

BALTIMORE COUNTY PUBLIC SCHOOLS

Dr. Joe A. Hairston, Superintendent

June 1, 2011

TO: Principals and Office Heads

FROM: Don Peccia, Assistant Superintendent
Department of Human Resources

Ed Dieffenbach, Director
Office of Payroll

RE: 2011 Extended Year Employment (EYE) Procedures

Summer 2011 days of EYE have been allocated to principals and office heads. **PLEASE NOTE: SCHOOL AND OFFICE PAYROLL TIMEKEEPERS WILL HAVE ACCESS TO A COMPUTER SCREEN WHICH WILL BE USED TO REPORT THE DAYS OF EYE WORKED EACH PAY PERIOD. THIS ON-LINE DATA ENTRY WILL GENERATE EACH TEACHER'S PAY.** Below and attached is additional information regarding EYE.

EYE – THE BASICS

- With the permission of the principal or office head, teachers may begin working their days of **EYE June 20, 2011**. They must complete their work by **August 19**. EYE is limited to employees represented by TABCO. EYE is included in the TABCO Master Agreement. It is the only master agreement which includes EYE.
- Days of EYE **MUST** be reported in **whole day increments**.
- No teacher should be assigned more than **20** days of EYE.
- EYE is an assignment that must be communicated in writing from the principal or office head to the teacher and must be consistent with the TABCO Master Agreement (*see the attached sample form letter*).
- Teachers will be paid only for the EYE days assigned to them (if the employee is paid for more days than were assigned, the overpayment will be recovered).
- EYE payments will be in arrears for the days worked in the pay period (*see the attached calendar*).
- EYE is included in a teacher's annual salary for retirement purposes.
- EYE checks and direct deposit stubs will be mailed to the home address on file in the Office of Payroll. No voluntary deductions are taken from EYE payments.

EYE TIMELINE

Date

- June 1 – June 3 Principals/Office heads distribute EYE letters and calendar work agreements to teachers.
- June 6 – June 10 Teachers return signed agreements to principals/office heads.
- June 13 – June 17 **Using the on-line application, principal/office head or designated EYE timekeeper enters days of EYE assigned on each teacher's record. The Office of Payroll will send instructions for the use of the EYE on-line data entry application to schools and office in early June.**
- June 20 Teachers may begin working their EYE assignment. Teachers **MUST** sign-in on special EYE time sheets in order to be paid. These time sheets should be kept at the school or office for 5 years or until audited.

Time sheets should be given to the school/office payroll timekeeper for entry into the system according to the following schedule. **THE TIME SHEETS SHOULD REMAIN AT THE SCHOOL/OFFICE LOCATION.** School/office timekeepers will enter the number of EYE days worked by each teacher at the end of each pay period.

Pay Period	Pay Date	Max Days	Enter On-line
06/20 – 06/24	07/08	05	06/23 – 06/28
06/27 – 07/08	07/22	09	07/07 – 07/12
07/11 – 07/22	08/05	10	07/21 – 07/26
07/25 – 08/05	08/19	10	08/04 – 08/09
08/08 – 08/19	09/02	10	08/18 – 08/23

**REMEMBER: THE ON-LINE DATA ENTRY WILL
GENERATE TEACHERS' PAY**

**ADMINISTRATORS SHOULD DESIGNATE AT
LEAST ONE BACK-UP TIMEKEEPER WHO
KNOWS HOW TO USE THE ON-LINE SYSTEM**