

SixTen and Associates

MANDATE REIMBURSEMENT SERVICES

PROGRAM: 455/02 PUBLIC CONTRACT CODE (K-14)

PCC 1.4

DISTRICT: San Mateo CCCD

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>
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PRODUCTIVE HOURS	1,800	1,650	1,500	75
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EMPLOYEE TYPE, e.g.	Acct. Clrk	Principal	Teacher	Cafeteria
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PRODUCTIVE HOURLY RATE: $\frac{\text{Compensation and Benefits}}{\text{Productive Hours}} = \text{PHR}$

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

Duplicate this form for additional employees:

Employee Name: _____

Title: _____ Location: _____
A. _____ B. Annual C. Annual D. Annual E. Prod. Rate
/Monthly /Monthly /Monthly /Monthly B + C
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. Annual C. Annual D. Annual E. Prod. Rate
/Monthly /Monthly /Monthly /Monthly B + C
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.