

**Memorandum Regarding the Stretch Pay Adjustment for February 23, 2018 Payroll Checks**  
February 12, 2018

**Attention: Unit B Administrators, Teachers, Nurses**

*Please note that the Instructional Assistants Adjusting Pay will be calculated as part of the Retroactive Payment*

There are several collective bargaining agreements that have a negotiated a 1% salary increase on the 92<sup>nd</sup> day of the current 2017-2018 school year. Due to the snow days this year, the 92<sup>nd</sup> day was January 22, 2018. The salary increase will become effective for that date. Normally, school year employees are paid in 26 equal pays during the year. However, when a salary increase occurs during the course of the year a one-time adjusting pay must also occur to provide the biweekly pay amount at the higher rate for the remainder of the year and summer pays. This adjustment is determined by the number of contract days before the salary increase (91 days) and the number of contract days after the salary increase (92 days). For this year, the one-time adjustment will be paid on the salary payment received Friday, February 23<sup>rd</sup>. The new rate, that includes the 1% increase, will begin on the check received Friday, March 9<sup>th</sup>.

Through February 9, 2018 you will have received 12 biweekly pays at the pre-92<sup>nd</sup> day rate. In addition, beginning on the payment for March 9, 2018 you will receive 13 pays at the higher biweekly rate. The difference between your total wages to be earned (calculated below) and the sum of these 25 biweekly payments equals the amount that you will be paid in the one adjustment check on Friday, February 23<sup>rd</sup>.

**The following is an example of the calculation for Teacher, Master Degree – Max Step to demonstrate the adjusting pay calculation:**

<b>2017-2018 Contract</b>	<b>Annual</b>	<b>Biweekly Rate</b>	<b>Daily Rate</b>
August 24, 2017	\$78,334.00	\$3,012.85	\$428.05
January 22, 2018 (92nd Day)	\$79,117.00	\$3,042.96	\$432.33
<b>2017-2018 Contract - Days</b>	<b>Days</b>	<b>Daily Rate</b>	<b>Total Earned</b>
August 24, 2017	91	\$428.05	\$38,952.97
January 22, 2018 (92nd Day)	<u>92</u>	\$432.33	\$39,774.66
	183		<b>\$78,727.63</b>
<b>2017-2018 Contract - Pay Periods</b>	<b>Pay Periods</b>	<b>Biweekly Rate</b>	<b>Checks Paid</b>
August 24, 2017	12	\$3,012.85	\$36,154.20
January 22, 2018 (92nd Day)	13	\$3,042.96	\$39,558.48
	25		<b>\$75,712.68</b>
<b>Friday, February 23<sup>rd</sup> - Adjusting Pay</b>	1		<b>\$3,014.95</b>

This notice is intended to allow you to plan for your salary payments for the remainder of the year.

**Please contact the Payroll Office with any questions:**

**Jennifer Corbett**

**Payroll Coordinator**

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