

STATE OF MAINE
BUREAU OF HUMAN RESOURCES

September 25, 1987

HUMAN RESOURCES MEMORANDUM 13-87

TO: Department of Corrections
Department of Educational & Cultural Services
Department of Mental Health & Mental Retardation

SUBJECT: Salaries for School Personnel

For preparation of the general salary increase two compensation practices for school personnel pose potential problems:

- A. Extra pay for extra curricular duties is sometimes included with the base salary.
- B. School personnel who work less than 52 weeks annually sometimes elect to receive their compensation prorated over 52 weeks.

Therefore, in both of these cases the bi-weekly salary which will be processed during the general salary increase will be incorrect. To correct this problem:

- A. Extra pay is not to be included in the base rate. If extra pay is to be paid include it as a separate pay item on the payroll. Contact Adena Hubley in Payroll if you do not know how to code this item on your payroll.
- B. In the event one of the school personnel works less than 52 weeks and wishes to have his/her salary pro-rated over 52 weeks (or a similar circumstance), the employee is to be redlined (Code P - Prorated Salary). Hourly and annual salaries are correctly computed and do not need to be adjusted. To compute the new bi-weekly salary amount for annual proration, divide the annual salary by 26.

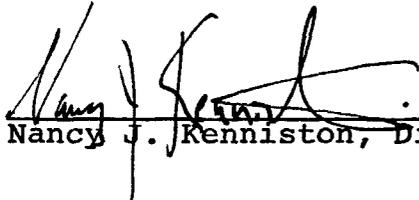
Normal computation of salaries is based on taking the hourly salary amount from the salary matrix of the appropriate salary grade and step of the employee. The bi-weekly rate is produced by multiplying the number of weeks per year authorized for the position by the hourly rate. The annual rate is produced by multiplying the bi-weekly rate by the number of weeks per year allowed for the position and divided by 2.

In the event this method of calculation produces an amount which differs with the previous method, please document and contact Don Wills.

PERSONNEL MEMORANDUM 13-87

September 24, 1987

In addition, it is necessary to have the extra pay authorized by the Bureau of Human Resources prior to inclusion on the payroll. The documentation may be provided for each individual or collectively.


Nancy J. Kenniston, Director

cc: Ken Walo
David Bourne
Alicia kellogg-Hanson
Richard Paradis