

BULLETIN

PRINCE GEORGE'S COUNTY PUBLIC SCHOOLS

M-3-24
Originator's Serial No.

July 1, 2023
Date

Payroll Services
Originating Office

June 30, 2024
Cancellation Date

TO: All Principals
All Department Heads
All 10-month Supporting Personnel and 11-month Personnel

FROM: Chief Financial Officer
Chief Human Resource Officer

SUBJECT: REVISED: Scheduled Workdays and Allocation for 10-month Supporting Personnel and 11-month Personnel for the 2023-2024 School Year

1. **PURPOSE:** To publish the scheduled number of workdays and allocation for 10-month Supporting Personnel and 11-month Personnel.
2. **INFORMATION:** During the 2023-2024 school year, 10-month supporting personnel listed herein will be paid in twenty-two (22) equal paychecks, and 11-month employees will be paid in twenty-four (24) equal paychecks unless the employee completes and returns the 12-month Extended Pay Option enrollment form, available on Oracle Employee Self-Service. Employees electing the Extended Pay Option will be paid over twenty-six (26) paychecks. Please refer to the Employee Pay Schedule for the 2023-2024 School Year.

It is the responsibility of the principal or supervisor to ensure that personnel is paid only for those days worked or authorized as leave with pay and that the number of required workdays is met. When an individual is absent from work and not on authorized leave, the appropriate Unpaid Leave entry must be made on the payroll timecard. If assistance is needed, timekeepers should contact their assigned payroll clerk via e-mail.

3. **FIRST AND LAST PAYDAYS:**

The first payday for 10-month employees is Friday, September 1, 2023, and the last payday is Friday, June 21, 2024. The 10-month salary will be divided evenly for twenty-two (22) paydays.

The first payday for 11-month employees is Friday, August 4, 2023, and the last payday is Friday, June 21, 2024. The 11-month salary will be divided evenly for twenty-four (24) paydays.

The first payday for 12-month employees is Friday, July 7, 2023, and the last payday is Friday, June 21, 2024. The 12-month salary will be divided evenly for twenty-six (26) paydays

4. REQUIRED WORKDAYS BY POSITION TYPE:

FOOD AND NUTRITION SERVICES

POSITION TYPE	REQUIRED WORKDAYS	DAILY WORK HOURS	FIRST DAY OF WORK	LAST DAY OF WORK
Food Service Managers*	190	8	8/17/23	6/17/24
Food Service Satellite Leaders**	187	7	8/21/23	6/14/24
Food Service Assistants**	187	Min. of 5	8/21/23	6/14/24

*Food Services Managers scheduled non-duty days are August 18, 2023, October 9, 2023 and November 10, 2023

**The required workdays for Food Service Satellite Leaders and Food Service Assistants are 187 of the 192 teacher-duty days. The three (3) designated non-duty days for Satellite Leaders and Assistants are Friday, October 20, 2023, Friday, November 10, 2023, and Monday March 4, 2024.

HEALTH SERVICES

POSITION TYPE	REQUIRED WORKDAYS	DAILY WORK HOURS	FIRST DAY OF WORK	LAST DAY OF WORK
School RNs, 10-month*	190	8	8/21/23	6/18/24
School RNs, 11- month**	220	8	7/3/23	6/21/24
School LPNs, 10-month*	190	8	8/21/23	6/18/24
School LPNs, 11-month**	220	8	7/3/23	6/21/24
Vision/Hearing Screening Technicians*	190	7	8/21/23	6/18/24

* The required workdays are 190 of the 192 teacher-duty days. The two designated training days for 10-month RNs, 10-month LPNs, and Vision and Hearing Screening Technicians are Friday, October 20, 2023 and Monday, March 4, 2024. The two (2) designated non-duty days for 10-month RNs, 10-month LPNs, 10-month Records Assistants, and Vision and Hearing Screening Technicians are Monday, October 9, 2023 and Friday, November 10, 2023.

HEARING-IMPAIRED SERVICES

POSITION TYPE	REQUIRED WORKDAYS	DAILY WORK HOURS	FIRST DAY OF WORK	LAST DAY OF WORK
Interpreters	185	7 or 7.5	8/25/23	6/13/24

* The required workdays are 185 of the 192 teacher-duty days. The two (2) designated non-duty days are Friday, October 20, 2023 and Monday March 4, 2024.

MEDIA SERVICES

POSITION TYPE	REQUIRED WORKDAYS	DAILY WORK HOURS	FIRST DAY OF WORK	LAST DAY OF WORK
Instructional Media Aides*	190	7	8/21/23	6/18/24
Instructional Media Aides**	200	7	7/1/23	6/30/24
Media Specialist	192	7.5	8/21/23	6/18/24

* The required workdays for 10 month instructional media aides are 190 of the 192 teacher-duty days. The two (2) designated non-duty days are Friday, October 20, 2023 and Monday March 4, 2024.

**The required workdays for 11 month instructional media aides are the 192 teacher duty days, plus an additional eight (8) days; four (4) days before teachers report and four (4) days after teachers leave.

INFANT AND TODDLER PROGRAM PERSONNEL/SPECIAL ED – EARLY CHILDHOOD

POSITION TYPE	REQUIRED WORKDAYS	DAILY WORK HOURS	FIRST DAY OF WORK	LAST DAY OF WORK
Clerk**	220	8	7/1/23	6/30/24
Special Educator / Therapist**	212	7.5	7/1/23	6/30/24
Infant Toddler Early Intervention Liaisons**	220	8	7/1/23	6/30/24

** Eleven-month professional personnel must coordinate with their immediate supervisor and complete a signed calendar no later than July 17, 2023, indicating the 220 or 210 workdays they intend to work during the 2023-2024 school year.

210 DAY 11-MONTH PROFESSIONAL PERSONNEL

POSITION TYPE	REQUIRED WORKDAYS	DAILY WORK HOURS	FIRST DAY OF WORK	LAST DAY OF WORK
Assistant Principals**	210	8	8/1/23	6/30/24
Instructional Specialist**	210	8	7/1/23	6/30/24
Special Education Coordinators**	210	8	7/1/23	6/30/24

** The required workdays are 180 student days, plus an additional thirty (30) days.

** Eleven-month professional personnel must coordinate with their immediate supervisor and complete a signed calendar no later than July 17, 2023, indicating the 210 workdays they intend to work during the 2023-2024 school year.

212 DAY 11-MONTH PROFESSIONAL PERSONNEL

POSITION TYPE	REQUIRED WORKDAYS	DAILY WORK HOURS	FIRST DAY OF WORK	LAST DAY OF WORK
Instructional Coordinators*	212	8	7/1/23	6/30/24
School Psychologists**	212	7.5	7/1/23	6/30/24
Professional School Counselors*	212	7.5	7/1/23	6/30/24
Athletic Directors**	212	7.5	7/1/23	6/30/24
Pupil Personnel Workers**	212	7.5	7/1/23	6/30/24
ROTC Instructor**	212	7.5	7/1/23	6/30/24
Mentor Teachers**	212	7.5	7/1/23	6/30/24

* The required workdays are the 192 teacher-duty days, plus an additional twenty (20) days: twelve (12) days before teachers report and eight (8) days after teachers leave.

** Eleven-month professional personnel must coordinate with their immediate supervisor and complete a signed calendar no later than July 17, 2023, indicating the 212 workdays they intend to work during the 2023-2024 school year.

PARAPROFESSIONALS

POSITION TYPE	REQUIRED WORKDAYS	DAILY WORK HOURS	FIRST DAY OF WORK	LAST DAY OF WORK
Paraprofessional Educators	190	7	8/21/23	6/18/24
Paraprofessional Educators, Special Education	190	7	8/21/23	6/18/24

* The required workdays are 190 of the 192 teacher duty days. The two (2) designated non-duty days are Friday, October 20, 2023 and Monday March 4, 2024.

ISEA / ISSM / ILT / SUCCESS COACHES

POSITION TYPE	REQUIRED WORKDAYS	DAILY WORK HOURS	FIRST DAY OF WORK	LAST DAY OF WORK
Itinerant Special Education Assistant (ISEA)*	190	8	8/21/23	6/18/24
In-School Suspension Monitors (ISSM)*	190	8	8/21/23	6/18/24
Instructional Lead Teachers (ILT) **	192	7.5	8/21/23	6/18/24
Success Coaches Assistants*	190	8	8/21/23	6/18/24

* The required workdays are 190 of the 192 teacher-duty days. The two (2) designated non-duty days for Itinerant Special Education Assistants, In-School Suspension Monitors, and Success Coach Assistants are Friday, October 20, 2023 and Monday March 4, 2024.

**ILT required workdays are the regular 192 teacher days. ILT may be paid up to 10 additional days if required by the Principal.

PARENT ENGAGEMENT ASSISTANTS

POSITION TYPE	REQUIRED WORKDAYS	DAILY WORK HOURS	FIRST DAY OF WORK	LAST DAY OF WORK
Parent Engagement Assistants (PEA)*	190	8	8/21/23	6/18/24

* The required workdays are 190 of the 192 teacher-duty days. The two (2) designated non-duty days are Friday, October 20, 2023 and Monday March 4, 2023. The three (3) designated training days for 10-month Parent Engagement Assistants are Wednesday, August 23, 2023; Wednesday, November 15, 2023; and Wednesday, April 17, 2024.

SCHOOL-BASED CLERICAL PERSONNEL

POSITION TYPE	REQUIRED WORKDAYS	DAILY WORK HOURS	FIRST DAY OF WORK	LAST DAY OF WORK
School Secretary I, 10-month	200	8	8/15/23	6/25/24
School Accounting Secretary, 10-month	200	8	8/15/23	6/25/24
School Guidance Secretary, 10-month	200	8	8/15/23	6/25/24
School Guidance Secretary, 11-month*	220	8	7/24/23	6/28/24

School Secretary I, School Accounting Secretary, and School Guidance Secretary, 10-month

The first day of work for 10-month school-based secretaries for the 2023-2024 school year is four (4) duty days before teachers report. The last day of work is four (4) duty days after teachers leave, exclusive of snow days. The required number of 200 workdays authorized may not be exceeded. 10-month school-based secretaries will be paid twenty-two (22) equal paychecks.

School Guidance Secretary, 11-month

11-month school-based secretaries are scheduled to work 220 days and will work all 192 teacher duty-days, plus an additional twenty-eight (28) days: twenty (20) days before teachers report and eight (8) days after teachers leave, exclusive of snow days.

SAFETY AND SECURITY SERVICES

POSITION TYPE	REQUIRED WORKDAYS	DAILY WORK HOURS	FIRST DAY OF WORK	LAST DAY OF WORK
Safety & Security Counselors, 10-month*	200	8	8/15/23	6/24/24
Lead Safety & Security Counselors, 11-month***	220	8	8/1/23	6/30/24
Safety & Security Assistants**	190	8	8/21/23	6/18/24

* The required workdays are 190 of the 192 teacher-duty days, plus an additional eight (8) days; four (4) days before teachers report and four (4) days after teachers leave.

** The required workdays are 190 of the 192 teacher-duty days. The two (2) designated non-duty days are Friday, October 20, 2023 and Monday, March 4, 2024.

*** 11-month professional personnel must coordinate with their immediate supervisor and complete a signed calendar no later than Monday, July 17, 2023, indicating the 220 workdays they intend to work during the 2023-2024 school year.

STUDENT ADVOCATE

POSITION TYPE	REQUIRED WORKDAYS	DAILY WORK HOURS	FIRST DAY OF WORK	LAST DAY OF WORK
Student Advocate*	220	8	7/1/23	6/30/24

* Student Advocates must coordinate with their immediate supervisor and complete a signed calendar no later than Monday, July 17, 2023, indicating the 220 workdays they intend to work during the 2023-2024 school year.

TRANSPORTATION

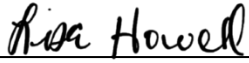
POSITION TYPE	REQUIRED WORKDAYS	DAILY WORK HOURS	FIRST DAY OF WORK	LAST DAY OF WORK
Bus Drivers	185	Various	8/14/23	6/13/24
Bus Aides/Attendants *	185	Various	8/14/23	6/13/24
Auxiliary Bus Drivers**	220	Various	7/17/23	6/24/24

The day designated as In-Service Day is Monday, August 14, 2023 (or Tuesday August 15, 2023). The days designated as Bid Days are Wednesday, August 16, 2023 or Thursday August 17, 2023. Dry Run Days are Monday, August 21, 2023, Tuesday, August 22, 2023, and Friday, August 25, 2023.

* The designated Bus Aide training day is Wednesday, August 23, 2023. Orientation Day is Friday, August 25, 2023.

** Auxiliary Bus Drivers must coordinate with their immediate supervisor and complete a signed calendar no later than Monday, July 19, 2023, indicating the 220 workdays they intend to work during the 2023-2024 school year.

5. **DISPOSITION OF BULLETIN:** Please ensure all affected employees receive and read this bulletin.
Retain until Thursday, June 30, 2024.



Lisa Howell
Chief Financial Officer



Kristi Murphy Baldwin, Ed.D.
Chief Human Resources Officer

Oracle Self-Service and Payroll Services

Employees can access many payroll services online through Oracle Self-Service and the Payroll Services webpage. These tools, and the services available, are listed below:

ORACLE SELF-SERVICE

Log on to <https://www.pgcps.org/>

Click on Options (upper left of the page)

Click on Staff Portal

Click on Oracle Self-Service

Log on using your Username and Password assigned to all PGCPs employees

Click on PGCPs Employee Self-Service if you wish to access:

Personal Information to change your address or personal data

Annual Salary to view salary and pay information

View ePayslip to view and print payslips

Federal Tax Form to submit Federal tax withholding changes

State Tax Form to submit Maryland, Virginia, and District of Columbia tax withholding changes

Benefits to enroll or make changes to benefits during open enrollment periods

Direct Deposit to selecting or changing direct deposit authorization

Leave Balances and Leave Request to check annual, sick, and personal leave balances

My Information to see a real-time employment summary

Employee W-2 to view and print W-2 statements

Employment Verification to release employment information and, optionally, salary information to an external organization or person.

Extended Pay Option Enrollment to enroll in the Extended Pay Option Plan

PAYROLL SERVICES WEBPAGE

<https://www.pgcps.org/>

Announcements

Quick-links

Absence Management

Bulletins, Calendars, and Form

ePayslip

Extended Pay Options

Frequently Asked Questions

Oracle Employee Self-Service for Payroll

Sick and Safe Leave Information

Tax and W-2 Information

Timekeepers & Approvers

Training

W-2 Scam Be Aware

Check out the Bi-weekly Pay Calculator in the Extended Pay Plan Section.

PAYROLL SERVICES

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