

**The Mississippi Department of Education
Contract Worker Rate of Pay Determination Form**

- 1) Identify a comparable position on the Mississippi State Personnel Board's website as demonstrated through the characteristics and examples of work outlined in the job description Or
Obtain salary data from MSIS for school personnel, I.E. superintendents, teachers, administrators, federal program directors, counselors.
Or
Obtain salary data from private industry.
- 2) Review the minimum qualifications of the position to see if comparable with the experience and educational requirements needed for the contract worker position.
- 3) Add 30% for fringe and benefits to the starting amount of the position's salary range to arrive at a total yearly compensation amount.
- 4) Divide this total yearly compensation amount by fulltime equivalent of the position to arrive at a per hour rate for the contract worker.
- 5) This rate per hour should be paid consistently among the contract workers being utilized to perform the duties.
- 6) Attach backup for verification

Computation of Rate of Pay

Comparable Position	_____
Salary of comparable position	\$ _____
Add 30% fringe and benefits	\$ _____
Total of salary plus fringe and benefits	\$ _____
Divided by fulltime hours	_____
Equals rate of pay per hour	\$ _____

Example

Comparable Position	Lead Analyst
Salary of comparable position	\$ 57,593
Add 30% fringe and benefits	\$ 17,278
Total of salary plus fringe and benefits	\$ 74,871
Divided by fulltime hours	2080
Equals rate of pay per hour	\$ 36.00