

**BALTIMORE COUNTY PUBLIC SCHOOLS  
2011 EXTENDED YEAR EMPLOYMENT (EYE)**

Office of Payroll t: 410.887.4240 f: 410.887.7610  
1940G Greenspring Drive, Timonium, MD 21093

June 2011						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	<input type="checkbox"/> 10	11
12	13	14	15	16	17	18
19	<input type="checkbox"/> 20	<input type="checkbox"/> 21	22	23	<input type="checkbox"/> 24	25
26	27	28	29	30		

July 2011						
S	M	T	W	T	F	S
						1
3	<input type="checkbox"/> 4	5	6	7	<input type="checkbox"/> 8	9
10	11	12	13	14	15	16
17	18	19	20	21	<input type="checkbox"/> 22	23
24	25	26	27	28	29	30
31						

August 2011						
S	M	T	W	T	F	S
	1	2	3	4	<input type="checkbox"/> 5	6
7	8	9	10	11	12	13
14	15	16	17	18	<input type="checkbox"/> 19	20
21	22	23	24	25	26	27
28	29	30	31 Teachers			

on duty 08/22

September 2011						
S	M	T	W	T	F	S
					<input type="checkbox"/> 2	3
4	<input type="checkbox"/> 5	6	7	8	9	10
11	12	13	14	15	<input type="checkbox"/> 16	17
18	19	20	21	22	23	24
25	26	27	28	<input type="checkbox"/> 29	30	

- Recognized Holiday**  
07/04 Independence Day  
09/05 Labor Day  
09/29 Rosh Hashanah

**Pay Day**

Teachers and other 10-month employees return to work on Monday, 08/22. Students return on Monday, 08/29. The first pay of the 2011-12 school year is on 09/02 for 10 days.

Dear EYE Teacher,

- \* The last pay of the 2010-11 school year is June 24 for 7 days. Extra Duty Activity payments will occur on June 24.
- \* Principals and office heads assign days of EYE to teachers.
- \* With their administrator's approval, teachers may begin working their days of EYE on 06/20.
- \* They must complete their EYE by August 19.
- \* Teachers will be paid only for those days which have been assigned to them.
- \* The maximum number of EYE days per teacher is 20.
- \* All summer payments to 10-month employees are two weeks in arrears and mailed.
- \* Direct deposit remains in effect. **ALL** employees are eligible for direct deposit.
- \* Teachers must sign-in on special EYE time sheets in order to be paid.
- \* Report EYE in whole day increments.
- \* Pay for days of EYE is based upon the teacher's base annual salary.

*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.

**Below is the payment schedule for Summer 2011**

<u>Pay Period</u>	<u>Pay Date</u>	<u>Pay Period</u>	<u>Pay Date</u>
06/20 - 06/24	07/08/11	07/25 - 08/05	08/19/11
06/27 - 07/08	07/22/11	08/08 - 08/19	09/02/11
07/11 - 07/22	08/05/11		

**COMPLETE THE INFORMATION BELOW AND RETURN THIS FORM TO YOUR PRINCIPAL OR OFFICE HEAD BY JUNE 10**

As an extension of my normal teaching duties and responsibilities, I have been assigned \_\_\_\_\_ days of EYE. With my administrator's approval, I intend to work these days on: **TOTAL**

**June** \_\_\_\_\_  
**July** \_\_\_\_\_  
**August** \_\_\_\_\_  
**TOTAL>>**

**My signature below indicates that I understand that I will be paid only for those days of EYE which were assigned to me. Any overpayment will be recovered.**

\_\_\_\_\_  
*PRINT Teacher's Name*

\_\_\_\_\_  
*Teacher's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*School/Office*

\_\_\_\_\_  
*Employee ID Number*

\_\_\_\_\_  
*Administrator's Name*

\_\_\_\_\_  
*Administrator's Signature*

\_\_\_\_\_  
*Date*

**KEEP THIS FORM AT THE SCHOOL OR OFFICE LOCATION**