BALTIMORE COUNTY PUBLIC SCHOOLS
2009 EXTENDED YEAR EMPLOYMENT (EYE)

Office of Payroll t: 410.887.4240 f: 410.887.7610
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				

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	

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					

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 for 10 days.

Dear EYE Teacher,

* The last pay of the 2008-09 school year is June 12 for 12 days. Extra Duty Activity payments will occur on June 12, and all regular deductions will be taken.
* Principals and office heads assign days of EYE to teachers.
* With their administrator's approval, teachers may begin working their days of EYE on 6/15.
* They must complete their EYE by August 21.
* Teachers will be paid only for those days which have been assigned to them.
* Unless approved in advance by the HR Department, the maximum number of EYE days 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	*Example*
1) Obtain the 10-mo base annual salary	Base annual = $56,000
2) Divide the base annual by 191.	Divide by 191 ($56,000 ÷ 191 = $293.19)
3) Multiply the daily rate by the number of days worked in pay period.	Multiply $293.19 x number of days worked in the pay period.

Below is the payment schedule for Summer 2009

Pay Period	Pay Date	Pay Period	Pay Date
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		

COMPLETE THE INFORMATION BELOW AND RETURN THIS FORM TO YOUR PRINCIPAL OR OFFICE HEAD BY JUNE 12

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 _____ *Social Security Number* _____

Administrator's Name _____ *Administrator's Signature* _____ *Date* _____

5/1/09