**Section 1540.30 Determination of Rate of Compensation**

The following schedule is to be used in establishing monthly rate of compensation for employees receiving salary payments on an hourly, per diem, monthly or part-time basis:

a) For all Service Prior to January 1, 1978

1) Full-Time Hourly Employees:

 Prior to September 1, 1956, 187 hours per month shall constitute the normal work period for an hourly employee. On and after September 1, 1956, 174 hours per month shall constitute the normal work period. Should time worked as shown on the payroll indicate that the hours required for a position is greater or less than 187 hours per month prior to September 1, 1956 or 174 hours per month after September 1, 1956, the normal work period shall be the number of hours shown for the majority of the months used for calculating earnable compensation (25 months) subject to a minimum of 152 hours per month. If the number of hours required for the position changes during the period used for calculating earnable compensation the full-time rate will be adjusted to the number of hours required. Should a majority of the months used for calculating earnable compensation (25 months) reflect less than 152 hours worked per month, the member shall be considered a part-time employee and earnable compensation will be computed in accordance with subparagraph a) 4) of this Section. Variable hours worked over and above the normal work period shall be considered as salary adjustments, and such earnings shall be used when calculating earnable compensation.

2) Full-Time Per Diem Employees:

A) Prior to September 1, 1956, 25 days per month shall constitute the normal work period for a full-time per diem employee. On or after September 1, 1956, 22 days per month shall constitute the normal work period.

B) Unless inconsistent with a member's earnings records, a per diem employee shall be considered full-time and all earnings used in the computation of earnable compensation shall be converted to a full-time rate if a majority of the months used for calculating earnable compensation (25 months), as shown on payroll records, evidence time worked of 25 days prior to September 1, 1956, or 22 days after September 1, 1956.

3) Full-Time Salaried Employees:

 The actual monthly base rate of pay, excluding overtime, will be used.

4) Part-Time Employees:

 When it is established that the employee's normal work period is less than the period necessary to constitute a full month, actual earnings will be used.

b) For all service on and after January 1, 1978 it shall be computed as provided for in the Retirement System Act.

(Source: Amended at 8 Ill. Reg. 4144, effective March 26, 1984)