



Office of the State Comptroller
PAYROLL BULLETIN

Subject 10 Month Teaching Employees	Bulletin No. P-396
	Date June 29, 1984

This is to notify you of the payroll preparation requirements for 10 month Teaching Employees in periods 7 through 12 of this year.

REMOVAL OF TEACHERS PAID OVER 10 MONTHS

All Teachers paid on a 10-month basis (pay basis code 10M) will be removed from the payroll effective with close of business on June 30, 1984. Removal on June 30 will be automatic; it is not necessary to submit PR-75 forms unless the employee is being permanently removed or the amount to be paid differs from what is indicated below. The following 14-day basis is used to calculate salary for teaching employees during the removal period.

$$\text{Calendar Day Rate} = .0714286 \times \text{Biweekly Salary}$$

The "Normal Gross" on your Period 6 payroll register for 10 month teachers will be the calculated salary for payment through June 30.

Institutions

Payment in Institution payroll period 7 (June 21-July 4) will be for 10 calendar days. Normal deductions will be taken in this period. At the end of the period, the usual deductions for any removal will be automatically cancelled. In addition health insurance will also be cancelled.

Division of Youth (01170)

Payment in Administration payroll period 7 (June 28-July 11) will be for 3 calendar days. Since this payment is for 3 days, only deductions for taxes, social security, retirement normal, health insurance, garnishees and court orders will be taken. All other deductions will be automatically cancelled. At the end of the period, health insurance will also be cancelled.

TEACHERS PAID OVER THE CALENDAR YEAR

All teachers who elected to be paid over the calendar year (pay basis code CAL) will remain on the payroll in their regular item and continue to be paid.

CALCULATION OF LOST TIME FOR TEACHERS

Lost time for teachers is always calculated as 1/10 of the 10M biweekly gross regardless of whether the employee is paid over 10 months or over the calendar year. The calculation is as follows:

365-Day Year

Biweekly Rate = .046204 X annual salary
Work Day Rate = .10 X biweekly rate

366-Day Year

Biweekly Rate = .046052 X annual salary
Work Day Rate = .10 X biweekly rate

Work Day Rate X number of days lost = lost time amount

TEACHERS WORKING SUMMER SERVICE

Regular teacher items may not be filled during July and August. All payments to teachers for summer service must be charged to Temporary Service or to special allocations set up for this purpose.

Method of Payment

Teachers who work summer service must be paid at an hourly rate. Location pay should not be included in the calculation of the hourly rate of pay. Also, payment may not be made for more than 40 hours in any one week.

The hourly rate is determined by dividing the annual salary by 1736, if services are performed in a teaching title. The hourly rate is determined by dividing the annual salary by 2000, if services are performed in a non-teaching position.

Teachers who are required to work in the same or a different title and grade shall receive summer service compensation as follows:

1. When services are performed in the same titled position or any other position allocated to the same salary grade, payment will be made at the hourly rate based on the annual salary in their regular position.
2. When services are performed in a position allocated to a lower grade than the regular position, payment will be made at the hourly rate based on the annual salary at the job rate of the grade of the lower position or at an additional increment step (if earned prior to abolishment of such steps after April 1, 1978) if he/she would be eligible for such step upon appointment to the lower grade. However, the employee may not exceed the hourly rate of pay based on his/her annual salary in his/her regular position.

3. When services are performed in a position allocated to a higher grade, payment will be made at the hourly rate based on the annual salary he/she would receive if promoted to the higher grade.

NOTE: A dual employment letter is required for teachers working summer service in other than their regular agency.

Instructions for Submission of PR-75's

The instructions for reporting summer appointments and summer payments are in Chapter C, Section 5 (pages 107-115) of the Agency Payroll Manual.

Deductions

An AC-1040 is necessary to re-start any deductions which have been cancelled, if the employee wishes to continue them. Since PEF dues are not taken during the summer, the agency shop fee cannot be started automatically by the Office of the State Comptroller. Therefore, an AC-1040 must be submitted to start the agency shop fee for employees who should have the deduction. If a teacher is appointed for the summer to an agency other than his regular agency, PEF agency shop fee will be deducted automatically and the employee must request a refund from the employee organization.

Summer session appointments and summer session payments may be reported in Payroll Period 7 for employee on Institution payrolls (if service is performed July 1-4, 1984) and Period 7 for employees on Administrative payrolls (if service is performed July 1-11, 1984).

TEACHERS BEING REMOVED IN SEPTEMBER

A teaching employee who is being paid over the calendar year who will not return in September must be removed effective on August 31. Use the appropriate Group 2 removal transaction. The 14 day calendar basis (.0714286 x Biweekly Salary) must be used in calculating salary due for the removal period.

Division of Youth

Payment for Teaching employees in period 11 (August 23-September 5) should be for 9 calendar days.

Institutions

Payment in Institution payroll period 12 (August 30-September 12) should be for 2 calendar days.

TEACHERS BEING RESTORED IN SEPTEMBER

All 10-month Teaching employees with pay basis code 10M must be reappointed to the payroll effective September 1, by the submission of PR-75 forms.

PR-75's must be submitted for teaching employees still on the payroll with pay basis code CAL only if their original appointment was not permanent or if they are not remaining in the same position.

AC-1040 forms also must be submitted for deductions cancelled at the time of removal.

Teaching employees have the option of receiving their salary over 10 months or over the entire calendar year. Under the 1982-1985 PEF contract, an employee electing to receive payment over the calendar year must notify the payroll office in writing between July 15 and August 15 of each year. This election will remain in effect unless withdrawn during the election period in a subsequent year. A new employee who does not make an election will be paid over 10 months. An employee electing to be paid over the calendar year will be paid from September 1 to August 31. When appointing these employees in September, use pay basis code CAL and the factor .038356 to compute the normal gross. The 14 calendar day basis (.0714286 X Biweekly Salary) must be used in calculating salary due for restoration period for all teaching employees.

Division of Youth

Restore Teaching employees in period 11
(August 23-September 5) for 5 calendar days.

Institutions

Teaching employees on Institution payrolls
are to be restored in period 12 (August 30-
September 12 for 12 calendar days.

Refer to Chapter C, Section 5 (pages 107-115) of the Agency Payroll Manual for transaction codes and PR-75 block requirements for restoration of teaching employees.