Office of Fiscal Services & Operations
25-A Sunny Valley Road
New Milford, Connecticut 06776

New Milford Public Schools Annualized Pay Employee Verification Guide

TEACHERS: Salaries are annualized over the chosen pay periods.

- **To calculate biweekly gross salary:** Divide your gross annual salary by 21 or 25 (balloon option). Refer to NMEA Contract for Step and Level details.
- **To calculate per diem rate:** divide your gross annual salary by 186 days.
- **To calculate hourly rate:** divide your per diem by 7.25 hrs.

Please note- On your pay stub the payroll system prints the number of hours in a payroll period (72.50 hours for 10 days) and your biweekly dollar amount as calculated above. Due to the annualization, the rate using this information will not reflect your contracted hourly rate. Longevity & stipends (e.g., Director Chair, Head Teacher/Leader), and other additional pays are separately annualized.

PARAS: Salaries are annualized over the chosen pay periods.

To calculate annual gross salary: Multiply your hourly rate times the number of hours worked per day, times 192 days (181 school days, 2 days before the start of school year and 9 holidays).
To calculate biweekly gross salary: Divide your annual gross salary by 21 or 25 (balloon option). This is the gross dollar amount reflected on your paycheck stub.

Please note- On your pay stub the payroll system prints the number of hours in a payroll period (70 hours for 10 days) and your biweekly dollar amount as calculated above. Due to the annualization, the rate using this information will not reflect your contracted hourly rate. Stipends (toileting, 1:1, etc) are separately annualized. Longevity is paid in your regular paycheck after the anniversary date.

SECRETARIES BARGAINING UNIT: Secretary/Computer Tech/Library Clerk salaries are annualized over the chosen pay periods. School Year Staff: 21 or 25 (balloon). Calendar Year Staff: 26.

- **To calculate annual gross salary:** Multiply your hourly rate times the number of hours worked per day, times the number of student school days (181), plus additional days and holidays per contracted position.
- **To calculate biweekly gross salary:** Divide your annual gross salary by 21, 25 (balloon), or 26. This is the gross dollar amount reflected on your paystub.

Please note- On your pay stub the payroll system prints the number of hours in a payroll period and your biweekly dollar amount as calculated above. Due to the annualization, the rate using this information will not reflect your contracted hourly rate. Longevity is paid in your regular paycheck after the anniversary date.

NURSES: Salaries are annualized over 21 pay periods.

- **To calculate biweekly gross salary:** Divide your gross annual salary by 21 (pay periods).
- **To calculate per diem rate:** Divide your gross annual salary by 187 days. (This includes 181 school & 6 holidays).
- **To calculate your hourly rate:** Divide your per diem by 7 (hours).

Please note- On your paystub the payroll system prints the number of hours in a payroll period (70 hours for 10 days) and your biweekly dollar amount as calculated above. Due to the annualization, the rate using this information may not reflect your contracted hourly rate. Longevity and stipends (e.g., Educational Degrees, Department Coordinator) as well as (6) Extra Days are listed separately on your paycheck and are also annualized.

SCHOOL ADMINISTRATORS: Salaries are annualized over 26 pay periods.

- **To calculate your biweekly gross salary:** Divide your annual gross salary by 26.

Please note- Longevity is listed separately on your paycheck and is also annualized.