**Section 310.60 Conversion of Base Salary to Pay Period Units**

For purposes of converting a base salary to an amount applicable for one pay period, the following methods of computation shall apply:

a) An annual base salary shall be divided by the number of pay periods in one assigned year.

b) A monthly base salary shall be divided by two on a semi-monthly payment schedule or shall be multiplied by twelve and the result divided by the number of pay periods in a work year on a payment schedule other than semi-monthly.

c) A weekly base salary shall be multiplied by 52 and the result divided by the number of pay periods in a work year.

d) A daily base salary shall be multiplied by the number of days actually worked in a pay period.

e) An hourly base salary shall be multiplied by the number of hours actually worked in a pay period.