

# 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:** 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.

To provide consistency and accountability, workdays have been scheduled as follows:

The principal or supervisor may deviate from the scheduled workdays required for 10-month and 11-month personnel when necessary based on work requirements in the school or work location. In these situations, it is still management's responsibility to ensure that the total number of required workdays are scheduled.

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	6/13/24
Food Service Satellite Leaders**	187	7	8/21/23	6/12/24
Food Service Assistants**	187	Min. of 5	8/21/23	6/12/24

\*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	6/14/24
School RNs, 11-month**	220	8	7/3/23	6/18/24
School LPNs, 10-month*	190	8	8/21/23	6/14/24
School LPNs, 11-month**	220	8	7/3/23	6/18/24
Vision/Hearing Screening Technicians*	190	7	8/21/23	6/14/24

\* 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	6/11/24

\* 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	6/14/24
Instructional Media Aides**	200	7	7/1/23	6/30/24
Media Specialist	192	7.5	8/21/23	6/14/24

\* 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	6/14/24
Paraprofessional Educators, Special Education	190	7	8/21/23	6/14/24

\* 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	6/14/24
In-School Suspension Monitors (ISSM)*	190	8	8/21/23	6/14/24
Instructional Lead Teachers (ILT) **	192	7.5	8/21/23	6/14/24
Success Coaches Assistants*	190	8	8/21/23	6/14/24

\* 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	6/14/24

\* 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	6/21/24
School Accounting Secretary, 10-month	200	8	8/15/23	6/21/24
School Guidance Secretary, 10-month	200	8	8/15/23	6/21/24
School Guidance Secretary, 11-month*	220	8	7/24/23	6/26/24

**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	6/20/24
Lead Safety & Security Counselors, 11-month***	220	8	8/1/23	6/30/24
Safety & Security Assistants**	190	8	8/21/23	6/14/24

\* 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**

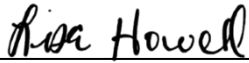
POSITION TYPE	REQUIRED WORKDAYS	DAILY WORK HOURS	FIRST DAY OF WORK	LAST DAY OF WORK
Bus Drivers	185	Various	8/14/23	6/11/24
Bus Aides/Attendants *	185	Various	8/14/23	6/11/24
Auxiliary Bus Drivers**	220	Various	7/17/23	6/22/24

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.



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Lisa Howell  
Chief Financial Officer



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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
- Quicklinks
- 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

Sasscer Administration Building  
14201 School Lane, Room 132, Upper Marlboro, MD 20772  
Payroll: 301-952-6200 | FAX: 301-952-6088