

**JACKSON COUNTY SCHOOL BOARD  
2009-10  
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 06 - Jul 10	Jul 13	5	Jul 31
Jul 13 - Aug 18	Aug 18	14	Aug 31
Aug 19 - Sep 11	Sep 14	17	Sep 30
Sep 14 - Oct 02	Oct 05	15	Oct 30
Oct 05 - Oct 30	Nov 02	18	Nov 24
Nov 02 - Nov 30	Dec 01	18	Dec 18
Dec 01 - Jan 08	Jan 11	19	Jan 29
Jan 11 - Feb 05	Feb 08	19	Feb 26
Feb 08 - Mar 05	Mar 08	20	Mar 26
Mar 08 - Apr 09	Apr 12	20	Apr 30
Apr 12 - May 07	May 10	20	May 28
May 10 - Jun 30	Jun 11	<u>36</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 6-9, July 13-16 (all @ extended hrs/day), July 20-24, (@ regular hrs/day) 2009; and June 10, June 14-17, June 21-24, June 28-30, 2010 (all @ extended hours/day).

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 no later than 1:00 PM.

**Approved by Jackson County School Board, Regular Session, May 19, 2009**