

# SixTen and Associates

## MANDATE REIMBURSEMENT SERVICES

PROGRAM: 764/81 DEFERRED MAINTENANCE CCD DM 1.4

DISTRICT: San Mateo CCD

### EMPLOYEE PRODUCTIVE HOURLY RATE INFORMATION

The purpose of this worksheet is to calculate the productive hourly rate of district staff who implemented the mandate. If you use monthly salary data, divide the amount by 150 hours. If you use annual data, divide the amount by 1800 (for most classified staff) or the actual days/hours worked by certificated staff less vacation, sick leave, and holidays. You can use 21% in lieu of actual benefit costs as a shortcut rate.

### PRODUCTIVE HOURS

|                 |  |       |    |            |
|-----------------|--|-------|----|------------|
| Total Hours:    | 8 hrs/day x 5 days/week x 52 weeks/year= | 2,080 |    |            |
| Holidays:       | 8 hrs/day x 11 holidays                  | =     | 88 |            |
| Vacation:       | 8 hrs/day x 12 days                      | =     | 96 |            |
| Sick Leave, etc | 8 hrs/day x 12 days                      | =     | 96 | <u>280</u> |
|                 |  |       |    | 1,800      |

|                 |                  |                  |                  |                  |
|-----------------|------------------|------------------|------------------|------------------|
| EMPLOYMENT TERM | <u>Full Year</u> | <u>11-months</u> | <u>10-months</u> | <u>½ time/mo</u> |
|-----------------|------------------|------------------|------------------|------------------|

|                  |       |       |       |    |
|------------------|-------|-------|-------|----|
| PRODUCTIVE HOURS | 1,800 | 1,650 | 1,500 | 75 |
|------------------|-------|-------|-------|----|

|                     |            |           |         |           |
|---------------------|------------|-----------|---------|-----------|
| EMPLOYEE TYPE, e.g. | Acct. Clrk | Principal | Teacher | Cafeteria |
|---------------------|------------|-----------|---------|-----------|

**PRODUCTIVE HOURLY RATE:**  $\frac{\text{Compensation and Benefits}}{\text{Productive Hours}} = \text{PHR}$

**SHORTCUT HOURLY RATE:**  $\frac{\text{Compensation} \times 1.21}{\text{Productive Hours}} = \text{PHR}$

**PROGRAM: 764/81 DEFERRED MAINTENANCE CCD**

**DM 1.4**

Duplicate this form for additional employees:

Employee Name: \_\_\_\_\_

Title: \_\_\_\_\_ Location: \_\_\_\_\_

| A.          | B.       | C.       | D.       | E.           |
|-------------|----------|----------|----------|--------------|
|             | Annual   | Annual   | Annual   | Prod. Rate   |
|             | /Monthly | /Monthly | /Monthly | <u>B + C</u> |
| Fiscal Year | Salary   | Benefits | Hours    | by D         |

01-02 \_\_\_\_\_

02-03 \_\_\_\_\_

03-04 \_\_\_\_\_

04-05 \_\_\_\_\_

05-06 \_\_\_\_\_

06-07 \_\_\_\_\_

07-08 \_\_\_\_\_

08-09 \_\_\_\_\_

09-10 \_\_\_\_\_

Employee Name: \_\_\_\_\_

Title: \_\_\_\_\_ Location: \_\_\_\_\_

| A.          | B.       | C.       | D.       | E.           |
|-------------|----------|----------|----------|--------------|
|             | Annual   | Annual   | Annual   | Prod. Rate   |
|             | /Monthly | /Monthly | /Monthly | <u>B + C</u> |
| Fiscal Year | Salary   | Benefits | Hours    | by D         |

01-02 \_\_\_\_\_

02-03 \_\_\_\_\_

03-04 \_\_\_\_\_

04-05 \_\_\_\_\_

05-06 \_\_\_\_\_

06-07 \_\_\_\_\_

07-08 \_\_\_\_\_

08-09 \_\_\_\_\_

09-10 \_\_\_\_\_

Note: If you have already completed the PHR's for an employee on another program you can use the 1.4 Form from that program.