

BULLETIN

M - 3 - 17
Originator's Serial No.
July 1, 2016
Date
Payroll Services
Originating Office
June 30, 2017
Cancellation Date

TO: All Principals
All Department Heads
All Supporting Personnel and 11-Month Professional Personnel

FROM: Chief Human Resource Officer *R. De...*
Chief Financial Officer

SUBJECT: Scheduled Workdays and Allocation for Supporting Personnel and 11-Month Professional Personnel for the 2016-2017 School Year

1. **PURPOSE:** To publish the scheduled number of workdays and allocation for supporting personnel and 11-Month Professional Personnel. All supporting personnel are employed through the Division of Human Resources. Applicants seeking employment in a supporting position or 11-month Professional position should be referred to the Human Capital Management Division, or seek information on the school system's website at www.pgcps.org. No commitments for employment should be made to applicants without approval of one of the hiring offices in the Department of Human Resources Operations and Staffing Department.

2. **Work Calendar Relationship to the School Calendar:** The annually adopted 192 day School Calendar is the basic work calendar for all 10 and 11-month employees who are employed for 185, 190, 192, 195, 200, 210, 212 and 220 days. For 10 and 11-month employees who are employed for more or less than 192 days, the 192 day School Calendar is the basis for scheduling work days before the school year begins and work days after the school year ends. For 10-month employees who are employed less than 192 days, the 192 day School Calendar is also the basis for scheduling work days for the 185 day or 190 day Work Calendars based on factors such as the specific work responsibilities, student attendance days and other factors unique to the specific 185 day or 190 day positions.

The 12-month work calendar, for all employees who are employed year-round, is based on a 5-day work week, Monday through Friday, and includes scheduled holidays. The 12-month Work Calendar is a 261 day Work Calendar in most years, but will vary from time to time.

3. **INFORMATION:** During the 2016-2017 school year, ten (10) month supporting personnel listed herein will be paid in 22 equal paychecks and eleven (11) month employees will be paid in 24 equal paychecks, unless other arrangements are made by completion of a twelve (12) month Extended Pay Option enrollment form, available on Oracle Employee Self Service. Twelve (12) month employees will be paid in 26 paychecks. Please refer to the Employee Pay Schedule for the 2016-17 School Year.

It is the responsibility of the principal or supervisor to ensure that personnel are paid only for those days worked or authorized as leave with pay and that the number of required workdays are met. When an individual is absent from work and not on authorized leave, the appropriate Unpaid Leave entry must be made on the payroll timecard. If assistance is needed, timekeepers should contact their assigned payroll clerk via e-mail.

In order to provide consistency and accountability, workdays have been scheduled as follows: The principal or supervisor may deviate from the scheduled workdays required for 10-month and 11-month personnel when necessary based on work requirements in the school or work location. In these situations, it is still management's responsibility to ensure that the total number of required workdays are scheduled.

Before and After Care Services

Position Type	Required Number of Workdays	First Day of Work	Last Day of Work
Group Activity Assistants*	190	8/15/16	6/12/17
Floating/Field Coordinators	220	7/13/16	6/23/17

* Required workdays are 190 of the 192 teacher duty days. The two designated non-duty days are Monday, October 31, 2016, and Monday, March 27, 2017.

Food and Nutrition Services

Position Type	Required Number of Workdays	First Day of Work**	Last Day of Work**
Food Service Managers	190	8/10/16	6/13/17
Food Service Field Specialists	261	7/1/16	6/30/17
Food Service Records Technician	261	7/1/16	6/30/17
Food Service Satellite Leaders*	187	8/15/16	6/12/17
Food Service Assistants*	187	8/15/16	6/12/17

* Required workdays are 190 of the teacher 192 duty days. The two designated non-duty days for Food Service Satellite Managers/Leaders, and Food Service Assistants are Monday, October 31, 2016, and Monday, March 27, 2017.

**The first and last day of work for Food and Nutrition Services are tentative and subject to change based on the approval of the negotiated agreement.

Health Services

Position Type	Required Number of Workdays	First Day of Work	Last Day of Work
School RNs, 10-Month*	190	8/15/16	6/12/17
School RNs, 11-Month	220	7/13/16	6/23/17
School LPNs, 10-Month*	190	8/15/16	6/12/17
School LPNs, 11-Month	220	7/13/16	6/23/17
Records Assistants*	190	8/15/16	6/12/17
Vision/Hearing Screening Technicians*	190	8/15/16	6/12/17

* Required workdays are 190 of the 192 teacher duty days. The four designated training days for 10-month RNs and LPNs are Wednesday, August 17, 2016, Thursday, August 18, 2016, Friday, September 30, 2016, and Tuesday, January 10, 2017. The four designated training days include Vision and Hearing Screening Technicians. The two designated non-duty days for 10-month RNs and LPNs, 10-month Records Assistants and 10-month Vision and Hearing Screening Technicians are Monday, October 31 2016, and Monday, March 27, 2017.

Hearing Impaired Services

Position Type	Required Number of Workdays	First Day of Work	Last Day of Work
Interpreters	185	8/15/16	6/09/17

Required workdays are 190 of the 192 teacher duty days. The two designated non-duty days are Monday, October 31 2016, and Monday, March 27, 2017.

Media Services

Position Type	Required Number of Workdays	First Day of Work	Last Day of Work
Instructional Media Aides	200	8/09/16	6/16/17

Required workdays are the 192 teacher duty days plus an additional eight (8) days--four (4) duty days before teachers report and four (4) duty days after teachers leave.

210 Day 11-month Professional Personnel

Position Type	Required Number of Workdays	First Day of Work	Last Day of Work
Assistant Principals	210	7/01/16	6/30/17
Instructional Specialist	210	7/01/16	6/30/17
Wing Coordinators	210	7/01/16	6/30/17

Unit members who are employed for eleven months have to work 210 of the fiscal year between July 1 and June 30.

212 Day 11-month Professional Personnel

Position Type	Required Number of Workdays	First Day of Work	Last Day of Work
Instructional Coordinators*	212	7/12/16	6/12/17
School Psychologists	212	7/12/16	6/12/17
Mentor Teachers	212	7/12/16	6/12/17
Consulting Teachers	212	7/12/16	6/12/17

Required workdays are the 192 teacher duty days plus an additional twenty (20) days, fifteen (15) duty days before teachers and the five (5) duty days after teachers leave.

*10-month Instructional Coordinators (192 days) follow the 192 day school year.

Paraprofessionals

Position Type	Required Number of Workdays	First Day of Work	Last Day of Work
Paraprofessional Educators	190	8/15/16	6/12/17
Paraprofessional Educators, Spec.Ed.	190	8/15/16	6/12/17

Required workdays are 190 of the 192 teacher duty days. The two designated non-duty days are Monday, October 31 2016, and Monday, March 27, 2017.

ISEA/ISSM/ILT

Position Type	Required Number of Workdays	First Day of Work	Last Day of Work
Itinerant Special Education Assistant	190	8/15/16	6/12/17
In-School Suspension Monitors	190	8/15/16	6/12/17
ILT – Instructional Lead Teachers	192	8/15/16	6/12/17
Success Coaches	190	8/15/16	6/12/17

Required workdays are 190 of the 192 teacher duty days. The two designated non-duty days are Monday, October 31 2016, and Monday, March 27, 2017.

Parent Engagement Assistants

Position Type	Required Number of Workdays	First Day of Work	Last Day of Work
Parent Engagement Assistants*	190	8/15/16	6/12/17

Required workdays are 190 of the 192 teacher duty days. The two designated non-duty days are Monday, October 31, 2016, and Monday, March 27, 2017. The three designated training days for 10-month Parent Engagement Assistants are Wednesday, August 17, 2016, Friday, October 7, 2016, and Friday, February 17, 2017.

School-Based Clerical Personnel

Position Type	Required Number of Workdays	First Day of Work	Last Day of Work
School Secretary I, 10-month	200	8/09/16	6/16/17
School Secretary II, 12-month	261	7/01/16	6/30/17
School Business Accounting Technicians, 12-month	261	7/01/16	6/30/17
School Accounting Secretary, 10-Mo.	200	8/09/16	6/16/17
School Accounting Secretary, 12-Mo.	261	7/01/16	6/30/17
Registrar, 12-month	261	7/01/16	6/30/17
School Guidance Secretary, 10-Mo.	200	8/09/16	6/16/17
School Guidance Secretary, 11-Mo.	220	7/13/16	6/23/17
School Guidance Secretary, 12-Mo.	261	7/01/16	6/30/17

School Secretary I, School Accounting Secretary, and School Guidance Secretary, 10-month

The first day of work for ten (10) month school-based Secretaries for the 2016-2017 school year is four (4) duty days before teachers report. The last day of work is four (4) duty days after teachers leave, exclusive of snow days. The required number of 200 workdays authorized may **not** be exceeded. Ten (10) month school-based secretaries will be paid twenty-two (22) equal paychecks. When schools are closed for students and teachers, ten (10) month secretaries are not scheduled to work. When schools are closed for students only, ten (10) month secretaries are scheduled to work.

School Guidance Secretary, 11-month

Eleven (11) month school-based secretaries are scheduled to work 220 days and will work all 192 teacher duty days plus an additional twenty-eight (28) days, twenty-three (23) days before teachers report and five (5) days after teachers leave, exclusive of snow days. July 13, 2016 will be the first day of work and June 23, 2017, will be the last day of work.

School Secretary II, School Accounting Secretary, Registrar, and School Guidance Secretary, 12-month

Twelve (12) month school-based secretaries are scheduled to work 261 days and will be paid twenty-six (26) equal paychecks. Effective July 1, 2000, all School Secretary II positions were reclassified to twelve (12) month positions. Effective July 1, 2000, select middle school Guidance Secretary positions were reclassified to twelve (12) month positions.

Safety and Security Services

Position Type	Required Number of Workdays	First Day of Work	Last Day of Work
Investigator/Counselors, 10-month	200	8/09/16	6/16/17
Security Assistants*	190	8/15/16	6/12/17

Investigator Counselors required workdays are the 192 teacher duty days plus additional eight (8) days, four (4) duty days before teachers report and four (4) days after teachers leave.

* Required workdays are 190 of the 192 teacher duty days. The two designated non-duty days are Monday, October 31 2016, and Monday, March 27, 2017.

Student Advocate

Position Type	Required Number of Workdays	First Day of Work	Last Day of Work
Student Advocate	220	7/13/16	6/23/17

Student Coaches

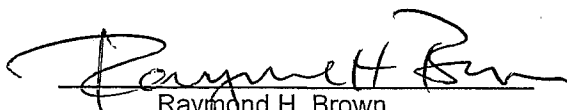
Position Type	Required Number of Workdays	First Day of Work	Last Day of Work
Student Coaches	190	8/15/16	6/12/17

Transportation

Position Type	Required Number of Workdays	First Day of Work	Last Day of Work
Assistant Bus Driver Foremen/Trainers	261	7/1/16	6/30/17
Bus Drivers	185	8/11/16	6/09/17
Bus Aides	185	8/11/16	6/09/17
Auxiliary Bus Drivers	220	7/13/16	6/23/17

The day designated as Bid Day is Monday, August 15, 2016. In-service Day is August 11, 2016. Dry Run Day is August 17, 2016, and Orientation Day is August 22, 2016.

- A ten (10) hour workday, four-day summer work week will be observed during 2016, and the schedule will apply to all school and administrative offices. The summer Fridays off will include: June 24, July 1, July 8, July 15, July 22, July 29, and August 5.
 - Monday, July 4, Independence Day, is an observed Holiday.
 - The first payday for **10-month employees** is Friday, August 26, 2016, and the last payday is Friday, June 16, 2017. The 10-month salary will be divided evenly for twenty-two (22) paydays.
 - The first payday for **11-month employees** is Friday, July 29, 2016, and the last payday is Friday, June 16, 2017. The 11-month salary will be divided evenly for twenty-four (24) paydays.
 - The first payday for **12-month employees** is Thursday, July 1, 2016, and the last payday is Friday, June 30, 2017. Twelve month employees are paid every two weeks for twenty-seven (27) paydays.
4. **DISPOSITION OF BULLETIN:** Please ensure that all affected employees receive and read this bulletin. Retain until June 30, 2017.


Raymond H. Brown
Chief Financial Officer


Robert Gaskin
Chief Human Resources Officer

Distribution: Lists 1, 2, 3, 4, 5, 6, 8, 10 & 11

Payroll Services Oracle Employee Self Service and Web Page Services

Employees can now access many payroll services online through Oracle Employee Self Service and the Payroll Services Webpage. These two tools and the services available are listed below.

Oracle Employee Self Service @ www1.pgcps.org

- **Log on** to www1.pgcps.org/
- **Click on** the HR/Employee Self-Service Tab (Upper right of Page)
- **Log on** using your Username and Password assigned to all PGCPs Employees
- **Click on** PGCPs Employee Self Service listed in the Navigator Menu
- **Click on** the Employee Self Service you wish to access:
 - **Personal Information** to change your address or personal data.
 - **Annual Salary** to view salary and pay information
 - **View ePayslip** to view and print the most current and past payslips.
 - **Federal Tax Form** to submit Federal tax Withholding changes.
 - **State Tax Form to submit** Maryland, Virginia and District of Columbia tax withholding changes
 - **Benefits** to enroll or make changes to benefits during open enrollment periods.
 - **Payslip Options**
 - **Manage Payroll Payments** by selecting or changing your direct deposit authorization
 - **Leave Balances and Extended Leave Request** to check annual, sick and personal leave balances.
 - **My Information**
 - **Employee W-2** to view and print the most current and past W-2 statements.
 - **Employment Verification**
 - **Extended Pay Option Enrollment** to enroll in the Extended Pay Option Plan.

Payroll Services Webpage @ www1.pgcps.org/payroll/benefits

- Home Page Information
- Forms
- Calendars
- Associated Offices
- Tax Information
- Extended Pay Option Plan
- Employee Self Service
- Training
- Benefits Plans

Check out the Bi-weekly Pay Calculator on the Payroll Web page in the Extended Pay Plan Section.

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