



HILLSBOROUGH COUNTY PUBLIC SCHOOLS
PAYROLL SCHEDULES
2010 - 2011

NOTE: All payroll schedules reflect standard Lawson biweekly pay periods.

The 2010-2011 Payroll Schedules were originally approved by the School Board on June 15, 2010.

Recent adjustments to the school calendar and employee work calendars require modifications to the biweekly payroll schedules. Revisions were approved by the School Board on September 21, 2010.

HILLSBOROUGH COUNTY PUBLIC SCHOOLS
PAYROLL SCHEDULES
2010 - 2011

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Hillsborough County Public Schools
A PAYROLL
INSTRUCTIONAL LESS THAN 12 MONTH
2010 - 2011



Pay Plan:
ALL1

Lawson Pay Period	Pay Date	Day	Pay Class:	A01/198	A02/199	A03/203	A04/216	A05/213	A07/205	A08/203	A09/205	A10/208
				10 Month Teachers, Diagnosticians, Alt Ed Teachers	10 Month Social Workers	10 1/2 Month Teachers	Secondary Asst Prin	11 Month Teachers, ROTC Instructors	Psych, 10 1/2 Month Social Workers, Staff. Spec	Elem & Middle School Guidance Counselors	High School Guidance Counselors	Elem Asst Prin
			Paid Days	Paid Days	Paid Days	Paid Days	Paid Days	Paid Days	Paid Days	Paid Days	Paid Days	Paid Days
07/01/10 - 07/10/10	07/16/10	Fri	---	---	---	---	---	---	---	---	---	---
07/11/10 - 07/24/10	07/30/10	Fri	---	---	---	---	---	---	---	---	---	---
07/25/10 - 08/07/10	08/13/10	Fri	---	---	---	9	7	---	---	---	---	---
08/08/10 - 08/21/10	08/27/10	Fri	5	6	10	10	10	8	8	10	10	10
08/22/10 - 09/04/10	09/10/10	Fri	10	10	10	10	10	10	10	10	10	10
09/05/10 - 09/18/10	09/24/10	Fri	10	10	10	10	10	10	10	10	10	10
09/19/10 - 10/02/10	10/08/10	Fri	10	10	10	10	10	10	10	10	10	10
10/03/10 - 10/16/10	10/22/10	Fri	10	10	10	10	10	10	10	10	10	10
10/17/10 - 10/30/10	11/05/10	Fri	10	10	10	10	10	10	10	10	10	10
10/31/10 - 11/13/10	11/19/10	Fri	10	10	10	10	10	10	10	10	10	10
11/14/10 - 11/27/10	12/03/10	Fri	8	8	8	8	8	8	8	8	8	8
11/28/10 - 12/11/10	12/17/10	Fri	10	10	10	10	10	10	10	10	10	10
12/12/10 - 12/25/10	12/30/10*	Thu	6	6	6	6	6	6	6	6	6	6
12/26/10 - 01/08/11	01/14/11	Fri	6	6	6	6	6	6	6	6	6	6
01/09/11 - 01/22/11	01/28/11	Fri	9	9	9	9	9	9	9	9	9	9
01/23/11 - 02/05/11	02/11/11	Fri	10	10	10	10	10	10	10	10	10	10
02/06/11 - 02/19/11	02/25/11	Fri	10	10	10	10	10	10	10	10	10	10
02/20/11 - 03/05/11	03/11/11	Fri	10	10	10	10	10	10	10	10	10	10
03/06/11 - 03/19/11	03/25/11	Fri	9	9	9	9	9	9	9	9	9	9
03/20/11 - 04/02/11	04/08/11	Fri	9	9	9	9	9	9	9	9	9	9
04/03/11 - 04/16/11	04/22/11	Fri	10	10	10	10	10	10	10	10	10	10
04/17/11 - 04/30/11	05/06/11	Fri	5	5	5	5	5	5	5	5	5	5
05/01/11 - 05/14/11	05/20/11	Fri	10	10	10	10	10	10	10	10	10	10
05/15/11 - 05/28/11	06/03/11	Fri	10	10	10	10	10	10	10	10	10	10
05/29/11 - 06/11/11	06/17/11	Fri	E 9	E 9	E 9	E 9	E 9	E 9	E 9	E 9	E 9	E 9
06/12/11 - 06/25/11	06/30/11	Thu	2	2	2	6	5	6	4	4	4	7
06/26/11 - 06/30/11	06/30/11	Thu	---	---	---	---	---	---	---	---	---	---

This symbol identifies when the escrow balance will be paid.

Total Days:	198	199	203	216	213	205	203	205	208
Start Date:	08/16/10 M	08/13/10 F	08/09/10 M	07/26/10 M	07/28/10 W	08/11/10 W	08/11/10 W	08/09/10 M	08/09/10 M
End Date:	06/14/11 Tu	06/14/11 Tu	06/14/11 Tu	06/20/11 M	06/17/11 F	06/20/11 M	06/16/11 Th	06/16/11 Th	06/21/11 Tu

Equalized days per payday - core year:	9 days	9 days	9 days	9 days	9 days	9 days	9 days	9 days	9 days
Equalized Pay Factor - core year:	0.1000	0.1000	0.1000	0.1000	0.1000	0.1000	0.1000	0.1000	0.1000
Beginning & end of year paydays with no escrow contribution: >> No escrow is withheld on 9-day pay periods.<<	08/27/10 06/30/11	08/27/10 06/30/11	06/30/11	08/13/10 06/30/11	08/13/10 06/30/11	08/27/10 06/30/11	08/27/10 06/30/11	06/30/11	06/30/11
Equalized Pay Payback Dates:	12/03/10 12/30/10 01/14/11 05/06/11	12/03/10 12/30/10 01/14/11 05/06/11	12/03/10 12/30/10 01/14/11 05/06/11	12/03/10 12/30/10 01/14/11 05/06/11	12/03/10 12/30/10 01/14/11 05/06/11	12/03/10 12/30/10 01/14/11 05/06/11	12/03/10 12/30/10 01/14/11 05/06/11	12/03/10 12/30/10 01/14/11 05/06/11	12/03/10 12/30/10 01/14/11 05/06/11
End of Year Escrow Payback Payday:	06/17/11	06/17/11	06/17/11	06/17/11	06/17/11	06/17/11	06/17/11	06/17/11	06/17/11

*One payday is scheduled during the holidays on 12/30/10 (during Winter Break).

Hillsborough County Public Schools

A PAYROLL

INSTRUCTIONAL LESS THAN 12 MONTH JOB SHARE POSITIONS
2010 - 2011



Pay Plan:
ALL1

Lawson Pay Period	Pay Class:	Pay Date	Day	A01/209	A03/214	A05/224	A08/214	A09/216	JOB SHARE 11 FULL DAYS
				10 Month JOB SHARE	10 1/2 Month Teachers JOB SHARE	11 Month Teachers JOB SHARE	Elem & Middle School Guidance Couns JOB SHARE	High School Guidance Counselors JOB SHARE	
				Paid Days	Paid Days	Paid Days	Paid Days	Paid Days	
07/01/10 - 07/10/10		07/16/10	Fri	---	---	---	---	---	
07/11/10 - 07/24/10		07/30/10	Fri	---	---	---	---	---	
07/25/10 - 08/07/10		08/13/10	Fri	---	---	7	---	---	
08/08/10 - 08/21/10		08/27/10	Fri	10	15	15	13	15	5 days
08/22/10 - 09/04/10		09/10/10	Fri	11	11	11	11	11	1 day
09/05/10 - 09/18/10		09/24/10	Fri	10	10	10	10	10	
09/19/10 - 10/02/10		10/08/10	Fri	10	10	10	10	10	
10/03/10 - 10/16/10		10/22/10	Fri	10	10	10	10	10	
10/17/10 - 10/30/10		11/05/10	Fri	10	10	10	10	10	
10/31/10 - 11/13/10		11/19/10	Fri	10	10	10	10	10	
11/14/10 - 11/27/10		12/03/10	Fri	9	9	9	9	9	1 day
11/28/10 - 12/11/10		12/17/10	Fri	10	10	10	10	10	
12/12/10 - 12/25/10		12/30/10 *Thu		6	6	6	6	6	
12/26/10 - 01/08/11		01/14/11	Fri	6	6	6	6	6	
01/09/11 - 01/22/11		01/28/11	Fri	10	10	10	10	10	1 day
01/23/11 - 02/05/11		02/11/11	Fri	10	10	10	10	10	
02/06/11 - 02/19/11		02/25/11	Fri	11	11	11	11	11	1 day
02/20/11 - 03/05/11		03/11/11	Fri	10	10	10	10	10	
03/06/11 - 03/19/11		03/25/11	Fri	9	9	9	9	9	
03/20/11 - 04/02/11		04/08/11	Fri	9	9	9	9	9	
04/03/11 - 04/16/11		04/22/11	Fri	10	10	10	10	10	
04/17/11 - 04/30/11		05/06/11	Fri	6	6	6	6	6	1 day
05/01/11 - 05/14/11		05/20/11	Fri	10	10	10	10	10	
05/15/11 - 05/28/11		06/03/11	Fri	10	10	10	10	10	
05/29/11 - 06/11/11		06/17/11	Fri	E 9	E 9	E 9	E 9	E 9	
06/12/11 - 06/25/11		06/30/11	Thu	3	3	6	5	5	1 day
06/26/11 - 06/30/11		06/30/11	Thu	---	---	---	---	---	

This symbol identifies when the escrow balance will be paid.

Total Days:	209	214	224	214	216
Start Date:	08/16/10 M	08/09/10 M	07/28/10 W	08/11/10 W	08/09/10 M
End Date:	06/14/11 Tu	06/14/11 Tu	06/17/11 F	06/16/11 Th	06/16/11 Th

Equalized days per payday - core year:	9 days	9 days	9 days	9 days	9 days
Equalized Pay Factor - core year:	0.1000	0.1000	0.1000	0.1000	0.1000
Beginning & end of year paydays with no escrow contribution: >> No escrow is withheld on 9-day pay periods.<<	08/27/10 06/30/11	06/30/11	08/13/10 06/30/11	08/27/10 06/30/11	06/30/11
Equalized Pay Payback Dates:	12/03/10 12/30/10 01/14/11 05/06/11	12/03/10 12/30/10 01/14/11 05/06/11	12/03/10 12/30/10 01/14/11 05/06/11	12/03/10 12/30/10 01/14/11 05/06/11	12/03/10 12/30/10 01/14/11 05/06/11
End of Year Escrow Payback Payday:	06/17/11	06/17/11	06/17/11	06/17/11	06/17/11

*One payday is scheduled during the holidays on 12/30/10 (during Winter Break).



Hillsborough County Public Schools
P PAYROLL - 12 MONTH INSTRUCTIONAL SUPPORT
R PAYROLL - 12 MONTH INSTRUCTIONAL & ADMINISTRATORS
 2010 - 2011

Pay Plan:
ALL1

Lawson Pay Period	Pay Class:		P01, R01 & R02	P03, R03 & R05
	Pay Date	Day	12 Month Personnel (other than DJJ) 253 Days Paid Days	DJJ PROGRAM 257 Days Paid Days
07/01/10 - 07/10/10	07/16/10	Fri	7	7
07/11/10 - 07/24/10	07/30/10	Fri	10	10
07/25/10 - 08/07/10	08/13/10	Fri	10	10
08/08/10 - 08/21/10	08/27/10	Fri	10	10
08/22/10 - 09/04/10	09/10/10	Fri	10	10
09/05/10 - 09/18/10	09/24/10	Fri	10	10
09/19/10 - 10/02/10	10/08/10	Fri	10	10
10/03/10 - 10/16/10	10/22/10	Fri	10	10
10/17/10 - 10/30/10	11/05/10	Fri	10	10
10/31/10 - 11/13/10	11/19/10	Fri	10	10
11/14/10 - 11/27/10	12/03/10	Fri	8	7
11/28/10 - 12/11/10	12/17/10	Fri	10	10
12/12/10 - 12/25/10	12/30/10 *	Thu	10	10
12/26/10 - 01/08/11	01/14/11	Fri	8	9
01/09/11 - 01/22/11	01/28/11	Fri	10	10
01/23/11 - 02/05/11	02/11/11	Fri	10	10
02/06/11 - 02/19/11	02/25/11	Fri	10	10
02/20/11 - 03/05/11	03/11/11	Fri	10	10
03/06/11 - 03/19/11	03/25/11	Fri	10	10
03/20/11 - 04/02/11	04/08/11	Fri	10	10
04/03/11 - 04/16/11	04/22/11	Fri	10	10
04/17/11 - 04/30/11	05/06/11	Fri	6	10
05/01/11 - 05/14/11	05/20/11	Fri	10	10
05/15/11 - 05/28/11	06/03/11	Fri	10	10
05/29/11 - 06/11/11	06/17/11	Fri	E 10	E 10
06/12/11 - 06/25/11	06/30/11	Thu	10	10
06/26/11 - 06/30/11	06/30/11	Thu	4	4

This symbol identifies when the escrow balance will be paid.

Total Days:	253	257
Start Date:	07/01/10	07/01/10
End Date:	06/30/11	06/30/11

Equalized days per payday - core year:	9.625 days	9.625 days
Equalized Pay Factor - core year:	0.0375	0.0375
Paydays with no escrow contribution:	07/16/10 06/30/11	07/16/10 06/30/11
Equalized Pay Payback Dates:	12/03/10 01/14/11 05/06/11	12/03/10 01/14/11
End of Year Escrow Payback Payday:	06/17/11	06/17/11

***One payday is scheduled during the holidays on 12/30/10 (during Winter Break).**

Note: Accumulated escrow balances will be paid out at the end of each fiscal year usually on the second payday in June. No escrow contributions or payback will be processed until the first full 10-day pay period in the new fiscal year.



Hillsborough County Public Schools

S PAYROLL - SUBSTITUTES

2010 - 2011

Pay Plan: ALL1

Warning: Even though the standard Lawson pay periods are provided below, employees are reported and paid for actual hours worked as of the payroll approval deadline. When the payroll approval deadline is before the end of the pay period, only the known hours worked can be reported.

◆ Hours worked after the payroll approval deadline will be reported for payment on the next scheduled payday.

Lawson Pay Period	Pay Class:		S01	S02
	Pay Date	Day	Instructional	Instructional Support
			Maximum Days ¹	Maximum Days ²
06/27/10 - 07/10/10	07/16/10	Fri	N/A	9
07/11/10 - 07/24/10	07/30/10	Fri	N/A	10
07/25/10 - 08/07/10	08/13/10	Fri	N/A	10
08/08/10 - 08/21/10	08/27/10	Fri	N/A	10
08/22/10 - 09/04/10	09/10/10	Fri	9 ◆	10 ◆
09/05/10 - 09/18/10	09/24/10	Fri	9	10
09/19/10 - 10/02/10	10/08/10	Fri	10	10
10/03/10 - 10/16/10	10/22/10	Fri	10	10
10/17/10 - 10/30/10	11/05/10	Fri	10	10
10/31/10 - 11/13/10	11/19/10	Fri	9	10
11/14/10 - 11/27/10	12/03/10	Fri	5 ◆	5 ◆
11/28/10 - 12/11/10	12/17/10	Fri	10 ◆	10 ◆
12/12/10 - 12/25/10	12/30/10 *	Thu	5 ◆	5 ◆
12/26/10 - 01/08/11	01/14/11	Fri	5	5
01/09/11 - 01/22/11	01/28/11	Fri	8	10
01/23/11 - 02/05/11	02/11/11	Fri	10	10
02/06/11 - 02/19/11	02/25/11	Fri	9	10
02/20/11 - 03/05/11	03/11/11	Fri	10	10
03/06/11 - 03/19/11	03/25/11	Fri	9	10
03/20/11 - 04/02/11	04/08/11	Fri	9	10
04/03/11 - 04/16/11	04/22/11	Fri	10	10
04/17/11 - 04/30/11	05/06/11	Fri	4 ◆	5 ◆
05/01/11 - 05/14/11	05/20/11	Fri	10	10
05/15/11 - 05/28/11	06/03/11	Fri	10	10
05/29/11 - 06/11/11	06/17/11	Fri	9	10
06/12/11 - 06/25/11	06/30/11	Thu	N/A	10 ◆

¹ The maximum number of days specified above for instructional substitutes is based on the actual number of student days in the pay period during the regular school year. Generally, instructional substitutes do not work on non-student days. However, the school administrator may seek prior approval from the Area Director to allow an instructional substitute to work on a non-student day. When this occurs, the number of days worked in the pay period may exceed the maximum number of days indicated on the above schedule. A copy of the approval must be mailed or faxed to the Payroll Department at the earliest possible date.

² The maximum number of days in each pay period will vary depending on the appropriate work schedule for each position. For example, substitute custodians may work on a conference day while substitute lunchroom workers may not work this day.

*One payday is scheduled during the holidays on 12/30/10 (during Winter Break).

NON-PERMANENT ASSIGNMENTS

**TEMPORARY, EXTENDED LEARNING PROGRAM,
STUDENTS, COLLEGE WORK STUDY & NON-SUMMER SCHOOL**

**Pay Plan:
ALL1**



2010 - 2011

Warning: Even though the standard Lawson pay periods are provided below, employees are reported and paid for actual hours worked as of the payroll approval deadline. When the payroll approval deadline is before the end of the pay period, only the known hours worked can be reported.

◆ **Hours worked after the payroll approval deadline will be reported for payment on the next scheduled payday.**

Lawson Pay Period	Pay Class:		T01, T07 & ADPER	T06 & N01
	Pay Date	Day	Instructional Maximum Days	Instructional Support Maximum Days
06/27/10 - 07/10/10	07/16/10	Fri	N/A	9
07/11/10 - 07/24/10	07/30/10	Fri	N/A	10
07/25/10 - 08/07/10	08/13/10	Fri	N/A	10
08/08/10 - 08/21/10	08/27/10	Fri	N/A	10
08/22/10 - 09/04/10	09/10/10	Fri	9 ◆	10 ◆
09/05/10 - 09/18/10	09/24/10	Fri	9	10
09/19/10 - 10/02/10	10/08/10	Fri	10	10
10/03/10 - 10/16/10	10/22/10	Fri	10	10
10/17/10 - 10/30/10	11/05/10	Fri	10	10
10/31/10 - 11/13/10	11/19/10	Fri	9	10
11/14/10 - 11/27/10	12/03/10	Fri	5 ◆	5 ◆
11/28/10 - 12/11/10	12/17/10	Fri	10 ◆	10 ◆
12/12/10 - 12/25/10	12/30/10	* Thu	5 ◆	5 ◆
12/26/10 - 01/08/11	01/14/11	Fri	5	5
01/09/11 - 01/22/11	01/28/11	Fri	8	10
01/23/11 - 02/05/11	02/11/11	Fri	10	10
02/06/11 - 02/19/11	02/25/11	Fri	9	10
02/20/11 - 03/05/11	03/11/11	Fri	10	10
03/06/11 - 03/19/11	03/25/11	Fri	9	10
03/20/11 - 04/02/11	04/08/11	Fri	9	10
04/03/11 - 04/16/11	04/22/11	Fri	10	10
04/17/11 - 04/30/11	05/06/11	Fri	4 ◆	5 ◆
05/01/11 - 05/14/11	05/20/11	Fri	10	10
05/15/11 - 05/28/11	06/03/11	Fri	10	10
05/29/11 - 06/11/11	06/17/11	Fri	9	10
06/12/11 - 06/25/11	06/30/11	Thu	N/A	10 ◆

Additional Information:

1. Employees with non-permanent positions should be paid for ACTUAL hours worked during each pay period.
2. The maximum number of days specified above for instructional non-permanent positions is based on the number of student days in each pay period during the regular school year.
3. The maximum number for instructional support non-permanent positions is based on the 253-day 12-month work calendar excluding holidays.
4. The maximum number of days in each pay period will vary depending on the appropriate work schedule for each position. For example, temporary custodians may work on a conference day while temporary school food service workers may not work on this day.
5. Teachers with the additional period position will be coded with the **A01 pay class** and the **ADPER department**.
 Employees with the additional period position are NOT paid for the extra hour per day whenever:
 - a. The teacher is absent due to sick, personal or non-paid leave OR
 - b. There is a non-student day (conference, professional, pre-planning, post-planning and work days).Additional period teachers are paid for the extra hour per day whenever:
 - a. The teacher actually works the additional hour,
 - b. The teacher is on professional duty elsewhere,
 - c. The teacher is absent due to jury duty OR
 - d. The teacher works on an early release day.
6. Instructional non-permanent positions in Lawson will be identified with the **T01 pay class**.
Instructional ELP positions will be identified with the **T07 pay class**.
Instructional support non-permanent positions will be identified with the **T06 pay class**.

*One payday is scheduled during the holidays on 12/30/10 (during Winter Break).

Hillsborough County Public Schools
2010 EXTENDED SCHOOL YEAR PROGRAM

"T03" Summer Instructional & "T05" Summer Instructional Support Payroll				
Pay Period		Pay Date		max
06/15/10	- 06/26/10	06/30/10	Wed	7
06/27/10	- 07/10/10	07/16/10	Fri	8
07/11/10	- 07/24/10	07/30/10	Fri	8
07/25/10	- 08/05/10	08/13/10	Fri	8
08/06/10	- 08/12/10	08/27/10	Fri	4

**Once the employee's normal contract year begins,
the employee should no longer be paid on their summer assignment.**

"T04" Summer Bus Drivers Payroll				
Pay Period		Pay Date		max
06/14/10	- 06/26/10	06/30/10	Wed	8
06/27/10	- 07/10/10	07/16/10	Fri	8
07/11/10	- 07/24/10	07/30/10	Fri	8
07/25/10	- 08/07/10	08/13/10	Fri	8

Notes:

- ◆ The Extended School Year Program covers the period June 15, 2010 through August 5, 2010.
- ◆ HCPS utilizes a 4-day work week from June 14, 2010 though August 6, 2010.
- ◆ The last work dates of the 2009-2010 regular school year are:
 - a. Monday, June 14, 2010 for 10-month teachers
 - b. Thursday, June 10, 2010 for bus drivers
 - c. Various dates for other less than 12-month personnel.

Hillsborough County Public Schools

V PAYROLL

LESS THAN 12 MONTH INSTRUCTIONAL SUPPORT
2010 - 2011

Pay Plan:
ALL1



Lawson Pay Period	Pay Class:		V21/191	V22/193	V23/224	V24/205	V25/209	V26/211
	Pay Date	Day	ESE Attendants	Bus Drivers	Personal Secty	10 1/2 Month Clerks	Middle School Bookpr	High School Bookpr
			Paid Days	Paid Days	Paid Days	Paid Days	Paid Days	Paid Days
07/01/10 - 07/10/10	07/16/10	Fri	---	---	---	---	---	---
07/11/10 - 07/24/10	07/30/10	Fri	---	---	10	---	---	---
07/25/10 - 08/07/10	08/13/10	Fri	---	---	10	2	5	6
08/08/10 - 08/21/10	08/27/10	Fri	1	4	10	10	10	10
08/22/10 - 09/04/10	09/10/10	Fri	10	9	10	10	10	10
09/05/10 - 09/18/10	09/24/10	Fri	10	10	10	10	10	10
09/19/10 - 10/02/10	10/08/10	Fri	10	10	10	10	10	10
10/03/10 - 10/16/10	10/22/10	Fri	10	10	10	10	10	10
10/17/10 - 10/30/10	11/05/10	Fri	10	10	10	10	10	10
10/31/10 - 11/13/10	11/19/10	Fri	9	9	9	9	9	9
11/14/10 - 11/27/10	12/03/10	Fri	7	7	7	7	7	7
11/28/10 - 12/11/10	12/17/10	Fri	10	10	10	10	10	10
12/12/10 - 12/25/10	12/30/10 * Thu		6	6	6	6	6	6
12/26/10 - 01/08/11	01/14/11 ♦ Fri		6	6	6	6	6	6
01/09/11 - 01/22/11	01/28/11	Fri	9	9	9	9	9	9
01/23/11 - 02/05/11	02/11/11	Fri	10	10	10	10	10	10
02/06/11 - 02/19/11	02/25/11	Fri	10	10	10	10	10	10
02/20/11 - 03/05/11	03/11/11	Fri	10	10	10	10	10	10
03/06/11 - 03/19/11	03/25/11	Fri	9	9	9	9	9	9
03/20/11 - 04/02/11	04/08/11	Fri	9	9	9	9	9	9
04/03/11 - 04/16/11	04/22/11	Fri	10	10	10	10	10	10
04/17/11 - 04/30/11	05/06/11	Fri	4	4	4	4	4	4
05/01/11 - 05/14/11	05/20/11	Fri	10	10	10	10	10	10
05/15/11 - 05/28/11	06/03/11	Fri	10	10	10	10	10	10
05/29/11 - 06/11/11	06/17/11	Fri	E 9	E 9	E 9	E 9	E 9	E 9
06/12/11 - 06/25/11	06/30/11	Thu	2	2	6	5	6	7
06/26/11 - 06/30/11	06/30/11	Thu	---	---	---	---	---	---

E This symbol identifies when the escrow balance will be paid.

Total Days:	191	193	224	205	209	211
Start Date:	08/20/10 F	08/10/10 Tu	07/12/10 M	08/04/10 W	08/02/10 M	07/29/10 Th
End Date:	06/14/11 Tu	06/14/11 Tu	06/20/11 M	06/17/11 F	06/20/11 M	06/21/11 Tu

Equalized days per payday - core year:	9 days	9 days	9 days	9 days	9 days	9 days
Equalized Pay Factor - core year:	0.1000	0.1000	0.1000	0.1000	0.1000	0.1000
Beginning & end of year paydays with no escrow contribution: >> No escrow is withheld on 9-day pay periods.<<	08/27/10 06/30/11	08/27/10 09/10/10 06/30/11	06/30/11	08/13/10 06/30/11	08/13/10 06/30/11	08/13/10 06/30/11
Equalized Pay Payback Dates:	12/03/10 12/30/10 01/14/11 05/06/11	12/03/10 12/30/10 01/14/11 05/06/11	12/03/10 12/30/10 01/14/11 05/06/11	12/03/10 12/30/10 01/14/11 05/06/11	12/03/10 12/30/10 01/14/11 05/06/11	12/03/10 12/30/10 01/14/11 05/06/11
End of Year Escrow Payback Payday:	06/17/11	06/17/11	06/17/11	06/17/11	06/17/11	06/17/11

*One payday is scheduled during the holidays on 12/30/10 (during Winter Break).

♦ Less than normal compensation may result on the 01/14/11 and/or 05/06/11 paydays due to the later start of the school year and non-paid holidays.

Hillsborough County Public Schools

V PAYROLL

LESS THAN 12 MONTH INSTRUCTIONAL SUPPORT
2010 - 2011



Pay Plan:
ALL1

Lawson Pay Period	Pay Class:		V27/213	V28/200	V30/195	V31/196	V32/213	V34/224
	Pay Date	Day	Data Processors	SNS Mgr	SNS Asst, Product Coord	196-day Teacher Aide	High School Registrar	OT/PT Asst
			Paid Days	Paid Days	Paid Days	Paid Days	Paid Days	Paid Days
07/01/10 - 07/10/10	07/16/10	Fri	---	---	---	---	---	---
07/11/10 - 07/24/10	07/30/10	Fri	---	---	---	---	---	10
07/25/10 - 08/07/10	08/13/10	Fri	6	---	---	---	6	10
08/08/10 - 08/21/10	08/27/10	Fri	10	10	5	5	10	10
08/22/10 - 09/04/10	09/10/10	Fri	10	10	10	10	10	10
09/05/10 - 09/18/10	09/24/10	Fri	10	10	10	10	10	10
09/19/10 - 10/02/10	10/08/10	Fri	10	10	10	10	10	10
10/03/10 - 10/16/10	10/22/10	Fri	10	10	10	10	10	10
10/17/10 - 10/30/10	11/05/10	Fri	10	10	10	10	10	10
10/31/10 - 11/13/10	11/19/10	Fri	9	9	9	9	9	9
11/14/10 - 11/27/10	12/03/10	Fri	7	7	7	7	7	7
11/28/10 - 12/11/10	12/17/10	Fri	10	10	10	10	10	10
12/12/10 - 12/25/10	12/30/10 * Thu		6	6	6	6	6	6
12/26/10 - 01/08/11	01/14/11 ♦ Fri		6	6	6	6	6	6
01/09/11 - 01/22/11	01/28/11	Fri	9	9	9	9	9	9
01/23/11 - 02/05/11	02/11/11	Fri	10	10	10	10	10	10
02/06/11 - 02/19/11	02/25/11	Fri	10	10	10	10	10	10
02/20/11 - 03/05/11	03/11/11	Fri	10	10	10	10	10	10
03/06/11 - 03/19/11	03/25/11	Fri	9	9	9	9	9	9
03/20/11 - 04/02/11	04/08/11	Fri	9	9	9	9	9	9
04/03/11 - 04/16/11	04/22/11	Fri	10	10	10	10	10	10
04/17/11 - 04/30/11	05/06/11	Fri	4	4	4	4	4	4
05/01/11 - 05/14/11	05/20/11	Fri	10	10	10	10	10	10
05/15/11 - 05/28/11	06/03/11	Fri	10	10	10	10	10	10
05/29/11 - 06/11/11	06/17/11	Fri	E 9	E 9	E 9	E 9	E 9	E 9
06/12/11 - 06/25/11	06/30/11	Thu	9	2	2	3	9	6
06/26/11 - 06/30/11	06/30/11	Thu	---	---	---	---	---	---

This symbol identifies when the escrow balance will be paid.

Total Days:	213	200	195	196	213	224
Start Date:	07/29/10 Th	08/09/10 M	08/16/10 M	08/16/10 M	07/29/10 Th	07/12/10 M
End Date:	06/23/11 Th	06/14/11 Tu	06/14/11 Tu	06/15/11 W	06/23/11 Th	06/20/11 M

Equalized days per payday - core year:	9 days	9 days	9 days	9 days	9 days	9 days
Equalized Pay Factor - core year:	0.1000	0.1000	0.1000	0.1000	0.1000	0.1000
Beginning & end of year paydays with no escrow contribution: >> No escrow is withheld on 9-day pay periods.<<	08/13/10 06/30/11	06/30/11	08/27/10 06/30/11	08/27/10 06/30/11	08/13/10 06/30/11	06/30/11
Equalized Pay Payback Dates:	12/03/10 12/30/10 01/14/11 05/06/11	12/03/10 12/30/10 01/14/11 05/06/11	12/03/10 12/30/10 01/14/11 05/06/11	12/03/10 12/30/10 01/14/11 05/06/11	12/03/10 12/30/10 01/14/11 05/06/11	12/03/10 12/30/10 01/14/11 05/06/11
End of Year Escrow Payback Payday:	06/17/11	06/17/11	06/17/11	06/17/11	06/17/11	06/17/11

*One payday is scheduled during the holidays on 12/30/10 (during Winter Break).

♦Less than normal compensation may result on the 01/14/11 and/or 05/06/11 paydays due to the later start of the school year and non-paid holidays.

Hillsborough County Public Schools

V PAYROLL

LESS THAN 12 MONTH INSTRUCTIONAL SUPPORT
2010 - 2011

Pay Plan:
ALL1



Lawson Pay Period	Pay Class:		V35/190	V36/205	V37/205	V39/200	V40/201
	Pay Date	Day	Riders Paid Days	Health Asst & LPN Paid Days	Staff Nurses Paid Days	Asst Teachers & OT/PT Paid Days	Head Start Instructors Paid Days
07/01/10 - 07/10/10	07/16/10	Fri	---	---	---	---	---
07/11/10 - 07/24/10	07/30/10	Fri	---	---	---	---	---
07/25/10 - 08/07/10	08/13/10	Fri	---	2	2	---	---
08/08/10 - 08/21/10	08/27/10	Fri	1	10	10	7	8
08/22/10 - 09/04/10	09/10/10	Fri	9	10	10	10	10
09/05/10 - 09/18/10	09/24/10	Fri	10	10	10	10	10
09/19/10 - 10/02/10	10/08/10	Fri	10	10	10	10	10
10/03/10 - 10/16/10	10/22/10	Fri	10	10	10	10	10
10/17/10 - 10/30/10	11/05/10	Fri	10	10	10	10	10
10/31/10 - 11/13/10	11/19/10	Fri	9	9	9	9	9
11/14/10 - 11/27/10	12/03/10	Fri	7	7	7	8	8
11/28/10 - 12/11/10	12/17/10	Fri	10	10	10	10	10
12/12/10 - 12/25/10	12/30/10 * Thu		6	6	6	6	6
12/26/10 - 01/08/11	01/14/11 ♦ Fri		6	6	6	6	6
01/09/11 - 01/22/11	01/28/11	Fri	9	9	9	9	9
01/23/11 - 02/05/11	02/11/11	Fri	10	10	10	10	10
02/06/11 - 02/19/11	02/25/11	Fri	10	10	10	10	10
02/20/11 - 03/05/11	03/11/11	Fri	10	10	10	10	10
03/06/11 - 03/19/11	03/25/11	Fri	9	9	9	9	9
03/20/11 - 04/02/11	04/08/11	Fri	9	9	9	9	9
04/03/11 - 04/16/11	04/22/11	Fri	10	10	10	10	10
04/17/11 - 04/30/11	05/06/11	Fri	4	4	4	5	5
05/01/11 - 05/14/11	05/20/11	Fri	10	10	10	10	10
05/15/11 - 05/28/11	06/03/11	Fri	10	10	10	10	10
05/29/11 - 06/11/11	06/17/11	Fri	E 9	E 9	E 9	E 9	E 9
06/12/11 - 06/25/11	06/30/11	Thu	2	5	5	3	3
06/26/11 - 06/30/11	06/30/11	Thu	---	---	---	---	---

This symbol identifies when the escrow balance will be paid.

Total Days:	190	205	205	200	201
Start Date:	08/19/10 Th	08/04/10 W	08/04/10 W	08/12/10 Th	08/11/10 W
End Date:	06/14/11 Tu	06/17/11 F	06/17/11 F	06/15/11 W	06/15/11 W

Equalized days per payday - core year:	9 days	9 days	9 days	9 days	9 days
Equalized Pay Factor - core year:	0.1000	0.1000	0.1000	0.1000	0.1000
Beginning & end of year paydays with no escrow contribution: >> No escrow is withheld on 9-day pay periods.<<	08/27/10 09/10/10 06/30/11	08/13/10 06/30/11	08/13/10 06/30/11	08/27/10 06/30/11	08/27/10 06/30/11
Equalized Pay Payback Dates:	12/03/10 12/30/10 01/14/11 05/06/11	12/03/10 12/30/10 01/14/11 05/06/11	12/03/10 12/30/10 01/14/11 05/06/11	12/03/10 12/30/10 01/14/11 05/06/11	12/03/10 12/30/10 01/14/11 05/06/11
End of Year Escrow Payback Payday:	06/17/11	06/17/11	06/17/11	06/17/11	06/17/11

*One payday is scheduled during the holidays on 12/30/10 (during Winter Break).

♦Less than normal compensation may result on the 01/14/11 and/or 05/06/11 paydays due to the later start of the school year and non-paid holidays.

Hillsborough County Public Schools
EMPLOYEE DEDUCTION SCHEDULE
 2010 - 2011

Payroll Code ▶▶▶			A Payroll	P & R Payrolls	V Payroll	
Deduction Title	Payment Description	Deduction Code	Deductions per Year & Paydays	Deductions per Year & Paydays	Deductions per Year & Paydays	
Taxes	Federal Tax	FED TAX	Every Payday	Every Payday	Every Payday	
	Additional Tax	FED TAX				
	Earned Income Credit	EIC				
	FICA Tax	FICA EE				
	Medicare Tax	MED EE				
	Alternative Retirement	ALT R EE				
Levies	Retirement IE plan	FRS IE E	Every Payday	Every Payday	Every Payday	
	Education Foundation	ED FOUND				
	Child Support	CS+++++				
	Creditor Garnishment	Garnish\$ Garnish%				
	IRS Levy	IRS LEVY				
	Levy Fee	LEVY FEE				
Insurance & Voluntary Benefits	SDHC Levy	SDHC LVY	20 paydays * 09/10/10-06/17/11	20 09/10/10-06/17/11 *	20 paydays * 09/10/10-06/17/11	
	Student Loan-Florida	STLN FL\$				
	Student Loan-Not FL	STLN++++				
	Cancer Ins-AFLAC	AFLAC 20				
	Voluntary Benefits Pretax	Various				
	Voluntary Benefits Posttax	Various				
	AON Debit Card Payback	Fbdebt b				
	Humana Health Ins	Various				
	Gap Insurance	Various				
	Income Protection-FORTIS	FORTIS20				
	Unum Benefits	CANCERb ACC/HIPb LifeLTCb				
	Supplemental Life	SUP LIFb				
Spousal Life	SPS LIFb					
Dependent Life	CHLD LFB					
Tax Shelter Accounts (TSA)	Various					
Trustmark Posttax	Various					
Unions & Associations	HSEF Union Dues	HSEF	Not Applicable	Every Payday	Every Payday	
	HCTA Dues-ESP	CTA TCH	Not Applicable	20 paydays * 09/10/10-06/17/11	20 09/10/10-06/17/11 *	
	HCTA Economic Services	ECSV	20 paydays * 09/10/10-06/17/11		20 09/10/10-06/17/11 *	
	HCTA Dues-Teachers	CTA TCH				
	HCTA Dues-Job Share Tchr	CTA JST				
	HASA Dues	HASA				
	FASA Dues	FASA				
	NAESP Dues	NAESP				
	NASSP Dues	NASSP				
	PEN of Florida Dues	PEN - FL				
Credit Union	S CU DED	SCU			20 paydays 09/10/10-06/03/11	26 paydays 07/16/10-06/30/11
EYP Flat Amount	EYP AMT	EYPA		20 paydays *	Not Applicable	20 paydays *
EYP 12%	EYP 12%	EYPP	09/10/10-06/17/11		09/10/10-06/17/11	
United Way	UW	B08E	15 11/05/10-06/03/11 *	15 11/05/10-06/03/11 *	15 11/05/10-06/03/11 *	

* Deductions that are noted above with this asterisk will not be taken on the 12/03/10 payday.

Hillsborough County Public Schools
ADDITIONAL DEDUCTION INFORMATION
2010 - 2011

A & V Payrolls:

- a. All deductions will be withheld over 20 paydays except for:
 - (1) Taxes, Levies & Education Foundation are withheld on every payday
 - (2) United Way is only withheld over 15 paydays

P & R Payrolls:

- a. A variety of different deduction frequencies apply to 12-month personnel including:
 - (1) Taxes, Levies & Education Foundation are withheld on every payday
 - (2) 15 paydays for United Way
 - (3) 20 paydays for cancer, supplemental life, GAP & income protection insurance, HCTA & HASA.
 - (4) 25 paydays for TSA, health insurance, Trustmark & voluntary pretax & posttax benefits
 - (5) 26 paydays for deductions to the Suncoast Schools Federal Credit Union

Humana Health Insurance:

- a. The health insurance plan year is January 1st through December 31st for all employees
- b. Premiums are deducted one month in advance (December 1st through November 30th).
- c. A & V payrolls have 20 deductions while P & R payrolls have 25 deductions per year.
- d. No health deductions will be withheld for P & R payrolls on the 12/03/10 payday.
- e. No health deductions will be withheld for A & V payrolls on the 12/03/10 payday.

Supplemental Life Insurance:

- a. Twenty (20) deductions must be withheld for Supplemental Life from December through November for each plan year.
- b. Remaining deductions for the 2010 plan year will be taken from late August through November 2010.
- c. Deductions for the 2011 plan year will be withheld from December 2010 through November 2011.
- d. Normally, no deductions are taken during June, July and most of August.

HSEF Union Dues (new rates effective 02/15/08):

- a. HSEF dues apply to those employees covered by the blue-collar contract that voluntarily choose to join the union.
- b. Every payday for the P & V payrolls is subject to the dues contribution.
- c. HSEF dues are calculated at a rate of .0236 multiplied by gross pay with a minimum of \$7.00 and a maximum of \$17.70 per pay period.

EYP (Extended Year Payments):

- a. EYP refunds will be split equally into four (4) equal payments issued on 6/30/11, 7/15/11, 7/29/11 and 8/12/11.

Hillsborough County Public Schools
A PAYROLL - LESS THAN 12 MONTH INSTRUCTIONAL
SICK LEAVE ACCRUAL SCHEDULE
2010 - 2011

Sick leave is accrued on paid time only. Employees accrue one day of sick leave for each month of employment Florida Statute 1012.61(2)(a)1. A half day (.5) accrual is credited on each payday until the annual accrual is credited.

Pay Class:	A01 & A02	A03	A04 & A05	A07	A08	A09 & A10
Pay Date	10 Month Personnel DAYS	10 1/2 Month Personnel DAYS	11 Month Personnel DAYS	Psychologists & 10.5 Month Social Workers DAYS	Elem & Middle School Counselors DAYS	High School Counselors & Elem Asst Prin DAYS
1 07/16/10	---	---	---	---	---	---
2 07/30/10	---	---	---	---	---	---
3 08/13/10	---	---	4.0	---	---	---
4 08/27/10	4.0	4.0	0.5	4.0	4.0	4.0
5 09/10/10	0.5	0.5	0.5	0.5	0.5	0.5
6 09/24/10	0.5	0.5	0.5	0.5	0.5	0.5
7 10/08/10	0.5	0.5	0.5	0.5	0.5	0.5
8 10/22/10	0.5	0.5	0.5	0.5	0.5	0.5
9 11/05/10	0.5	0.5	0.5	0.5	0.5	0.5
10 11/19/10	0.5	0.5	0.5	0.5	0.5	0.5
11 12/03/10	0.5	0.5	0.5	0.5	0.5	0.5
12 12/17/10	0.5	0.5	0.5	0.5	0.5	0.5
13 12/30/10	---	---	---	---	---	---
14 01/14/11	0.5	0.5	0.5	0.5	0.5	0.5
15 01/28/11	0.5	0.5	0.5	0.5	0.5	0.5
16 02/11/11	0.5	0.5	0.5	0.5	0.5	0.5
17 02/25/11	0.5	0.5	0.5	0.5	0.5	0.5
18 03/11/11	---	0.5	0.5	0.5	0.5	0.5
19 03/25/11	---	---	---	---	---	---
20 04/08/11	---	---	---	---	---	---
21 04/22/11	---	---	---	---	---	---
22 05/06/11	---	---	---	---	---	---
23 05/20/11	---	---	---	---	---	---
Total Days	10.0	10.5	11.0	10.5	10.5	10.5

Instructional employees are entitled to four days of sick leave on the first day of each contract year.
All other employees are entitled to four days of sick leave at the end of the first month of each contract year.

Sick leave accrual adjustments will be made for:

- (1) Employees that begin working after the normal contract starting date.
- (2) Employees that take a long-term leave of absence or terminate employment prior to the normal contract ending date.

Hillsborough County Public Schools
12 MONTH PERSONNEL
SICK LEAVE ACCRUAL SCHEDULE
2010 - 2011

Sick Leave is accrued on paid time only. Employees accrue one day of sick leave for each month of employment per Florida Statute 1012.61(2)(a)1. A half day (.5) accrual is credited on each payday until the annual accrual is credited.

Cycle	Pay Class:	P01 & P03	R01 & R03	R02 & R05
	Pay Date	Non-Instructional Personnel DAYS	12 Month Instructional Personnel DAYS	12 Month Administrators Personnel DAYS
1	07/16/10	---	4.0	---
2	07/30/10	---	0.5	---
3	08/13/10	4.5	0.5	4.5
4	08/27/10	0.5	0.5	0.5
5	09/10/10	0.5	0.5	0.5
6	09/24/10	0.5	0.5	0.5
7	10/08/10	0.5	0.5	0.5
8	10/22/10	0.5	0.5	0.5
9	11/05/10	0.5	0.5	0.5
10	11/19/10	0.5	0.5	0.5
11	12/03/10	0.5	0.5	0.5
12	12/17/10	0.5	0.5	0.5
13	12/30/10	---	---	---
14	01/14/11	0.5	0.5	0.5
15	01/28/11	0.5	0.5	0.5
16	02/11/11	0.5	0.5	0.5
17	02/25/11	0.5	0.5	0.5
18	03/11/11	0.5	0.5	0.5
19	03/25/11	0.5	---	0.5
20	04/08/11	---	---	---
21	04/22/11	---	---	---
22	05/06/11	---	---	---
23	05/20/11	---	---	---
24	06/03/11	---	---	---
25	06/17/11	---	---	---
26	06/30/11	---	---	---
	Total Days	12.0	12.0	12.0

Instructional employees are entitled to four days of sick leave on the first day of each contract year. All other employees are entitled to four days of sick leave at the end of the first month of each contract year. This date will fall within the applicable pay period dates. Four days of sick leave will be credited on the corresponding payday.

Sick leave accrual adjustments will be made for:

- (1) Employees that begin working after the normal contract starting date.
- (2) Employees that take a long-term leave of absence or terminate employment prior to the normal contract ending date.

Hillsborough County Public Schools

V PAYROLL - LESS THAN 12 MONTH INSTRUCTIONAL SUPPORT
SICK LEAVE ACCRUAL SCHEDULE
2010 - 2011

Sick leave is accrued on paid time only. Employees accrue one day of sick leave for each month of employment per Florida Statute 1012.61(2)(a)1. A half day (.5) accrual is credited on each payday until the annual accrual is credited.

Pay Class:	V21	V22	V23	V24	V25	V26	V27	V28	V30	V31	V32	V34	V35	V36	V37	V39	V40
Pay Date	ESE Attn	Bus Drivers	Pers Secy	10.5 Month Clerks	Middle School Bookpr	High School Bookpr	Data Processors & Lead Drivers	SNS Mgr	SNS Asst, Prod Coord	196-day Teacher Aides	High School Registr	OT/PT Asst	Riders	Health Asst	Staff Nurses	Assistant Teachers & OT/PT	Head Start Instructors
1 07/16/10	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
2 07/30/10	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
3 08/13/10	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
4 08/27/10	---	---	4.5	---	---	---	---	---	---	---	---	4.5	---	---	---	---	---
5 09/10/10	---	---	0.5	---	4.5	4.5	4.5	---	---	---	4.5	0.5	---	---	---	---	---
6 09/24/10	---	4.5	0.5	4.5	0.5	0.5	0.5	4.5	4.5	4.5	0.5	0.5	---	4.5	4.5	4.5	4.5
7 10/08/10	4.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	4.5	0.5	0.5	0.5	0.5
8 10/22/10	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5
9 11/05/10	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5
10 11/19/10	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5
11 12/03/10	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5
12 12/17/10	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5
13 12/30/10	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
14 01/14/11	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5
15 01/28/11	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5
16 02/11/11	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5
17 02/25/11	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5
18 03/11/11	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5
19 03/25/11	---	---	0.5	0.5	---	0.5	0.5	---	---	---	0.5	0.5	---	0.5	0.5	---	---
20 04/08/11	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
21 04/22/11	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
22 05/06/11	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
Total Days	9.5	10.0	11.5	10.5	10.5	11.0	11.0	10.0	10.0	10.0	11.0	11.5	9.5	10.5	10.5	10.0	10.0

Instructional employees are entitled to four days of sick leave on the first day of each contract year. All other employees are entitled to four days of sick leave at the end of the first month of each contract year. This date will fall within the applicable pay period dates. Four days of sick leave will be credited on the corresponding payday.

Sick leave accrual adjustments will be made for:

- (1) Employees that begin working after the normal contract starting date.
- (2) Employees that take a long-term leave of absence or terminate employment prior to the normal contract ending date.

2010 - 2011 INSTRUCTIONAL PERSONNEL HIGHLIGHTS

Revised

Starting Date	Less than 12-month Instructional	Pay Class	First Pay Date
July 26	Secondary Assistant Principals	A04	August 13
July 28	11-month Teachers & ROTC Instructors	A05	August 13
August 9	10½-month Teachers	A03	August 27
August 9	High School Guidance Counselors	A09	August 27
August 9	Elementary Assistant Principals	A10	August 27
August 11	Elementary Guidance Counselors	A08	August 27
August 11	Middle School Guidance Counselors	A08	August 27
August 11	Psychologists & 10½-month Social Workers	A07	August 27
August 13	10-month Social Workers	A02	August 27
August 16	10-month Alternative Ed Teachers	A01	August 27
August 16	10-month Teachers	A01	August 27

2. July 2, 16, 23, 30 & August 6 District sites closed on Fridays
3. August 16-17, 19-20 & 23 Pre-planning days
4. August 18 Professional Day
5. September 6 Labor Day - 1st Paid Teacher Holiday
6. November 11 Veterans Day - 2nd Paid Teacher Holiday
7. November 22-23 Non Work Days
8. November 24 Conference Day
9. November 25-26 Thanksgiving Holidays - 3rd & 4th Paid Teacher Holidays
10. December 20-31 Winter Holidays:
 * December 21-24, 28-31 are non-paid holidays
 * December 20 & 27 are the 5th & 6th Paid Teacher Holidays
11. January 17 Martin Luther King Day - Non-paid Holiday
12. January 18 Teacher Work Day
13. February 11 Planning day for West Hillsborough County sites
14. March 7 Planning day for East Hillsborough County sites
15. March 18 Non Work Day
16. March 21 Non Work Day
17. April 22 Conference Day
18. April 25-29 Spring Holidays - Non-paid Holidays
19. May 30 Memorial Day - Non-paid Holiday
20. June 13-14 Post-planning days

Ending Date	Less than 12-month Instructional	Pay Class	Last Pay Date
June 14	10½-month Teachers	A03	June 30
June 14	10-month Alternative Ed Teachers	A01	June 30
June 14	10-month Teachers	A01	June 30
June 14	10-month Social Workers	A02	June 30
June 16	Elementary Guidance Counselors	A08	June 30
June 16	Middle School Guidance Counselors	A08	June 30
June 16	High School Guidance Counselors	A09	June 30
June 17	11-month Teachers & ROTC Instructors	A05	June 30
June 20	Psychologists & 10½-month Social Workers	A07	June 30
June 20	Secondary Assistant Principals	A04	June 30
June 21	Elementary Assistant Principals	A10	June 30

2010 - 2011 INSTRUCTIONAL SUPPORT PERSONNEL HIGHLIGHTS

Revised

1. July 5 Independence Day:
Paid holiday for 12-month employees

2. July 2, 16, 23, 30 & August 6 District sites closed on Fridays.

3.

Starting Date	Less than 12-month Instructional Support	Pay Class	First Pay Date
July 12	Personal Secretaries	V23	July 30
July 12	Occupational and Physical Therapist Assistants	V34	July 30
July 29	Data Processors, Lead Drivers and High School Registrars	V27, V32	August 13
July 29	High School Bookkeepers	V26	August 13
August 2	Middle School Bookkeepers	V25	August 13
August 4	10½-month Clerks	V24	August 13
August 4	Health Assistants, LPN, and Staff Nurses	V36, V37	August 13
August 9	SNS Managers	V28	August 27
August 10	Bus Drivers	V22	August 27
August 11	Head Start Instructors	V40	August 27
August 12	Assistant Teachers & OT/PT	V39	August 27
August 19	Riders	V35	August 27
August 16	Teacher Aides	V31	August 27
August 16	SNS Assistants and Product Coordinators	V30	August 27
August 20	ESE Attendants	V21	August 27

4. August 10-12, 19 Inservice Days for Bus Drivers

5. August 19 Inservice Day for Riders

6. August 13, 16-18 Non-paid days for Bus Drivers

7. August 20, 23 Non-paid days for Bus Drivers and Riders

8. September 6 Labor Day:
a. Paid holiday for all less than 12-month support employees
b. Non-paid holiday for all 12-month employees

9. **September 7-10** 12-month employees work four 10-hour days

10. November 11 Veteran's Day:
a. Non-paid holiday for all less than 12-month support employees
b. Work day for all 12-month employees

11. **November 22-26** Thanksgiving week:
a. Less than 12-month employees:
* November 22-24 are non-paid holidays
* November 25-26 are paid holidays
* EXCEPTION: November 24 is a conference day for Assistant Teachers, OT/PT and Head Start Instructors.
b. 12-month 253-day personnel:
* November 22-23 are non-paid holidays
* November 24-26 are paid holidays
c. 12-month DJJ 257-day employees:
* November 22 is a work day
* November 25 is a paid holiday
* November 23, 24 & 26 are non-paid holidays

12. December 20-31 Winter Holidays:
a. Less than 12-month employees:
* December 24 & 27 are paid holidays
* December 20-23, 28-31 are non-paid holidays
b. 12-month 253-day personnel:
* December 20-24, 29-31 are paid holidays
* December 27-28 are non-paid holidays
c. 12-month DJJ 257-day employees:
* December 20-22 are work days
* December 23-24, 28-31 are paid holidays
* December 27 is a non-paid holiday

2010 - 2011 INSTRUCTIONAL SUPPORT PERSONNEL HIGHLIGHTS

Revised

- 13. January 17 Martin Luther King Day:
Non-paid holiday for instructional support and 12-month employees

- 14. January 18 Work day for all less than 12-month instructional support and 12-month employees
(Teacher Work Day)

- 15. **January 18-21 12-month employees work four 10-hour days**

- 16. February 11 Fair Day - Paid holiday for ALL less than 12-month employees at West Hillsborough County sites
(12-month employees work on this day)

- 17. March 7 East Hillsborough County sites celebrate Strawberry Festival Day in lieu of Fair Day

- 18. **March 18 Non-work day for all less than 12-month instructional support employees
(12-month employees work on this day)**

- 19. March 21 Non-work day for all less than 12-month instructional support employees
(12-month employees work on this day)

- 20. April 22 Non-work day for all less than 12-month instructional support employees, except that this is
a conference day for Assistant Teachers, OT/PT and Head Start Instructors
(12-month employees work on this day)

- 21. **April 25 - 29 Spring Holidays:**
 - a. Less than 12-month employees - Non-paid holidays
 - b. 12-month 253-day personnel:
 - *April 25 is a paid holidays
 - *April 26-29 are non-paid holidays
 - c. 12-month DJJ 257-day employees - Paid holidays

- 22. May 30 Memorial Day is a non-paid holiday for all less than 12-month instructional support employees
and 12-month 253-day personnel (257-day employees work on this day)

- 23. **May 31 & June 1-3 12-month 253-day employees work four 10-hour days**

24.

Ending Date	Less than 12-month Non-Instructional	Pay Class	Last Pay Date
June 14	Bus Drivers	V22	June 30
June 14	Riders	V35	June 30
June 14	SNS Assistants and Product Coordinators	V30	June 30
June 14	SNS Managers	V28	June 30
June 14	ESE Attendants	V21	June 30
June 15	Teacher Aides	V31	June 30
June 15	Head Start Instructors	V40	June 30
June 15	Assistant Teachers & OT/PT	V39	June 30
June 17	10½-month Clerks	V24	June 30
June 17	Health Assistants, LPN and Staff Nurses	V36, V37	June 30
June 20	Personal Secretaries	V23	June 30
June 20	Occupational and Physical Therapist Assistants	V34	June 30
June 20	Middle School Bookkeepers	V25	June 30
June 21	High School Bookkeepers	V26	June 30
June 23	Data Processors, Lead Drivers and High School Registrars	V27, V32	June 30