

BALTIMORE COUNTY PUBLIC SCHOOLS

SUMMER 2019 PAYROLL CALENDAR

June 2019						
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 2019						
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 2019						
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

Teachers return 8/26 Students return 9/03

September 2019						
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					

Teachers return 8/26 Students return 9/03

Recognized Holidays
07/04 Independence Day
09/02 Labor Day

Teachers and 10-month school-based ESPBC employees return to work on Monday, 08/26. Students return on Tuesday, 09/03. The first pay for 10-month teachers will be on 09/06 (possible 10-day). The first pay for 10-month ESPBC represented employees will be on 09/13 (possible 5-days).

The last pay date of the 2018-19 school year for 10-month teachers is June 14. Spring and "All Year" Extra Duty Activities will be paid on June 14. Teachers receiving these extra payments will be taxed based upon their marital tax status and number of exemptions claimed.

Please note:

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

<u>Below is the payment schedule for teachers, Summer 2019</u>			
<u>Pav Period</u>	<u>Pav Date</u>	<u>Pav Period</u>	<u>Pav Date</u>
06/18 - 06/28	07/12/19	07/29 - 08/09	08/23/19
07/01 - 07/12	07/26/19	08/12 - 08/23	09/06/19
07/15 - 07/26	08/09/19		

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. Days of EYE are to be worked and reported in whole day increments.

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 the 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.