

**Jackson County School Board  
Beginning Work Dates  
2010-2011**

11 Month Secretary/Bookkeepers, Elementary School Data Entry Operators, School Psychologists, 11 Month Assistant Principal/Athletic Director/ Resource Specialists, Community Based Employment Specialist	Jul 06
Curriculum/Primary Specialists, Headstart Coordinators	Aug 02
Teachers, HeadStart Instructors, Headstart Instr Assistants, Custodians, 10 Month Data Entry Operators	Aug 11
Cafeteria Managers	Aug 16
Cafeteria Workers	Aug 18
Paraprofessionals	Aug 20
Bus Drivers, Child Care Assistants, Non-Cert Child Care Instructors	Aug 23
Bus Monitors	Aug 23

Any employee type not listed above begins their regular work schedule July 1.

**Approved by Jackson County School Board, Regular Session, May 18, 2010**

**JACKSON COUNTY SCHOOL BOARD  
2010-11  
PAYROLL SCHEDULE**

**INSTRUCTIONAL CALENDAR**

<u>Payroll Periods</u>	<u>Due Dates</u>	<u>Work Days</u>	<u>Paid Holidays</u>	<u>Total Days</u>	<u>Pay Dates</u>
Aug 11 - Aug 18	Aug 18	6	0	6	Aug 31
Aug 19 - Sep 10	Sept 13	16	1	17	Sep 30
Sep 13 - Oct 01	Oct 04	15	0	15	Oct 29
Oct 04 - Oct 29	Nov 08	18	0	18	Nov 23
Nov 01 - Dec 03	Dec 06	22	1	23	Dec 21
Dec 06 - Jan 07	Jan 10	15	3	18	Jan 31
Jan 10 - Feb 04	Feb 07	19	1	20	Feb 28
Feb 07 - Mar 04	Mar 07	20	0	20	Mar 25
Mar 07 - Apr 08	Apr 11	20	0	20	Apr 29
Apr 11 - May 06	May 09	20	0	20	May 31
May 09 - Jun 03	Jun 10	<u>19</u>	<u>0</u>	<u>19</u>	On or before Jun 30 (2 checks)
<b>TOTAL DAYS</b>		190	6	196	

Paid Holidays: September 6, November 25, December 23-24, December 31, 2010; January 17, 2011  
 Inservice: August 12-17, 2010  
 Workdays: August 18-20, 2010  
 Non-Work Days: October 18-19, November 24, November 26, December 22, December 27-30, 2010  
 January 3-4, March 28-April 1, May 30, 2011

"Due Date" is the date completed payrolls are due to 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**

**JACKSON COUNTY SCHOOL BOARD  
2010-11  
PAYROLL SCHEDULE**

**TWELVE MONTH PERSONNEL**

<u>Payroll Periods</u>	<u>Due Dates</u>	<u>Work Days</u>	<u>Paid Holidays</u>	<u>Total Days</u>	<u>Pay Dates</u>
Jul 01 - Jul 09	Jul 12	6	1	7	Jul 30
Jul 12 - Aug 18	Aug 18	28	0	28	Aug 31
Aug 19 - Sep 10	Sep 13	16	1	17	Sep 30
Sep 13 - Oct 01	Oct 04	15	0	15	Oct 29
Oct 04 - Oct 29	Nov 08	20	0	20	Nov 23
Nov 01 - Dec 03	Dec 06	22	2	24	Dec 21
Dec 06 - Jan 07	Jan 10	18	4	22	Jan 31
Jan 10 - Feb 04	Feb 07	19	1	20	Feb 28
Feb 07 - Mar 04	Mar 07	20	0	20	Mar 25
Mar 07 - Apr 08	Apr 11	20	5	25	Apr 29
Apr 11 - May 06	May 09	20	0	20	May 31
May 09 - Jun 30*	Jun 10	<u>38</u>	<u>0</u>	<u>38</u>	Jun 30
TOTAL DAYS		242	14	256	

**\*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.

Paid Holidays: July 5, September 6, November 25-26, December 23-24, 2010;  
December 27, December 31, 2010; January 17, March 28-April 1, 2011

Non-Working Days: November 24, December 28-30, 2010; May 30, 2011

Work days include October 18-19 (Student Fall Break), and December 20-22, 2010.

**Approved by Jackson County School Board, Regular Session, May 18, 2010  
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**JACKSON COUNTY SCHOOL BOARD  
CALENDAR FOR TWELVE MONTH PERSONNEL  
2010-2011 SCHOOL YEAR**

Independence Day	July 5, 2010	1 day
Labor Day	September 6, 2010	1 day
Thanksgiving	November 24, 2010	Non-working
Thanksgiving Holidays	November 25, 26, 2010	2 days
Christmas Holidays	December 23, 24, 27, 2010	3 days
Christmas	December 28, 29, 30, 2010	Non-working
New Year's Day	December 31, 2010	1 day
Martin Luther King Day	January 17, 2011	1 day
Spring Break	March 28-April 1, 2011	5 days
Memorial Day	May 30, 2011	Non-working
	TOTAL HOLIDAYS	14 days
	TOTAL WORKING DAYS	<u>242 days</u>
	TOTAL	256 days

**Approved by Jackson County School Board, Regular Session, May 18, 2010**

**JACKSON COUNTY SCHOOL BOARD  
2010-11  
PAYROLL SCHEDULE**

**SCHOOL IMPROVEMENT POLICY CENTER**

<u>Payroll Periods</u>	<u>Due Dates</u>	<u>Work Days</u>	<u>Paid Holidays</u>	<u>Total Days</u>	<u>Pay Dates</u>
Jul 01 - Jul 09	Jul 12	6	1	7	Jul 30
Jul 12 - Aug 18	Aug 18	28	0	28	Aug 31
Aug 19 - Sep 10	Sep 13	16	1	17	Sep 30
Sep 13 - Oct 01	Oct 04	15	0	15	Oct 29
Oct 04 - Oct 29	Nov 08	20	0	20	Nov 23
Nov 01 - Dec 03	Dec 06	22	3	25	Dec 21
Dec 06 - Jan 07	Jan 10	23	2	25	Jan 31
Jan 10 - Feb 04	Feb 07	19	1	20	Feb 28
Feb 07 - Mar 04	Mar 07	20	0	20	Mar 25
Mar 07 - Apr 08	Apr 11	25	0	25	Apr 29
Apr 11 - May 06	May 09	20	0	20	May 31
May 09 - Jun 30*	Jun 10	<u>38</u>	<u>1</u>	<u>39</u>	Jun 30
TOTAL DAYS		252	9	261	

**\*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.

Paid Holidays: July 5, September 6, November 11, November 25-26, December 24, 2010;  
December 31, 2010; January 17, May 30, 2011

**Approved by Jackson County School Board, Regular Session, May 18, 2010**

**These pay types no longer used.**

**JACKSON COUNTY SCHOOL BOARD  
2010-11  
PAYROLL SCHEDULE**

**CURRICULUM/PRIMARY SPECIALISTS  
HEADSTART COORDINATORS**

<u>Payroll Periods</u>	<u>Due Dates</u>	<u>Work Days</u>	<u>Paid Holidays</u>	<u>Total Days</u>	<u>Pay Dates</u>
Aug 02 - Aug 18	Aug 18	13	0	13	Aug 31
Aug 19 - Sep 10	Sep 13	16	1	17	Sep 30
Sep 13 - Oct 01	Oct 04	15	0	15	Oct 29
Oct 04 - Oct 29	Nov 08	18	0	18	Nov 23
Nov 01 - Dec 03	Dec 06	22	1	23	Dec 21
Dec 06 - Jan 07	Jan 10	15	3	18	Jan 31
Jan 10 - Feb 04	Feb 07	19	1	20	Feb 28
Feb 07 - Mar 04	Mar 07	20	0	20	Mar 25
Mar 07 - Apr 08	Apr 11	20	0	20	Apr 29
Apr 11 - May 06	May 09	20	0	20	May 31
May 09 - June 14*	Jun 10	26	0	26	Jun 30 (2 checks)
<b>TOTAL DAYS</b>		204	6	210	

Curriculum/Primary Specialists and Headstart Coordinators shall work the same days as teachers to include 14 additional days: August 2-6, Aug 09-10 (@7.75 hrs/day) 2010; June 6-9 (@ extended hrs/day) and June 13-14 (@ regular hours) 2011.

Paid holidays: September 6, November 25, December 23-24, December 31, 2010; January 17, 2011.

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

Curriculum/Primary Specialists and Headstart Coordinators' salaries shall be determined by multiplying the daily rate of pay from the instructional salary by 210 days.

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  
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**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.

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**JACKSON COUNTY SCHOOL BOARD  
2010-11  
PAYROLL SCHEDULE**

**11-MONTH HIGH SCHOOL ATHLETIC DIRECTOR  
11-MONTH ASSISTANT PRINCIPAL  
11-MONTH RESOURCE SPECIALIST  
11-MONTH SCHOOL PSYCHOLOGISTS**

<u>Payroll Periods</u>	<u>Due Dates</u>	<u>Work Days</u>	<u>Paid Holidays</u>	<u>Total Days</u>	<u>Pay Dates</u>
Jul 06 - Jul 09	Jul 12	4	0	4	Jul 30
Jul 12 - Aug 18	Aug 18	17	0	17	Aug 31
Aug 19 - Sep 10	Sep 13	16	1	17	Sep 30
Sep 13 - Oct 01	Oct 04	15	0	15	Oct 29
Oct 04 - Oct 29	Nov 08	18	0	18	Nov 23
Nov 01 - Dec 03	Dec 06	22	1	23	Dec 21
Dec 06 - Jan 07	Jan 10	15	3	18	Jan 31
Jan 10 - Feb 04	Feb 07	19	1	20	Feb 28
Feb 07 - Mar 04	Mar 07	20	0	20	Mar 25
Mar 07 - Apr 08	Apr 11	20	0	20	Apr 29
Apr 11 - May 06	May 09	20	0	20	May 31
May 09 - Jun 30*	Jun 10	<u>34</u>	<u>0</u>	<u>34</u>	Jun 30
TOTAL DAYS		220	6	226	

11-Month Athletic Director, Assistant Principal, Resource Specialist, and School Psychologists shall work the same days as teachers plus the following days: July 6-9, July 12-15, July 19-22, July 26, 2010 (@ extended hrs/day), and June 6-9, June 13-16, June 20-23, 2011 (@ extended hrs/day).

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

Paid holidays include September 6, November 25, December 23-24, December 31, 2010; January 17, 2011.

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  
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**JACKSON COUNTY SCHOOL BOARD  
2010-111  
PAYROLL SCHEDULE**

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

<u>Payroll Periods</u>	<u>Due Dates</u>	<u>PT 44, 45</u>	<u>PT 14, 15</u>	<u>PT 24, 25</u>	<u>PT 23, 38, 39</u>	<u>PT 20</u>	<u>PT 22</u>
		<u>196 day</u>	<u>190 Day</u>	<u>181 Day</u>	<u>180 Day</u>	<u>187 Day</u>	<u>185 Day</u>
		<u>Workers</u>	<u>Workers</u>	<u>Workers</u>	<u>Workers</u>	<u>Workers</u>	<u>Workers</u>
		Hdstrt Instr	Custodians, DEO, Childcare Asst I	Paraprofessionals Childcare Asst II ECC Non-Cert Instructor Caregiver	Bus Drivers, Bus Monitors, Interpreters	Café Mgrs	Café Wrks
		Begin 8/11	Begin 8/11	Begin 8/20	Begin 8/23	Begin 8/16	Begin 8/18
Aug 11 - Aug 31	Sep 01	15	15	8	7	12	10
Sep 01 - Sep 30	Oct 01	22	21	21	21	21	21
Oct 01 - Oct 29	Nov 01	19	19	19	19	19	19
Nov 01 - Nov 30	Dec 01	20	19	19	19	19	19
Dec 01 - Dec 31	Jan 03	18	15	15	15	15	15
Jan 03 - Jan 31	Feb 01	19	18	17	17	17	17
Feb 01 - Feb 28	Mar 01	20	20	20	20	20	20
Mar 01 - Mar 31	Mar 23*	19	19	19	19	19	19
Apr 01 - Apr 29	May 02	20	20	20	20	20	20
May 02 - Jun 02	Jun 06	-	-	23	23	-	-
May 02 - Jun 03	Jun 06	24	24	-	-	-	-
May 02 - Jun 06	Jun 06	-	-	-	-	25	25
<b>TOTAL DAYS</b>		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 16-20, 2010; June 3, June 6, 2011.

Cafeteria workers work the 180 days students attend plus the following dates: Aug 18-20, 2010; June 3, June 6, 2011.

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, 2011!! All time will need to be projected through March 25th date due to Spring Break period.**

**Approved by Jackson County School Board, Regular Session, May 18, 2010  
Amended by Jackson County School Board, Regular Session, August 17, 2010**

**Pay Dates**

Sep 15  
Oct 15  
Nov 15  
Dec 15  
Jan 14  
Feb 15  
Mar 15  
Apr 15  
May 13  
On or  
before  
June 30

**JACKSON COUNTY SCHOOL BOARD  
JUNE 2010 - JULY 2011  
SUMMER PAYROLL SCHEDULE**

<u>PAYROLL PERIODS</u>	<u>DUE DATES</u>	<u>WORK DAYS</u>	<u>PAY DATES</u>
<b>Regular Summer School</b> Jun 14 - Jun 24*	Jun 23	8	Jun 30
<b>Hope/Jackson Alternative School</b> Jun 14 - Jun 24*	Jun 23	8	Jun 30
<b>Adult Day/ JCARC</b> Jun 14 - Jun 24*	Jun 23	10	Jun 30
<b>Sunland</b> Jun 14 - Jun 24*	Jun 23	8	Jun 30
<b>Summer Reading Camp</b> Jun 09 - Jun 30* All time June 24-30 must be projected.	Jun 23	16	Jun 30
<b>Summer Enrichment</b> Jun 14 - Jun 30* (at Golson) All time June 24-30 must be projected.	Jun 23	13	Jun 30
<b>Voluntary Pre-K</b> None at Early Childhood Center for 2010			
<b>Regular Summer School</b> Jul 12 - Jul 22	Jul 30	8	Aug 13
<b>Hope/Jackson Alternative School</b> Jul 12 - Jul 22	Jul 30	8	Aug 13
<b>Adult Day/ JCARC</b> Jul 12 - Jul 22	Jul 30	10	Aug 13
<b>Summer Enrichment</b> Jul 01 - 23 (at Golson)	Jul 30	17	Aug 13
<b>Voluntary Pre-K</b> None at Early Childhood Center for 2010			

Work days are based on a 4-day work week for all schools except Adult Ed and Golson.

**FOR JUNE: All payrolls must be in Finance on June 23, and all changes in work days/hours must be reported by June 24, 9:00 a.m.**

**\*Extracurricular activities (bus trips, etc.) ARE NOT to be scheduled June 28-30.**

All bus trip paperwork is due in Finance by 2:00 p.m. June 24. (Must have transportation's approval.)

Any extra summer work after July 22 must be requested in writing and approved by the Deputy Superintendent **in advance** of work being performed.

**Approved by Jackson County School Board, Regular Session, May 18, 2010**