



## Information Regarding 12-month Pay for Paraprofessionals and Nutrition Service Employees

In an effort to help increase retention and to help minimize gaps in pay for employees during the summer months, the Denver Federation for Paraprofessionals and Nutrition Service Employees requested the District provide 12-month pay opportunities for their bargaining unit members. The Denver Public Schools has agreed to pilot a 12-month pay program for certain paraprofessional and food service positions.

Qualified employees will be paid over 12-months beginning with the 2014-15 school year. What this means is that a portion of pay will be deferred (or held back) each month and distributed over the summer months of June, July and August. If you are currently enrolled in DPS benefits, you will no longer have to utilize the summer coupon program. Your benefit flex dollars, insurance premium deductions and coverage will be uninterrupted during the summer months. In order to remain eligible for this pilot, your hours per day must remain at or above seven, or 35 hours per week.

Please see the examples below based on the September payroll. The employee in this example is an eight-hour, monthly paid Para earning \$10.00 per hour. First day worked in new school year is Aug. 25, 2014.

### Example 1 (Payment based on hours worked from Aug. 25 through Sept. 14)

Daily rate of pay = **\$80.00** (8 hours x \$10.00 per hour)

**\$80.00** X 14 days in pay period = **\$1,120.00** total gross pay paid on Sept. 30.

### Example 2 (12-month salary paycheck paid September through August)

Daily rate of pay = **\$80.00** (8 hours x \$10.00 per hour)

180 work days in contract year x daily rate \$80.00 = **\$14,400.00** (Yearly Salary)

$\$14,400.00 / 12$  months September – August = **\$1,200.00** Gross monthly pay

You will receive a prorated number of hours each month based on the number of hours you are scheduled to work each day. In the above example, you are scheduled to work 1,440 for the 2014-15 school year (180 days X 8 hours per day = 1,440). Those 1,440 will then be prorated over the 12 months, thus paying you 120 hours per month.

Your annual salary is based on your scheduled hours worked. You are entitled to be paid for all hours worked over your scheduled hours. It is important for you to track any hours worked outside of your regular work calendar and report those as extra pay each month.



For questions about your pay please contact Payment Services at 720-423-1399.

For general questions regarding the 12-month pay pilot, please contact the Denver Federation for Paraprofessionals and Nutrition Service Employees at 303-744-9962.

For any other questions, please contact Human Resources at 720-423-3900.