensation shall be used for purposes of lost time calculation and for per diem compensation. The monthly and daily rate of compensation shall be used for determining salary earned for purposes of final pay calculation upon an employee's separation from employment in accordance with the following:
  - 2.1 Upon separation from employment, where less than the full fiscal year of service is rendered, an employee's final salary due will be determined by subtracting the fiscal year salary paid from the employee's total fiscal year salary earned as of the effective date of separation.
  - 2.2 Total fiscal year salary earned will be determined by multiplying the number of full months worked by the employee's monthly salary rate and adding to that product any partial month salary earned.
  - 2.3 For an employee who works more than one-half of the work days in the month, the partial month earnings will be calculated by subtracting from the monthly salary rate, the days the employee did not work in the partial month multiplied by the employee's daily rate of pay.
  - 2.4 For an employee who works one-half or less of the work days in the month, the partial month earnings will be calculated by multiplying the days worked in the partial month by the employee's daily rate of pay.
  - 2.5 For partial month earnings for employees working a teacher work year, holidays and teacher vacation periods are excluded in determining the number of work days in the month.