

**HILLSBOROUGH COUNTY PUBLIC SCHOOLS
PAYROLL SCHEDULES
2014 - 2015**

NOTE: All payroll schedules reflect standard biweekly pay periods.

The 2014-2015 Payroll Schedules were originally approved by the School Board on June 10, 2014.

Changes to the district's employee work calendars required the previously approved payroll schedules to be revised. The School Board approved the following revisions on August 12, 2014.

- a. The Community School Officer II support position was approved by the School Board on June 10, 2014. Payroll Schedules have been modified to include a payroll structure for the corresponding new legacy pay class code V53.
- b. The previously approved start date and inservice dates for Bus Drivers V22 were recently changed by the Transportation Office.
- c. The previously approved start date, inservice dates, and October 20th work day for Riders V35 were also recently changed by the Transportation Office.
- d. New job titles for Paraprofessionals 1, 2 and 3 identify payroll information that previously applied to ESE Attendants and Teacher Aides.
- e. Several new voluntary employee benefit deductions will be available later this year. The "Employee Deduction Schedule" includes these additions.

Additional new information requires employee deductions for the Suncoast Schools Federal Credit Union to begin with the 09/05/14 payday, instead of the previously approved payday of 09/19/14. The final deduction will be taken on the 05/29/15 payday, instead of the previously approved payday of 06/12/15.

This revision to the 2014-2015 payroll schedules is being submitted to the School Board for approval on September 9, 2014.

This revision is highlighted on page 10, "Employee Deduction Schedule."



HILLSBOROUGH COUNTY PUBLIC SCHOOLS
PAYROLL SCHEDULES
2014 - 2015

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HILLSBOROUGH COUNTY PUBLIC SCHOOLS

A PAYROLL

INSTRUCTIONAL LESS THAN 12-MONTH

2014 - 2015

Pay Plan:
ALL1

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
	Day	Paid Days	Paid Days	Paid Days	Paid Days	Paid Days	Paid Days	Paid Days	Paid Days	Paid Days	Paid Days	Paid Days
07/01/14 - 07/05/14	07/11/14	Fri	---	---	---	---	---	---	---	---	---	---
07/06/14 - 07/19/14	07/25/14	Fri	---	---	---	---	---	---	---	---	---	---
07/20/14 - 08/02/14	08/08/14	Fri	---	---	---	10	10	---	---	---	---	---
08/03/14 - 08/16/14	08/22/14	Fri	5	6	10	10	10	10	8	8	10	10
08/17/14 - 08/30/14	09/05/14	Fri	10	10	10	10	10	10	10	10	10	10
08/31/14 - 09/13/14	09/19/14	Fri	10	10	10	10	10	10	10	10	10	10
09/14/14 - 09/27/14	10/03/14	Fri	10	10	10	10	10	10	10	10	10	10
09/28/14 - 10/11/14	10/17/14	Fri	10	10	10	10	10	10	10	10	10	10
10/12/14 - 10/25/14	10/31/14	Fri	9	9	9	9	9	9	9	9	9	9
10/26/14 - 11/08/14	11/14/14	Fri	10	10	10	10	10	10	10	10	10	10
11/09/14 - 11/22/14	11/28/14	*Fri	10	10	10	10	10	10	10	10	10	10
11/23/14 - 12/06/14	12/12/14	Fri	8	8	8	8	8	8	8	8	8	8
12/07/14 - 12/20/14	12/26/14	*Fri	10	10	10	10	10	10	10	10	10	10
12/21/14 - 01/03/15	01/09/15	◆Fri	2	2	2	2	2	2	2	2	2	2
01/04/15 - 01/17/15	01/23/15	Fri	10	10	10	10	10	10	10	10	10	10
01/18/15 - 01/31/15	02/06/15	Fri	9	9	9	9	9	9	9	9	9	9
02/01/15 - 02/14/15	02/20/15	Fri	10	10	10	10	10	10	10	10	10	10
02/15/15 - 02/28/15	03/06/15	Fri	10	10	10	10	10	10	10	10	10	10
03/01/15 - 03/14/15	03/20/15	◆Fri	5	5	5	5	5	5	5	5	5	5
03/15/15 - 03/28/15	04/03/15	Fri	10	10	10	10	10	10	10	10	10	10
03/29/15 - 04/11/15	04/17/15	Fri	10	10	10	10	10	10	10	10	10	10
04/12/15 - 04/25/15	05/01/15	Fri	10	10	10	10	10	10	10	10	10	10
04/26/15 - 05/09/15	05/15/15	Fri	10	10	10	10	10	10	10	10	10	10
05/10/15 - 05/23/15	05/29/15	Fri	10	10	10	10	10	10	10	10	10	10
05/24/15 - 06/06/15	06/12/15	Fri	◆ 9	◆ 9	◆ 9	◆ 9	◆ 9	◆ 9	◆ 9	◆ 9	◆ 9	◆ 9
06/07/15 - 06/20/15	06/26/15	Fri	1	1	1	4	1	7	5	3	3	6
06/21/15 - 06/30/15	06/30/15	Tue	---	---	---	---	---	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:	08/11/14 M	08/07/14 Th	08/04/14 M	07/21/14 M	07/21/14 M	08/04/14 M	08/05/14 Tu	08/05/14 Tu	08/04/14 M	08/04/14 M
End Date:	06/08/15 M	06/08/15 M	06/08/15 M	06/11/15 Th	06/08/15 M	06/30/15 Tu	06/11/15 Th	06/10/15 W	06/10/15 W	06/15/15 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	
Begin & end of year paydays with no escrow contribution: No escrow is taken on 9-day pay periods.	Begin	08/22/14	08/22/14	---	---	---	---	08/22/14	08/22/14	---	---
	End	06/26/15	06/26/15	06/26/15	06/26/15	06/26/15	06/26/15	06/26/15	06/26/15	06/26/15	06/26/15
Equalized Pay Payback Dates:		12/12/14	12/12/14	12/12/14	12/12/14	12/12/14	12/12/14	12/12/14	12/12/14	12/12/14	12/12/14
		01/09/15	01/09/15	01/09/15	01/09/15	01/09/15	01/09/15	01/09/15	01/09/15	01/09/15	01/09/15
End of Year Escrow Payback Payday:		03/20/15	03/20/15	03/20/15	03/20/15	03/20/15	03/20/15	03/20/15	03/20/15	03/20/15	03/20/15
End of Year Escrow Payback Payday:		06/12/15	06/12/15	06/12/15	06/12/15	06/12/15	06/12/15	06/12/15	06/12/15	06/12/15	06/12/15

*Paydays that are scheduled during the holidays include 11/28/14 (during Fall Break) and 12/26/14 (during Winter Break).

◆ Less than normal compensation may result on the 01/09/15 and/or 03/20/15 paydays.

HILLSBOROUGH COUNTY PUBLIC SCHOOLS
A PAYROLL
INSTRUCTIONAL LESS THAN 12-MONTH JOB SHARE POSITIONS
2014 - 2015

Pay Plan: ALL1

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

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:	08/11/14 M	08/04/14 M	07/21/14 M	08/05/14 Tu	08/04/14 M
End Date:	06/08/15 M	06/08/15 M	06/08/15 M	06/10/15 W	06/10/15 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
Begin & end of year paydays with no escrow contribution: No escrow is taken on 9-day pay periods.	Begin	08/22/14	---	---	08/22/14
	End	06/26/15	06/26/15	06/26/15	06/26/15
Equalized Pay Payback Dates:		12/12/14	12/12/14	12/12/14	12/12/14
		01/09/15	01/09/15	01/09/15	01/09/15
		03/20/15	03/20/15	03/20/15	03/20/15
End of Year Escrow Payback Payday:	06/12/15	06/12/15	06/12/15	06/12/15	06/12/15

*Paydays that are scheduled during the holidays include 11/28/14 (during Fall Break) and 12/26/14 (during Winter Break).
 ♦ Less than normal compensation may result on the 01/09/15 and/or 03/20/15 paydays.

HILLSBOROUGH COUNTY PUBLIC SCHOOLS
P PAYROLL - 12-MONTH INSTRUCTIONAL SUPPORT
R PAYROLL - 12-MONTH INSTRUCTIONAL & ADMINISTRATORS
2014 - 2015

Pay Plan:
ALL1

Pay Period	Pay Class:		P01, R01 & R02	P04	P05	P03, R03 & R05
			12 Month Personnel (other than DJJ) 253 Days	12 Month School Readiness Group A 253 Days	12 Month School Readiness Group B 253 Days	DJJ Youth Services 257 Days
	Pay Date	Day	Paid Days	Paid Days	Paid Days	Paid Days
07/01/14 - 07/05/14	07/11/14	Fri	3	3	3	3
07/06/14 - 07/19/14	07/25/14	Fri	10	10	10	10
07/20/14 - 08/02/14	08/08/14	Fri	10	10	10	10
08/03/14 - 08/16/14	08/22/14	Fri	10	10	10	10
08/17/14 - 08/30/14	09/05/14	Fri	10	10	9	10
08/31/14 - 09/13/14	09/19/14	Fri	10	10	10	10
09/14/14 - 09/27/14	10/03/14	Fri	10	10	10	10
09/28/14 - 10/11/14	10/17/14	Fri	10	10	10	10
10/12/14 - 10/25/14	10/31/14	Fri	10	10	10	10
10/26/14 - 11/08/14	11/14/14	Fri	10	10	10	10
11/09/14 - 11/22/14	11/28/14 *	Fri	10	10	10	10
11/23/14 - 12/06/14	12/12/14	Fri	10	7	10	8
12/07/14 - 12/20/14	12/26/14 *	Fri	10	10	10	10
12/21/14 - 01/03/15	01/09/15	Fri	8	9	6 ♦	9
01/04/15 - 01/17/15	01/23/15	Fri	10	10	10	10
01/18/15 - 01/31/15	02/06/15	Fri	10	10	10	10
02/01/15 - 02/14/15	02/20/15	Fri	10	10	10	10
02/15/15 - 02/28/15	03/06/15 ♦	Fri	10	10	10	10
03/01/15 - 03/14/15	03/20/15	Fri	5	8	8	10
03/15/15 - 03/28/15	04/03/15	Fri	10	9	10	10
03/29/15 - 04/11/15	04/17/15	Fri	10	10	10	10
04/12/15 - 04/25/15	05/01/15	Fri	10	10	10	10
04/26/15 - 05/09/15	05/15/15	Fri	10	10	10	10
05/10/15 - 05/23/15	05/29/15	Fri	10	10	10	10
05/24/15 - 06/06/15	06/12/15	Fri	◊ 10	◊ 10	◊ 10	◊ 10
06/07/15 - 06/20/15	06/26/15	Fri	10	10	10	10
06/21/15 - 06/30/15	06/30/15	Tue	7	7	7	7

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

Total Days:	253	253	253	257
Start Date:	07/01/14	07/01/14	07/01/14	07/01/14
End Date:	06/30/15	06/30/15	06/30/15	06/30/15

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
Begin and end of year paydays with no escrow contribution:	Begin	07/11/14	07/11/14	07/11/14	07/11/14
	End	06/26/15	06/26/15	06/26/15	06/26/15
		06/30/15	06/30/15	06/30/15	06/30/15
Equalized Pay Payback Dates:		01/09/15 03/20/15	12/12/14 01/09/15 03/20/15 04/03/15	09/05/14 01/09/15 03/20/15	12/12/14 01/09/15
End of Year Escrow Payback Payday:		06/12/15	06/12/15	06/12/15	06/12/15

*Paydays that are scheduled during the holidays include 11/28/14 (during Fall Break) and 12/26/14 (during Winter Break).
 ♦ Less than normal compensation may result on the 03/20/15 payday. Additional shortages may result for P05 on 01/09/15.

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
S02 PAYROLL - INSTRUCTIONAL SUPPORT SUBSTITUTES
2014 - 2015

Pay Plan: ALL1

Warning: Even though the standard 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.

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

¹ 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.

* Paydays that are scheduled during the holidays include 11/28/14 (during Fall Break) and 12/26/14 (during Winter Break).

HILLSBOROUGH COUNTY PUBLIC SCHOOLS
NON-PERMANENT ASSIGNMENTS
TEMPORARY, EXTENDED LEARNING PROGRAM,
STUDENTS, COLLEGE WORK STUDY & NON-SUMMER SCHOOL
2014 - 2015

Pay Plan: ALL1

Warning: Even though the standard 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.

Pay Period	Pay Class:		T01, T07 & ADPER	T06 & N01
	Pay Date	Day	Instructional Maximum Days	Instructional Support Maximum Days
06/22/14 - 07/05/14	07/11/14	Fri	N/A	9
07/06/14 - 07/19/14	07/25/14	Fri	N/A	10
07/20/14 - 08/02/14	08/08/14	Fri	N/A	10
08/03/14 - 08/16/14	08/22/14	Fri	N/A	10
08/17/14 - 08/30/14	09/05/14	Fri	9 ♦	10 ♦
08/31/14 - 09/13/14	09/19/14	Fri	9	10
09/14/14 - 09/27/14	10/03/14	Fri	10	10
09/28/14 - 10/11/14	10/17/14	Fri	10	10
10/12/14 - 10/25/14	10/31/14	Fri	9	10
10/26/14 - 11/08/14	11/14/14	Fri	10 ♦	10 ♦
11/09/14 - 11/22/14	11/28/14 *	Fri	9 ♦	10 ♦
11/23/14 - 12/06/14	12/12/14	Fri	5 ♦	5 ♦
12/07/14 - 12/20/14	12/26/14 *	Fri	10 ♦	10 ♦
12/21/14 - 01/03/15	01/09/15	Fri	---	---
01/04/15 - 01/17/15	01/23/15	Fri	10 ♦	10 ♦
01/18/15 - 01/31/15	02/06/15	Fri	8	10
02/01/15 - 02/14/15	02/20/15	Fri	9	10
02/15/15 - 02/28/15	03/06/15	Fri	10	10
03/01/15 - 03/14/15	03/20/15	Fri	5	5
03/15/15 - 03/28/15	04/03/15	Fri	10	10
03/29/15 - 04/11/15	04/17/15	Fri	9	10
04/12/15 - 04/25/15	05/01/15	Fri	10	10
04/26/15 - 05/09/15	05/15/15	Fri	10	10
05/10/15 - 05/23/15	05/29/15	Fri	10 ♦	10 ♦
05/24/15 - 06/06/15	06/12/15	Fri	9	10
06/07/15 - 06/20/15	06/26/15	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 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.
 *Paydays that are scheduled during the holidays include 11/28/14 (during Fall Break) and 12/26/14 (during Winter Break).

**HILLSBOROUGH COUNTY PUBLIC SCHOOLS
2014 EXTENDED SCHOOL YEAR PROGRAM**

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

Pay Period	Pay Date	max
06/10/14 - 06/21/14	06/27/14 Fri	7
06/22/14 - 07/05/14	07/11/14 Fri	8
07/06/14 - 07/19/14	07/25/14 Fri	8
07/20/14 - 08/02/14	08/08/14 Fri	8
08/03/14 - 08/07/14	08/22/14 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
06/10/14 - 06/21/14	06/27/14 Fri	7
06/22/14 - 07/05/14	07/11/14 Fri	8
07/06/14 - 07/19/14	07/25/14 Fri	8
07/20/14 - 08/02/14	08/08/14 Fri	8
08/03/14 - 08/07/14	08/22/14 Fri	4

Notes:

- ◆ The Extended School Year Program covers the period June 10, 2014, through August 7, 2014.
- ◆ HCPS utilizes a 4-day work week from Monday, June 9, 2014, through Friday, August 8, 2014.
- ◆ The last work dates of the 2013-2014 regular school year are:
 - a. Monday, June 9, 2014, for 10-month teachers
 - b. Monday, June 9, 2014, 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
2014 - 2015

Pay Plan: ALL1

Pay Period	Pay Class:		V21/191	V22/193	V23/224	V24/205	V25/209	V26/211
	Pay Date	Day	Paraprofessional I	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
07/01/14 - 07/05/14	07/11/14	Fri	---	---	---	---	---	---
07/06/14 - 07/19/14	07/25/14	Fri	---	---	10	---	---	---
07/20/14 - 08/02/14	08/08/14	Fri	---	---	10	1	5	7
08/03/14 - 08/16/14	08/22/14	Fri	1	3	10	10	10	10
08/17/14 - 08/30/14	09/05/14	Fri	10	10	10	10	10	10
08/31/14 - 09/13/14	09/19/14	Fri	10	10	10	10	10	10
09/14/14 - 09/27/14	10/03/14	Fri	10	10	10	10	10	10
09/28/14 - 10/11/14	10/17/14	Fri	10	10	10	10	10	10
10/12/14 - 10/25/14	10/31/14	Fri	9	10	9	9	9	9
10/26/14 - 11/08/14	11/14/14	Fri	10	10	10	10	10	10
11/09/14 - 11/22/14	11/28/14 *	Fri	9	9	9	9	9	9
11/23/14 - 12/06/14	12/12/14	Fri	7	7	7	7	7	7
12/07/14 - 12/20/14	12/26/14 *	Fri	10	10	10	10	10	10
12/21/14 - 01/03/15	01/09/15 ♦	Fri	2	2	2	2	2	2
01/04/15 - 01/17/15	01/23/15	Fri	10	10	10	10	10	10
01/18/15 - 01/31/15	02/06/15	Fri	9	8	9	9	9	9
02/01/15 - 02/14/15	02/20/15	Fri	10	10	10	10	10	10
02/15/15 - 02/28/15	03/06/15	Fri	10	10	10	10	10	10
03/01/15 - 03/14/15	03/20/15 ♦	Fri	5	5	5	5	5	5
03/15/15 - 03/28/15	04/03/15	Fri	10	10	10	10	10	10
03/29/15 - 04/11/15	04/17/15	Fri	9	9	9	9	9	9
04/12/15 - 04/25/15	05/01/15	Fri	10	10	10	10	10	10
04/26/15 - 05/09/15	05/15/15	Fri	10	10	10	10	10	10
05/10/15 - 05/23/15	05/29/15	Fri	10	10	10	10	10	10
05/24/15 - 06/06/15	06/12/15	Fri	E 9	E 9	E 9	E 9	E 9	E 9
06/07/15 - 06/20/15	06/26/15	Fri	1	1	5	5	5	5
06/21/15 - 06/30/15	06/30/15	Tue	---	---	---	---	---	---

This symbol identifies when the escrow balance will be paid.

Total Days:	191	193	224	205	209	211
Start Date:	08/15/14 F	08/13/14 W	07/07/14 M	07/31/14 Th	07/28/14 M	07/23/14 W
End Date:	06/08/15 M	06/08/15 M	06/11/15 Th	06/11/15 Th	06/11/15 Th	06/11/15 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	
Begin & end of year paydays with no escrow contribution: No escrow is taken on 9-day pay periods.	Begin	08/22/14	08/22/14	---	08/08/14	08/08/14	08/08/14
	End	06/26/15	06/26/15	06/26/15	06/26/15	06/26/15	06/26/15
Equalized Pay Payback Dates:	12/12/14 01/09/15 03/20/15	12/12/14 01/09/15 02/06/15 03/20/15	12/12/14 01/09/15 03/20/15	12/12/14 01/09/15 03/20/15	12/12/14 01/09/15 03/20/15	12/12/14 01/09/15 03/20/15	12/12/14 01/09/15 03/20/15
End of Year Escrow Payback Payday:	06/12/15	06/12/15	06/12/15	06/12/15	06/12/15	06/12/15	

*Paydays that are scheduled during the holidays include 11/28/14 (during Fall Break) and 12/26/14 (during Winter Break).

♦Less than normal compensation may result on the 01/09/15 and/or 03/20/15 paydays.

HILLSBOROUGH COUNTY PUBLIC SCHOOLS
V PAYROLL
LESS THAN 12-MONTH INSTRUCTIONAL SUPPORT
2014 - 2015

Pay Plan: ALL1

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	Aides. Paraprofessional 2 & 3	High School Registrar	OT/PT Asst
			Paid Days	Paid Days	Paid Days	Paid Days	Paid Days	Paid Days
07/01/14 - 07/05/14	07/11/14	Fri	---	---	---	---	---	---
07/06/14 - 07/19/14	07/25/14	Fri	---	---	---	---	---	10
07/20/14 - 08/02/14	08/08/14	Fri	5	---	---	---	5	10
08/03/14 - 08/16/14	08/22/14	Fri	10	10	5	5	10	10
08/17/14 - 08/30/14	09/05/14	Fri	10	10	10	10	10	10
08/31/14 - 09/13/14	09/19/14	Fri	10	10	10	10	10	10
09/14/14 - 09/27/14	10/03/14	Fri	10	10	10	10	10	10
09/28/14 - 10/11/14	10/17/14	Fri	10	10	10	10	10	10
10/12/14 - 10/25/14	10/31/14	Fri	9	9	9	9	9	9
10/26/14 - 11/08/14	11/14/14	Fri	10	10	10	10	10	10
11/09/14 - 11/22/14	11/28/14 *	Fri	9	9	9	9	9	9
11/23/14 - 12/06/14	12/12/14	Fri	7	7	7	7	7	7
12/07/14 - 12/20/14	12/26/14 *	Fri	10	10	10	10	10	10
12/21/14 - 01/03/15	01/09/15 ♦	Fri	2	2	2	2	2	2
01/04/15 - 01/17/15	01/23/15	Fri	10	10	10	10	10	10
01/18/15 - 01/31/15	02/06/15	Fri	9	9	9	9	9	9
02/01/15 - 02/14/15	02/20/15	Fri	10	10	10	10	10	10
02/15/15 - 02/28/15	03/06/15	Fri	10	10	10	10	10	10
03/01/15 - 03/14/15	03/20/15 ♦	Fri	5	5	5	5	5	5
03/15/15 - 03/28/15	04/03/15	Fri	10	10	10	10	10	10
03/29/15 - 04/11/15	04/17/15	Fri	9	9	9	10	9	9
04/12/15 - 04/25/15	05/01/15	Fri	10	10	10	10	10	10
04/26/15 - 05/09/15	05/15/15	Fri	10	10	10	10	10	10
05/10/15 - 05/23/15	05/29/15	Fri	10	10	10	10	10	10
05/24/15 - 06/06/15	06/12/15	Fri	E 9	E 9	E 9	E 9	E 9	E 9
06/07/15 - 06/20/15	06/26/15	Fri	9	1	1	1	9	5
06/21/15 - 06/30/15	06/30/15	Tue	---	---	---	---	---	---

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

Total Days:	213	200	195	196	213	224
Start Date:	07/28/14 M	08/04/14 M	08/11/14 M	08/11/14 M	07/28/14 M	07/07/14 M
End Date:	06/18/15 Th	06/08/15 M	06/08/15 M	06/08/15 M	06/18/15 Th	06/11/15 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	
Begin & end of year paydays with no escrow contribution: No escrow is taken on 9-day pay periods.	Begin	08/08/14	---	08/22/14	08/22/14	08/08/14	---
	End	06/26/15	06/26/15	06/26/15	06/26/15	06/26/15	06/26/15
Equalized Pay Payback Dates:		12/12/14	12/12/14	12/12/14	12/12/14	12/12/14	12/12/14
		01/09/15	01/09/15	01/09/15	01/09/15	01/09/15	01/09/15
		03/20/15	03/20/15	03/20/15	03/20/15	03/20/15	03/20/15
End of Year Escrow Payback Payday:		06/12/15	06/12/15	06/12/15	06/12/15	06/12/15	06/12/15

*Paydays that are scheduled during the holidays include 11/28/14 (during Fall Break) and 12/26/14 (during Winter Break).

♦Less than normal compensation may result on the 01/09/15 and/or 03/20/15 paydays.

HILLSBOROUGH COUNTY PUBLIC SCHOOLS
V PAYROLL
LESS THAN 12-MONTH INSTRUCTIONAL SUPPORT
2014 - 2015

Pay Plan: ALL1

Pay Period	Pay Class:		V35/190	V36/205	V37/205	V39/200	V40/201	V53/198
	Pay Date	Day	Riders	Health Asst & LPN	Staff Nurses	Asst Teachers, Occupational & Physical Therapists	Head Start Instructors	Comm School Officer II
			Paid Days	Paid Days	Paid Days	Paid Days	Paid Days	Paid Days
07/01/14 - 07/05/14	07/11/14	Fri	---	---	---	---	---	---
07/06/14 - 07/19/14	07/25/14	Fri	---	---	---	---	---	---
07/20/14 - 08/02/14	08/08/14	Fri	---	1	1	---	---	---
08/03/14 - 08/16/14	08/22/14	Fri	2	10	10	8	9	5
08/17/14 - 08/30/14	09/05/14	Fri	10	10	10	10	10	10
08/31/14 - 09/13/14	09/19/14	Fri	10	10	10	10	10	10
09/14/14 - 09/27/14	10/03/14	Fri	10	10	10	10	10	10
09/28/14 - 10/11/14	10/17/14	Fri	10	10	10	10	10	10
10/12/14 - 10/25/14	10/31/14	Fri	9	9	9	9	9	9
10/26/14 - 11/08/14	11/14/14	Fri	10	10	10	10	10	10
11/09/14 - 11/22/14	11/28/14 *	Fri	9	9	9	9	9	10
11/23/14 - 12/06/14	12/12/14	Fri	7	7	7	8	8	8
12/07/14 - 12/20/14	12/26/14 *	Fri	10	10	10	10	10	10
12/21/14 - 01/03/15	01/09/15 ◆	Fri	2	2	2	2	2	2
01/04/15 - 01/17/15	01/23/15	Fri	10	10	10	10	10	10
01/18/15 - 01/31/15	02/06/15	Fri	8	9	9	9	9	9
02/01/15 - 02/14/15	02/20/15	Fri	10	10	10	10	10	10
02/15/15 - 02/28/15	03/06/15	Fri	10	10	10	10	10	10
03/01/15 - 03/14/15	03/20/15 ◆	Fri	5	5	5	5	5	5
03/15/15 - 03/28/15	04/03/15	Fri	10	10	10	10	10	10
03/29/15 - 04/11/15	04/17/15	Fri	9	9	9	10	10	10
04/12/15 - 04/25/15	05/01/15	Fri	10	10	10	10	10	10
04/26/15 - 05/09/15	05/15/15	Fri	10	10	10	10	10	10
05/10/15 - 05/23/15	05/29/15	Fri	10	10	10	10	10	10
05/24/15 - 06/06/15	06/12/15	Fri	E 9	E 9	E 9	E 9	E 9	E 9
06/07/15 - 06/20/15	06/26/15	Fri	---	5	5	1	1	1
06/21/15 - 06/30/15	06/30/15	Tue	---	---	---	---	---	---

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

Total Days:	190	205	205	200	201	198
Start Date:	08/14/14 Th	07/31/14 Th	07/31/14 Th	08/05/14 Tu	08/04/14 M	08/11/14 M
End Date:	06/05/15 F	06/11/15 Th	06/11/15 Th	06/08/15 M	06/08/15 M	06/08/15 M

Equalized days per payday - core year:	9 days	9 days	9 days	9 days	9 days	9 days	
Equalized Pay Factor - core year:	0.1000	0.1000	0.1000	0.1000	0.1000	0.1000	
Begin & end of year paydays with no escrow contribution: No escrow is taken on 9-day pay periods.	Begin	8/22/14	08/08/14	08/08/14	08/22/14	08/22/14	08/22/14
	End	---	06/26/15	06/26/15	06/26/15	06/26/15	06/26/15
Equalized Pay Payback Dates:		12/12/14	12/12/14	12/12/14	12/12/14	12/12/14	12/12/14
		01/09/15	01/09/15	01/09/15	01/09/15	01/09/15	01/09/15
		02/06/15	03/20/15	03/20/15	03/20/15	03/20/15	03/20/15
		03/20/15					
End of Year Escrow Payback Payday:	06/12/15	06/12/15	06/12/15	06/12/15	06/12/15	06/12/15	

*Paydays that are scheduled during the holidays include 11/28/14 (during Fall Break) and 12/26/14 (during Winter Break).
◆Less than normal compensation may result on the 01/09/15 and/or 03/20/15 paydays.

HILLSBOROUGH COUNTY PUBLIC SCHOOLS

EMPLOYEE DEDUCTION SCHEDULE

2014 - 2015



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	ALTE				
Retirement Contributions	FRS +++++	R++E				
Education Foundation	ED FOUND	B09E				
Levies	Child Support	CS+++++				CF++
	Creditor Garnishment	Garnish\$				GARA
		Garnish%				GARP
	IRS Levy	IRS LEVY				IRS
	Levy Fee	LEVY FEE				LFEE
	SDHC Levy	SDHC LVY	SLVY			
	Student Loan-Florida	STLN FL\$	SLFA			
Student Loan-Not FL	STLN++++	SL++				
Voluntary Benefits Pretax *	Various	F0+E F2+E F1+E F3+E	20 paydays 09/19/14-06/12/15	25 paydays 07/25/14-06/26/15	20 paydays 09/19/14-06/12/15	
Voluntary Benefits Posttax *	Various	F41E F61E F42E F62E				
Humana Health Ins	Various	H++E				
Gap Insurance	Various	G++E				
Supplemental Life	SUP LIF+	F43E F63E				
Spousal Life	SPS LIF+	F44E F64E				
Dependent Life	CHLD LF+	F45E F65E				
MetLife Accident	ML ACC +	F70E F74E				
MetLife Critical Illness Low	ML CIL +	F71E F75E				
MetLife Critical Illness High	ML CIH +	F72E F76E				
MetLife Whole Life	ML WLf +	F73E F77E				
Cancer Ins-AFLAC	AFLAC 20	B14E				
Income Protection-FORTIS	FORTIS20	B16E				
Unum Benefits	CANCERb ACC/HIPb LifeLTCb	F51E F52E F53E				
Tax Shelter Accounts (TSA)	Various	D+++				
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 ESP	B02E	Not Applicable		20 09/19/14-06/12/15
	HCTA Dues-Teachers	CTA TCH	B01E	20 paydays 09/19/14-06/12/15	20 paydays 09/19/14-06/12/15	20 09/19/14-06/12/15
	HCTA Economic Services	ECSV	B03E			
	HCTA Dues-Job Share Tchr	CTA JST	B12E			
	HCTA Liberty Mutual		B24E			
	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 REVISED!	20 paydays 09/05/14-05/29/15	26 paydays 07/25/14-06/30/15	20 paydays 09/05/14-05/29/15	
EYP Flat Amount	EYP AMT	EYPA	20 paydays 09/19/14-06/12/15	Not Applicable	20 paydays 09/19/14-06/12/15	
EYP 12%	EYP 12%	EYPP				
United Way	UW	U++E	15 11/14/14-05/29/15	15 11/14/14-05/29/15	15 11/14/14-05/29/15	

* Voluntary Benefits Pretax and Posttax deductions will be doubled on the 11/14/14 and 11/28/14 paydays to accommodate a change in benefits processing. See page 11 for more details.

NOTE: Only the "Every Payday" deductions labeled above will be withheld on the 7/11/14 payday.

**HILLSBOROUGH COUNTY PUBLIC SCHOOLS
ADDITIONAL DEDUCTION INFORMATION
2014 - 2015**

A & V Payrolls:

All deductions will be withheld over 20 paydays except for:

- ◆ Taxes, Levies & Education Foundation are withheld on every payday
- ◆ United Way is only withheld over 15 paydays

P & R Payrolls:

A variety of different deduction frequencies apply to 12-month personnel including:

- ◆ Taxes, Levies & Education Foundation are withheld on every payday
- ◆ 15 paydays for United Way
- ◆ 20 paydays for cancer, supplemental life, GAP & income protection insurance, HCTA & HASA
- ◆ 25 paydays for TSA, health insurance, Trustmark & voluntary pretax & posttax benefits
- ◆ 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.

Voluntary Benefits

Voluntary benefits pre-tax and post tax deductions will be doubled on the 11/14/14 and 11/28/14 payroll dates to accommodate a change in benefits processing. All benefits for the 2015 calendar year will now be deducted in the calendar month prior to their coverage effective date.

Note: GAP, medical and TSA deductions will NOT be doubled on 11/14/14 and 11/28/14.

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 2014 insurance plan year will be taken from September through November 2014.
- c. Deductions for the 2015 insurance plan year will be withheld from December 2014 through November 2015.
- d. Normally, no deductions are taken during the summer.

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

- 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):

EYP refunds will be split equally into four (4) equal payments issued on 6/26/15, 7/10/15, 7/24/15 and 8/7/15.

**HILLSBOROUGH COUNTY PUBLIC SCHOOLS
A PAYROLL - LESS THAN 12-MONTH INSTRUCTIONAL
SICK LEAVE ACCRUAL SCHEDULE
2014 - 2015**

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	07/11/14	---	---	---	---	---	---
2	07/25/14	---	---	---	---	---	---
3	08/08/14	---	---	4.0	---	---	---
4	08/22/14	4.0	4.0	0.5	4.0	4.0	4.0
5	09/05/14	0.5	0.5	0.5	0.5	0.5	0.5
6	09/19/14	0.5	0.5	0.5	0.5	0.5	0.5
7	10/03/14	0.5	0.5	0.5	0.5	0.5	0.5
8	10/17/14	0.5	0.5	0.5	0.5	0.5	0.5
9	10/31/14	---	---	---	---	---	---
10	11/14/14	0.5	0.5	0.5	0.5	0.5	0.5
11	11/28/14	0.5	0.5	0.5	0.5	0.5	0.5
12	12/12/14	0.5	0.5	0.5	0.5	0.5	0.5
13	12/26/14	0.5	0.5	0.5	0.5	0.5	0.5
14	01/09/15	0.5	0.5	0.5	0.5	0.5	0.5
15	01/23/15	0.5	0.5	0.5	0.5	0.5	0.5
16	02/06/15	0.5	0.5	0.5	0.5	0.5	0.5
17	02/20/15	0.5	0.5	0.5	0.5	0.5	0.5
18	03/06/15	---	0.5	0.5	0.5	0.5	0.5
19	03/20/15	---	---	---	0.5	---	---
20	04/03/15	---	---	---	---	---	---
21	04/17/15	---	---	---	---	---	---
22	05/01/15	---	---	---	---	---	---
23	05/15/15	---	---	---	---	---	---
24	05/29/15	---	---	---	---	---	---
25	06/12/15	---	---	---	---	---	---
26	06/26/15	---	---	---	---	---	---
27	06/30/15	---	---	---	---	---	---
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
2014 - 2015**

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 07/11/14	---	4.0	---
2 07/25/14	---	0.5	---
3 08/08/14	4.5	0.5	4.5
4 08/22/14	0.5	0.5	0.5
5 09/05/14	0.5	0.5	0.5
6 09/19/14	0.5	0.5	0.5
7 10/03/14	0.5	0.5	0.5
8 10/17/14	0.5	0.5	0.5
9 10/31/14	---	---	---
10 11/14/14	0.5	0.5	0.5
11 11/28/14	0.5	0.5	0.5
12 12/12/14	0.5	0.5	0.5
13 12/26/14	0.5	0.5	0.5
14 01/09/15	0.5	0.5	0.5
15 01/23/15	0.5	0.5	0.5
16 02/06/15	0.5	0.5	0.5
17 02/20/15	0.5	0.5	0.5
18 03/06/15	0.5	0.5	0.5
19 03/20/15	0.5	---	0.5
20 04/03/15	---	---	---
21 04/17/15	---	---	---
22 05/01/15	---	---	---
23 05/15/15	---	---	---
24 05/29/15	---	---	---
25 06/12/15	---	---	---
26 06/26/15	---	---	---
27 06/30/15	---	---	---
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
2014 - 2015

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	V53
Pay Date	Para 1	Bus Drivers	Elem & Mid Secy IV	10.5 Month Clerks	Middle School Bookpr	High School Bookpr	Data Processors & SNS Area Spec	SNS Mgr	SNS Asst, Prod Coord	Aides, Paras 2 & 3	High School Registr	OT/PT Asst	Riders	Health Asst	Staff Nurses	Assistant Teachers & OT/PT	Head Start Instructors	Comm School Officer II
07/11/14	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
07/25/14	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
08/08/14	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
08/22/14	---	---	4.5	---	---	---	---	---	---	---	---	4.5	---	---	---	---	---	---
09/05/14	---	---	0.5	---	4.5	4.5	4.5	---	---	---	4.5	0.5	---	---	---	---	---	---
09/19/14	---	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
10/03/14	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
10/17/14	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
10/31/14	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
11/14/14	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
11/28/14	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
12/12/14	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
12/26/14	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
01/09/15	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
01/23/15	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
02/06/15	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
02/20/15	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
03/06/15	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
03/20/15	---	---	0.5	0.5	---	0.5	0.5	---	---	---	0.5	0.5	---	0.5	0.5	---	---	---
04/03/15	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
04/17/15	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
05/01/15	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
05/15/15	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
05/29/15	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
06/12/15	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
06/26/15	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
06/30/15	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
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	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.

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HILLSBOROUGH COUNTY PUBLIC SCHOOLS

2014 - 2015 INSTRUCTIONAL PERSONNEL HIGHLIGHTS

1.	Starting Date	Less than 12-month Instructional	Pay Class	First Pay Date
	July 21	Secondary Assistant Principals	A04	August 8
	July 21	11-month Teachers	A05	August 8
	August 4	ROTC Instructors	A06	August 22
	August 4	10½-month Teachers	A03	August 22
	August 4	High School Guidance Counselors	A09	August 22
	August 4	Elementary Assistant Principals	A10	August 22
	August 5	Elementary & Middle Guidance Counselors	A08	August 22
	August 5	Psychologists & 10½-month Social Workers	A07	August 22
	August 7	10-month Social Workers	A02	August 22
	August 11	10-month Teachers & Alternative Ed Teachers	A01	August 22

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

21.	Ending Date	Less than 12-month Instructional	Pay Class	Last Pay Date
	June 8	10½-month Teachers	A03	June 26
	June 8	10-month Teachers & Alternative Ed Teachers	A01	June 26
	June 8	10-month Social Workers	A02	June 26
	June 8	11-month Teachers	A05	June 26
	June 10	Elementary & Middle Guidance Counselors	A08	June 26
	June 10	High School Guidance Counselors	A09	June 26
	June 11	Secondary Assistant Principals	A04	June 26
	June 11	Psychologists & 10½-month Social Workers	A07	June 26
	June 15	Elementary Assistant Principals	A10	June 26
	June 30	ROTC Instructors	A06	June 30

HILLSBOROUGH COUNTY PUBLIC SCHOOLS

2014 - 2015 INSTRUCTIONAL SUPPORT PERSONNEL HIGHLIGHTS

1. July 1-3 12-month employees work 8-hour days

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

3. July 11, 18, 25 & August 1, 8 District sites are closed on Fridays during the summer

4. July 7 - August 7 12-month 253-day employees, Elementary & Middle Secretary IV's, OT & PT Assistants work four 10-hour days each week

Starting Date	Less than 12-month Instructional Support	Pay Class	First Pay Date
July 7	Elementary & Middle Secretary IVs, OT & PT Assistants	V23, V34	July 25
July 23	High School Bookkeepers	V26	August 8
July 28	Data Processors, SNS Area Spec, Lead Drivers and HS Registrars	V27, V32	August 8
July 28	Middle School Bookkeepers	V25	August 8
July 31	10½-month Clerks, Health Assistants, LPN, and Staff Nurses	V24, V36, V37	August 8
August 4	SNS Managers	V28	August 22
August 4	Head Start Instructors	V40	August 22
August 5	Assistant Teachers, Occupational & Physical Therapists	V39	August 22
August 11	Aides, Paraprofessionals 2 & 3	V31	August 22
August 11	SNS Assistants and Product Coordinators	V30	August 22
August 11	Community School Officer II	V53	August 22
August 13	Bus Drivers	V22	August 22
August 14	Riders	V35	August 22
August 15	Paraprofessional 1	V21	August 22

6. August 13-15, 18 In-service Days for Bus Drivers V22

7. August 14-15, 18 In-service Day for Riders V35

8. August 29 Non-paid holiday for Group B P05 School Readiness staff

9. September 1 Labor Day:
 - a. Paid holiday for less than 12-month support staff & 12-month School Readiness Group A P04 & Group B P05 personnel
 - b. Non-paid holiday for all other 12-month employees

10. September 2 Paid holiday for Group A P04 School Readiness staff

11. September 2-5 12-month employees work four 10-hour days (excludes Group A P04 & Group B P05 School Readiness staff)

12. October 20
 - a. Non-paid day for less than 12-month instructional support employees, except Bus Drivers V22 work on this day
 - b. Work day for all 12-month employees

13. November 11 Veteran's Day:
 - a. Non-paid holiday for all less than 12-month support employees, except Community School Officer II
 - b. Work day for all 12-month employees

14. November 24-28 Fall Break:
 - a. Less than 12-month support employees:
 - * November 24-26 are non-paid holidays
 - * November 27-28 are paid holidays
 - * EXCEPTION: November 26 is a conference day for Assistant Teachers , Staff Occupational & Physical Therapists V39, Head Start Instructors V40, and Community School Officer II V53.
 - b. Paid holidays for 12-month 253-day personnel
 - c. Group A P04 School Readiness staff:
 - * November 24-26 are non-paid holidays
 - * November 27 & 28 are paid holidays
 - d. Group B P05 School Readiness staff:
 - * November 24-26 are work days
 - * November 27-28 are paid holidays
 - f. 12-month DJJ 257-day employees:
 - * November 24 is a work day
 - * November 25 & 28 are non-paid holidays
 - * November 26-27 are paid holidays

HILLSBOROUGH COUNTY PUBLIC SCHOOLS

2014 - 2015 INSTRUCTIONAL SUPPORT PERSONNEL HIGHLIGHTS

15. December 22-26, 29-30 & January 1-2 **Winter Break:**
- a. Less than 12-month support employees:
 - * December 22-24, 26, 29-31 & January 2 are non-paid holidays
 - * December 25 & January 1 are paid holidays
 - b. 12-month 253-day personnel:
 - * December 22-26, 31 & January 1-2 are paid holidays
 - * December 29-30 are non-paid holidays
 - c. Group A P04 School Readiness staff:
 - * December 22-23, 26, 29-30 are work days
 - * December 24-25, 31 & January 1, 5 are paid holidays
 - * January 2 is a non-paid holiday
 - d. Group B P05 School Readiness staff:
 - * December 22-23, 29-30 are non-paid holidays
 - * December 24-25, 31 & January 1 are paid holidays
 - * January 2 is a work day
 - e. 12-month DJJ 257-day employees:
 - * December 24-26, 30-31 & January 1 are paid holidays
 - * December 29 is a non-paid holiday
 - * December 22-23 & January 2 are work days
16. January 19-23 **Martin Luther King Day and work week:**
- a. Bus Drivers V22 & Riders V35:
 - * January 19-20 are non-paid holidays
 - * January 21-23 are work days
 - b. All other less than 12-month support employees:
 - * January 19 is a non-paid holiday
 - * January 20-23 are work days
 - c. 12-month 253-day personnel:
 - * January 19 is a non-paid holiday
 - * January 20-23 are 10-hour work days
 - d. Group A P04 School Readiness staff:
 - * January 19-20 are paid holidays
 - * January 21-23 are work days
 - e. Group B P05 School Readiness staff:
 - * January 19 is a paid holiday
 - * January 20-23 are work days
 - f. 12-month DJJ 257-day employees:
 - * January 19 is a non-paid holiday
 - * January 20-23 are 10-hour work days
17. February 6 **Planning day for West Hillsborough County sites (Fair Day):**
- a. Paid holiday for less than 12-month West Hillsborough support employees
 - b. Work day for less than 12-month East Hillsborough support employees
 - c. Work day for all 12-month employees
18. March 2 **Planning day for East Hillsborough County sites (Strawberry Festival Day in lieu of Fair Day):**
- a. Work day for less than 12-month West Hillsborough support employees
 - b. Paid holiday for less than 12-month East Hillsborough support employees
 - c. 12-month employees work on this day
19. March 9 - 13 **Spring Break:**
- a. Non-paid holidays for less than 12-month support employees
 - b. Non-paid holidays for 12-month 253-day personnel (excluding Group A P04 & Group B P05)
 - c. Group A P04 School Readiness staff:
 - * March 9-11 are work days
 - * March 12-13, 17 are non-paid holidays
 - * March 16 is a paid holiday
 - d. Group B P05 School Readiness staff:
 - * March 6 & 11 are paid holidays
 - * March 9-10 are non-paid holidays
 - * March 12-13 are work days
 - e. Paid holidays for 12-month DJJ 257-day employees

HILLSBOROUGH COUNTY PUBLIC SCHOOLS

2014 - 2015 INSTRUCTIONAL SUPPORT PERSONNEL HIGHLIGHTS

20. April 3 a. Non-paid day for less than 12-month instructional support employees, except that this is a conference/work day for Teacher Aides V31, Assistant Teachers, Staff Occupational Physical Therapists V39, Head Start Instructors V40, and Community School Officer II V53
 b. Work day for all 12-month employees
-
21. May 25 **Memorial Day:**
 a. Non-paid holiday for all less than 12-month support employees
 b. Paid holiday for Group A P04 & Group B P05 School Readiness staff
 c. Non-paid holiday for all other 12-month 253-day employees
 d. Work day for all 12-month 257-day employees
-
22. May 26-29 12-month 253-day employees work four 10-hour days, except 8-hour days for Group A P04 & Group B P05 School Readiness staff
-
23. June 8-11 Elementary & Middle Secretary IVs V23, OT & PT Assistants V34, 10½-month Clerks V24, Health Assistants V36, LPNs V25, Staff Nurses V37, Middle & High Bookkeepers V25 V26, Elementary DP Clerks & SNS Area Specialists V27, and Sr High Registrars V32 work four 10-hour days.

Ending Date	Less than 12-month Non-Instructional	Pay Class	Last Pay Date
June 5	Riders	V35	June 12
June 8	Bus Drivers	V22	June 26
June 8	SNS Assistants and Product Coordinators	V30	June 26
June 8	SNS Managers	V28	June 26
June 8	Paraprofessional 1	V21	June 26
June 8	Head Start Instructors	V40	June 26
June 8	Assistant Teachers, Occupational & Physical Therapists	V39	June 26
June 8	Aides, Paraprofessionals 2 & 3	V31	June 26
June 8	Community School Officer II	V53	June 26
June 11	10½-month Clerks, Health Assistants, LPN, and Staff Nurses	V24, V36, V37	June 26
June 11	Elementary & Middle Secretary IVs, OT & PT Assistants	V23, V34	June 26
June 11	Middle School Bookkeepers	V25	June 26
June 11	High School Bookkeepers	V26	June 26
June 18	Data Processors, SNS Area Spec, Lead Drivers and HS Registrars	V27, V32	June 26

25. June 12, 19 & 26 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