

\*\*\*S A M P L E\*\*\*

EXHIBIT "A" INSTRUCTIONS

1. **Period covered by Cost Estimate:** This period must fall within the fiscal Year (Section I).
2. **Job Classification:** Each job classification must be listed in Section II and described in Section III
3. **Minimum and Maximum Hourly Rates of Pay:** Pay rates must follow the Guidelines included on the back of this page.
4. **Estimated Average Compensation Per Job:** Please use the maximum rate of pay for each classification when computing this figure. This will give you the flexibility to hire students at different rates of the classification based on their qualifications. It will also allow for possible pay increases during the term of this estimate. Use the following formula:  
  
Maximum rate/hour x hours/week x weeks of employment period.  
  
Example: Clerk Typist: \$10.15/hr x 10 hrs/wk. X 52 wks x 1  
                  Position = \$5,278.00  
                  Recreation Leader: \$14.24/hr x 20 hrs/wk. x 13 wks x 2  
                  Positions = \$7,404.80
5. **Employment Period:** The term of employment for each classification. Use these figures when computing Estimated Average Compensation Per Job:  
  
Summer Only                               = 13 weeks  
Academic Year Only                       = 39 weeks  
Summer & Academic Year = 52 weeks
6. **Total Compensation Per Classification:** Estimated average compensation per job x number of jobs.
7. **Total Compensation:** The sum of the total compensation for all classifications.
8. **Total Cost to Contractor:** Contractor matching plus administrative surcharge.