

**BALTIMORE COUNTY PUBLIC SCHOOLS**  
**SUMMER 2009 PAYROLL CALENDAR**

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**1940G Greenspring Drive, Timonium, MD 21093**

June 2009						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

The last pay date of the 2008-09 school year for 10-month employees is June 12. The last pay will be for 12 days (June 1 - June 16). All regular deductions will occur. Spring and "All Year" Extra Duty Activities will be paid on June 12. Employees receiving these extra payments will be taxed based upon their tax marital status and number of exemptions claimed.

**\* ALL SUMMER PAYMENTS TO 10-MONTH EMPLOYEES ARE TWO WEEKS IN ARREARS**

**\* ALL SUMMER PAYMENTS TO 10-MONTH EMPLOYEES ARE MAILED VIA FIRST CLASS MAIL TO THE ADDRESS ON FILE IN THE OFFICE OF PAYROLL**

**\* DIRECT DEPOSIT REMAINS IN EFFECT AND IS AVAILABLE TO ALL EMPLOYEES**

**\* REGARDLESS OF FUNDING SOURCE, THE ONLY RATES THAT MAY BE PAID ARE THOSE THAT HAVE BEEN NEGOTIATED WITH BCPS' BARGAINING UNITS**

July 2009						
S	M	T	W	T	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**Below is the payment schedule for Summer 2009**

<u>Pay Period</u>	<u>Pay Date</u>	<u>Pay Period</u>	<u>Pay Date</u>
06/15 - 06/26	07/10/09	07/27 - 08/07	08/21/09
06/29 - 07/10	07/24/09	08/10 - 08/21	09/04/09
07/13 - 07/24	08/07/09		

August 2009						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

During the summer, BCPS pays teachers for a variety of activities: teaching summer school; providing Extended Year Services (EYS) to students with special needs; working days of Extended Year Employment (EYE); writing curriculum; and participating in professional development activities. Below is a brief description of each. Additional information is available on the Office of Payroll's website.

**Centralized, Site-based, and EYS Summer School Programs**

Employees are required to sign-in on special summer program time sheets at their work sites. In most cases, employees are paid an hourly or daily rate of pay.

**EYE**

The Department of Human Resources allocates days of EYE to schools and offices. Principals and office heads allocate the days to teachers. School and office time-keepers enter the number of days worked each pay period into an on-line File Maker Pro application which generates the pay. EYE time sheets are used for data entry and remain at the site. The maximum number of EYE days is 20 per teacher.

*Salary Calculation for EYE*

- 1) Obtain the 10-mo base annual salary
- 2) Divide the base annual by 191.
- 3) Multiply the daily rate by the number of days worked in pay period.

*Example*

Base annual = \$56,000  
 Divide by 191 (\$56,000 ÷ 191 = \$293.19)  
 Multiply \$293.19 x number of days worked in the pay period

**Curriculum Workshops and Summer Professional Development**

Teachers attending or presenting professional development activities or writing curriculum sign-in on special summer time sheets at their work sites. The curriculum workshop time sheets are sent to curriculum offices for review, approval, and entry. The Department of Professional Development enters its payroll into the system at the end of each pay period.

September 2009						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

- Holiday
  - 7/03 Independence Day
  - 9/07 Labor Day
  - 9/28 Yom Kippur
- Pay Day

Teachers and other 10-month employees return to work on Monday, 8/24. Students return on Monday, 8/31. The first pay of the 2009-10 school year is on 9/4.