UNCREDITED MEMBER SERVICE - QUARTERLY (Use Only For Service Rendered From 7/ 1/ 72 thru 6/ 30/ 93)


| NAME Last printed on the reverse side of this form. | Middle Initial | Sirst |
| :--- | :--- | :--- |



I hereby certify that according to our records, the above named member taught in the public school of:

## Location Code

$\qquad$
Salary information provided above is for service rendered in the unclassified title and, therefore, billable to the district.
AUTHORIZED SIGNATURE: $\qquad$

* LEAVE OF ABSENCE TYPE:

CODE AS
SABBATICAL 1

SICK OR MATERNITY
2
MILITARY LEAVE
4

TITLE: $\qquad$
$\qquad$

## CONTRACT SALARY

The contract salary for teachers employed other than full time must reflect the amounts they would have been paid if they were performing the same duties on a full-time basis. Examples of calculating a full-time contract salary are shown below:

Part-Time Factor Conversion to Full-Time Contract

1. $1 / 2$ Time Multiply $1 / 2$ time contract by 2 .
2. Per Diem Multiply per diem rate by number of days in employment base.

10 months $=200$ days
11 months $=220$ days
12 months $=240$ days
Example: 35.00 per day $x 200$ days $=7,000$
Please note that the per diem rate must represent salary for a full school day. In those instances (such as summer school session days) where the number of hours comprising the day is less than in a regular school day, the per diem rate must be converted to the equivalent of a full day's pay.

$$
\begin{array}{lll}
\text { Example: } & \text { Regular school day: } 6 \text { hrs. } & 3 \mathrm{hrs.} \div 6 \mathrm{hrs.}=50 \% \\
& \text { Summer school session day: } 3 \mathrm{hrs} . & 25.00 \div 50 \%=50.00 \\
& \text { Summer school session per diem rate: } 25.00 & 50.00 \times 200 \text { days }=10,000
\end{array}
$$

$$
\text { Employment Base: } \quad 10.0 \text { month }
$$

3. Hourly Multiply hourly rate by number of hours in regular school day by number of days in employment base. Please note that the full number of days designated for an employment base (refer to example \#2) must be used in the computation of a contract salary.
Example: 4.00 per hr. $\times 7$ hrs. $\times 200$ days $=5,600$
A lump sum fee or payment may not be substituted for a contract salary.
A contract salary must be listed for each quarter in which the teacher was employed in your location for each school year for which verification has been requested.
If a teacher employed less than full time is paid at more than one rate during a given quarter, the most representative contract salary rate (i.e., the one under which the most service has been rendered) should be listed. If a teacher's full-time contract salary changed in midquarter, the contract in effect on the last day of the quarter should be listed. If a teacher rendered both full-time and part-time service during a quarter, the most representative contract should be listed (i.e., contract salary at which most service was rendered).

## SALARY EARNED/ SALARY RECEIVED

SALARY RECEIVED must reflect the total of all salary actually paid to the teacher during a given school year. It should include all compensation for both the primary teaching assignment and extra duties; the only excludable salary is that paid for non-teaching duties such as bus driving or maintenance work. SALARY EARNED must reflect all salary to which the teacher is entitled for a given school year, even though this amount may not have been fully paid to the teacher within the same school year. Please explain any difference between salary received and salary earned. The circumstances in which salary earned and salary received will differ are:
(a) Holdover salary - payment made in July and/or August for service rendered in the preceding school year.
(b) Retroactive salary payments - money paid to a teacher during a given school year representing back pay in a previous year.
(c) Termination Pay - monies received in contemplation of the termination of a teacher's employment. Regardless of whether paid in a lump sum or in periodic payments, termination pay is to be in salary received amounts only.
(d) Lump sum payment and overpayments - monies paid to a teacher for unused sick leave, unused annual leave or bonuses. Regardless of whether payment is received in a lump sum or in periodic payments, these monies are to be included in salary received amounts only.

