

# SECTION 7 — EARNED SERVICE CREDIT

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# EARNED SERVICE CREDIT

Service credit is reported as a percentage of 1.00 full year and is granted for service from July 1 through June 30 of each year in accordance with Section 3307.53, R.C., and Administrative Code Rule 3307:1-2-01.

## FULL-TIME SERVICE

**Full-time** teachers are entitled to a full year of service credit upon the completion of 120 days or two semesters of contributing service. Full-time is defined as being employed under a contract that:

- Begins and ends on the first and last day of a 365-day year, or is based on a school year of at least the minimum hours required by Sections 3314.03 and 3313.48, R.C., or two-semester academic year;
- **and**
- Provides compensation equal to 100% of full-time salary as defined by an employer's salary schedule for a teacher of the same experience teaching every day, all day; or for college and university, a full-time equivalent (FTE) workload.

If fewer than 120 full-time days are worked, service credit is calculated as part-time service.

## PART-TIME SERVICE

Service credit calculation for **part-time** teachers (substitutes, tutors, etc.) is dependent on the number of days or partial days of paid service. A partial day of service includes any day that at least a portion of the day is spent teaching.

- Part-time teachers who teach at least 90 days, have an employment relationship with the employer for at least 120 days, and whose total compensation is equal to or greater than the state minimum salary receive a full year of service credit.
- Part-time teachers who work at least 90 days, have an employment relationship with the employer for at least 120 days, but earn less than the state minimum salary, receive credit equal to the greater of:
  - Number of days ÷ 180 days, **or**
  - Total compensation ÷ state minimum salary.
- The service credit calculation for teachers who work less than 90 days or the employment relationship is not in effect for at least 120 days is the number of days or partial days of paid service divided by 180 days.

If the number of days or partial days of service is not available from payroll records and the individual is compensated on an **hourly basis**, service credit is determined using the number of paid hours.

- Part-time teachers who teach at least 500 hours, have an employment relationship with the employer for at least 120 days, and whose total compensation is equal to or greater than the state minimum salary receive a full year of service credit.
- Part-time teachers who work at least 500 hours, have an employment relationship with the employer for at least 120 days, but earn less than the state minimum salary, receive credit equal to the greater of:
  - Number of hours ÷ 1,000 hours, **or**
  - Total compensation ÷ state minimum salary.

- The service credit calculation for teachers who work less than 500 hours or the employment relationship is not in effect for at least 120 days is the number of hours of paid service divided by 1,000 hours.

Please refer to the *Service Credit Decision Tree* on Page 3 to assist you in properly calculating service credit.

## COLLEGE AND UNIVERSITY EDUCATORS

Service credit for college and university educators is generally determined on the basis of the institution’s “**full-time equivalent**” (FTE) workload when the number of days worked is not known. FTE may vary by institution.

A full year of service credit is earned when the educator’s workload, averaged over two semesters during the fiscal year, exceeds 66% of the FTE. The entire semester must occur within the fiscal year for the educator to receive full credit for that semester.

Service credit granted for semesters divided into shorter units (e.g., split summer sessions) is limited to that unit’s proportion of a full semester (i.e., 1/2, 1/3, etc.). Earned service credit for summer sessions that overlap fiscal years must be prorated. Credit can be divided between fiscal years by days, weeks or compensation (earnings). For examples of calculating service credit using FTE, please see the *Earned Service Credit for College and University Educators* fact sheet on the employer website.

## PARTIALLY PAID LEAVES OF ABSENCE

A teacher is not entitled to a full year of service credit when on a leave of absence with partial pay. The compensation paid divided by the annual contract salary should be used to determine service credit.

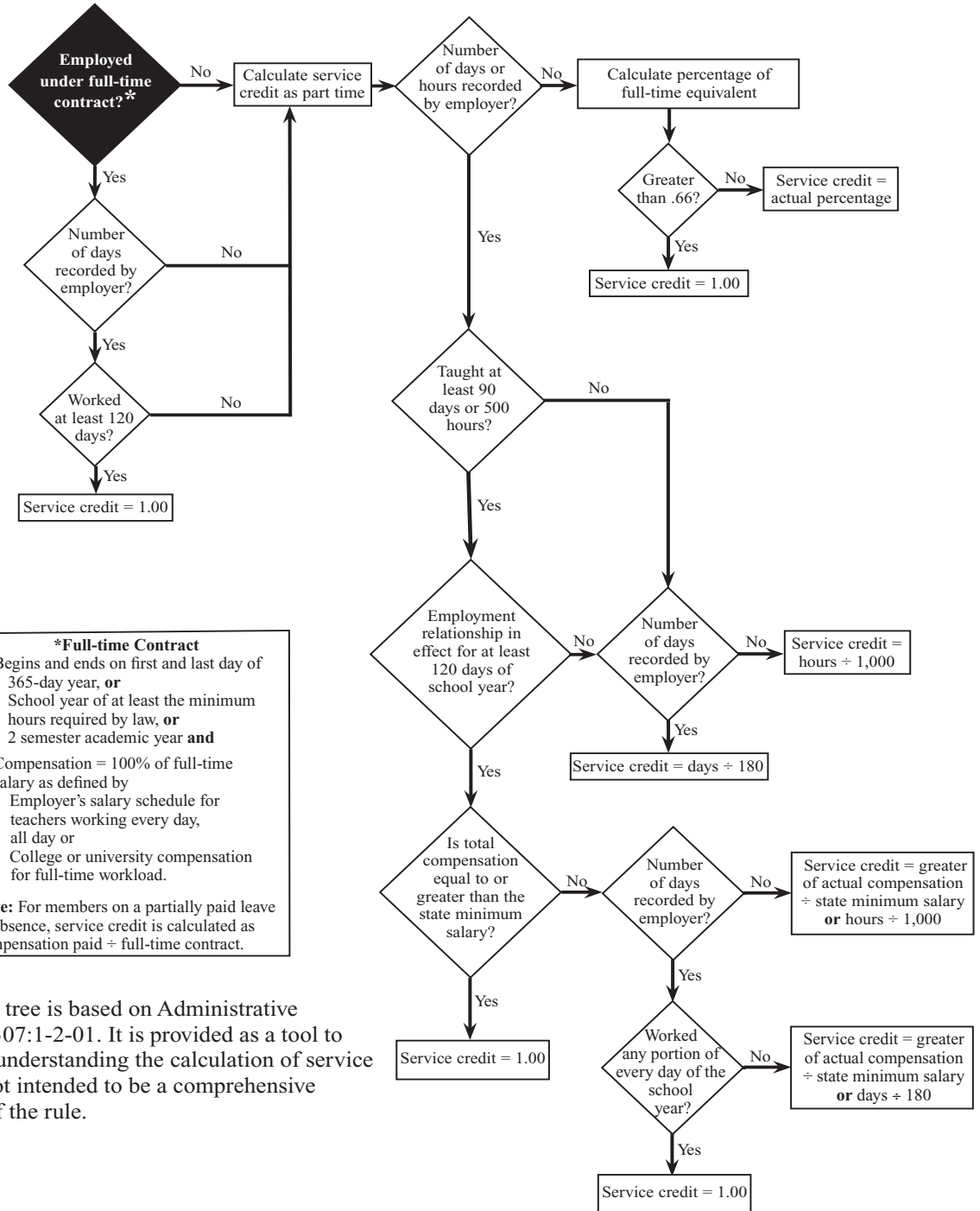
### Example

$$\begin{array}{rclcl}
 \$12,000 & \div & \$30,000 & = & 40\% \\
 \text{Partial Pay} & \div & \text{Contract} & = & \text{Service Credit}
 \end{array}$$

See Section 10, Absences and Leaves, for information about obtaining service credit for leaves of absence.



## Service Credit Decision Tree



**\*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.

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
1980-1981	\$10,100
1981-1982	\$10,500
1982-1983	\$11,500
1983-1984	\$12,100
1984-1985	\$12,700
1985-1986	\$13,700
1986-1987	\$14,800
1987-1988	\$14,900
1988-1989	\$15,100
1989-1990	\$16,000
1990-1991 through 1991-1992	\$16,700
1992-1993 through 2000-2001	\$17,000
2001-2002 through 2016-2017	\$20,000

**Contact STRS Ohio toll-free at 888-535-4050  
for state minimum salaries before 1980.**