

**JACKSON COUNTY SCHOOL BOARD
2009-10
PAYROLL SCHEDULE**

**Non-Instructional Calendar
(Less than Twelve Months)**

<u>Payroll Periods</u>	<u>Due Dates</u>	<u>PT 44, 45 196 day Workers</u>	<u>PT 14, 15 190 Day Workers</u>	<u>PT 24, 25 181 Day Workers</u>	<u>PT 23, 38, 39 180 Day Workers</u>	<u>PT 20 187 Day Workers</u>	<u>PT 22 185 Day Workers</u>	<u>Pay Dates</u>
		Hdstrt Instr	Custodians, DEO, Hdstrt Instr Asst	Paraprofessionals	Bus Drivers, Bus Monitors, Child Care Assts, Non-Cert Child Care Instructors	Café Mgrs	Café Wrks	
		Begin 8/13	Begin 8/13	Begin 8/21	Begin 8/24	Begin 8/17	Begin 8/19	
Aug 13 - Aug 31	Sep 01	13	13	7	6	11	9	Sep 15
Sep 01 - Sep 30	Oct 01	22	21	21	21	21	21	Oct 15
Oct 01 - Oct 30	Nov 02	20	20	20	20	20	20	Nov 13
Nov 02 - Nov 30	Dec 01	18	17	17	17	17	17	Dec 15
Dec 01 - Dec 31	Jan 04	16	14	14	14	14	14	Jan 15
Jan 01 - Jan 29	Feb 01	21	19	18	18	18	18	Feb 15
Feb 01 - Feb 26	Mar 01	20	20	20	20	20	20	Mar 13
Mar 01 - Mar 31	Mar 23*	20	20	20	20	20	20	Apr 15
Apr 01 - Apr 30	May 03	20	20	20	20	20	20	May 14
May 03 - June 4	Jun 08	-	-	24	24	-	-	On or before
May 03 - Jun 08	Jun 08	26	26	-	-	26	26	Jun 30
TOTAL DAYS		196	190	181	180	187	185	

Paid Holidays for Instructors: Labor Day (1), Thanksgiving (1), Christmas (2), New Year's Day (1), Martin Luther King Day (1) for a total of 6 paid holidays.

Bus drivers will be paid for 720 hours in the twelve equal checks they receive. Their 20 hours of inservice will be paid as it is earned.

Cafeteria managers work the 180 days students attend plus the following dates: Aug 17-21, 2009; June 7-8, 2010.

Cafeteria workers work the 180 days students attend plus the following dates: Aug 19-21, 2009; June 7-8, 2010.

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.

March payrolls due on March 23, 2010! All time will need to be projected through March 26th date due to Spring Break period.

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