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REVISION
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ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL

SUBJECT

PAY ADMINISTRATION

SUB-TOPIC

CLASSIFIED COMPENSATION PLAN, Continued

COMPUTATION OF RATES

If it is determined by an administrative officer that payment of monthly rates for certain classes of employees within his/her jurisdiction is not feasible because of temporary or intermittent nature of the work, that administrative officer may request the payment of an hourly rate for those affected classes which are exceptions to the normal monthly payment schedule. Such exceptions will be computed as follows:

$$\text{Hourly Rate} = \frac{\text{Class Annual Rate}}{2080}$$

In any case, monthly or hourly employees whose titles fall under the Classified Pay Plan must be paid on a step noted in the appropriate table within the Pay Plan.