



Marlborough Public Schools

EXPLANATION OF PAY

The hourly rate, hours worked, and contractual days are samples and vary based on your position. The information below is for explanation purposes only and may not reflect your actual situation. Start date and last pay may vary from year to year. The district looks at your hourly rate, scheduled hours and contractual days and annualizes it to determine your annualized pay.

SCENARIO 1

Sample employee: Para educator

Scenario: new hire, starting on day one of school year.

Sample:

Your hourly rate = \$19.48

You are paid for 6 hours per day (You work 6.5 hours because you do not get paid for lunch breaks)

You are contractually paid for 191 days in a school year (students are in school for 180 days, we have 4 professional development days, and you are paid for 7 holidays).

Here is how that plays out with you:

6 hours * \$19.48 = \$116.88 your daily rate

\$116.88 * 191 days you are paid for = \$22,324.08 (annualized pay)

Please remember you do not get paid for time that we are on break (holiday break, April break, February break). To avoid weeks without pay, we take your annualized pay and divide it into either 22 equal pays or 26 equal pays (10-month employees can choose). We do not pay like private organizations where you work 2 weeks then get paid. If you start in August, you receive your first paycheck of the school year on August 31st and only worked 2 days at that point, and it was a full check.

Difference between choosing 22 pay or 26 pay (*Please note - All 12 month employees are 26 pays automatically, 10-month employees have the option to choose 22 pays*):

22 pay recipients are paid from August 31 – June 21st (22 equal pays) On June 21, you will have received all monies owed to you for working your contractual obligation. If you choose 26 pays, you would have been paid August 31st – June 21st but on the June 21st paycheck you would receive the equivalent of 5 paychecks. The reason for the 5 paychecks is that the June 21 paycheck is check # 22 and the additional 4 paychecks are check # 23, 24, 25, 26.

If you chose 22 pays your biweekly is larger because it is your annualized salary divided by 22. If you chose 26 pays your biweekly is smaller because it is that same annualized pay divided by 26.

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Please see chart that shows how you would be paid if you work a full school year. The chart is based on 26 pays.

EMPLOYEE NAME- Sammy Staff	XXX-XX-XXXX	PAYROLLS	GROSS BI-WEEKLY PAY	Pay numbers
	BASE PAY			
NUMBER OF PAYS	26	8/31/2022	\$858.62	1
HOURS PER DAY	6	9/14/2022	\$858.62	2
DAYS PER YEAR	191	9/28/2022	\$858.62	3
HOURLY RATE	\$19.48	10/12/2022	\$858.62	4
DAILY RATE	\$116.88	10/26/2022	\$858.62	5
ANNUALIZED SALARY	\$22,324.08	11/9/2022	\$858.62	6
GROSS BI-WEEKLY PAY	\$858.62	11/23/2022	\$858.62	7
		12/7/2022	\$858.62	8
		12/21/2022	\$858.62	9
		1/4/2023	\$858.62	10
		1/18/2023	\$858.62	11
08/29/2022 to 06/15/2022 days worked	191	2/1/2023	\$858.62	12
		2/15/2023	\$858.62	13
		3/1/2023	\$858.62	14
		3/15/2023	\$858.62	15
		3/29/2023	\$858.62	16
		4/12/2023	\$858.62	17
Prorated salary based on days worked		4/26/2023	\$858.62	18
EARNING FOR 2022-2023	\$22,324.08	5/10/2023	\$858.62	19
		5/24/2023	\$858.62	20
		6/7/2023	\$858.62	21
		6/21/2023	\$858.62	22
		6/21/2023	\$858.62	23
		6/21/2023	\$858.62	24
		6/21/2023	\$858.62	25
		6/21/2023	\$858.62	26
		Total	\$22,324.08	

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SCENARIO 2

This scenario only applies to 10-month employees. (All 12 month employees are 26 pays automatically):

Ten-month employees starting after 10/14 must chose 22 pays. If you wish to change to 26 pays for subsequent years you must notice payroll in JUNE. The district considers your hourly rate, scheduled hours and contractual days and annualizes them to determine your annualized pay.

SAMPLE EMPLOYEE: Para educator

Scenario: new hire, starting on **10/14/2022** of school year. The hourly rate, hours worked, and contractual days are samples and vary based on your position. The information below is for explanation purposes only and may not reflect your actual situation. Start date may vary.

Sample:

Your hourly rate = \$19.48

You are paid for 6 hours per day (You work 6.5 hours because you do not get paid for lunch breaks)

You are paid for the remaining contractual days left in the school year.

Here is how that plays out with you:

Sample Start date 10/14/ 2022

6 hours * \$19.48 = \$116.88 your daily rate

\$116.88 * 158 contractual days (5 holidays are included during this time) = \$18,467.04

(If you would have started on day one of the school year, you would be paid for 191 days)

Please remember you do not get paid for time that we are on break (holiday break, April break, February break). To avoid weeks without pay, we take your annualized pay and divide it into either 22 equal pays or 26 equal pays (you choose). We do not pay like private organizations where you work 2 weeks then get paid.

Difference between choosing 22 pay or 26 pay:

22 pay recipients get paid from August 31 – June 21st (22 equal pays). On June 21, you will have received all monies owed to you for working your contractual obligation.

For 22 pays your biweekly is larger because it is your annualized salary divided by 22. If you chose 26 pays the next school year your biweekly is smaller because it is that same annualized pay divided by 26. You should notify payroll in June if you wish to switch to 26 pays in a future school year.

The paragraph above is not based on you starting on the first day of school. Because this example is starting from October 14, 2022, it is slightly different. We place you on a pay schedule as if you would have started at the beginning of the year. In June, we then pay out any monies that may still be owed to you based on the actual days you worked in that school year.

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Example: if you would have started on day one of the school year and your hourly rate is \$19.48 you would have a per period (or biweekly) rate of \$1014.73 - (191 contractual days in a school year * daily rate of 116.88 = \$22,324.08 / 22 equal pays = \$1014.73) In this scenario, you did not start until October 14, 2022. Please see chart that shows how you would be paid. Please note on pay # 22 there is an additional line that says retro. These are monies that are still owed to you for completing the required 158 days of work.

EMPLOYEE NAME- Sammy Staff	xxx-xx-xxxx	PAYROLLS	GROSS BI-WEEKLY PAY	Pay numbers
	BASE PAY			
NUMBER OF PAYS	26	8/31/2022	missed pay	1
HOURS PER DAY	6	9/14/2022	missed pay	2
DAYS PER YEAR	191	9/28/2022	\$858.62	3
HOURLY RATE	\$19.48	10/12/2022	\$858.62	4
DAILY RATE	\$116.88	10/26/2022	\$858.62	5
ANNUALIZED SALARY	\$22,324.08	11/9/2022	\$858.62	6
GROSS BI-WEEKLY PAY	\$858.62	11/23/2022	\$858.62	7
		12/7/2022	\$858.62	8
		12/21/2022	\$858.62	9
		1/4/2023	\$858.62	10
08/29/2022 to 09/14/2022 days missed	11	1/18/2023	\$858.62	11
10/14/2022 to 06/15/2022 days worked	180	2/1/2023	\$858.62	12
		2/15/2023	\$858.62	13
		3/1/2023	\$858.62	14
		3/15/2023	\$858.62	15
		3/29/2023	\$858.62	16
		4/12/2023	\$858.62	17
Prorated salary based on days worked		4/26/2023	\$858.62	18
EARNING FOR 2022-2023	\$21,038.40	5/10/2023	\$858.62	19
		5/24/2023	\$858.62	20
		6/7/2023	\$858.62	21
		6/21/2023	\$858.62	22
		6/21/2023	\$858.62	23
		6/21/2023	\$858.62	24
		6/21/2023	\$858.62	25
		6/21/2023	\$858.62	26
		6/21/2023	\$431.56	retro
		Total	\$21,038.40	

Updated
10/2022