



## **Equalized Pay Explanation for Support Staff Employees**

Beginning July 1, 2023, support staff who work four (4) hours or more per day, will be paid in equal installments of their regularly scheduled hours. The goal is to provide more consistent income throughout the year, including during school breaks. Extra hours worked, leave taken, and hours docked will be processed in the following pay period if received in the payroll department by the due date. The following samples are illustrative:

**Sample Custodian - 24 pay periods 7/10/23-6/25/24 (12 month employee)** \$19.23 per hour x 8 hours per day x 258 days = \$39,690.72 annual amount / 24 pay periods = \$1,653.78 per pay period.

**Sample Instructional Assistant - 20 pay periods 8/25/23-6/10/24 (10 month employee)**

\$27.41 per hour x 7 hours per day x 187 days = \$35,879.69 annual amount / 20 pay periods = \$1,793.98 per pay period.

All nine and ten month employees will be paid over 20 pay periods beginning 8/25/23 and ending on 6/10/24.

All twelve month employees will be paid over 24 pay periods beginning 7/10/23 - 6/25/24.

Paychecks will be issued semi-monthly on the 10th and 25th.

### Benefits:

- Checks will not fluctuate when there are unpaid break days in that pay period •
- If you work your regularly scheduled hours, all checks will be the same • Better for personal budget planning

Please note that this change does not alter the at-will nature of your employment with the District, nor does it create a contractual relationship beyond your existing terms of employment.