

Manhattan-Ogden USD 383
Emergency School Closing Pay Plan for Classified (Hourly) Personnel
April 1, 2020

Representative Sample Average Daily Hours Computation

A review of all employee hours worked during the past two pay periods was conducted. This review resulted in all hours worked for “normal” weeks from January 6 - March 5 being left in the calculation. Hours worked over weekends were added to the prior Friday’s time entry and hours for days when school was not in session were removed. These adjustments resulted in the following number of days being included in the representative sample computation:

January 6 - 10 = 5 days

January 13 - 17 = 3 days (took out Weather Days-January 13th and January 17th)

January 21 - 24 = 4 days (took out MLK Day)

January 27 - 31 = 5 days

February 3 - 6 = 4 days (took out February 7th, no school)

February 10 - 14 = 0 days (took out, irregular week, PT conferences)

February 18 - 21 = 4 days (took out February 17th, no school)

February 24 - 28 = 5 days

March 2 - 5 = 4 days (took out March 6th, no school)

Total = 34 days

For each employee who had time in the representative sample period, the calculation includes the total minutes from the TCP export, including leave. The total minutes worked value was divided by 60 to convert it to hours, and then divided by 34 days to establish the average hours worked/day in the representative sample period. The average hours worked value was then rounded to the nearest tenth.

Adjustments were made for employees who started their duties during the sample time period. Their first day of clocking in determined the number of days calculated. If they started on Feb 3rd, their total would have been divided by 17 days (4+4+5+4). This results in the representative average hours/day for that individual employee. The calculated daily average hours/day will be used to calculate ongoing hours for the remaining pay periods in school year 2019-20. The academic calendar will be utilized to determine the number of days in each pay period.

April's pay (March 8 - April 4) will be average daily rate x 15 days.

March 9-13 = 0 days (spring break)

March 16-20 = 5 days

March 23-27 = 5 days

March 30-Apr 3 = 5 days

Total = 15 days

May's pay (April 5 – May 2) will be average daily rate x 20 days.

April 5-9 = 5 days (Apr 10 will be an additional CLP day)

April 13-17 = 5 days

April 20-24 = 5 days

April 28-May 1 = 5 days (Apr 27 will be an additional CLP day)

Total = 20 days

*June's pay (May 3 –June 6) will be average daily rate x # days.

May 4-8 = 5 days

May 11-13 = 3 days

*For those employees whose last scheduled duty day is May 13th their number of days for the June payroll distribution would equal 8 days. The number of days for other employee groups will be determined using the scheduled number of duty days in their employee category work calendar.