

HILLSBOROUGH COUNTY PUBLIC SCHOOLS
PAYROLL SCHEDULES
2013 - 2014

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

The 2013-2014 Payroll Schedules were approved by the School Board on May 7, 2013.

Revisions to add two new payroll schedule variations for Early Childhood School Readiness 12-month 253-day support personnel were approved on June 11, 2013. The two new legacy pay class codes for School Readiness are Group A P04 and Group B P05.

Revisions submitted to the School Board for approval on November 5, 2013, include:

- a. The addition of a new payroll structure for the 181-day Assistant Teacher Classroom Support positions (new legacy pay class code V52) are noted on several pages.*
- b. Modified HSEF dues calculation parameters are disclosed on page 11, "Additional Deduction Information."*



HILLSBOROUGH COUNTY PUBLIC SCHOOLS
PAYROLL SCHEDULES
 2013 - 2014

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Hillsborough County Public Schools
A PAYROLL
INSTRUCTIONAL LESS THAN 12-MONTH
2013 - 2014

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
07/01/13 - 07/06/13	07/12/13	Fri	---	---	---	---	---	---	---	---	---	---
07/07/13 - 07/20/13	07/26/13	Fri	---	---	---	---	---	---	---	---	---	---
07/21/13 - 08/03/13	08/09/13	Fri	---	---	---	10	10	1	---	---	---	---
08/04/13 - 08/17/13	08/23/13	Fri	5	6	10	10	10	9	8	8	10	10
08/18/13 - 08/31/13	09/06/13	Fri	10	10	10	10	10	10	10	10	10	10
09/01/13 - 09/14/13	09/20/13	Fri	10	10	10	10	10	10	10	10	10	10
09/15/13 - 09/28/13	10/04/13	Fri	10	10	10	10	10	10	10	10	10	10
09/29/13 - 10/12/13	10/18/13	Fri	10	10	10	10	10	10	10	10	10	10
10/13/13 - 10/26/13	11/01/13	Fri	9	9	9	9	9	9	9	9	9	9
10/27/13 - 11/09/13	11/15/13	Fri	10	10	10	10	10	10	10	10	10	10
11/10/13 - 11/23/13	11/29/13	Fri	10	10	10	10	10	10	10	10	10	10
11/24/13 - 12/07/13	12/13/13	Fri	8	8	8	8	8	8	8	8	8	8
12/08/13 - 12/21/13	12/27/13 *Fri		10	10	10	10	10	10	10	10	10	10
12/22/13 - 01/04/14	01/10/14 ♦Fri		2	2	2	2	2	2	2	2	2	2
01/05/14 - 01/18/14	01/24/14	Fri	10	10	10	10	10	10	10	10	10	10
01/19/14 - 02/01/14	02/07/14	Fri	9	9	9	9	9	9	9	9	9	9
02/02/14 - 02/15/14	02/21/14	Fri	10	10	10	10	10	10	10	10	10	10
02/16/14 - 03/01/14	03/07/14	Fri	10	10	10	10	10	10	10	10	10	10
03/02/14 - 03/15/14	03/21/14 ♦Fri		5	5	5	5	5	5	5	5	5	5
03/16/14 - 03/29/14	04/04/14	Fri	10	10	10	10	10	10	10	10	10	10
03/30/14 - 04/12/14	04/18/14	Fri	10	10	10	10	10	10	10	10	10	10
04/13/14 - 04/26/14	05/02/14	Fri	10	10	10	10	10	10	10	10	10	10
04/27/14 - 05/10/14	05/16/14	Fri	10	10	10	10	10	10	10	10	10	10
05/11/14 - 05/24/14	05/30/14	Fri	10	10	10	10	10	10	10	10	10	10
05/25/14 - 06/07/14	06/13/14	Fri	E 9	E 9	E 9	E 9	E 9	E 9	E 9	E 9	E 9	E 9
06/08/14 - 06/21/14	06/27/14	Fri	1	1	1	4	1	7	5	3	3	6
06/22/14 - 06/30/14	06/30/14	Mon	---	---	---	---	---	4	---	---	---	---

This symbol identifies when the escrow balance will be paid.

Total Days:	198	199	203	216	213	213	205	203	205	208
Start Date:	08/12/13 M	08/08/13 Th	08/05/13 M	07/22/13 M	07/22/13 M	08/01/13 Th	08/06/13 Tu	08/06/13 Tu	08/05/13 M	08/05/13 M
End Date:	06/09/14 M	06/09/14 M	06/09/14 M	06/12/14 Th	06/09/14 M	06/30/14 M	06/12/14 Th	06/11/14 W	06/11/14 W	06/16/14 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 periods.<	08/23/13 06/27/14	08/23/13 06/27/14	06/27/14	06/27/14	06/27/14	08/09/13 06/27/14 06/30/14	08/23/13 06/27/14	08/23/13 06/27/14	06/27/14	06/27/14
Equalized Pay Payback Dates:	12/13/13 01/10/14 03/21/14	12/13/13 01/10/14 03/21/14	12/13/13 01/10/14 03/21/14	12/13/13 01/10/14 03/21/14	12/13/13 01/10/14 03/21/14	12/13/13 01/10/14 03/21/14	12/13/13 01/10/14 03/21/14	12/13/13 01/10/14 03/21/14	12/13/13 01/10/14 03/21/14	12/13/13 01/10/14 03/21/14
End of Year Escrow Payback Payday:	06/13/14	06/13/14	06/13/14	06/13/14	06/13/14	06/13/14	06/13/14	06/13/14	06/13/14	06/13/14

*One payday is scheduled during the holidays on 12/27/13 (during Winter Break).
 ♦ Less than normal compensation may result on the 01/10/14 and/or 03/21/14 paydays.

Hillsborough County Public Schools

A PAYROLL

INSTRUCTIONAL LESS THAN 12-MONTH JOB SHARE POSITIONS
2013 - 2014

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

JOB SHARE
11
FULL
DAYS

5 days
1 day

1 day

1 day
1 day

1 day

1 day

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

Total Days:	209	214	224	214	216
Start Date:	08/12/13 M	08/05/13 M	07/22/13 M	08/06/13 Tu	08/05/13 M
End Date:	06/09/14 M	06/09/14 M	06/09/14 M	06/11/14 W	06/11/14 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.<<	08/23/13 06/27/14	06/27/14	06/27/14	08/23/13 06/27/14	06/27/14
Equalized Pay Payback Dates:	12/13/13 01/10/14 03/21/14	12/13/13 01/10/14 03/21/14	12/13/13 01/10/14 03/21/14	12/13/13 01/10/14 03/21/14	12/13/13 01/10/14 03/21/14
End of Year Escrow Payback Payday:	06/13/14	06/13/14	06/13/14	06/13/14	06/13/14

*One payday is scheduled during the holidays on 12/27/13 (during Winter Break).
♦ Less than normal compensation may result on the 01/10/14 and/or 03/21/14 paydays.

Hillsborough County Public Schools
P PAYROLL - 12-MONTH INSTRUCTIONAL SUPPORT
R PAYROLL - 12-MONTH INSTRUCTIONAL & ADMINISTRATORS
2013 - 2014

Pay Plan:
ALL1

Lawson Pay Period	Pay Class:		P01, R01 & R02	P04	P05	P03, R03 & R05
	Pay Date	Day	12 Month Personnel (other than DJJ) 253 Days Paid Days	12 Month School Readiness Group A 253 Days Paid Days	12 Month School Readiness Group B 253 Days Paid Days	DJJ Youth Services 257 Days Paid Days
07/01/13 - 07/06/13	07/12/13	Fri	5	4	5	5
07/07/13 - 07/20/13	07/26/13	Fri	10	10	10	10
07/21/13 - 08/03/13	08/09/13	Fri	10	10	10	10
08/04/13 - 08/17/13	08/23/13	Fri	10	10	10	10
08/18/13 - 08/31/13	09/06/13	Fri	10	10	9	10
09/01/13 - 09/14/13	09/20/13	Fri	10	10	10	10
09/15/13 - 09/28/13	10/04/13	Fri	10	10	10	10
09/29/13 - 10/12/13	10/18/13	Fri	10	10	10	10
10/13/13 - 10/26/13	11/01/13	Fri	10	10	10	10
10/27/13 - 11/09/13	11/15/13	Fri	10	10	10	10
11/10/13 - 11/23/13	11/29/13	Fri	10	10	10	10
11/24/13 - 12/07/13	12/13/13 *	Fri	9	7	10	8
12/08/13 - 12/21/13	12/27/13	Fri	10	10	10	10
12/22/13 - 01/04/14	01/10/14	Fri	8	8	6	8
01/05/14 - 01/18/14	01/24/14	Fri	10	10	10	10
01/19/14 - 02/01/14	02/07/14	Fri	10	10	10	10
02/02/14 - 02/15/14	02/21/14	Fri	10	10	10	10
02/16/14 - 03/01/14	03/07/14 ♦	Fri	10	10	10	10
03/02/14 - 03/15/14	03/21/14	Fri	6	8	8	10
03/16/14 - 03/29/14	04/04/14	Fri	10	10	10	10
03/30/14 - 04/12/14	04/18/14	Fri	10	10	10	10
04/13/14 - 04/26/14	05/02/14	Fri	10	10	10	10
04/27/14 - 05/10/14	05/16/14	Fri	10	10	10	10
05/11/14 - 05/24/14	05/30/14	Fri	10	10	10	10
05/25/14 - 06/07/14	06/13/14	Fri	◊ 9	◊ 10	◊ 9	◊ 10
06/08/14 - 06/21/14	06/27/14	Fri	10	10	10	10
06/22/14 - 06/30/14	06/30/14	Mon	6	6	6	6

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

Total Days:	253	253	253	257
Start Date:	07/01/13	07/01/13	07/01/13	07/01/13
End Date:	06/30/14	06/30/14	06/30/14	06/30/14

Equalized days per payday - core year:	9.625 days	9.625 days	9.625 days	9.625 days
Equalized Pay Factor - core year:	0.0375	0.0375	0.0375	0.0375
Paydays with no escrow contribution:	07/12/13 06/27/14 06/30/14	07/12/13 06/27/14 06/30/14	07/12/13 06/27/14 06/30/14	07/12/13 06/27/14 06/30/14
Equalized Pay Payback Dates:	12/13/13 01/10/14 03/21/14	12/13/13 01/10/14 03/21/14	09/06/13 01/10/14 03/21/14	12/13/13 01/10/14
End of Year Escrow Payback Payday:	06/13/14	06/13/14	06/13/14	06/13/14

*One payday is scheduled during the holidays on 12/27/13 (during Winter Break).

♦Less than normal compensation may result on the 03/21/14 payday.

Note: Accumulated escrow balances will be paid out at the end of each fiscal year 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

2013 - 2014

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
06/23/13 - 07/06/13	07/12/13	Fri	N/A	9
07/07/13 - 07/20/13	07/26/13	Fri	N/A	10
07/21/13 - 08/03/13	08/09/13	Fri	N/A	10
08/04/13 - 08/17/13	08/23/13	Fri	N/A	10
08/18/13 - 08/31/13	09/06/13	Fri	9 ♦	9 ♦
09/01/13 - 09/14/13	09/20/13	Fri	9	10
09/15/13 - 09/28/13	10/04/13	Fri	10	10
09/29/13 - 10/12/13	10/18/13	Fri	10	10
10/13/13 - 10/26/13	11/01/13	Fri	9	10
10/27/13 - 11/09/13	11/15/13	Fri	10 ♦	10 ♦
11/10/13 - 11/23/13	11/29/13	Fri	9 ♦	10 ♦
11/24/13 - 12/07/13	12/13/13	Fri	5 ♦	5 ♦
12/08/13 - 12/21/13	12/27/13 *	Fri	10 ♦	10 ♦
12/22/13 - 01/04/14	01/10/14	Fri	---	---
01/05/14 - 01/18/14	01/24/14	Fri	10 ♦	10 ♦
01/19/14 - 02/01/14	02/07/14	Fri	8	9
02/02/14 - 02/15/14	02/21/14	Fri	9	10
02/16/14 - 03/01/14	03/07/14	Fri	10	10
03/02/14 - 03/15/14	03/21/14	Fri	5	5
03/16/14 - 03/29/14	04/04/14	Fri	10	10
03/30/14 - 04/12/14	04/18/14	Fri	10	10
04/13/14 - 04/26/14	05/02/14	Fri	9	10
04/27/14 - 05/10/14	05/16/14	Fri	10	10
05/11/14 - 05/24/14	05/30/14	Fri	10 ♦	10 ♦
05/25/14 - 06/07/14	06/13/14	Fri	9	9
06/08/14 - 06/21/14	06/27/14	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 Leadership 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 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 12/27/13 (during Winter Break).

Hillsborough County Public Schools
NON-PERMANENT ASSIGNMENTS
TEMPORARY, EXTENDED LEARNING PROGRAM,
STUDENTS, COLLEGE WORK STUDY & NON-SUMMER SCHOOL
2013 - 2014

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
06/23/13 - 07/06/13	07/12/13	Fri	N/A	9
07/07/13 - 07/20/13	07/26/13	Fri	N/A	10
07/21/13 - 08/03/13	08/09/13	Fri	N/A	10
08/04/13 - 08/17/13	08/23/13	Fri	N/A	10
08/18/13 - 08/31/13	09/06/13	Fri	9 ♦	9 ♦
09/01/13 - 09/14/13	09/20/13	Fri	9	10
09/15/13 - 09/28/13	10/04/13	Fri	10	10
09/29/13 - 10/12/13	10/18/13	Fri	10	10
10/13/13 - 10/26/13	11/01/13	Fri	9	10
10/27/13 - 11/09/13	11/15/13	Fri	10 ♦	10 ♦
11/10/13 - 11/23/13	11/29/13	Fri	9 ♦	10 ♦
11/24/13 - 12/07/13	12/13/13	Fri	5 ♦	5 ♦
12/08/13 - 12/21/13	12/27/13 *	Fri	10 ♦	10 ♦
12/22/13 - 01/04/14	01/10/14	Fri	---	---
01/05/14 - 01/18/14	01/24/14	Fri	10 ♦	10 ♦
01/19/14 - 02/01/14	02/07/14	Fri	8	9
02/02/14 - 02/15/14	02/21/14	Fri	9	10
02/16/14 - 03/01/14	03/07/14	Fri	10	10
03/02/14 - 03/15/14	03/21/14	Fri	5	5
03/16/14 - 03/29/14	04/04/14	Fri	10	10
03/30/14 - 04/12/14	04/18/14	Fri	10	10
04/13/14 - 04/26/14	05/02/14	Fri	9	10
04/27/14 - 05/10/14	05/16/14	Fri	10	10
05/11/14 - 05/24/14	05/30/14	Fri	10 ♦	10 ♦
05/25/14 - 06/07/14	06/13/14	Fri	9	9
06/08/14 - 06/21/14	06/27/14	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 12/27/13 (during Winter Break).

Hillsborough County Public Schools
2013 EXTENDED SCHOOL YEAR PROGRAM

"T03" Summer Instructional & "T05" Summer Instructional Support Payroll				
Pay Period		Pay Date		max
06/11/13	- 06/22/13	06/28/13	Fri	7
06/23/13	07/06/13	07/12/13	Fri	7
07/07/13	- 07/20/13	07/26/13	Fri	8
07/21/13	- 08/03/13	08/09/13	Fri	8
08/04/13	- 08/08/13	08/23/13	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
06/11/13	- 06/22/13	06/28/13	Fri	7
06/23/13	- 07/06/13	07/12/13	Fri	7
07/07/13	- 07/20/13	07/26/13	Fri	8
07/21/13	- 08/03/13	08/09/13	Fri	8
08/04/13	- 08/08/13	08/23/13	Fri	4

Notes:

- ◆ The Extended School Year Program covers the period June 11, 2013, through August 8, 2013.
- ◆ HCPS utilizes a 4-day work week from Monday, June 10, 2013, through Friday, August 9, 2013.
- ◆ The last work dates of the 2012-2013 regular school year are:
 - a. Monday, June 10, 2013, for 10-month teachers
 - b. Monday, June 10, 2013, 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
2013 - 2014

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

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

Total Days:	191	193	224	205	209	211
Start Date:	08/16/13 F	08/06/13 Tu	07/08/13 M	08/01/13 Th	07/29/13 M	07/24/13 W
End Date:	06/09/14 M	06/09/14 M	06/12/14 Th	06/12/14 Th	06/12/14 Th	06/12/14 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.<<	08/23/13 06/27/14	08/23/13 06/27/14	06/27/14	08/09/13 06/27/14	08/09/13 06/27/14	08/09/13 06/27/14
Equalized Pay Payback Dates:	12/13/13 01/10/14 03/21/14	12/13/13 01/10/14 03/21/14	12/13/13 01/10/14 03/21/14	12/13/13 01/10/14 03/21/14	12/13/13 01/10/14 03/21/14	12/13/13 01/10/14 03/21/14
End of Year Escrow Payback Payday:	06/13/14	06/13/14	06/13/14	06/13/14	06/13/14	06/13/14

*One payday is scheduled during the holidays on 12/27/13 (during Winter Break).
 ♦ Less than normal compensation may result on the 01/10/14 and/or 03/21/14 paydays.

Hillsborough County Public Schools
V PAYROLL
LESS THAN 12-MONTH INSTRUCTIONAL SUPPORT
2013 - 2014

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 Area Spec	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
07/01/13 - 07/06/13	07/12/13	Fri	---	---	---	---	---	---
07/07/13 - 07/20/13	07/26/13	Fri	---	---	---	---	---	10
07/21/13 - 08/03/13	08/09/13	Fri	5	---	---	---	5	10
08/04/13 - 08/17/13	08/23/13	Fri	10	10	5	5	10	10
08/18/13 - 08/31/13	09/06/13	Fri	10	10	10	10	10	10
09/01/13 - 09/14/13	09/20/13	Fri	10	10	10	10	10	10
09/15/13 - 09/28/13	10/04/13	Fri	10	10	10	10	10	10
09/29/13 - 10/12/13	10/18/13	Fri	10	10	10	10	10	10
10/13/13 - 10/26/13	11/01/13	Fri	9	9	9	9	9	9
10/27/13 - 11/09/13	11/15/13	Fri	10	10	10	10	10	10
11/10/13 - 11/23/13	11/29/13	Fri	9	9	9	9	9	9
11/24/13 - 12/07/13	12/13/13	Fri	7	7	7	7	7	7
12/08/13 - 12/21/13	12/27/13 *	Fri	10	10	10	10	10	10
12/22/13 - 01/04/14	01/10/14 ♦	Fri	2	2	2	2	2	2
01/05/14 - 01/18/14	01/24/14	Fri	10	10	10	10	10	10
01/19/14 - 02/01/14	02/07/14	Fri	9	9	9	9	9	9
02/02/14 - 02/15/14	02/21/14	Fri	10	10	10	10	10	10
02/16/14 - 03/01/14	03/07/14	Fri	10	10	10	10	10	10
03/02/14 - 03/15/14	03/21/14 ♦	Fri	5	5	5	5	5	5
03/16/14 - 03/29/14	04/04/14	Fri	10	10	10	10	10	10
03/30/14 - 04/12/14	04/18/14	Fri	10	10	10	10	10	10
04/13/14 - 04/26/14	05/02/14	Fri	9	9	9	10	9	9
04/27/14 - 05/10/14	05/16/14	Fri	10	10	10	10	10	10
05/11/14 - 05/24/14	05/30/14	Fri	10	10	10	10	10	10
05/25/14 - 06/07/14	06/13/14	Fri	E 9	E 9	E 9	E 9	E 9	E 9
06/08/14 - 06/21/14	06/27/14	Fri	9	1	1	1	9	5
06/22/14 - 06/30/14	06/30/14	Mon	---	---	---	---	---	---

This symbol identifies when the escrow balance will be paid.

Total Days:	213	200	195	196	213	224
Start Date:	07/29/13 M	08/05/13 M	08/12/13 M	08/12/13 M	07/29/13 M	07/08/13 M
End Date:	06/19/14 Th	06/09/14 M	06/09/14 M	06/09/14 M	06/19/14 Th	06/12/14 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.<<	08/09/13 06/27/14	06/27/14	08/23/13 06/27/14	08/23/13 06/27/14	08/09/13 06/27/14	06/27/14
Equalized Pay Payback Dates:	12/13/13 01/10/14 03/21/14	12/13/13 01/10/14 03/21/14	12/13/13 01/10/14 03/21/14	12/13/13 01/10/14 03/21/14	12/13/13 01/10/14 03/21/14	12/13/13 01/10/14 03/21/14
End of Year Escrow Payback Payday:	06/13/14	06/13/14	06/13/14	06/13/14	06/13/14	06/13/14

- *One payday is scheduled during the holidays on 12/27/13 (during Winter Break).
- ♦ Less than normal compensation may result on the 01/10/14 and/or 03/21/14 paydays.

Hillsborough County Public Schools

V PAYROLL

LESS THAN 12-MONTH INSTRUCTIONAL SUPPORT

2013 - 2014



Pay Plan:
ALL1

Lawson Pay Period	Pay Class:		V35/190	V36/205	V37/205	V39/200	V40/201	V52/181
	Pay Date	Day	Riders	Health Asst & LPN	Staff Nurses	Asst Teachers & OT/PT	Head Start Instructors	NEW! Asst Teacher Classroom Support
			Paid Days	Paid Days	Paid Days	Paid Days	Paid Days	Paid Days
07/01/13 - 07/06/13	07/12/13	Fri	---	---	---	---	---	---
07/07/13 - 07/20/13	07/26/13	Fri	---	---	---	---	---	---
07/21/13 - 08/03/13	08/09/13	Fri	---	1	1	---	---	---
08/04/13 - 08/17/13	08/23/13	Fri	1	10	10	8	9	---
08/18/13 - 08/31/13	09/06/13	Fri	10	10	10	10	10	9
09/01/13 - 09/14/13	09/20/13	Fri	10	10	10	10	10	9
09/15/13 - 09/28/13	10/04/13	Fri	10	10	10	10	10	10
09/29/13 - 10/12/13	10/18/13	Fri	10	10	10	10	10	10
10/13/13 - 10/26/13	11/01/13	Fri	9	9	9	9	9	9
10/27/13 - 11/09/13	11/15/13	Fri	10	10	10	10	10	10
11/10/13 - 11/23/13	11/29/13	Fri	9	9	9	9	9	9
11/24/13 - 12/07/13	12/13/13	Fri	7	7	7	8	8	5
12/08/13 - 12/21/13	12/27/13 *	Fri	10	10	10	10	10	10
12/22/13 - 01/04/14	01/10/14 ♦	Fri	2	2	2	2	2	---
01/05/14 - 01/18/14	01/24/14	Fri	10	10	10	10	10	10
01/19/14 - 02/01/14	02/07/14	Fri	9	9	9	9	9	8
02/02/14 - 02/15/14	02/21/14	Fri	10	10	10	10	10	9
02/16/14 - 03/01/14	03/07/14	Fri	10	10	10	10	10	10
03/02/14 - 03/15/14	03/21/14 ♦	Fri	5	5	5	5	5	5
03/16/14 - 03/29/14	04/04/14	Fri	10	10	10	10	10	10
03/30/14 - 04/12/14	04/18/14	Fri	10	10	10	10	10	10
04/13/14 - 04/26/14	05/02/14	Fri	9	9	9	10	10	9
04/27/14 - 05/10/14	05/16/14	Fri	10	10	10	10	10	10
05/11/14 - 05/24/14	05/30/14	Fri	10	10	10	10	10	10
05/25/14 - 06/07/14	06/13/14	Fri	E 9	E 9	E 9	E 9	E 9	E 9
06/08/14 - 06/21/14	06/27/14	Fri	---	5	5	1	1	---
06/22/14 - 06/30/14	06/30/14	Mon	---	---	---	---	---	---

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

Total Days:	190	205	205	200	201	181
Start Date:	08/16/13 F	08/01/13 Th	08/01/13 Th	08/06/13 Tu	08/05/13 M	08/20/13 Tu
End Date:	06/06/14 F	06/12/14 Th	06/12/14 Th	06/09/14 M	06/12/14 Th	06/06/14 F

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.<<	08/23/13	08/09/13 06/27/14	08/09/13 06/27/14	08/23/13 06/27/14	08/09/13 06/27/14	09/06/13
Equalized Pay Payback Dates:	12/13/13 01/10/14 03/21/14	12/13/13 01/10/14 03/21/14	12/13/13 01/10/14 03/21/14	12/13/13 01/10/14 03/21/14	12/13/13 01/10/14 03/21/14	12/13/13 01/10/14 02/07/14 03/21/14
End of Year Escrow Payback Payday:	06/13/14	06/13/14	06/13/14	06/13/14	06/13/14	06/13/14

*One payday is scheduled during the holidays on 12/27/13 (during Winter Break).
♦Less than normal compensation may result on the 01/10/14 and/or 03/21/14 paydays.

Hillsborough County Public Schools
EMPLOYEE DEDUCTION SCHEDULE
 2013 - 2014

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				
	FICA Tax	FICA EE				
	Medicare Tax	MED EE				
	Alternative Retirement	ALT R EE				
Retirement Contributions	FRS +++++					
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 * 09/06/13-06/13/14	25 paydays * 07/12/13-06/27/14	20 paydays * 09/06/13-06/13/14	
Voluntary Benefits Posttax	Various	F41E F61E F42E F62E				
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 * 07/12/13-06/27/14	25 paydays * 07/12/13-06/27/14	20 paydays * 09/06/13-06/13/14	
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 09/06/13-06/13/14 *
	HCTA Economic Services	ECSV	B03E			20 09/06/13-06/13/14 *
	HCTA Dues-Teachers	CTA TCH	B01E	20 paydays * 09/06/13-06/13/14	20 paydays * 09/06/13-06/13/14	Not Applicable
	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 09/06/13-05/30/14	26 paydays 07/12/13-06/27/14	20 paydays 09/06/13-05/30/14	
EYP Flat Amount	EYP AMT	EYPA	20 paydays *	Not Applicable	20 paydays *	
EYP 12%	EYP 12%	EYPP	09/06/13-06/13/14		09/06/13-06/13/14	
United Way	UW	B08E	15 11/01/13-05/30/14 *	15 11/01/13-05/30/14 *	15 11/01/13-05/30/14 *	

*Deductions that are noted above with this asterisk will not be taken on the 11/29/13 payday.

NOTE: Only the "Every Payday" deductions labeled above will be withheld on the 6/30/14 payday.



Hillsborough County Public Schools
ADDITIONAL DEDUCTION INFORMATION
2013 - 2014

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 11/29/13 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 2013 insurance plan year will be taken from September through November 2013.
- c. Deductions for the 2014 insurance plan year will be withheld from December 2013 through November 2014.
- d. Normally, no deductions are taken during the summer.

HSEF Union Dues (rates effective 11/01/13):

NEW!

- 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 .0275 multiplied by gross pay with a minimum of \$7.00 and a maximum of \$20.00 per pay period.

EYP (Extended Year Payments):

- a. EYP refunds will be split equally into four (4) equal payments issued on 6/27/14, 7/11/14, 7/25/14 and 8/8/14.

Hillsborough County Public Schools
**A PAYROLL - LESS THAN 12-MONTH INSTRUCTIONAL
 SICK LEAVE ACCRUAL SCHEDULE**
 2013 - 2014

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 07/12/13	---	---	---	---	---	---	---
2 07/26/13	---	---	---	---	---	---	---
3 08/09/13	---	---	4.0	4.0	---	---	---
4 08/23/13	4.0	4.0	0.5	0.5	4.0	4.0	4.0
5 09/06/13	0.5	0.5	0.5	0.5	0.5	0.5	0.5
6 09/20/13	0.5	0.5	0.5	0.5	0.5	0.5	0.5
7 10/04/13	0.5	0.5	0.5	0.5	0.5	0.5	0.5
8 10/18/13	0.5	0.5	0.5	0.5	0.5	0.5	0.5
9 11/01/13	0.5	0.5	0.5	0.5	0.5	0.5	0.5
10 11/15/13	0.5	0.5	0.5	0.5	0.5	0.5	0.5
11 11/29/13	---	---	---	---	---	---	---
12 12/13/13	0.5	0.5	0.5	0.5	0.5	0.5	0.5
13 12/27/13	0.5	0.5	0.5	0.5	0.5	0.5	0.5
14 01/10/14	0.5	0.5	0.5	0.5	0.5	0.5	0.5
15 01/24/14	0.5	0.5	0.5	0.5	0.5	0.5	0.5
16 02/07/14	0.5	0.5	0.5	0.5	0.5	0.5	0.5
17 02/21/14	0.5	0.5	0.5	0.5	0.5	0.5	0.5
18 03/07/14	---	0.5	0.5	0.5	0.5	0.5	0.5
19 03/21/14	---	---	---	---	---	---	---
20 04/04/14	---	---	---	---	---	---	---
21 04/18/14	---	---	---	---	---	---	---
22 05/02/14	---	---	---	---	---	---	---
23 05/16/14	---	---	---	---	---	---	---
24 05/30/14	---	---	---	---	---	---	---
25 06/13/14	---	---	---	---	---	---	---
26 06/27/14	---	---	---	---	---	---	---
27 06/30/14	---	---	---	---	---	---	---
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
2013 - 2014

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, P04 & P05	R01 & R03	R02 & R05
Pay Date	12-Month Support Personnel DAYS	12-Month Instructional Personnel DAYS	12-Month Administrators Personnel DAYS
1 07/12/13	---	4.0	---
2 07/26/13	---	0.5	---
3 08/09/13	4.5	0.5	4.5
4 08/23/13	0.5	0.5	0.5
5 09/06/13	0.5	0.5	0.5
6 09/20/13	0.5	0.5	0.5
7 10/04/13	0.5	0.5	0.5
8 10/18/13	0.5	0.5	0.5
9 11/01/13	0.5	0.5	0.5
10 11/15/13	0.5	0.5	0.5
11 11/29/13	---	---	---
12 12/13/13	0.5	0.5	0.5
13 12/27/13	0.5	0.5	0.5
14 01/10/14	0.5	0.5	0.5
15 01/24/14	0.5	0.5	0.5
16 02/07/14	0.5	0.5	0.5
17 02/21/14	0.5	0.5	0.5
18 03/07/14	0.5	0.5	0.5
19 03/21/14	0.5	---	0.5
20 04/04/14	---	---	---
21 04/18/14	---	---	---
22 05/02/14	---	---	---
23 05/16/14	---	---	---
24 05/30/14	---	---	---
25 06/13/14	---	---	---
26 06/27/14	---	---	---
27 06/30/14	---	---	---
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
 2013 - 2014

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.

NEW!

	Pay Class:	V21	V22	V23	V24	V25	V26	V27	V28	V30	V31	V32	V34	V35	V36	V37	V39	V40	V52		
		ESE Attn	Bus Drivers	Pers Secy	10.5 Month Clerks	Middle School Bookpr	High School Bookpr	Data Processors & SNS Area Spec	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	Assistant Teachers Classroom Support		
1	07/12/13	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	1
2	07/26/13	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	2
3	08/09/13	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	3
4	08/23/13	---	---	4.5	---	---	---	---	---	---	---	---	4.5	---	---	---	---	---	---	---	4
5	09/06/13	---	---	0.5	---	4.5	4.5	4.5	---	---	---	4.5	0.5	---	---	---	---	---	---	---	5
6	09/20/13	---	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	4.5	---	6
7	10/04/13	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	0.5	4.5	7
8	10/18/13	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	0.5	0.5	8
9	11/01/13	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	0.5	0.5	9
10	11/15/13	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	0.5	0.5	10
11	11/29/13	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	11
12	12/13/13	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	0.5	0.5	12
13	12/27/13	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	0.5	0.5	13
14	01/10/14	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	0.5	---	14
15	01/24/14	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	0.5	1.0	15
16	02/07/14	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	0.5	0.5	16
17	02/21/14	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	0.5	0.5	17
18	03/07/14	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	0.5	---	18
19	03/21/14	---	---	0.5	0.5	---	0.5	0.5	---	---	---	0.5	0.5	---	0.5	0.5	---	---	---	---	19
20	04/04/14	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	20
21	04/18/14	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	21
22	05/02/14	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	22
23	05/16/14	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	23
24	05/30/14	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	24
25	06/13/14	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	25
26	06/27/14	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	26
27	06/30/14	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	27
	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	9.0		

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Sick leave accrual adjustments will be made for:

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Hillsborough County Public Schools

2013 - 2014 INSTRUCTIONAL PERSONNEL HIGHLIGHTS

1.	Starting Date	Less than 12-month Instructional	Pay Class	First Pay Date
	July 22	Secondary Assistant Principals	A04	August 9
	July 22	11-month Teachers	A05	August 9
	August 1	ROTC Instructors	A06	August 9
	August 5	10½-month Teachers	A03	August 23
	August 5	High School Guidance Counselors	A09	August 23
	August 5	Elementary Assistant Principals	A10	August 23
	August 6	Elementary & Middle Guidance Counselors	A08	August 23
	August 6	Psychologists & 10½-month Social Workers	A07	August 23
	August 8	10-month Social Workers	A02	August 23
	August 12	10-month Teachers & Alternative Ed Teachers	A01	August 23
2.	July 4	District sites are closed on Thursday		
3.	July 12, 19, 26 & August 2, 9	District sites are closed on Fridays during the summer		
4.	August 12-13, 15-16 & 19	Pre-planning days		
5.	August 14	Professional Day		
6.	September 2	Labor Day - 1st Paid Teacher Holiday		
7.	October 21	Non-paid day		
8.	November 11	Veterans Day - 2nd Paid Teacher Holiday		
9.	November 25-26	Non-paid days		
10.	November 27	Conference Day		
11.	November 28-29	Thanksgiving Holidays - 3rd & 4th Paid Teacher Holidays		
12.	December 23-31 & January 1-3	<u>Winter Holidays:</u> * December 23-24, 26-27, 30-31 & January 2-3 are non-paid holidays * December 25 & January 1 are the 5th & 6th Paid Teacher Holidays		
13.	January 20	Martin Luther King Day - Non-paid Holiday		
14.	January 21	Teacher Work Day		
15.	February 7	Planning day for West Hillsborough County sites		
16.	March 3	Planning day for East Hillsborough County sites		
17.	March 10-14	Spring Holidays - Non-paid Holidays		
18.	April 18	Conference Day		
19.	May 26	Memorial Day - Non-paid Holiday		
20.	June 9	Post-planning day		
21.	Ending Date	Less than 12-month Instructional	Pay Class	Last Pay Date
	June 9	10½-month Teachers	A03	June 27
	June 9	10-month Teachers & Alternative Ed Teachers	A01	June 27
	June 9	10-month Social Workers	A02	June 27
	June 9	11-month Teachers	A05	June 27
	June 11	Elementary & Middle Guidance Counselors	A08	June 27
	June 11	High School Guidance Counselors	A09	June 27
	June 12	Secondary Assistant Principals	A04	June 27
	June 12	Psychologists & 10½-month Social Workers	A07	June 27
	June 16	Elementary Assistant Principals	A10	June 27
	June 30	ROTC Instructors	A06	June 30

2013 - 2014 INSTRUCTIONAL SUPPORT PERSONNEL HIGHLIGHTS

Revised

1. July 4 **Independence Day:**
Non-paid holiday for 12-month employees except for:
 - a. Group A P04 School Readiness staff: July 4 is a paid holiday & July 5 is a non-paid holiday
 - b. Group B P05 School Readiness staff: July 4 is a paid holiday & July 5 is a work day

2. July 1-3 & 5 12-month employees work four 10-hour days

3. July 12, 19, 26 & August 2, 9 District sites are closed on Fridays during the summer

4. July 8 - August 8 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 8	Elementary & Middle Secretary IVs, OT & PT Assistants	V23, V24	July 26
July 24	High School Bookkeepers	V26	August 9
July 29	Data Processors, SNS Area Spec, Lead Drivers and HS Registrars	V27, V32	August 9
July 29	Middle School Bookkeepers	V25	August 9
August 1	10½-month Clerks, Health Assistants, LPN, and Staff Nurses	V24, V36, V37	August 9
August 5	SNS Managers	V28	August 23
August 5	Head Start Instructors	V40	August 23
August 6	Bus Drivers	V22	August 23
August 6	Assistant Teachers & OT/PT	V39	August 23
August 12	Teacher Aides	V31	August 23
August 12	SNS Assistants and Product Coordinators	V30	August 23
August 16	ESE Attendants	V21	August 23
August 16	Riders	V35	August 23
August 20	Assistant Teachers Classroom Support 181-day NEW!	V52	September 6

6. August 6-7, 16, 19 In-service Days for Bus Drivers

7. August 16 & 19 In-service Day for Riders

8. August 8, 12-15 Non-paid days for Bus Drivers

9. August 30 Non-paid holiday for Group B P05 School Readiness staff

10. September 2 **Labor Day:**
 - a. Non-paid holiday for 181-day Assistant Teachers Classroom Support V52 NEW!
 - b. Paid holiday for all other less than 12-month support staff & 12-month School Readiness Group A P04 & Group B P05 personnel
 - c. Non-paid holiday for all other 12-month employees

11. September 3 Paid holiday for Group A P04 School Readiness staff

12. September 3-6 12-month employees work four 10-hour days

13. October 21
 - a. Non-paid day for all less than 12-month instructional support employees
 - b. 12-month employees work on this day

14. 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

15. November 25-29 **Thanksgiving week:**
 - a. Assistant Teachers Classroom Support 181-day V52: NEW!
 - * November 25-29 are non-paid holidays
 - b. All other less than 12-month support employees:
 - * November 25-27 are non-paid holidays
 - * November 28-29 are paid holidays
 - * EXCEPTION: November 29 is a conference day for Assistant Teachers, OT/PT and Head Start Instructors.
 - c. 12-month 253-day personnel:
 - * November 25 is a non-paid holiday
 - * November 26-29 are paid holidays
 - d. Group A P04 School Readiness staff:
 - * November 25-27 are non-paid holidays
 - * November 28 & 29 are paid holidays
 - e. Group B P05 School Readiness staff:
 - * November 25-27 are work days
 - * November 28-29 & December 2 are paid holidays

2013 - 2014 INSTRUCTIONAL SUPPORT PERSONNEL HIGHLIGHTS

Revised

- November 25-29
- f. 12-month DJJ 257-day employees:
 - * November 25 is a work day
 - * November 26 & 29 are non-paid holidays
 - * November 27-28 are paid holidays
-
16. December 23-27, 30-31 & January 1-3
- Winter Holidays:
- a. Assistant Teachers Classroom Support 181-day V52:
 - * December 23-27, 30-31 & January 1-3 are non-paid holidays
 - b. All other less than 12-month support employees:
 - * December 23-24, 26-27, 30-31 & January 2-3 are non-paid holidays
 - * December 25 & January 1 are paid holidays
 - c. 12-month 253-day personnel:
 - * December 23-27 & January 1-3 are paid holidays
 - * December 30-31 are non-paid holidays
 - d. Group A P04 School Readiness staff:
 - * December 23, 26-27, 30 are work days
 - * December 24-25, 31 & January 1 are paid holidays
 - * January 2-3 are non-paid holidays
 - e. Group B P05 School Readiness staff:
 - * December 23, 26-27, 30 are non-paid holidays
 - * December 24-25, 31 & January 1 are paid holidays
 - * January 2-3 are work days
 - f. 12-month DJJ 257-day employees:
 - * December 23-27 & January 1 are paid holidays
 - * December 30-31 are non-paid holidays
 - * January 2-3 are work days
-
17. January 20
- Martin Luther King Day:
Non-paid holiday for 12-month employees except for:
- a. Group A P04 School Readiness staff: January 20-21 are paid holidays
 - b. Group B P05 School Readiness staff: January 17 & 20 are paid holidays
-
18. January 21
- Work day for all less than 12-month instructional support and 12-month employees excluding Group A P04 School Readiness staff (Teacher Work Day)
-
19. January 20-21
- Non-paid holidays for Assistant Teachers Classroom Support 181-day V52
-
20. January 21-24
- 12-month employees work four 10-hour days excluding Group A P04 & Group B P05 School Readiness staff
-
21. February 7
- Planning day for West Hillsborough County sites (Fair Day):
- a. Non-paid holiday for Assistant Teachers Classroom Support 181-day V52 at West Hillsborough sites
 - b. Work day for Assistant Teachers Classroom Support 181-day V52 at East Hillsborough sites
 - c. Paid holiday for all other less than 12-month West Hillsborough support employees
 - d. Work day for all other less than 12-month East Hillsborough support employees
 - e. 12-month employees work on this day
-
22. March 3
- Planning day for East Hillsborough County sites (Strawberry Festival Day in lieu of Fair Day):
- a. Work day for Assistant Teachers Classroom Support 181-day V52 at West Hillsborough sites
 - b. Non-paid holiday for Assistant Teachers Classroom Support 181-day V52 at East Hillsborough sites
 - c. Work day for all other less than 12-month West Hillsborough support employees
 - d. Paid holiday for all other less than 12-month East Hillsborough support employees
 - e. 12-month employees work on this day
-
23. March 10 - 14
- Spring Holidays:
- a. Assistant Teachers Classroom Support 181-day V52:
 - * March 10 - 14 are non-paid holidays
 - b. Non-paid holidays for all other less than 12-month employees
 - c. 12-month 253-day personnel:
 - * March 10 is a paid holiday
 - * March 11-14 are non-paid holidays

NEW!

NEW!

NEW!

NEW!

NEW!

2013 - 2014 INSTRUCTIONAL SUPPORT PERSONNEL HIGHLIGHTS

Revised

- March 10 - 14
- d. Group A P04 School Readiness staff:
 - * March 10-12 are work days
 - * March 13-14 are non-paid holidays
 - * March 17 is a paid holiday
 - e. Group B P05 School Readiness staff:
 - * March 7 & 12 are paid holidays
 - * March 10-11 are non-paid holidays
 - * March 13-14 are work days
 - f. Paid holidays for 12-month DJJ 257-day employees
-
24. April 18
- a. Non-paid day for all less than 12-month instructional support employees & Assistant Teachers Classroom Support 181-day V52, except that this is a conference/work day for V31 Teacher Aides, V39 Assistant Teachers, OT/PT and V40 Head Start Instructors NEW!
 - b. 12-month employees work on this day
-
25. May 26
- 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)
- * EXCEPTION: Group A P04 School Readiness staff have a paid holiday
-
26. May 27-30
- 12-month 253-day employees work four 8-hour days
-
27. June 9-12
- Elementary & Middle Secretary IVs, OT & PT Assistants, 10½-month Clerks, Health Assistants, LPNs, Staff Nurses, Middle & High Bookkeepers, Elementary DP Clerks, Sr High Registrars, and SNS Area Specialists work four 10-hour days.
-
- 28.
- | Ending Date | Less than 12-month Non-Instructional | Pay Class | Last Pay Date |
|-------------|---|---------------|---------------|
| June 6 | Riders | V35 | June 13 |
| June 6 | Assistant Teachers Classroom Support 181-day NEW! | V52 | June 13 |
| June 9 | Bus Drivers | V22 | June 27 |
| June 9 | SNS Assistants and Product Coordinators | V30 | June 27 |
| June 9 | SNS Managers | V28 | June 27 |
| June 9 | ESE Attendants | V21 | June 27 |
| June 9 | Head Start Instructors | V40 | June 27 |
| June 9 | Assistant Teachers & OT/PT | V39 | June 27 |
| June 9 | Teacher Aides | V31 | June 27 |
| June 12 | 10½-month Clerks, Health Assistants, LPN, and Staff Nurses | V24, V36, V37 | June 27 |
| June 12 | Elementary & Middle Secretary IVs, OT & PT Assistants | V23, V24 | June 27 |
| June 12 | Middle School Bookkeepers | V25 | June 27 |
| June 12 | High School Bookkeepers | V26 | June 27 |
| June 19 | Data Processors, SNS Area Spec, Lead Drivers and HS Registrars | V27, V32 | June 27 |
-
29. June 13, 20 & 27
- District sites are closed on Fridays during the summer
- * EXCEPTION: DJJ and Group A P04 & Group B P05 School Readiness personnel work on these days