



**BENEFITS OF LEVEL PAY**

**LEVEL PAY BENEFITS**

- **EMPLOYEES RECEIVE AN EQUAL MONTHLY SALARY FOR THE AVERAGE BASE HOURS IN THEIR POSITION.**
- **EMPLOYEES ONLY SUBMIT TIMECARDS FOR HOURS WORKED BEYOND THEIR REGULAR WORK DAY.**
- **PAY FLUCTUATIONS DUE TO MONTHS HAVING DIFFERENT NUMBERS OF WORK DAYS ARE ELIMINATED - GIVING EMPLOYEES A MORE STABLE PAYCHECK.**

**WE ARE HERE TO SERVE!**

**PAYROLL STAFF**

<b>STEPHANIE TERMER</b> LAST NAME (A to D)	<b>X 5757</b>
<b>KYLE PIERCE</b> LAST NAME (E to K)	<b>X 5758</b>
<b>ALICE LOPEZ</b> LAST NAME (L to Rh)	<b>X 5759</b>
<b>MAURICE SPICER</b> LAST NAME (Ri to Z)	<b>X 5756</b>
<b>SONIA ATIYOTA</b> PAYROLL MANAGER	<b>X 5750</b>

**LEVEL PAY**

**STEP ONE**

**DETERMINE WORK CALENDAR DAYS**

Each employee is required to work a certain number of days each year. The amount of paid days included in your level pay calculation are determined by your employee work calendar. Become familiar with your calendar.

**STEP TWO**

**DETERMINE AVERAGE WORK HOURS PER DAY**

Each employee is assigned to work a set amount of hours per day in their work assignment (position). To determine your average hours per day, take your total work hours per week (in your position) and divide by five (5). This will be your average base hours per day.

**STEP THREE**

**DETERMINE HOURLY PAY RATE**

Each employee is assigned to a range and step on the Classified Salary Schedule. To view the Classified Salary Schedules, visit the Human Resources or Fiscal Services > Payroll sections of the district website.

**STEP FOUR**

**PAYCHECKS PER YEAR**

11 Month & 10.75 Month = 12 checks  
 10.50 Month & Bus Drivers = 11 checks  
 10 Month & School Session = 10 checks

**LEVEL PAY CALCULATION**

**WORK CALENDAR DAYS X**

**AVERAGE WORK HOURS PER DAY X**

**HOURLY PAY RATE ÷**

**PAYCHECKS PER YEAR =**

**LEVEL BASE SALARY PER MONTH**

**SAMPLE**

**214 DAYS X**

**4.00 HOURS X**

**\$17.10 ÷**

**10 CHECKS =**

**\$1,463.76**