

HILLSBOROUGH COUNTY PUBLIC SCHOOLS
PAYROLL SCHEDULES
2012 - 2013

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

The 2012-2013 Payroll Schedules were approved by the School Board on May 8, 2012.



HILLSBOROUGH COUNTY PUBLIC SCHOOLS
PAYROLL SCHEDULES
2012 - 2013


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Hillsborough County Public Schools
A PAYROLL
INSTRUCTIONAL LESS THAN 12 MONTH
2012 - 2013

Pay Plan:
ALL1

Lawson Pay Period	Pay Class:		A01/198	A02/199	A03/203	A04/216	A05/213	A06/213	A07/205	A08/203	A09/205	A10/208
	Pay Date	Day	10 Month Teachers, Diagnostcns, 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
07/01/12 - 07/07/12	07/13/12	Fri	---	---	---	---	---	---	---	---	---	---
07/08/12 - 07/21/12	07/27/12	Fri	---	---	---	---	---	---	---	---	---	---
07/22/12 - 08/04/12	08/10/12	Fri	---	---	---	10	10	2	---	---	---	---
08/05/12 - 08/18/12	08/24/12	Fri	5	6	10	10	10	9	8	8	10	10
08/19/12 - 09/01/12	09/07/12	Fri	10	10	10	10	10	10	10	10	10	10
09/02/12 - 09/15/12	09/21/12	Fri	10	10	10	10	10	10	10	10	10	10
09/16/12 - 09/29/12	10/05/12	Fri	10	10	10	10	10	10	10	10	10	10
09/30/12 - 10/13/12	10/19/12	Fri	10	10	10	10	10	10	10	10	10	10
10/14/12 - 10/27/12	11/02/12	Fri	9	9	9	9	9	9	9	9	9	9
10/28/12 - 11/10/12	11/16/12	Fri	10	10	10	10	10	10	10	10	10	10
11/11/12 - 11/24/12	11/30/12	Fri	8	8	8	8	8	8	8	8	8	8
11/25/12 - 12/08/12	12/14/12	Fri	10	10	10	10	10	10	10	10	10	10
12/09/12 - 12/22/12	12/28/12 *Fri		10	10	10	10	10	10	10	10	10	10
12/23/12 - 01/05/13	01/11/13 ♦Fri		2	2	2	2	2	2	2	2	2	2
01/06/13 - 01/19/13	01/25/13	Fri	10	10	10	10	10	10	10	10	10	10
01/20/13 - 02/02/13	02/08/13	Fri	9	9	9	9	9	9	9	9	9	9
02/03/13 - 02/16/13	02/22/13	Fri	10	10	10	10	10	10	10	10	10	10
02/17/13 - 03/02/13	03/08/13	Fri	10	10	10	10	10	10	10	10	10	10
03/03/13 - 03/16/13	03/22/13 ♦Fri		5	5	5	5	5	5	5	5	5	5
03/17/13 - 03/30/13	04/05/13	Fri	10	10	10	10	10	10	10	10	10	10
03/31/13 - 04/13/13	04/19/13	Fri	10	10	10	10	10	10	10	10	10	10
04/14/13 - 04/27/13	05/03/13	Fri	10	10	10	10	10	10	10	10	10	10
04/28/13 - 05/11/13	05/17/13	Fri	10	10	10	10	10	10	10	10	10	10
05/12/13 - 05/25/13	05/31/13	Fri	10	10	10	10	10	10	10	10	10	10
05/26/13 - 06/08/13	06/14/13	Fri	E 9	E 9	E 9	E 9	E 9	E 9	E 9	E 9	E 9	E 9
06/09/13 - 06/22/13	06/28/13	Fri	1	1	1	4	1	7	5	3	3	6
06/23/13 - 06/29/13	06/28/13	Fri	---	---	---	---	---	3	---	---	---	---

 This symbol identifies when the escrow balance will be paid.

Total Days:	198	199	203	216	213	213	205	203	205	208
Start Date:	08/13/12 M	08/09/12 Th	08/06/12 M	07/23/12 M	07/23/12 M	08/01/12 W	08/07/12 Tu	08/07/12 Tu	08/06/12 M	08/06/12 M
End Date:	06/10/13 M	06/10/13 M	06/10/13 M	06/13/13 Th	06/10/13 M	06/27/13 Th	06/13/13 Th	06/12/13 W	06/12/13 W	06/17/13 M

Equalized days per payday - core year:	9 days	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	0.1000
Beginning & end of year paydays with no escrow contribution: >> No escrow is withheld on 9-day pay	08/24/12 06/28/13	08/24/12 06/28/13	06/28/13	06/28/13	06/28/13	08/10/12 06/28/13	08/24/12 06/28/13	08/24/12 06/28/13	06/28/13	06/28/13
Equalized Pay Payback Dates:	11/30/12 01/11/13 03/22/13	11/30/12 01/11/13 03/22/13	11/30/12 01/11/13 03/22/13	11/30/12 01/11/13 03/22/13	11/30/12 01/11/13 03/22/13	11/30/12 01/11/13 03/22/13	11/30/12 01/11/13 03/22/13	11/30/12 01/11/13 03/22/13	11/30/12 01/11/13 03/22/13	11/30/12 01/11/13 03/22/13
End of Year Escrow Payback Payday:	06/14/13	06/14/13	06/14/13	06/14/13	06/14/13	06/14/13	06/14/13	06/14/13	06/14/13	06/14/13

*One payday is scheduled during the holidays on 12/28/12 (during Winter Break).

♦Less than normal compensation may result on the 01/11/13 and/or 03/22/13 paydays due to the later start of the school year and non-paid holidays.

Hillsborough County Public Schools

A PAYROLL

INSTRUCTIONAL LESS THAN 12 MONTH JOB SHARE POSITIONS
2012 - 2013

Pay Plan:
ALL1

Lawson Pay Period	Pay Class:		A01/209	A03/214	A05/224	A08/214	A09/216
	Pay Date	Day	Paid Days	Paid Days	Paid Days	Paid Days	Paid Days
07/01/12 - 07/07/12	07/13/12	Fri	---	---	---	---	---
07/08/12 - 07/21/12	07/27/12	Fri	---	---	---	---	---
07/22/12 - 08/04/12	08/10/12	Fri	---	---	10	---	---
08/05/12 - 08/18/12	08/24/12	Fri	10	15	15	13	15
08/19/12 - 09/01/12	09/07/12	Fri	11	11	11	11	11
09/02/12 - 09/15/12	09/21/12	Fri	10	10	10	10	10
09/16/12 - 09/29/12	10/05/12	Fri	10	10	10	10	10
09/30/12 - 10/13/12	10/19/12	Fri	10	10	10	10	10
10/14/12 - 10/27/12	11/02/12	Fri	9	9	9	9	9
10/28/12 - 11/10/12	11/16/12	Fri	10	10	10	10	10
11/11/12 - 11/24/12	11/30/12	Fri	9	9	9	9	9
11/25/12 - 12/08/12	12/14/12	Fri	10	10	10	10	10
12/09/12 - 12/22/12	12/28/12 *	Fri	10	10	10	10	10
12/23/12 - 01/05/13	01/11/13 ♦	Fri	2	2	2	2	2
01/06/13 - 01/19/13	01/25/13	Fri	10	10	10	10	10
01/20/13 - 02/02/13	02/08/13	Fri	10	10	10	10	10
02/03/13 - 02/16/13	02/22/13	Fri	11	11	11	11	11
02/17/13 - 03/02/13	03/08/13	Fri	10	10	10	10	10
03/03/13 - 03/16/13	03/22/13 ♦	Fri	5	5	5	5	5
03/17/13 - 03/30/13	04/05/13	Fri	11	11	11	11	11
03/31/13 - 04/13/13	04/19/13	Fri	10	10	10	10	10
04/14/13 - 04/27/13	05/03/13	Fri	10	10	10	10	10
04/28/13 - 05/11/13	05/17/13	Fri	10	10	10	10	10
05/12/13 - 05/25/13	05/31/13	Fri	10	10	10	10	10
05/26/13 - 06/08/13	06/14/13	Fri	E 9	E 9	E 9	E 9	E 9
06/09/13 - 06/22/13	06/28/13	Fri	2	2	2	4	4
06/23/13 - 06/29/13	06/28/13	Fri	---	---	---	---	---

JOB SHARE
11
FULL
DAYS

5 days
1 day

1 day

1 day
1 day

1 day

1 day

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

Total Days:	209	214	224	214	216
Start Date:	08/13/12 M	08/06/12 M	07/23/12 M	08/07/12 Tu	08/06/12 M
End Date:	06/10/13 M	06/10/13 M	06/10/13 M	06/12/13 W	06/12/13 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.<<	08/24/12 06/28/13	06/28/13	06/28/13	08/24/12 06/28/13	06/28/13
Equalized Pay Payback Dates:	11/30/12 01/11/13 03/22/13	11/30/12 01/11/13 03/22/13	11/30/12 01/11/13 03/22/13	11/30/12 01/11/13 03/22/13	11/30/12 01/11/13 03/22/13
End of Year Escrow Payback Payday:	06/14/13	06/14/13	06/14/13	06/14/13	06/14/13

*One payday is scheduled during the holidays on 12/28/12 (during Winter Break).
♦Less than normal compensation may result on the 01/11/13 and/or 03/22/13 paydays due to the later start of the school year and non-paid holidays.

Hillsborough County Public Schools
P PAYROLL - 12 MONTH INSTRUCTIONAL SUPPORT
R PAYROLL - 12 MONTH INSTRUCTIONAL & ADMINISTRATORS
2012 - 2013

Pay Plan:
ALL1

Lawson Pay Period	Pay Class:		P01, R01 & R02		P03, R03 & R05	
	Pay Date	Day	Paid Days		Paid Days	
07/01/12 - 07/07/12	07/13/12	Fri	5		5	
07/08/12 - 07/21/12	07/27/12	Fri	10		10	
07/22/12 - 08/04/12	08/10/12	Fri	10		10	
08/05/12 - 08/18/12	08/24/12	Fri	10		10	
08/19/12 - 09/01/12	09/07/12	Fri	10		10	
09/02/12 - 09/15/12	09/21/12	Fri	10		10	
09/16/12 - 09/29/12	10/05/12	Fri	10		10	
09/30/12 - 10/13/12	10/19/12	Fri	10		10	
10/14/12 - 10/27/12	11/02/12	Fri	10		10	
10/28/12 - 11/10/12	11/16/12	Fri	10		10	
11/11/12 - 11/24/12	11/30/12	Fri	9		8	
11/25/12 - 12/08/12	12/14/12	Fri	10		10	
12/09/12 - 12/22/12	12/28/12 *	Fri	10		10	
12/23/12 - 01/05/13	01/11/13	Fri	8		9	
01/06/13 - 01/19/13	01/25/13	Fri	10		10	
01/20/13 - 02/02/13	02/08/13	Fri	10		10	
02/03/13 - 02/16/13	02/22/13	Fri	10		10	
02/17/13 - 03/02/13	03/08/13	Fri	10		10	
03/03/13 - 03/16/13	03/22/13 ♦	Fri	6		10	
03/17/13 - 03/30/13	04/05/13	Fri	10		10	
03/31/13 - 04/13/13	04/19/13	Fri	10		10	
04/14/13 - 04/27/13	05/03/13	Fri	10		10	
04/28/13 - 05/11/13	05/17/13	Fri	10		10	
05/12/13 - 05/25/13	05/31/13	Fri	10		10	
05/26/13 - 06/08/13	06/14/13	Fri	◊ E 10		◊ E 10	
06/09/13 - 06/22/13	06/28/13	Fri	10		10	
06/23/13 - 06/29/13	06/28/13	Fri	5		5	

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

Total Days:	253	257
Start Date:	07/01/12	07/01/12
End Date:	06/30/13	06/30/13

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:	07/13/12 06/28/13	07/13/12 06/28/13
Equalized Pay Payback Dates:	11/30/12 01/11/13 03/22/13	11/30/12 01/11/13
End of Year Escrow Payback Payday:	06/14/13	06/14/13

*One payday is scheduled during the holidays on 12/28/12 (during Winter Break).

♦ Less than normal compensation may result on the 03/23/13 payday due to the earlier Spring Break and non-paid holidays.

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

2012 - 2013

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.

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

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

* One payday is scheduled during the holidays on 12/28/12 (during Winter Break).

Hillsborough County Public Schools
NON-PERMANENT ASSIGNMENTS
TEMPORARY, EXTENDED LEARNING PROGRAM,
STUDENTS, COLLEGE WORK STUDY & NON-SUMMER SCHOOL
2012 - 2013

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.

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

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

*One payday is scheduled during the holidays on 12/28/12 (during Winter Break).

Hillsborough County Public Schools
2012 EXTENDED SCHOOL YEAR PROGRAM

**"T03" Summer Instructional &
 "T05" Summer Instructional Support Payroll**

Pay Period	Pay Date	max
06/12/12 - 06/23/12	06/29/12 Fri	7
06/24/12 - 06/30/12	06/29/12 Fri	4
07/01/12 - 07/07/12	07/13/12 Fri	4
07/08/12 - 07/21/12	07/27/12 Fri	8
07/22/12 - 08/04/12	08/10/12 Fri	8
08/05/12 - 08/09/12	08/24/12 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
06/12/12 - 06/23/12	06/29/12 Fri	7
06/24/12 - 06/30/12	06/29/12 Fri	4
07/01/12 - 07/07/12	07/13/12 Fri	4
07/08/12 - 07/21/12	07/27/12 Fri	8
07/22/12 - 08/04/12	08/10/12 Fri	8
08/05/12 - 08/06/12	08/24/12 Fri	1

Notes:

- ◆ The Extended School Year Program covers the period June 12, 2012 through August 9, 2012.
- ◆ HCPS utilizes a 4-day work week from Monday, June 11, 2012 through Friday, August 10, 2012.
- ◆ The last work dates of the 2011-2012 regular school year are:
 - a. Monday, June 11, 2012 for 10-month teachers
 - b. Monday, June 11, 2012 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
2012 - 2013

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 Paid Days	Bus Drivers Paid Days	Personal Secty Paid Days	10 1/2 Month Clerks Paid Days	Middle School Bookpr Paid Days	High School Bookpr Paid Days
07/01/12 - 07/07/12	07/13/12	Fri	---	---	---	---	---	---
07/08/12 - 07/21/12	07/27/12	Fri	---	---	10	---	---	---
07/22/12 - 08/04/12	08/10/12	Fri	---	---	10	2	5	7
08/05/12 - 08/18/12	08/24/12	Fri	1	3	10	10	10	10
08/19/12 - 09/01/12	09/07/12	Fri	10	10	10	10	10	10
09/02/12 - 09/15/12	09/21/12	Fri	10	10	10	10	10	10
09/16/12 - 09/29/12	10/05/12	Fri	10	10	10	10	10	10
09/30/12 - 10/13/12	10/19/12	Fri	10	10	10	10	10	10
10/14/12 - 10/27/12	11/02/12	Fri	9	9	9	9	9	9
10/28/12 - 11/10/12	11/16/12	Fri	10	10	10	10	10	10
11/11/12 - 11/24/12	11/30/12	Fri	6	6	6	6	6	6
11/25/12 - 12/08/12	12/14/12	Fri	10	10	10	10	10	10
12/09/12 - 12/22/12	12/28/12 *	Fri	10	10	10	10	10	10
12/23/12 - 01/05/13	01/11/13 ♦	Fri	2	2	2	2	2	2
01/06/13 - 01/19/13	01/25/13	Fri	10	10	10	10	10	10
01/20/13 - 02/02/13	02/08/13	Fri	9	9	9	9	9	9
02/03/13 - 02/16/13	02/22/13	Fri	10	10	10	10	10	10
02/17/13 - 03/02/13	03/08/13	Fri	10	10	10	10	10	10
03/03/13 - 03/16/13	03/22/13 ♦	Fri	5	5	5	5	5	5
03/17/13 - 03/30/13	04/05/13	Fri	9	9	9	9	9	9
03/31/13 - 04/13/13	04/19/13	Fri	10	10	10	10	10	10
04/14/13 - 04/27/13	05/03/13	Fri	10	10	10	10	10	10
04/28/13 - 05/11/13	05/17/13	Fri	10	10	10	10	10	10
05/12/13 - 05/25/13	05/31/13	Fri	10	10	10	10	10	10
05/26/13 - 06/08/13	06/14/13	Fri	E 9	E 9	E 9	E 9	E 9	E 9
06/09/13 - 06/22/13	06/28/13	Fri	1	1	5	4	5	5
06/23/13 - 06/29/13	06/28/13	Fri	---	---	---	---	---	---

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

Total Days:	191	193	224	205	209	211
Start Date:	08/17/12 F	08/07/12 Tu	07/09/12 M	08/01/12 W	07/30/12 M	07/25/12 W
End Date:	06/10/13 M	06/10/13 M	06/13/13 Th	06/13/13 Th	06/13/13 Th	06/13/13 Th

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.<<	08/24/12 06/28/13	08/24/12 06/28/13	06/28/13	08/10/12 06/28/13	08/10/12 06/28/13	08/10/12 06/28/13
Equalized Pay Payback Dates:	11/30/12 01/11/13 03/22/13	11/30/12 01/11/13 03/22/13	11/30/12 01/11/13 03/22/13	11/30/12 01/11/13 03/22/13	11/30/12 01/11/13 03/22/13	11/30/12 01/11/13 03/22/13
End of Year Escrow Payback Payday:	06/14/13	06/14/13	06/14/13	06/14/13	06/14/13	06/14/13

*One payday is scheduled during the holidays on 12/28/12 (during Winter Break).
 ♦Less than normal compensation may result on the 01/11/13 and/or 03/22/13 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
2012 - 2013

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
07/01/12 - 07/07/12	07/13/12	Fri	---	---	---	---	---	---
07/08/12 - 07/21/12	07/27/12	Fri	---	---	---	---	---	10
07/22/12 - 08/04/12	08/10/12	Fri	10	---	---	---	10	10
08/05/12 - 08/18/12	08/24/12	Fri	10	10	5	6	10	10
08/19/12 - 09/01/12	09/07/12	Fri	10	10	10	10	10	10
09/02/12 - 09/15/12	09/21/12	Fri	10	10	10	10	10	10
09/16/12 - 09/29/12	10/05/12	Fri	10	10	10	10	10	10
09/30/12 - 10/13/12	10/19/12	Fri	10	10	10	10	10	10
10/14/12 - 10/27/12	11/02/12	Fri	9	9	9	9	9	9
10/28/12 - 11/10/12	11/16/12	Fri	10	10	10	10	10	10
11/11/12 - 11/24/12	11/30/12	Fri	6	6	6	6	6	6
11/25/12 - 12/08/12	12/14/12	Fri	10	10	10	10	10	10
12/09/12 - 12/22/12	12/28/12 *	Fri	10	10	10	10	10	10
12/23/12 - 01/05/13	01/11/13 ♦	Fri	2	2	2	2	2	2
01/06/13 - 01/19/13	01/25/13	Fri	10	10	10	10	10	10
01/20/13 - 02/02/13	02/08/13	Fri	9	9	9	9	9	9
02/03/13 - 02/16/13	02/22/13	Fri	10	10	10	10	10	10
02/17/13 - 03/02/13	03/08/13	Fri	10	10	10	10	10	10
03/03/13 - 03/16/13	03/22/13 ♦	Fri	5	5	5	5	5	5
03/17/13 - 03/30/13	04/05/13	Fri	9	9	9	9	9	9
03/31/13 - 04/13/13	04/19/13	Fri	10	10	10	10	10	10
04/14/13 - 04/27/13	05/03/13	Fri	10	10	10	10	10	10
04/28/13 - 05/11/13	05/17/13	Fri	10	10	10	10	10	10
05/12/13 - 05/25/13	05/31/13	Fri	10	10	10	10	10	10
05/26/13 - 06/08/13	06/14/13	Fri	E 9	E 9	E 9	E 9	E 9	E 9
06/09/13 - 06/22/13	06/28/13	Fri	4	1	1	1	4	5
06/23/13 - 06/29/13	06/28/13	Fri	---	---	---	---	---	---

This symbol identifies when the escrow balance will be paid.

Total Days:	213	200	195	196	213	224
Start Date:	07/23/12 M	08/06/12 M	08/13/12 M	08/09/12 Th	07/23/12 M	07/09/12 M
End Date:	06/13/13 Th	06/10/13 M	06/10/13 M	06/10/13 M	06/13/13 Th	06/13/13 Th

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.<<	06/28/13	06/28/13	08/24/12 06/28/13	08/24/12 06/28/13	06/28/13	06/28/13
Equalized Pay Payback Dates:	11/30/12 01/11/13 03/22/13	11/30/12 01/11/13 03/22/13	11/30/12 01/11/13 03/22/13	11/30/12 01/11/13 03/22/13	11/30/12 01/11/13 03/22/13	11/30/12 01/11/13 03/22/13
End of Year Escrow Payback Payday:	06/14/13	06/14/13	06/14/13	06/14/13	06/14/13	06/14/13

*One payday is scheduled during the holidays on 12/28/12 (during Winter Break).

♦Less than normal compensation may result on the 01/11/13 and/or 03/22/13 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
2012 - 2013

Pay Plan: ALL1

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

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

Total Days:	190	205	205	200	201
Start Date:	08/17/12 F	08/01/12 W	08/01/12 W	08/07/12 Tu	08/06/12 M
End Date:	06/07/13 F	06/13/13 Th	06/13/13 Th	06/10/13 M	06/10/13 M

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.<<	08/24/12	08/10/12 06/28/13	08/10/12 06/28/13	08/24/12 06/28/13	08/24/12 06/28/13
Equalized Pay Payback Dates:	11/30/12 01/11/13 03/22/13	11/30/12 01/11/13 03/22/13	11/30/12 01/11/13 03/22/13	11/30/12 01/11/13 03/22/13	11/30/12 01/11/13 03/22/13
End of Year Escrow Payback Payday:	06/14/13	06/14/13	06/14/13	06/14/13	06/14/13

*One payday is scheduled during the holidays on 12/28/12 (during Winter Break).

♦Less than normal compensation may result on the 01/11/13 and/or 03/22/13 paydays due to the later start of the school year and non-paid holidays.

Hillsborough County Public Schools
EMPLOYEE DEDUCTION SCHEDULE
 2012 - 2013

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					
Retirement IE plan	FRS IE E						
Education Foundation	ED FOUND						
Levies	Child Support	CS+++++					
	Creditor Garnishment	Garnish\$ Garnish%					
	IRS Levy	IRS LEVY					
	Levy Fee	LEVY FEE					
	SDHC Levy	SDHC LVY					
	Student Loan-Florida	STLN FL\$					
	Student Loan-Not FL	STLN++++					
Voluntary Benefits Pretax	Various	F0+E F2+E F1+E F3+E	20 paydays * 09/07/12-06/14/13	25 paydays * 07/13/12-06/28/13	20 paydays * 09/07/12-06/14/13		
Voluntary Benefits Posttax	Various	F41E F61E F42E F62E					
AON Debit Card Payback	Fbdebt b	F50E					
Humana Health Ins	Various	H++E					
Cancer Ins-AFLAC	AFLAC 20	B14E					
Gap Insurance	Various	G0+E					
Income Protection-FORTIS	FORTIS20	B16E					
Unum Benefits	CANCERb ACC/HIPb LifeLTCb	F51E F52E F53E					
Supplemental Life	SUP LIFb	F43E					
Spousal Life	SPS LIFb	F44E					
Dependent Life	CHLD LFB	F45E					
Tax Shelter Accounts (TSA)	Various	D+++	25 paydays * 07/13/12-06/28/13	25 paydays * 07/13/12-06/28/13			
Trustmark Posttax	Various	F46E F66E F47E F67E F48E F68E F49E F69E					
Unions & Associations	HSEF Union Dues	HSEF	B11E	Not Applicable	Every Payday	Every Payday	
	HCTA Dues-ESP	CTA TCH	B02E	Not Applicable		20 09/07/12-06/14/13 *	
	HCTA Economic Services	ECSV	B03E	20 paydays * 09/07/12-06/14/13	20 paydays * 09/07/12-06/14/13	20 09/07/12-06/14/13 *	
	HCTA Dues-Teachers	CTA TCH	B01E				
	HCTA Dues-Job Share Tchr	CTA JST	B12E				
	HASA Dues	HASA	B20E				
	FASA Dues	FASA	B21E				
	NAESP Dues	NAESP	B22E				
	NASSP Dues	NASSP	B23E				
	PEN of Florida Dues	PEN - FL	B10E				
Credit Union	S CU DED	SCU	20 paydays 09/07/12-05/31/13			26 paydays 07/13/12-06/28/13	20 paydays 09/07/12-05/31/13
EYP Flat Amount	EYP AMT	EYPA	20 paydays *			Not Applicable	20 paydays *
EYP 12%	EYP 12%	EYPP	09/07/12-06/14/13		09/07/12-06/14/13		
United Way	UW	B08E	15 11/02/12-05/31/13 *	15 11/02/12-05/31/13 *	15 11/02/12-05/31/13 *		

* Deductions that are noted above with this asterisk will not be taken on the 11/30/12 payday.

Hillsborough County Public Schools
ADDITIONAL DEDUCTION INFORMATION
2012 - 2013

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 on the 11/30/12 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 2012 plan year will be taken from late August through November 2012.
- c. Deductions for the 2013 plan year will be withheld from December 2012 through November 2013.
- d. Normally, no deductions are taken during the summer.

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 6/28/13, 7/12/13, 7/26/13 and 8/9/13.

Hillsborough County Public Schools
A PAYROLL - LESS THAN 12 MONTH INSTRUCTIONAL
SICK LEAVE ACCRUAL SCHEDULE
2012 - 2013

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	A06	A07	A08	A09 & A10
Pay Date	10 Month Personnel DAYS	10 1/2 Month Personnel DAYS	11 Month Personnel DAYS	ROTC Instructors DAYS	Psychologists & 10.5 Month Social Workers DAYS	Elem & Middle School Counselors DAYS	High School Counselors & Elem Asst Prin DAYS
1 07/13/12	---	---	---	---	---	---	---
2 07/27/12	---	---	---	---	---	---	---
3 08/10/12	---	---	4.0	4.0	---	---	---
4 08/24/12	4.0	4.0	0.5	0.5	4.0	4.0	4.0
5 09/07/12	0.5	0.5	0.5	0.5	0.5	0.5	0.5
6 09/21/12	0.5	0.5	0.5	0.5	0.5	0.5	0.5
7 10/05/12	0.5	0.5	0.5	0.5	0.5	0.5	0.5
8 10/19/12	0.5	0.5	0.5	0.5	0.5	0.5	0.5
9 11/02/12	0.5	0.5	0.5	0.5	0.5	0.5	0.5
10 11/16/12	0.5	0.5	0.5	0.5	0.5	0.5	0.5
11 11/30/12	---	---	---	---	---	---	---
12 12/14/12	0.5	0.5	0.5	0.5	0.5	0.5	0.5
13 12/28/12	0.5	0.5	0.5	0.5	0.5	0.5	0.5
14 01/11/13	0.5	0.5	0.5	0.5	0.5	0.5	0.5
15 01/25/13	0.5	0.5	0.5	0.5	0.5	0.5	0.5
16 02/08/13	0.5	0.5	0.5	0.5	0.5	0.5	0.5
17 02/22/13	0.5	0.5	0.5	0.5	0.5	0.5	0.5
18 03/08/13	---	0.5	0.5	0.5	0.5	0.5	0.5
19 03/22/13	---	---	---	---	---	---	---
20 04/05/13	---	---	---	---	---	---	---
21 04/19/13	---	---	---	---	---	---	---
22 05/03/13	---	---	---	---	---	---	---
23 05/17/13	---	---	---	---	---	---	---
Total Days	10.0	10.5	11.0	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
2012 - 2013

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:	P01 & P03	R01 & R03	R02 & R05
Pay Date	Non-Instructional Personnel DAYS	12 Month Instructional Personnel DAYS	12 Month Administrators Personnel DAYS
1	07/13/12	---	4.0
2	07/27/12	---	0.5
3	08/10/12	4.5	0.5
4	08/24/12	0.5	0.5
5	09/07/12	0.5	0.5
6	09/21/12	0.5	0.5
7	10/05/12	0.5	0.5
8	10/19/12	0.5	0.5
9	11/02/12	0.5	0.5
10	11/16/12	0.5	0.5
11	11/30/12	---	---
12	12/14/12	0.5	0.5
13	12/28/12	0.5	0.5
14	01/11/13	0.5	0.5
15	01/25/13	0.5	0.5
16	02/08/13	0.5	0.5
17	02/22/13	0.5	0.5
18	03/08/13	0.5	0.5
19	03/22/13	0.5	---
20	04/05/13	---	---
21	04/19/13	---	---
22	05/03/13	---	---
23	05/17/13	---	---
24	05/31/13	---	---
25	06/14/13	---	---
26	06/28/13	---	---
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
2012 - 2013

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	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
07/13/12	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
07/27/12	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
08/10/12	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
08/24/12	---	---	4.5	---	---	---	---	---	---	---	---	4.5	---	---	---	---	---
09/07/12	---	---	0.5	---	4.5	4.5	4.5	---	---	---	4.5	0.5	---	---	---	---	---
09/21/12	---	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
10/05/12	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
10/19/12	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
11/02/12	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
11/16/12	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
11/30/12	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
12/14/12	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
12/28/12	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
01/11/13	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
01/25/13	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
02/08/13	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
02/22/13	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
03/08/13	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
03/22/13	---	---	0.5	0.5	---	0.5	0.5	---	---	---	0.5	0.5	---	0.5	0.5	---	---
04/05/13	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
04/19/13	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
05/03/13	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
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.

Hillsborough County Public Schools

2012 - 2013 INSTRUCTIONAL PERSONNEL HIGHLIGHTS

1.	Starting Date	Less than 12-month Instructional	Pay Class	First Pay Date
	July 23	Secondary Assistant Principals	A04	August 10
	July 23	11-month Teachers	A05	August 10
	August 1	ROTC Instructors	A06	August 10
	August 6	10½-month Teachers	A03	August 24
	August 6	High School Guidance Counselors	A09	August 24
	August 6	Elementary Assistant Principals	A10	August 24
	August 7	Elementary Guidance Counselors	A08	August 24
	August 7	Middle School Guidance Counselors	A08	August 24
	August 7	Psychologists & 10½-month Social Workers	A07	August 24
	August 9	10-month Social Workers	A02	August 24
	August 13	10-month Alternative Ed Teachers	A01	August 24
	August 13	10-month Teachers	A01	August 24

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

21.	Ending Date	Less than 12-month Instructional	Pay Class	Last Pay Date
	June 10	10½-month Teachers	A03	June 28
	June 10	10-month Alternative Ed Teachers	A01	June 28
	June 10	10-month Teachers	A01	June 28
	June 10	10-month Social Workers	A02	June 28
	June 10	11-month Teachers	A05	June 28
	June 12	Elementary Guidance Counselors	A08	June 28
	June 12	Middle School Guidance Counselors	A08	June 28
	June 12	High School Guidance Counselors	A09	June 28
	June 13	Secondary Assistant Principals	A04	June 28
	June 13	Psychologists & 10½-month Social Workers	A07	June 28
	June 17	Elementary Assistant Principals	A10	June 28
	June 27	ROTC Instructors	A06	June 28

2012 - 2013 INSTRUCTIONAL SUPPORT PERSONNEL HIGHLIGHTS

1. July 4 Independence Day:
Non-paid holiday for 12-month employees

2. July 2-3, 5-6 12-month employees work four 10-hour days

3. July 13, 20, 27 &
August 3, 10 District sites are closed on Fridays during the summer

4. July 9 - August 9 12-month 253-day employees, Elementary & Middle Secretary IV's, OT & PT Assistants
work four 10-hour days each week

5.

Starting Date	Less than 12-month Instructional Support	Pay Class	First Pay Date
July 9	Personal Secretaries	V23	July 27
July 9	Occupational and Physical Therapist Assistants	V34	July 27
July 23	Data Processors, Lead Drivers and High School Registrars	V27, V32	August 10
July 25	High School Bookkeepers	V26	August 10
July 30	Middle School Bookkeepers	V25	August 10
August 1	10½-month Clerks	V24	August 10
August 1	Health Assistants, LPN, and Staff Nurses	V36, V37	August 10
August 6	SNS Managers	V28	August 24
August 6	Head Start Instructors	V40	August 24
August 7	Bus Drivers	V22	August 24
August 7	Assistant Teachers & OT/PT	V39	August 24
August 9	Teacher Aides	V31	August 24
August 13	SNS Assistants and Product Coordinators	V30	August 24
August 17	ESE Attendants	V21	August 24
August 17	Riders	V35	August 24

6. August 7-8, 17, 20 In-service Days for Bus Drivers

7. August 17 & 20 In-service Day for Riders

8. August 9-16 Non-paid days for Bus Drivers

9. September 3 Labor Day:
a. Paid holiday for all less than 12-month support employees
b. Non-paid holiday for all 12-month employees

10. September 4-7 12-month employees work four 10-hour days

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

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

13. November 19-23 Thanksgiving week:
a. Less than 12-month employees:
* November 19-21 are non-paid holidays
* November 22-23 are paid holidays
* EXCEPTION: November 21 is a conference day for Assistant Teachers, OT/PT and Head Start Instructors.
b. 12-month 253-day personnel:
* November 19 is a non-paid holiday
* November 20-23 are paid holidays
c. 12-month DJJ 257-day employees:
* November 19 is a work day
* November 20-21 are non-paid holidays
* November 22-23 are paid holidays

14. December 24-28,
31 & January 1-4 Winter Holidays:
a. Less than 12-month employees:
* December 24, 26-28, 31 & January 2-4 are non-paid holidays
* December 25 & January 1 are paid holidays
b. 12-month 253-day personnel:
* December 24-28, 31 & January 1-2 are paid holidays
* January 3-4 are non-paid holidays
c. 12-month DJJ 257-day employees:
* December 24-28 & January 1 are paid holidays
* December 31 is a non-paid holiday
* January 2-4 are work days

2012 - 2013 INSTRUCTIONAL SUPPORT PERSONNEL HIGHLIGHTS

- 15. January 21 Martin Luther King Day:
Non-paid holiday for all employees

- 16. January 22 Work day for all less than 12-month instructional support and 12-month employees
(Teacher Work Day)

- 17. January 22-25 12-month employees work four 10-hour days

- 18. February 8 Fair Day - Paid holiday for ALL less than 12-month employees at West Hillsborough County sites
(12-month employees work on this day)

- 19. March 4 East Hillsborough County sites celebrate Strawberry Festival Day in lieu of Fair Day

- 20. March 11 - 15 Spring Holidays:
 - a. Less than 12-month employees - Non-paid holidays
 - b. 12-month 253-day personnel:
 - *March 11 is a paid holidays
 - *March 12-15 are non-paid holidays
 - c. 12-month DJJ 257-day employees - Paid holidays

- 21. March 29 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)

- 22. May 27 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 28-31 12-month 253-day employees work four 10-hour days

- 24. June 10-13 Elementary & Middle Secretary IV's, OT & PT Assistants, Middle & High Bookkeepers work
four 10-hour days.

25.

Ending Date	Less than 12-month Non-Instructional	Pay Class	Last Pay Date
June 7	Riders	V35	June 14
June 10	Bus Drivers	V22	June 28
June 10	SNS Assistants and Product Coordinators	V30	June 28
June 10	SNS Managers	V28	June 28
June 10	ESE Attendants	V21	June 28
June 10	Head Start Instructors	V40	June 28
June 10	Assistant Teachers & OT/PT	V39	June 28
June 10	Teacher Aides	V31	June 28
June 13	10½-month Clerks	V24	June 28
June 13	Health Assistants, LPN and Staff Nurses	V36, V37	June 28
June 13	Personal Secretaries	V23	June 28
June 13	Occupational and Physical Therapist Assistants	V34	June 28
June 13	Middle School Bookkeepers	V25	June 28
June 13	High School Bookkeepers	V26	June 28
June 13	Data Processors, Lead Drivers and High School Registrars	V27, V32	June 28

- 26. June 14, 21 & 28 District sites are closed on Fridays during the summer