

**JACKSON COUNTY SCHOOL BOARD
2008-09
PAYROLL SCHEDULE**

**11-MONTH SECRETARY/BOOKKEEPER
ELEMENTARY SCHOOL DATA ENTRY OPERATORS
COMMUNITY BASED EMPLOYMENT SPECIALIST**

<u>Payroll Periods</u>	<u>Due Dates</u>	<u>Work Days</u>	<u>Pay Dates</u>
Jul 07 - Jul 11	Jul14	5	Jul 31
Jul 14 - Aug 15	Aug 18	18	Aug 29
Aug 18 - Sep 12	Sep 15	19	Sep 30
Sep 15 - Oct 03	Oct 06	15	Oct 31
Oct 06 - Oct 31	Nov 03	18	Nov 25
Nov 03 - Nov 28	Dec 01	17	Dec 19
Dec 01 - Jan 09	Jan 12	20	Jan 30
Jan 12 - Feb 06	Feb 09	19	Feb 27
Feb 09 - Mar 06	Mar 09	20	Mar 27
Mar 09 - Apr 10	Apr 13	20	Apr 30
Apr 13 - May 01	May 04	15	May 29
May 04 - Jun 30	Jun 12	<u>35</u>	Jun 30
TOTAL DAYS		221	

11-Month Secretary Bookkeepers, Elementary School Data Entry Operators, and Community Based Employment Specialists shall work 221 days to include the same days as teachers plus the following days: July 7-10, July 14-17 (all @ extended hrs/day), July 29-July 31, August 4-6 (@ regular hrs/day) 2008; June 8-11, June 15-18, June 22-25 (all @ extended hours/day), 2009.

Community Base Employment Specialist position contingent upon annual receipt of Federal Project Award Notification.

Changes in projected work days in June MUST be reported prior to the pay date in this month.

Timesheets are to be turned in to the school secretary on the last day of each payroll period. "Due Date" is the date completed payrolls are due in the Personnel Office.

Approved by Jackson County School Board, Regular Session, May 20, 2008