

### CALCULATING YOUR MONTHLY PAY

**Please note that all calculations are in gross dollar amounts, not net pay.**

To verify the accuracy of your pay cheque, locate your annual salary using the salary and allowance rates for the current year posted on our website at [local38.teachers.ab.ca](http://local38.teachers.ab.ca). Add to that any allowance you are earning. Then divide by 12. If you are on a part-time contract, prorate this pay accordingly.

Teachers under contract with the board are paid one twelfth (1/12) of their annual salary on a monthly schedule. Teachers receive a cheque each month until June. Teachers receive two cheques at the end of June and one at the end of July. All cheques should be one twelfth (1/12) of a teacher's annual salary unless the teacher did not work all the days of the school year, in which case the last two paycheques will be a different amount.

The last two pay cheques are titled "**Teacher Payout**" or "**TPO**" by payroll because if you worked only a partial year, the CBE pays out the money still owing to you on these cheques. Remember, no teacher earns any money over the summer break.

If you are hired or go on leave mid-month, the payroll department may prorate your pay based on the number of days worked that month, depending on start or end date.

If you work only part of the school year while on a contract of employment you are paid a daily rate according to a formula found in the School Act (currently, Section 111). The following is offered to assist you in calculating the amount of "Teacher Pay Out" owing to you at the end of the year or your contract.

### TEACHERS ON A CONTRACT OF EMPLOYMENT NOT COVERING ALL THE TEACHING DAYS OF THE SCHOOL YEAR

All contracts should be paid out within seven (7) days of their termination. A teacher will be paid 1/200<sup>th</sup> of annual salary for each day worked. The Formula is:

$$\text{(annual salary x .005) x number of days worked} = \text{total gross earned}$$

This is the total gross pay earned for a contract. However, while on contract you are paid 1/12<sup>th</sup> of your annual salary each month, not the total earned each day. To determine how much TPO or Teacher Payout you should receive at the termination of your contract, subtract your gross pay for each month already paid to you from the total amount earned on contract.

$$\text{Total gross earned} - \text{total gross paid} = \text{TPO}$$

A day worked includes all instructional days, "teacher-in days" in August, professional development days, organizational days, professional learning days, Teachers' Convention, and any paid sick leave days. Holidays are **NOT** counted.

## **TEACHERS ON A CONTRACT OF EMPLOYMENT COVERING ALL THE TEACHING DAYS OF THE SCHOOL YEAR BUT WHO DO NOT TEACH ON ALL THE DAYS OF THE SCHOOL YEAR**

This applies most frequently to teachers accessing unpaid leave for any reason (such as maternity or parental leave) or who resign before the end of the school year. There are two methods used to calculate pay depending on the number of days you worked in the school year.

- a. If the teacher teaches on fewer than 100 days, the teacher is “paid” .005 of the teacher’s annual salary for each day on which the teacher teaches, identical to how teachers are paid in the section above. The formula is:

$$\text{(annual salary x .005) x number of days worked}$$

- b. If the teacher teaches 100 or more days, the teacher is “paid” the teacher’s full annual salary less .005 of the annual salary for each teaching day on which the teacher does not teach. The formula is:

$$\text{annual salary} - \text{(annual salary x .005) x number of days not worked )}$$

This is the total amount of gross pay earned for your work.

However, while on contract you are paid 1/12<sup>th</sup> of your annual salary each month, not the total earned each day. To determine how much payout you should receive at the termination of your contract, subtract your gross pay for each month already paid to you from the total amount earned on contract.

Unless the teacher is terminating employment with the CBE, this amount will be paid out on the “July” and “August” pay cheques. If the teacher is terminating employment with the board, the payout is owed within seven days of the last day worked.

## **MATERNITY LEAVE**

Teachers accessing maternity leave have another layer of complexity added to this. Most teachers using maternity leave have at least a portion of their sick leave remaining after the birth of their baby and may qualify for Supplementary Employment Benefits or “top-up” for up to eight weeks after the birth (or even 13 weeks in the event of medical complications).

Calgary Public Teachers presents a maternity leave workshop once a month. Pregnant teachers are encouraged to attend this workshop. Among the topics is this top up pay.