

PEF N/S to Grade Service Calculation Examples for Laterals/Demotions

Following are service calculation examples for annual employees in teaching titles and the resulting salaries and increment codes:

Example A:

10/9/08	Appointed 21P N/S	50 days	\$34346 (Gr 12 Hiring Rate 2008 PEF schedule)
12/18/08	Appointed 21P Gr 12		

Service in a teaching title will count only if it totals at least 150 work days during each individual academic year. In this example, the employee will have the required 150 work days by the end of the 2008-09 academic year, using the 50 work days in the N/S position plus the work days since being appointed to the graded position.

Gr 12 Salary = \$34346 (Hiring Rate 2008 PEF salary schedule)

Increment Code = 0001

Employee will be eligible to receive a performance advance in September 2009.

Example B:

12/20/07	Appointed 21P N/S	70 days	\$33346 (Gr 12 Hiring Rate 2007 PEF schedule)
3/27/08	FY Salary Increase	63 days	\$34346 (Gr 12 Hiring Rate 2007 PEF schedule)
7/1/08	Hourly Rate = \$19.78	180 hours	Summer Session
9/2/08	Appointed 21P Gr 12		

Service in a teaching title will count only if it totals at least 150 work days during each individual academic year. In this example, the employee will not have the required 150 work days by the end of the 2007-08 academic year. Summer Session hours are not creditable and should not be reported; therefore, the employee has only 133 work days.

Gr 12 Salary = \$34346 (Hiring Rate 2008 PEF salary schedule)

Increment Code = 0003 (Increment code indicated as if processed on time.)

Employee will be eligible to receive a performance advance in September 2009.

Following are hourly service calculation examples for 8-hour-day hourly employees in non-teaching titles and the resulting salaries, anniversary dates, increment codes and performance advance cycles:

Example C:

1/15/08	Hourly Rate = \$17.88	400 hours	Gr 14 Hiring Rate 2007 PEF schedule = $37315 \div 2088 = 17.8711$
4/3/08	Hourly Rate = \$18.41	360 hours	Gr 14 Hiring Rate 2008 PEF schedule = $38434 \div 2088 = 18.4070$
6/12/08	Appointed Gr 14		

The agency should report all hours where the employee's hourly rate is at least equal to the hiring rate of the graded position from the appropriate PEF salary schedule divided by 2088. In this example, the agency would report 760 hours of creditable service.

$760 \div 8 \text{ hours} = 95 \text{ full work days}$

Using 95 full work days creditable service:

Gr 14 Salary = \$38434 (Hiring Rate 2008 PEF salary schedule)

Anniversary Date = 1/31/08

Increment Code = 0001

Employee is on the April cycle and eligible to receive a performance advance in April 2009.

Example D:

5/15/08	Hourly Rate = \$18.45	100 hours	Gr 14 Hiring Rate 2008 PEF schedule = $38434 \div 2088 = 18.4070$
6/30/08	Hourly Rate = \$18.00	150 hours	Gr 14 Hiring Rate 2008 PEF schedule = $38434 \div 2088 = 18.4070$
8/1/08	Hourly Rate = \$18.45	210 hours	Gr 14 Hiring Rate 2008 PEF schedule = $38434 \div 2088 = 18.4070$
10/30/08	Appointed Gr 14		

The agency should report all hours where the employee's hourly rate is at least equal to the hiring rate of the graded position from the appropriate PEF salary schedule divided by 2088. In this example, the 150 hours earned at the \$18.00 hourly rate is less than the hiring rate of the grade 14 position. Therefore, the agency would report only 310 hours of creditable service.

$310 \div 8 \text{ hours} = 38.75 = 38 \text{ full work days}$

Using 38 full work days creditable service:

Gr 14 Salary = \$38434 (Hiring Rate 2008 PEF salary schedule)

Anniversary Date = 9/8/08

Increment Code = 1001

Employee is on the October cycle and eligible to receive a performance advance in October 2009.

Example E:

1/10/07	Appointed Annual N/S	36 days	\$35428 (Gr 14 Hiring Rate 2006 PEF schedule)
3/1/07	Hourly Rate = \$17.00	152 hours	Gr 14 Hiring Rate 2006 PEF schedule = $35428 \div 2088 = 16.9674$
4/5/07	Hourly Rate = \$17.90	1920 hours	Gr 14 Hiring Rate 2007 PEF schedule = $37315 \div 2088 = 17.8711$
4/3/08	Hourly Rate = \$18.44	600 hours	Gr 14 Hiring Rate 2008 PEF schedule = $38434 \div 2088 = 18.4070$
7/31/08	Appointed Gr 14		

The agency should report all hours where the employee's hourly rate is at least equal to the hiring rate of the graded position from the appropriate PEF salary schedule divided by 2088. In this example, the agency would report creditable service of 36 days in the Annual position and 2672 hours in the Hourly position.

$2672 \div 8 \text{ hours} = 334 \text{ full work days} + 36 \text{ days} = 370 \text{ full work days}$

Using 370 full work days creditable service:

Gr 14 Salary = \$39922 (Hiring Rate Gr 14 + 1 Performance Advance 2008 PEF salary schedule)

Anniversary Date = 3/1/07

Increment Code = 0001

Employee is on the April cycle and eligible to receive next performance advance in April 2009.