

SERENITY BEHAVIORAL HEALTH SYSTEMS

SUBJECT: Calculation of Salary Payments
POLICY NUMBER: HR-4.01
EFFECTIVE DATE: May 1998
SUPERSEDES: N/A
LAST REVISION DATE: January 2010

POLICY:

It is the policy of Serenity Behavioral Health Systems (SBHS) to calculate salary payments in accordance with this policy to ensure that employees are paid correctly.

STANDARD/SCHEDULED HOURS:

- I. "Standard Hours" in a pay period means the number of hours worked times the number of days worked based on an eight hour day, forty-hour week, Monday through Friday schedule.
- II. "Scheduled Hours" per pay period means the number of hours an employee is scheduled to work during the monthly or semi-monthly pay period. If an employee works other than eight hours per day or on days other than that which establish the standard, the scheduled hours may vary from the standard hours per pay period.
- III. "Hours" are calculated and reported in whole hours and decimal fractions of hours.

IN PAY STATUS:

An employee is considered to be in pay status for regularly scheduled work hours except when on leave without pay or when suspended without pay, and will be paid only for hours actually on duty or for properly authorized paid leave or compensatory time. Salary payments are made on a monthly basis.

PAY PERIODS:

- I. Salary payments are made on a monthly pay period basis.
- II. The pay period consists of 20, 21, 22 or 23 days depending on the number of standard workdays in the pay period.

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REPORTING HOURS IN PAY STATUS:

- I. The standard number of hours in the pay period will be reported. Hours are calculated and reported in whole hours and quarter fractions of hours. Pay for part-time employees should be reported in hours worked.
- II. Hours of pay to be docked should be reported separately.

CALCULATING SALARY PAYMENTS:

- I. If salary payments are made on a monthly basis, the pay period will consist of 160, 168, 176, or 184 hours, depending on the number of standard hours in the pay period. (For example, a month with 28 days has a pay period of 160 hours; 28 days = four weeks; four weeks x 40 = 160.)
- II. The value of one hour in pay status is computed by dividing the pay period salary by the scheduled hours for the pay period.
- III. The salary payable is computed by multiplying the number of hours to be paid by the value of one hour.

TRANSFERS:

- I. If an employee transfers to a different agency during a month, both the losing agency and the receiving agency will calculate the employee's pay for that month on a semi-monthly basis.
- II. A salaried employee who is in pay status less than a full pay period should be paid as follows:
 - A. Determine the value of one hour of pay by dividing the pay period salary by the scheduled hours for the pay period; then
 - B. Determine the amount to be paid by multiplying the number of hours actually worked by the value of one hour.

REFERENCE:

Rules of the State Personnel Board, Rule 12 (Salary)

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APPROVAL SECTION:

Chief Executive Officer

Date

Committee Chairperson

Date

RESCISSION SECTION:

Chief Executive Officer

Date

REVIEW SECTION:

Committee Chairperson

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Committee Chairperson

Date

Committee Chairperson

Date