

# FREQUENTLY ASKED QUESTIONS OF THE ACCOUNTING DEPARTMENT

## ***How do I get my pay raise after I receive a higher degree?***

You must send an official transcript to Cindy Isbell, CSFO. She will attach it to a form signed by Dr. Miller and mail it to the Teacher Certification section of the State Department of Education. Your higher pay will begin on the date the SDE recognizes the higher degree. *NOTE: The transcript must either be in an official sealed envelope. Also make sure it indicates that a higher degree has been awarded.*

## ***How is my pay raise calculated once I get a higher degree?***

A daily rate of pay is determined for each degree. The daily rate of pay is multiplied by the number of contract days worked by the employee before and after a higher degree is awarded. This is the recomputed annual contract salary for the employee.

## ***How is my monthly salary calculated once I get a higher degree?***

Previously paid gross wages are subtracted from the recomputed annual contract salary to determine the balance remaining. This amount is then divided by the number of pay periods remaining in the contract year to get the monthly salary.

***How is the daily rate of pay calculated?*** The daily rate of pay is calculated by dividing the annual salary from the salary schedule by the number of contract days for each employee type. Example: A 9 month Teacher with a BS degree and zero years of experience earns \$36,144 per the salary schedule and works a 187 day contract. The calculation for daily rate of pay is \$36,144 divided by 187 equals \$193.28.

## ***How many pay periods are there in a contract year?*** 12

(Note: For most employees, this means 4 pay periods first semester and 8 pay periods second semester.)

## ***When do the pay periods begin and end?***

It depends on your employee classification:

12 month	July to June
Career Tech 10 month	August to July
All Others	September to August

## ***If I completed my contract and my employment is terminated, when do I get my last check?***

It depends on your employee classification:

12 month	Pay always stops on last day worked
Career Tech 10 month	July
All Others	August

***I am in my third year of teaching, why didn't I get my step raise?*** Step raises are based on years completed. Example: The first year begins at zero, the second year is one year completed and the third year is two years completed. You earn a step raise when you complete your third year and begin your fourth year.

***How many sick days do I earn?*** One per month with half months rounded to whole months. Example: 9.5 month Custodians earn 10 sick days.

***When do I begin earning sick days?***

It depends on your employee classification:

12 month	The month you started
Career Tech 10 month	August
All Others	September

***If five personal days are listed on my check, why did I get charged for taking all of them?*** Each employee has available to them 5 personal days – some are earned and are free, while others must be purchased at the rate of a substitute.

***How do I earn all 5 free personal days?*** Personal days are earned as follows: One day for each semester worked. A total of three days after completing 10 years of employment; four days after 15 years and all five days after 20 years. A maximum of 10 years of service can be transferred in from another school system.

***What happens if I don't use all 5 personal days?*** Personal days not used will automatically convert to sick days at the end of June. You can elect to receive payment for earned and not used days only. Election forms are available in May. Payment is calculated at the current rate of pay for a substitute.

***Who I do I contact if my sick or personal days are wrong on my check?***

Your school bookkeeper or whomever you report your absences to.

***If I need to take a leave of absence, what to I do?*** Since the circumstances surrounding a leave of absence are different for each employee, contact Tena Wright, Insurance Clerk at [twright@gcs.k12.al.us](mailto:twright@gcs.k12.al.us) or 256-549-2948. She will direct you.