

CALCULATIONS FOR PAY ADJUSTMENTS/ TERM LEAVE PAY

- **To Calculate Rate of Pay:** Set calculator to 5/4 and 2

Take the employee's current biweekly salary (or, if a new employee, the minimum salary of the job class) times the percent increase, then divide by 80 to get the hourly rate. Then take the hourly rate times 80 to get the new biweekly amount. Note: wherever there is a bolded "=", you should actually push the "=" button.

Example: \$1517.60 biweekly * 1.05% / 80 = \$19.92 hourly rate * 80 = \$1593.60 biweekly
To calculate using the hourly rate: \$18.97 hourly * 1.05% = \$19.92 hourly * 80 = \$1593.60 biweekly

- **To Calculate Vacation Payout:** Set calculator to 5/4 and 6

We strongly recommend you use the Vacation-Sick Calculation Worksheet (provided electronically) to calculate vacation and sick payouts. However, we also wanted to provide instructions on how to manually calculate a payout:

At the top of the term leave pay P1, put an "e" in the header action field, push enter, and then put "d7" in the header action field and push enter. This will bring you to the screen with the vacation and sick leave balances and accrual rates. Copy and paste the balances/accrual rates into the P1 remarks.

Take the accrual rate (use all digits listed) and divide it by 80 to get the hourly accrual rate. Then multiply that number by the number of hours the employee worked in the current pay period to get the vacation hours accrued. Add that to the employee's current balance, and deduct any vacation the employee used during the pay period. This will give you the final balance to be paid out.

Refer to page 2 for instructions on how to calculate the employee's hourly rate. Once you have calculated the hourly rate, multiply it by the final balance to get the amount owed to the employee. When rounding the amount to the nearest cent, be sure to follow basic rounding rules.

Example:

Vacation accrual rate of 3.692307 / 80 = .046154 hourly accrual rate
.046154 * 26 hrs = 1.200004 hrs accrued + 15.8769 vac bal = 17.076904 final vac bal
17.076904 hours - 2.5 vacation hours used = 14.576904 hours to be paid out
14.576904 hours * \$14.10 hourly rate = \$205.534... = \$205.53 paid out

Note: Sick leave pay is calculated the exact same way with a payout of up to \$2,000; however, sick leave is only paid out at the time of retirement or if an employee who is eligible for retirement dies.

- **Back Pay Calculations:**

When computing back pay, it is important to understand the different pay types that make up an employee's Regular Rate of Pay because the Regular Rate of Pay is what is used for the calculation, not just the Base Pay. For most employees, only one or two pay types are applicable.

Note: If the employee has standby pay, that **must** be calculated using the rates applicable in the collective bargaining agreement.

CALCULATIONS FOR PAY ADJUSTMENTS/ TERM LEAVE PAY CONTINUED

- **Pays used to compute hourly rate of pay for Standby Pay:**

Biweekly Base Pay
+ Special Duty Pay
+ Leadworker Pay
+ Extra Duty Pay
+ Education Differential Pay
+ Volunteer Firefighter Pay
+ Longevity Pay
+ SPOC/DNR 4% Premium Pay
+ SPOC Premium Pay
+ Shift Differential Pay (BW)
+ Med Passer Pay (BW), using an average of 6 pay periods

Total x 26 / 2080, rounded = Standby Pay for the applicable pay period

- **To Calculate Hourly Rate of Pay**

Pays used to compute hourly rate of pay for Comp Time, Holiday Comp Time, Banked Holiday Pay, Callback, Sick Leave Payout Upon Retirement, Terminal Leave Pay, and Overtime:

Biweekly Base Pay
+ Standby Pay
+ Special Duty Pay
+ Leadworker Pay
+ Extra Duty Pay
+ Education Differential Pay
+ Volunteer Firefighter Pay
+ Longevity Pay
+ SPOC/DNR 4% Premium Pay
+ SPOC Premium Pay
+ Shift Differential Pay (BW)
+ Med Passer Pay (BW), using an average of 6 pay periods

Total x 26 / 2080, rounded = Hourly Regular Rate of Pay