

**JACKSON COUNTY SCHOOL BOARD  
2010-11  
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 09	Jul 12	4	Jul 30
Jul 12 - Aug 18	Aug 18	18	Aug 31
Aug 19 - Sep 10	Sep 13	16	Sep 30
Sep 13 - Oct 01	Oct 04	15	Oct 29
Oct 04 - Oct 29	Nov 08	18	Nov 23
Nov 01 - Dec 03	Dec 06	22	Dec 21
Dec 06 - Jan 07	Jan 10	15	Jan 31
Jan 10 - Feb 04	Feb 07	19	Feb 28
Feb 07 - Mar 04	Mar 07	20	Mar 25
Mar 07 - Apr 08	Apr 11	20	Apr 29
Apr 11 - May 06	May 09	20	May 31
May 09 - Jun 30*	Jun 10	<u>34</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 6-8, July 12-15, July 19-22, July 26 (all @ extended hrs/day) 2010; July 27, 2010 (@ regular hours/day); and June 6-9, June 13-16, June 20-23, 2011 (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 18, 2010  
Amended by Jackson County School Board, Regular Session, October 19, 2010**