

HILLSBOROUGH COUNTY PUBLIC SCHOOLS

2019/2020 PAYROLL SCHEDULES

The 2019/2020 Payroll Schedules were approved by the School Board on May 7, 2019.

The School Board approved the following revisions on August 20, 2019.

Revisions:

Recent changes to the employee work calendars require the following notification. Changes are highlighted in yellow.

- A. Paraprofessionals, V31, start date was changed from August 1, 2019 to the new start date of August 2, 2019. February 17, 2020 was a non-paid day and has been changed to a workday.
- B. Remove the title OT/PT from the V39/200 Pay Class and add to A09/205 Pay Class. These employees were previously approved by the Board for the change to A09/205 Pay Class on June 11, 2019.
- C. Add the title District Mental Health Clinician to the A12/213 Pay Class. These employees were previously approved by the Board for the change from R01/253 Pay Class on June 11, 2019.
- D. Add the Equalized Payment Plan Information to the payroll schedules (page 13).

PAYROLL SCHEDULES

TABLE OF CONTENTS

	<u>Page</u>
Pay Dates	1
A Payroll - Instructional Less Than 12-Month	2
A Payroll - Instructional Less Than 12-Month Job Share Positions	3
P Payroll - 12-Month Instructional Support	4
R Payroll - 12-Month Instructional & 12-Month Administrators	4
S02 Payroll - Instructional Support Substitutes	5
T01, T06, T07 & N01 Payroll - Non-permanent, Extended Learning Program, Students & College Work Study	6
2019 Extended School Year Program	7
V Payroll - Less Than 12-Month Instructional Support	8
<u>Deduction Schedule & Additional Information</u>	9
 <u>Sick Leave Accrual Schedules:</u>	
A Payroll - Instructional	10
P & R Payroll - 12-Month Personnel	11
V Payroll - Less Than 12-Month Instructional Support	12
<u>Equalized Payment Plan Information</u>	13

Fiscal Year Pay Dates
July 1, 2019 through June 30, 2020

Pay Periods	Pay Date	Day of Week
June 23, 2019 - June 29, 2019 Special - Summer School & EYP Refund Only	July 5, 2019	Friday
July 1, 2019 - July 13, 2019	July 19, 2019	Friday
July 14, 2019 - July 27, 2019	August 2, 2019	Friday
July 28, 2019 - August 10, 2019	August 16, 2019	Friday
August 11, 2019 - August 24, 2019	August 30, 2019	Friday
August 25, 2019 - September 7, 2019	September 13, 2019	Friday
September 8, 2019 - September 21, 2019	September 27, 2019	Friday
September 22, 2019 - October 5, 2019	October 11, 2019	Friday
October 6, 2019 - October 19, 2019	October 25, 2019	Friday
October 20, 2019 - November 2, 2019	November 8, 2019	Friday
November 3, 2019 - November 16, 2019	November 22, 2019	Friday
November 17, 2019 - November 30, 2019	December 6, 2019	Friday
December 1, 2019 - December 14, 2019	December 20, 2019	Friday
December 15, 2019 - December 28, 2019	January 3, 2020	Friday ●
December 29, 2019 - January 11, 2020	January 17, 2020	Friday
January 12, 2020 - January 25, 2020	January 31, 2020	Friday
January 26, 2020 - February 8, 2020	February 14, 2020	Friday
February 9, 2020 - February 22, 2020	February 28, 2020	Friday
February 23, 2020 - March 7, 2020	March 13, 2020	Friday
March 8, 2020 - March 21, 2020	March 27, 2020	Friday
March 22, 2020 - April 4, 2020	April 10, 2020	Friday
April 5, 2020 - April 18, 2020	April 24, 2020	Friday
April 19, 2020 - May 2, 2020	May 8, 2020	Friday
May 3, 2020 - May 16, 2020	May 22, 2020	Friday
May 17, 2020 - May 30, 2020	June 5, 2020	Friday
May 31, 2020 - June 13, 2020	June 19, 2020	Friday
June 14, 2020 - June 30, 2020	June 30, 2020	Tuesday

● Pay dates during the holidays/breaks.

HILLSBOROUGH COUNTY PUBLIC SCHOOLS 2019/2020

A PAYROLL
INSTRUCTIONAL LESS THAN 12-MONTH

	Employee Type	10-Month Teachers, Diagnosticians, Alt Ed Teachers	10-Month Social Workers	10 1/2-Month Teachers	Assistant Principals	11-Month Teachers	ROTC Instructors	Elem & Middle School Counselors	10 1/2- Month Social Workers, Staff Specialist, HS Counselors, Psych., OT/PT	District Resource Teachers Group A, District Mental Health Clinicians
	Pay Class	A01/198	A02/199	A03/203	A04/216	A05/213	A06/213	A08/203	A09/205	A12/213
Pay Period	Pay Date Day	Paid Days	Paid Days	Paid Days	Paid Days	Paid Days	Paid Days	Paid Days	Paid Days	Paid Days
07/01/19 - 07/13/19	07/19/19 Fri	---	---	---	---	---	---	---	---	---
07/14/19 - 07/27/19	08/02/19 Fri	---	---	1	10	10	---	---	1	10
07/28/19 - 08/10/19	08/16/19 Fri	6	7	10	10	10	7	9	10	10
08/11/19 - 08/24/19	08/30/19 Fri	10	10	10	10	10	10	10	10	10
08/25/19 - 09/07/19	09/13/19 Fri	10	10	10	10	10	10	10	10	10
09/08/19 - 09/21/19	09/27/19 Fri	10	10	10	10	10	10	10	10	10
09/22/19 - 10/05/19	10/11/19 Fri	10	10	10	10	10	10	10	10	10
10/06/19 - 10/19/19	10/25/19 Fri	10	10	10	10	10	10	10	10	10
10/20/19 - 11/02/19	11/08/19 Fri	10	10	10	10	10	10	10	10	10
11/03/19 - 11/16/19	11/22/19 Fri	10	10	10	10	10	10	10	10	10
11/17/19 - 11/30/19	12/06/19 Fri	7	7	7	7	7	7	7	7	7
12/01/19 - 12/14/19	12/20/19 Fri	10	10	10	10	10	10	10	10	10
12/15/19 - 12/28/19	01/03/20 Fri	6	6	6	6	6	6	6	6	6
12/29/19 - 01/11/20	01/17/20 Fri	6	6	6	6	6	6	6	6	6
01/12/20 - 01/25/20	01/31/20 Fri	10	10	10	10	10	10	10	10	10
01/26/20 - 02/08/20	02/14/20 Fri	9	9	9	9	9	9	9	9	9
02/09/20 - 02/22/20	02/28/20 Fri	10	10	10	10	10	10	10	10	10
02/23/20 - 03/07/20	03/13/20 Fri	9	9	9	9	9	9	9	9	9
03/08/20 - 03/21/20	03/27/20 Fri	5	5	5	5	5	5	5	5	5
03/22/20 - 04/04/20	04/10/20 Fri	10	10	10	10	10	10	10	10	10
04/05/20 - 04/18/20	04/24/20 Fri	10	10	10	10	10	10	10	10	10
04/19/20 - 05/02/20	05/08/20 Fri	10	10	10	10	10	10	10	10	10
05/03/20 - 05/16/20	05/22/20 Fri	10	10	10	10	10	10	10	10	10
05/17/20 - 05/30/20	06/05/20 Fri	9	9	9	9	9	9	9	9	9
05/31/20 - 06/13/20	06/19/20 Fri	1	1	1	5	2	7	3	3	2
06/14/20 - 06/30/20	06/30/20 Tue	---	---	---	---	---	8	---	---	---

HILLSBOROUGH COUNTY PUBLIC SCHOOLS 2019/2020

A PAYROLL
INSTRUCTIONAL LESS THAN 12-MONTH JOB SHARE POSITIONS

	Employee Type	10-Month Teachers JOB SHARE	10-Month Social Workers JOB SHARE	10 1/2-Month Teachers JOB SHARE	11-Month Teachers JOB SHARE	Elem & Middle School Counselors JOB SHARE	10 1/2-Month Social Workers Psychologist JOB SHARE
	Pay Class	A01/209	A02/211	A03/214	A05/224	A08/214	A09/223
Pay Period	Pay Date Day	Paid Days	Paid Days	Paid Days	Paid Days	Paid Days	Paid Days
07/01/19 - 07/13/19	07/19/19 Fri	---	---	---	---	---	---
07/14/19 - 07/27/19	08/02/19 Fri	---	---	1	10	---	2
07/28/19 - 08/10/19	08/16/19 Fri *	12	14	16	16	15	20
08/11/19 - 08/24/19	08/30/19 Fri	10	10	10	10	10	10
08/25/19 - 09/07/19	09/13/19 Fri	10	10	10	10	10	10
09/08/19 - 09/21/19	09/27/19 Fri	10	10	10	10	10	10
09/22/19 - 10/05/19	10/11/19 Fri	10	10	10	10	10	10
10/06/19 - 10/19/19	10/25/19 Fri	10	10	10	10	10	10
10/20/19 - 11/02/19	11/08/19 Fri	10	10	10	10	10	10
11/03/19 - 11/16/19	11/22/19 Fri	10	10	10	10	10	10
11/17/19 - 11/30/19	12/06/19 Fri *	8	8	8	8	8	8
12/01/19 - 12/14/19	12/20/19 Fri	10	10	10	10	10	10
12/15/19 - 12/28/19	01/03/20 Fri	6	6	6	6	6	6
12/29/19 - 01/11/20	01/17/20 Fri *	7	7	7	7	7	7
01/12/20 - 01/25/20	01/31/20 Fri	10	10	10	10	10	10
01/26/20 - 02/08/20	02/14/20 Fri	9	9	9	9	9	9
02/09/20 - 02/22/20	02/28/20 Fri *	11	11	11	11	11	11
02/23/20 - 03/07/20	03/13/20 Fri	9	9	9	9	9	9
03/08/20 - 03/21/20	03/27/20 Fri	5	5	5	5	5	5
03/22/20 - 04/04/20	04/10/20 Fri	10	10	10	10	10	10
04/05/20 - 04/18/20	04/24/20 Fri *	11	11	11	11	11	11
04/19/20 - 05/02/20	05/08/20 Fri *	11	11	11	11	11	11
05/03/20 - 05/16/20	05/22/20 Fri	10	10	10	10	10	10
05/17/20 - 05/30/20	06/05/20 Fri	9	9	9	9	9	9
05/31/20 - 06/13/20	06/19/20 Fri	1	1	1	2	3	5 *
06/14/20 - 06/30/20	06/30/20 Tue	---	---	---	---	---	---

* Specific days in pay period require Job Share employee to work an 8-hour day, which equals two Job Share days. (See Employee Work Calendar)

HILLSBOROUGH COUNTY PUBLIC SCHOOLS 2019/2020

P PAYROLL - 12-MONTH INSTRUCTIONAL SUPPORT
 R PAYROLL - 12-MONTH INSTRUCTIONAL & ADMINISTRATORS

	Employee Type	12-Month Personnel (other than DJJ) 253 Days	DJJ Youth Services 257 Days
	Pay Class	P01, R01 & R02	P03, R03 & R05
Pay Period	Pay Date Day	Paid Days	Paid Days
07/01/19 - 07/13/19	07/19/19 Fri	10	10
07/14/19 - 07/27/19	08/02/19 Fri	10	10
07/28/19 - 08/10/19	08/16/19 Fri	10	10
08/11/19 - 08/24/19	08/30/19 Fri	10	10
08/25/19 - 09/07/19	09/13/19 Fri	10	10
09/08/19 - 09/21/19	09/27/19 Fri	10	10
09/22/19 - 10/05/19	10/11/19 Fri	10	10
10/06/19 - 10/19/19	10/25/19 Fri	10	10
10/20/19 - 11/02/19	11/08/19 Fri	10	10
11/03/19 - 11/16/19	11/22/19 Fri	10	10
11/17/19 - 11/30/19	12/06/19 Fri	10	9
12/01/19 - 12/14/19	12/20/19 Fri	10	10
12/15/19 - 12/28/19	01/03/20 Fri	9	8
12/29/19 - 01/11/20	01/17/20 Fri	8	8
01/12/20 - 01/25/20	01/31/20 Fri	9	10
01/26/20 - 02/08/20	02/14/20 Fri	10	10
02/09/20 - 02/22/20	02/28/20 Fri	10	10
02/23/20 - 03/07/20	03/13/20 Fri	10	10
03/08/20 - 03/21/20	03/27/20 Fri	5	10
03/22/20 - 04/04/20	04/10/20 Fri	10	10
04/05/20 - 04/18/20	04/24/20 Fri	10	10
04/19/20 - 05/02/20	05/08/20 Fri	10	10
05/03/20 - 05/16/20	05/22/20 Fri	10	10
05/17/20 - 05/30/20	06/05/20 Fri	10	10
05/31/20 - 06/13/20	06/19/20 Fri	10	10
06/14/20 - 06/30/20	06/30/20 Tues	12	12

HILLSBOROUGH COUNTY PUBLIC SCHOOLS 2019/2020

S02 PAYROLL - INSTRUCTIONAL SUPPORT SUBSTITUTES

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

○ Due to early approval deadlines, remaining hours worked will be reported for payment on the next scheduled payday. Refer to Payroll Verification & Approval Schedule

¹The 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.

HILLSBOROUGH COUNTY PUBLIC SCHOOLS 2019/2020

2019/2020 NON-PERMANENT ASSIGNMENTS

	Employee Type		Instructional	Instructional Support
	Pay Class		T01 - Non-Permanent T07 - Extended Learning Position (ELP)	T06 - Non-Permanent N01 - Students, College Work Study
Pay Period	Pay Date	Day	Maximum Days	Maximum Days
06/16/19 - 06/30/19	07/05/19	Fri	---	10
07/01/19 - 07/13/19	07/19/19	Fri	---	10
07/14/19 - 07/27/19	08/02/19	Fri	---	10
07/28/19 - 08/10/19	08/16/19	Fri	---	10
08/11/19 - 08/24/19	08/30/19	Fri	10	10
08/25/19 - 09/07/19	09/13/19	Fri	9	9
09/08/19 - 09/21/19	09/27/19	Fri	10	10
09/22/19 - 10/05/19	10/11/19	Fri	10	10
10/06/19 - 10/19/19	10/25/19	Fri	10	10
10/20/19 - 11/02/19	11/08/19	Fri	10	10
11/03/19 - 11/16/19	11/22/19	Fri	9	10
11/17/19 - 11/30/19	12/06/19	Fri	5	5
12/01/19 - 12/14/19	12/20/19	Fri	10	10
12/15/19 - 12/28/19	01/03/20	Fri	5	5
12/29/19 - 01/11/20	01/17/20	Fri	4	5
01/12/20 - 01/25/20	01/31/20	Fri	9	9
01/26/20 - 02/08/20	02/14/20	Fri	9	10
02/09/20 - 02/22/20	02/28/20	Fri	9	10
02/23/20 - 03/07/20	03/13/20	Fri	9	10
03/08/20 - 03/21/20	03/27/20	Fri	5	5
03/22/20 - 04/04/20	04/10/20	Fri	10	10
04/05/20 - 04/18/20	04/24/20	Fri	10	10
04/19/20 - 05/02/20	05/08/20	Fri	9	10
05/03/20 - 05/16/20	05/22/20	Fri	10	10
05/17/20 - 05/30/20	06/05/20	Fri	9	10
05/31/20 - 06/13/20	06/19/20	Fri	---	10

○ Due to early approval deadlines, maximum days reported may be less than displayed. Any remaining days will be reported on the next scheduled payday.
Refer to Payroll Verification & Approval Schedule

2019 EXTENDED SCHOOL YEAR PROGRAM (ESY)

"T03" Summer Instructional & "T05" Summer Instructional Support							
Dates to Report				Pay Date	Day	max	
06/04/19	Tue	-	06/15/19 Sat	06/21/19	Fri	7	
06/16/19	Sun	-	06/22/19 Sat	06/28/19	Fri	4	
06/23/19	Sun	-	06/29/19 Sat	07/05/19	Fri	4	
06/30/19	Sun	-	07/13/19 Sat	07/19/19	Fri	7	
07/14/19	Sun	-	07/27/19 Sat	08/02/19	Fri	8	

"T04" Summer Bus Drivers Payroll							
Dates to Report				Pay Date	Day	max	
06/04/19	Tue	-	06/15/19 Sat	06/21/19	Fri	7	
06/16/19	Sun	-	06/22/19 Sat	06/28/19	Fri	4	
06/23/19	Sun	-	06/29/19 Sat	07/05/19	Fri	4	
06/30/19	Sun	-	07/13/19 Sat	07/19/19	Fri	7	
07/14/19	Sun	-	07/27/19 Sat	08/02/19	Fri	8	

Notes:

The Extended School Year Program will begin on June 4, 2019 and end on July 25, 2019

HCPS utilizes a 4-day work week during the Extended School Year Program.

The last work dates of the 2018/2019 regular school year are:

- a. Monday, June 3, 2019 for 10-month teachers
- b. Monday, June 3, 2019, for bus drivers
- c. Various dates for other less than 12-month personnel.



Please Read - Important Information

The employee should no longer be paid on their summer assignment when the normal contract year begins, 2019/2020.

The beginning work dates of the 2019/2020 regular school year are:

- a. Friday, August 2, 2019, for 10-month teachers
- b. Monday, August 5, 2019, for bus drivers
- c. Various dates for other less than 12-month personnel.

V PAYROLL
LESS THAN 12-MONTH INSTRUCTIONAL SUPPORT

Pay Period	Employee Type		Bus Drivers	Elementary & Middle Secty 4 Hd Start Pgm Mgr	10 1/2-Month Clerks	Middle School Bookpr	High School Bookpr	Data Processors	SNS Mgr	SNS Asst, Product Coord	Paraprofessionals	High School Registrar	OT/PT Asst	Riders	Health Asst & LPN	Staff Nurses	Assistant Teachers	Comm School Officer 2
	Pay Class	Pay Date Day																
	V22/193	V23/224	V24/205	V25/209	V26/211	V27/213	V28/200	V30/195	V31/196	V32/213	V34/224	V35/190	V36/205	V37/205	V39/200	V53/198		
	Paid Days	Paid Days	Paid Days	Paid Days	Paid Days	Paid Days	Paid Days	Paid Days	Paid Days	Paid Days	Paid Days	Paid Days	Paid Days	Paid Days	Paid Days	Paid Days	Paid Days	Paid Days
07/01/19 - 07/13/19	07/19/19 Fri	---	10	---	---	---	---	---	---	---	---	---	10	---	---	---	---	---
07/14/19 - 07/27/19	08/02/19 Fri	---	10	1	8	8	10	---	---	---	10	10	---	1	1	---	---	---
07/28/19 - 08/10/19	08/16/19 Fri	5	10	10	10	10	10	10	6	6	10	10	4	10	10	10	10	7
08/11/19 - 08/24/19	08/30/19 Fri	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10
08/25/19 - 09/07/19	09/13/19 Fri	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10
09/08/19 - 09/21/19	09/27/19 Fri	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10
09/22/19 - 10/05/19	10/11/19 Fri	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10
10/06/19 - 10/19/19	10/25/19 Fri	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10
10/20/19 - 11/02/19	11/08/19 Fri	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10
11/03/19 - 11/16/19	11/22/19 Fri	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10
11/17/19 - 11/30/19	12/06/19 Fri	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	7	7
12/01/19 - 12/14/19	12/20/19 Fri	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10
12/15/19 - 12/28/19	01/03/20 Fri	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6
12/29/19 - 01/11/20	01/17/20 Fri	6	6	6	6	6	6	6	6	6	6	6	5	6	6	6	6	6
01/12/20 - 01/25/20	01/31/20 Fri	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10
01/26/20 - 02/08/20	02/14/20 Fri	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9
02/09/20 - 02/22/20	02/28/20 Fri	9	9	9	9	9	9	9	9	10	9	9	9	9	9	9	9	9
02/23/20 - 03/07/20	03/13/20 Fri	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9
03/08/20 - 03/21/20	03/27/20 Fri	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5
03/22/20 - 04/04/20	04/10/20 Fri	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10
04/05/20 - 04/18/20	04/24/20 Fri	9	10	10	10	10	10	10	10	10	10	10	9	10	10	10	10	10
04/19/20 - 05/02/20	05/08/20 Fri	9	10	10	10	10	10	10	10	10	10	10	9	10	10	10	10	10
05/03/20 - 05/16/20	05/22/20 Fri	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10
05/17/20 - 05/30/20	06/05/20 Fri	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9
05/31/20 - 06/13/20	06/19/20 Fri	1	5	5	2	4	4	1	---	---	4	5	---	5	5	---	---	1
06/14/20 - 06/30/20	06/30/20 Tue	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

EMPLOYEE DEDUCTION SCHEDULE			
Instructional Less Than 12-Month	Instructional Support Less Than 12-Month	Instructional Support & Administrators 12-Month	
A Payroll	V Payroll	P & R Payrolls	
20 Deductions per Year & Paydays	20 Deductions per Year & Paydays	20 Deductions per Year & Paydays	25 Deductions per Year & Paydays
09/13/19 -06/05/20	09/13/19 -06/05/20	09/13/19 -06/05/20	07/19/19 - 6/19/20
Deduction Title	Deduction Title	Deduction Title	Deduction Title
Voluntary Benefits Pretax & Posttax Health Insurance Gap Insurance Supplemental, Spousal, Dependent Life MetLife-Accident, Critical Illness Low, Illness High, Whole Life Cancer Insurance-AFLAC Income Protection-FORTIS Unum Benefits Tax Sheltered Accounts (TSA) Trustmark Posttax HCTA Dues, Economic Services, Liberty Mutual HASA, FASA, NAESP, NASSP Dues Pen of Florida Credit Union EYP United Way	Voluntary Benefits Pretax & Posttax Health Insurance Gap Insurance Supplemental, Spousal, Dependent Life MetLife-Accident, Critical Illness Low, Illness High, Whole Life Cancer Insurance-AFLAC Income Protection-FORTIS Unum Benefits Tax Sheltered Accounts (TSA) Trustmark Posttax HCTA Dues, Economic Services, Liberty Mutual HSEF Dues** Credit Union EYP United Way	Cancer Insurance-AFLAC Income Protection-FORTIS Unum Benefits HCTA Dues, Economic Services, Liberty Mutual HASA, FASA, NAESP, NASSP Dues Pen of Florida United Way	Voluntary Benefits Pretax & Posttax Health Insurance Gap Insurance Supplemental, Spousal, Dependent Life MetLife-Accident, Critical Illness Low, Illness High, Whole Life Tax Sheltered Accounts (TSA) Trustmark Posttax HSEF Dues **
			26 Deductions per Year & Paydays 07/19/19 - 6/30/20
			Deduction Title Credit Union
** HSEF Dues=Every payday is subject to contributions.			
Additional Deduction Information			
<p><u>Mandatory Deductions:</u> Taxes, Levies, and Hillsborough Education Foundation are withheld on every payday.</p> <p><u>Health Insurance:</u> 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.</p> <p><u>Voluntary Benefits:</u> All voluntary benefits are deducted one month in advance of coverage with the exception of the following accounts which are taken in the current month: Flexible Spending Account (FSA) a. Health Care Spending b. Dependent Care Spending</p> <p><u>EYP (Extended Year Payments):</u> EYP refunds will be split equally into four (4) equal payments issued on 6/19/20, 7/03/20, 7/17/20 and 7/31/20.</p>			

A PAYROLL - LESS THAN 12-MONTH INSTRUCTIONAL
SICK LEAVE ACCRUAL SCHEDULE

Employee Type	10 - Month Personnel	10 1/2 - Month Personnel	11 - Month Personnel	ROTC Instructors	Elem & Middle School Counselors	10 1/2-Month Social Workers, Staff Specialist, HS Counselors, Psychologists, OT/PT	District Resource Teachers Group A, District Mental Health Clinicians
Pay Class	A01 & A02	A03	A04 & A05	A06	A08	A09	A12
Pay Date	Days	Days	Days	Days	Days	Days	Days
07/19/19	---	---	---	---	---	---	---
08/02/19	---	5.0 *	4.5	---	---	5.0 *	4.5
08/16/19	4.5	---	0.5	4.5	5.0 *	---	0.5
08/30/19	0.5	---	---	0.5	---	---	---
09/13/19	0.5	0.5	0.5	0.5	0.5	0.5	0.5
09/27/19	0.5	0.5	0.5	0.5	0.5	0.5	0.5
10/11/19	0.5	0.5	0.5	0.5	0.5	0.5	0.5
10/25/19	0.5	0.5	0.5	0.5	0.5	0.5	0.5
11/08/19	0.5	0.5	0.5	0.5	0.5	0.5	0.5
11/22/19	0.5	0.5	0.5	0.5	0.5	0.5	0.5
12/06/19	0.5	0.5	0.5	0.5	0.5	0.5	0.5
12/20/19	0.5	0.5	0.5	0.5	0.5	0.5	0.5
01/03/20	0.5	0.5	0.5	0.5	0.5	0.5	0.5
01/17/20	0.5	0.5	0.5	0.5	0.5	0.5	0.5
01/31/20	---	---	---	---	---	---	---
02/14/20	---	0.5	0.5	0.5	0.5	0.5	0.5
02/28/20	---	---	0.5	0.5	---	---	0.5
03/13/20	---	---	---	---	---	---	---
03/27/20	---	---	---	---	---	---	---
04/10/20	---	---	---	---	---	---	---
04/24/20	---	---	---	---	---	---	---
05/08/20	---	---	---	---	---	---	---
05/22/20	---	---	---	---	---	---	---
06/05/20	---	---	---	---	---	---	---
06/19/20	---	---	---	---	---	---	---
Total Days	10.0	10.5	11.0	11.0	10.5	10.5	11.0

Sick leave is accrued on paid time only. Employees will be given 4-days of advanced sick leave on the first day of the contract year. 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, with a maximum of two paydays per month, until the total annual accrual is credited.
* A03, A08 and A09 will be given 4-days advanced sick leave combined with two half day (.5) accruals (1.0) for the month.

Sick leave accrual adjustments will be made for:

- (1) Employees that begin work after the normal contract start date.
- (2) Employees who take a long-term leave of absence or terminate employment prior to the normal contract end date.
- (3) Proration of unearned advanced sick days.

**12-MONTH PERSONNEL
SICK LEAVE ACCRUAL SCHEDULE**

Employee Type	12-Month Support Personnel	12-Month Instructional Personnel	12-Month Administrators Personnel
Pay Class	P01, P03	R01 & R03	R02 & R05
Pay Date	Days	Days	Days
07/19/19	5.0	5.0	5.0
08/02/19	0.5	0.5	0.5
08/16/19	0.5	0.5	0.5
08/30/19	---	---	---
09/13/19	0.5	0.5	0.5
09/27/19	0.5	0.5	0.5
10/11/19	0.5	0.5	0.5
10/25/19	0.5	0.5	0.5
11/08/19	0.5	0.5	0.5
11/22/19	0.5	0.5	0.5
12/06/19	0.5	0.5	0.5
12/20/19	0.5	0.5	0.5
01/03/20	0.5	0.5	0.5
01/17/20	0.5	0.5	0.5
01/31/20	---	---	---
02/14/20	0.5	0.5	0.5
02/28/20	0.5	0.5	0.5
03/13/20	---	---	---
03/27/20	---	---	---
04/10/20	---	---	---
04/24/20	---	---	---
05/08/20	---	---	---
05/22/20	---	---	---
06/05/20	---	---	---
06/19/20	---	---	---
Total Days	12.0	12.0	12.0

Sick leave is accrued on paid time only. Employees will be given 4-days of advanced sick leave on the first day of the contract year. A half day (.5) accrual is credited on each payday, with a maximum of two paydays per month, until the total annual accrual is credited.

Sick leave accrual adjustments will be made for:

- (1) Employees that begin work after the normal contract start date.
- (2) Employees who take a long-term leave of absence or terminate employment prior to the normal contract end date.
- (3) Proration of unearned advanced sick days.

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

Employee Type	Bus Drivers	Elem & Middle Secty 4's Hd Start Pgm Mgr	10 1/2-Month Clerks	Middle School Bookpr	High School Bookpr	Data Processors	SNS Mgr	SNS Asst, Prod Coord	Paraprofessionals	High School Registrar	OT/PT Asst	Riders	Health Asst	Staff Nurses	Assistant Teachers	Comm School Officer 2
Pay Class	V22	V23	V24	V25	V26	V27	V28	V30	V31	V32	V34	V35	V36	V37	V39	V53
Pay Date	Days	Days	Days	Days	Days	Days	Days	Days	Days	Days	Days	Days	Days	Days	Days	Days
07/19/19	---	5.0	---	---	---	---	---	---	---	---	5.0	---	---	---	---	---
08/02/19	---	0.5	4.5	4.5	4.5	4.5	---	---	---	4.5	0.5	---	4.5	4.5	---	---
08/16/19	4.5	0.5	0.5	0.5	0.5	0.5	4.5	4.5	4.5	0.5	0.5	4.5	0.5	0.5	4.5	4.5
08/30/19	0.5	---	---	---	---	---	0.5	0.5	0.5	---	---	0.5	---	---	0.5	0.5
09/13/19	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
09/27/19	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5
10/11/19	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
10/25/19	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
11/08/19	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
11/22/19	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
12/06/19	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
12/20/19	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
01/03/20	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
01/17/20	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
01/31/20	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
02/14/20	---	0.5	0.5	0.5	0.5	0.5	---	---	---	0.5	0.5	---	0.5	0.5	---	---
02/28/20	---	---	---	---	0.5	0.5	---	---	---	0.5	---	---	---	---	---	---
03/13/20	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
03/27/20	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
04/10/20	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
04/24/20	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
05/08/20	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
05/22/20	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
06/05/20	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
06/19/20	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
Total Days	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

Sick leave is accrued on paid time only. Employees will be given 4-days of advanced sick leave on the first day of the contract year. 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, with a maximum of two paydays per month, until the total annual accrual is credited.

- Sick leave accrual adjustments will be made for:
- (1) Employees that begin work after the normal contract start date.
 - (2) Employees who take a long-term leave of absence or terminate employment prior to the normal contract end date.
 - (3) Proration of unearned advanced sick days.

Equalized Payment Plan Information

What is an Equalized Payment Plan (EQPP)?

An Equalized payment plan is a method which allows more consistent paychecks throughout the school year. The EQPP is a full participation plan and all employees are enrolled.

How does an Equalized Payment Plan work?

An Equalized Payment plan will use a specific percentage rate by Pay Class that will enable a steady equalization of pay when pay periods include more than one non-paid holiday/workday.

Less than 12-month employees (A & V's):

- Equalized pay contribution on 9 and 10-day paychecks
- Equalized payback on 8-day or less paychecks

12-month employees (P & R's):

- Equalized pay contribution on 10-day paychecks
- Equalized payback on 9-day or less paychecks

Equalized Pay Information:

- Percentage rate is withheld on paid time(SCHEDULE including paid absences) and Supplements (SUP 2-10 and SUP 11-20)
- Not taxed when it is withheld, taxes are assessed when it is paid back to the employee
- Account balances will be paid on your last paycheck of the school year
- Balances appear on the pay advice under Equalized Pay Information

Equalized Pay Shortages may occur for the following reasons:

- Employees begin work after the normal contract start date at the beginning of school year
- Non-paid time
- Work Calendar change
- Pay rate change
- Leave of Absence
- Equalized Payment plan balance insufficient to equalize pay for Non-paid holidays on paycheck

Equalized Payment Plan balance adjustments may occur due to the following:

- Unearned advanced sick days owed to the district due to the following:
 - Employee taking Long term leave of absence
 - Termination of employment prior to the contract end date
- Overpayments for paid time

Sample of Partial Paystubs

Equalized Pay Contribution			Equalized Payback			Equalized Pay End of Year Payout		
HOURS AND EARNINGS			HOURS AND EARNINGS			HOURS AND EARNINGS		
DESCRIPTION	HOURS	EARNINGS	DESCRIPTION	HOURS	EARNINGS	DESCRIPTION	HOURS	EARNINGS
SCHEDULE	80.00	1,928.80	SCHEDULE	40.00	964.40	SCHEDULE	80.00	1,928.80
Eq Pay		-72.33	E Payback		928.23	E Payback		241.11
			Eq Pay		-36.17			

* Additional information may be found on the district's website and First Class Ideas: Departments/Division of Business Services/Payroll/Documents & Forms