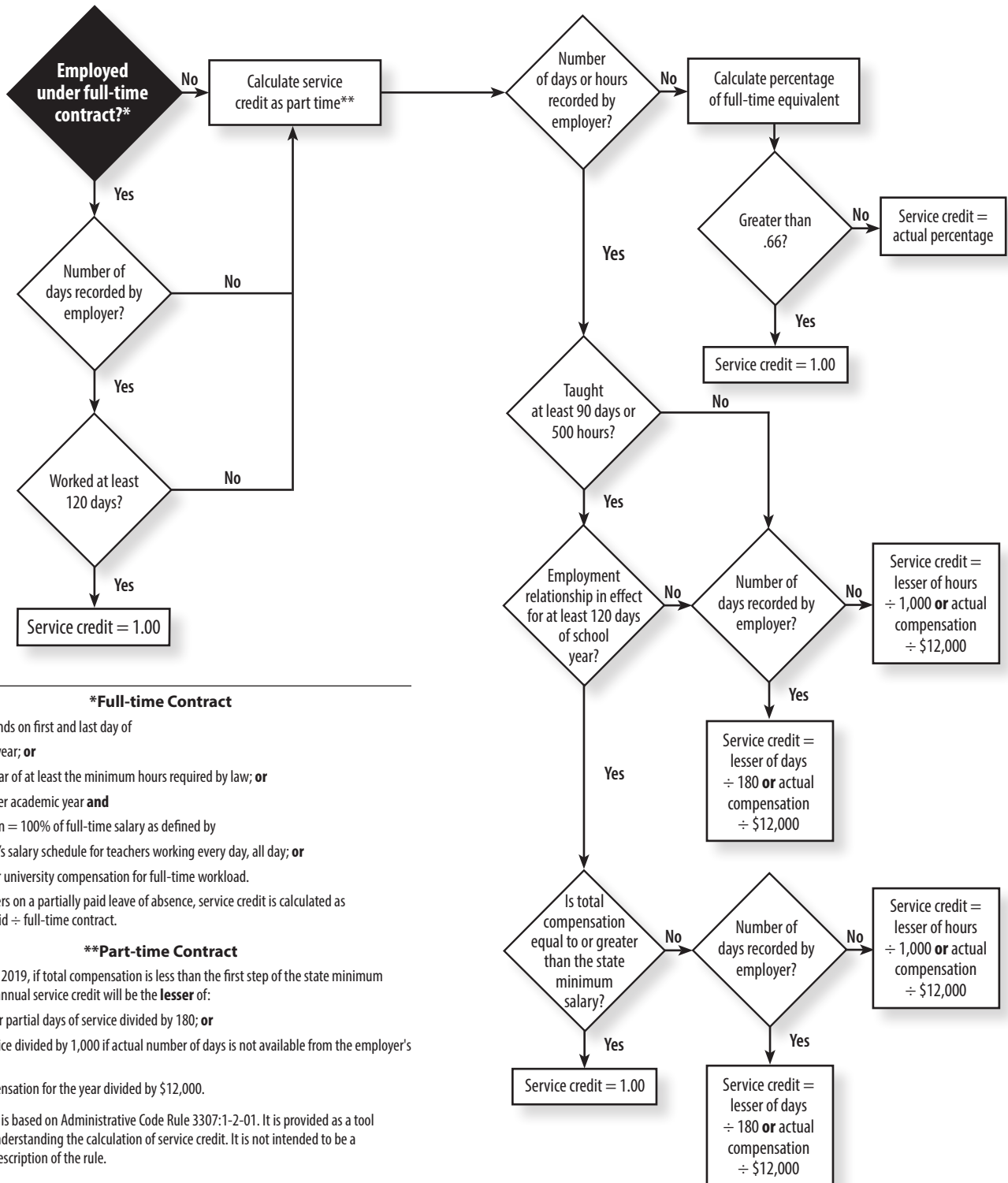




## Service Credit Decision Tree (Effective July 1, 2019)



**\*Full-time Contract**

1. Begins and ends on first and last day of
  - 365-day year; **or**
  - School year of at least the minimum hours required by law; **or**
  - 2-semester academic year **and**
2. Compensation = 100% of full-time salary as defined by
  - Employer's salary schedule for teachers working every day, all day; **or**
  - College or university compensation for full-time workload.

**Note:** For members on a partially paid leave of absence, service credit is calculated as compensation paid ÷ full-time contract.

**\*\*Part-time Contract**

Beginning July 1, 2019, if total compensation is less than the first step of the state minimum salary schedule, annual service credit will be the **lesser** of:

- Actual days or partial days of service divided by 180; **or**
- Hours of service divided by 1,000 if actual number of days is not available from the employer's records; **or**
- Actual compensation for the year divided by \$12,000.

This decision tree is based on Administrative Code Rule 3307:1-2-01. It is provided as a tool to assist you in understanding the calculation of service credit. It is not intended to be a comprehensive description of the rule.

**State Minimum Salaries for Bachelor's Degree With No Experience**

Fiscal Year	Salary
2019-2020	\$20,000 through Oct. 16, 2019
	\$30,000 on or after Oct. 17, 2019

(continued)

## Full-Time vs. Part-Time Service

	Full Time	Part Time
<b>Contract Length</b>	Covers the entire school year	Covers only a portion of the school year
<b>Compensation</b>	100% of the full-time salary defined by salary schedule  <b>and</b>  works at least 120 days	Does not equal the salary schedule for teacher working every day of the school year  <b>or</b>  does not meet requirements for full-time employment

## Calculating Part-Time Service Credit (Effective July 1, 2019)

Employment Status	Days Worked	Days in Employment Relationship	Is Salary Greater Than State Minimum?	Service Credit Calculation
<b>Part Time</b>	≥ 90	≥ 120	Yes	1.00
	≥ 90	≥ 120	No	Lesser of: Days ÷ 180 <b>or</b> Actual Compensation ÷ \$12,000
	≥ 90	< 120	N/A	Lesser of: Days ÷ 180 <b>or</b> Actual Compensation ÷ \$12,000
	< 90	N/A	N/A	Lesser of: Days ÷ 180 <b>or</b> Actual Compensation ÷ \$12,000