



BULLETIN
PRINCE GEORGE'S COUNTY PUBLIC SCHOOLS

M-11-27
Originator's Serial No.
July 1, 2026
Date
Payroll Services
Originating Office
June 30, 2027
Cancellation Date

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

FROM: Chief Financial Officer

SUBJECT: M-11-27 Scheduled Workdays and Allocation for 10-month Supporting Personnel and 11-month Personnel for the 2026-2027 School Year

1. PURPOSE

The purpose of this Bulletin is to publish the scheduled number of workdays and allocation for 10-month Supporting Personnel and 11-month Personnel.

2. INFORMATION

During the 2026-2027 school year, ten (10) month Supporting Personnel identified in this Bulletin shall be paid in twenty-two (22) equal paychecks, and eleven (11) month Personnel shall be paid in twenty-four (24) equal paychecks, unless the employee timely completes and submits the twelve (12) month Extended Pay Option Enrollment Form through Oracle Employee Self-Service in accordance with established payroll deadlines and procedures. Employees who properly elect and are approved for the Extended Pay Option shall have their annual salary distributed over twenty-six (26) paychecks, subject to applicable payroll calendars, processing deadlines, employment status, work-year designation, and governing payroll requirements. Employees and supervisors should refer to the Employee Pay Schedule for the 2026-2027 School Year for applicable pay dates and related payroll information.

Principals, supervisors, timekeepers, and other responsible administrators shall ensure that employees are compensated only for days actually worked, days properly reported as authorized paid leave, or other compensated time authorized in accordance with applicable Board policies, administrative procedures, collective bargaining agreements, payroll calendars, and governing payroll requirements. Management is responsible for monitoring attendance, verifying that required workdays are scheduled and completed, ensuring accurate time and leave reporting, and promptly correcting any payroll or timekeeping discrepancies. When an employee is absent from work and is not on authorized paid leave or otherwise approved for compensation, the appropriate Unpaid Leave entry must be recorded on the payroll timecard in accordance with established payroll

procedures and deadlines. Timekeepers requiring assistance shall contact their assigned payroll specialist by e-mail or through the designated payroll support process.

For purposes of consistency, accountability, payroll accuracy, and compliance with required work-year obligations, scheduled workdays shall be administered as follows:

All two hundred ten (210) day unit members employed on an eleven (11) month basis may be scheduled to work between August 1 and June 30 of each fiscal year, as determined by operational needs, position requirements, and applicable work calendars. All scheduled student days shall be included within the required two hundred ten (210) workdays, unless otherwise authorized in accordance with applicable Board policies, administrative procedures, collective bargaining agreements, and payroll requirements.

Unit members employed on a twelve (12) month basis shall be scheduled to work each day that the central offices of the school system are open, except when the employee is on approved leave, observing an authorized holiday, subject to an approved schedule adjustment, or otherwise excused in accordance with applicable Board policies, administrative procedures, collective bargaining agreements, operational needs, payroll calendars, and governing payroll requirements.

Newly hired ten (10), eleven (11), and twelve (12) month employees, including employees whose employment begins on or after July 1 of the applicable school year or fiscal year, shall be compensated in accordance with the established payroll calendars, pay-period schedules, payroll processing deadlines, applicable Board policies, administrative procedures, collective bargaining agreements, and any other governing payroll requirements. The number of paychecks issued to a newly hired ten (10), eleven (11), or twelve (12) month employee during a fiscal year shall be based on the employee's actual date of hire or effective start date, the applicable work-year designation, timely completion and processing of required employment and payroll documentation, payroll cut-off dates, and the number of remaining scheduled pay dates in that fiscal year. Nothing in this Bulletin shall be construed to guarantee a fixed number of paychecks to an employee who begins employment after the start of the applicable payroll cycle or contractual work period. Accordingly, employment commencing on July 1, or on any other date after the applicable payroll cycle has begun, does not guarantee receipt of twenty-two (22), twenty-four (24), or twenty-six (26) paychecks, respectively, for that fiscal year. Any salary adjustment, proration, overpayment, underpayment, or Earned versus Paid calculation shall be administered in accordance with applicable payroll procedures and governing requirements.

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 instances, it is still management's responsibility to ensure that the total number of required workdays are scheduled.

Employees are required to complete all assigned and required workdays applicable to their position, work-year designation, and scheduled work calendar, as set forth below and as may be modified by the school system, in order to earn the full salary applicable to the school year. Required workdays include, but are not limited to, regularly scheduled workdays, designated training or professional development days, authorized make-up days, and any additional days required as a result of inclement weather, emergency closures, calendar adjustments, or other operational needs, unless the employee is on approved paid leave or otherwise excused in accordance with applicable Board policies, administrative procedures, collective bargaining agreements, and payroll requirements. In

the event an employee separates from service, begins employment after the first day of the applicable contractual work period, commences employment in the middle of a pay period, changes work status, changes work-year designation, is placed on leave without pay, or experiences a break in service for any reason, the employee's days worked or otherwise earned, leave status, salary entitlement, and compensation paid shall be reviewed to determine whether an overpayment, underpayment, salary proration, or other payroll adjustment is required. This review is referred to as an Earned versus Paid (EVP) calculation. Any resulting adjustment, repayment obligation, additional payment, or correction shall be administered in accordance with applicable payroll procedures, established pay schedules, governing requirements, and any applicable law or agreement.

3. FIRST AND LAST PAYDAYS:

- The first payday for 10-month employees is Friday, August 28, 2026, and the last payday is Friday, June 17, 2027. The 10-month salary will be divided evenly into twenty-two (22) paydays.
- The first payday for 11-month employees is Friday, July 31, 2026, and the last payday is Friday, June 17, 2027. The 11-month salary will be divided evenly for twenty-four (24) paydays.
- The first payday for 12-month employees is Friday, July 2, 2026, and the last payday is Friday, June 17, 2027. 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	8/17/26	6/17/27
Food Service Satellite Leaders**	187	7	8/19/26	6/16/27
Food Service Assistants**	187	Various	8/19/26	6/16/27

*Food Services Managers' required workdays are 190 of the 192 teacher duty days. Managers scheduled non-duty day is November 11, 2026.

**The required workdays for Food Service Satellite Leaders and Food Service Assistants are 187 of the 192 teacher-duty days. The designated non-duty days for Satellite Leaders and Assistants are November 11, 2026 and March 10, 2027.

HEALTH SERVICES				
POSITION TYPE	REQUIRED WORKDAYS	DAILY WORK HOURS	FIRST DAY OF WORK	LAST DAY OF WORK
School RNs, 10-month*	190	8	8/17/26	6/16/27
School RNs, 11-month	220	8	7/1/26	6/16/27
School LPNs, 10-month*	190	8	8/17/26	6/16/27
School LPNs, 11-month	220	8	7/1/26	6/16/27
Vision/Hearing Screening Technicians*	190	7	8/17/26	6/16/27

*The required workdays are 190 of the 192 teacher-duty days.

The three designated training days for 10-month and 11-month RNs, 10-month and 11-month LPNs, and Vision and Hearing Screening Technicians are August 19, 2026, August 20, 2026, and April 19, 2027.

*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 September 16, 2026 and March 10, 2027.

HEARING-IMPAIRED SERVICES				
POSITION TYPE	REQUIRED WORKDAYS	DAILY WORK HOURS	FIRST DAY OF WORK	LAST DAY OF WORK
Interpreters*	185	7 or 7.5	8/21/26	6/15/27
*The required workdays are 185 of the 192 teacher-duty days. The two (2) designated non-duty days are September 16, 2026 and March 10, 2027.				

MEDIA SERVICES				
POSITION TYPE	REQUIRED WORKDAYS	DAILY WORK HOURS	FIRST DAY OF WORK	LAST DAY OF WORK
Instructional Media Aides*	190	7	8/17/26	6/16/27
Instructional Media Aides	200	7	8/11/26	6/23/27
Media Specialist	192	7.5	8/17/26	6/16/27
*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 September 16, 2026 and March 10, 2027.				

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	7/13/26	6/17/27
Special Educator / Therapist*	211	7.5	7/22/26	6/17/27
Infant Toddler Early Intervention Liaison*	220	8	7/13/26	6/17/27

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	8/1/26	6/17/27
Instructional Specialist*	210	8	8/1/26	6/17/27
Special Education Coordinators*	210	8	8/1/26	6/17/27
*The required workdays are 180 student days, plus an additional thirty (30) days.				

211 DAY 11-MONTH PROFESSIONAL PERSONNEL				
POSITION TYPE	REQUIRED WORKDAYS	DAILY WORK HOURS	FIRST DAY OF WORK	LAST DAY OF WORK
School Psychologists*	211	7.5	7/22/26	6/17/27
Professional School Counselors	211	7.5	7/22/26	6/17/27
Athletic Directors*	211	7.5	8/1/26	6/30/27
Pupil Personnel Workers*	211	7.5	8/1/26	6/30/27
JROTC Instructor - Army**	211	7.5	7/31/26	6/30/27
JROTC Instructor - Air Force**	211	7.5	7/31/26	6/30/27
JROTC Instructor - Navy**	211	7.5	7/31/26	6/30/27
Mentor Teachers*	211	7.5	7/22/26	6/17/27
*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. School Psychologists professional development days are 9/5/25, 10/3/25, 10/31/25, 12/5/26, 1/9/26, 2/6/26, 3/6/26, 4/3/26, and 5/1/26.				
**JROTC Instructors (Army, Air Force, Navy) – The required workdays are between July 31, 2026 and June 30, 2027. Required to work eight (8) days after teachers leave.				

PARAPROFESSIONALS				
POSITION TYPE	REQUIRED WORKDAYS	DAILY WORK HOURS	FIRST DAY OF WORK	LAST DAY OF WORK
Paraprofessional Educators	190	7	8/17/26	6/16/27
Paraprofessional Educators, Special Education	190	7	8/17/26	6/16/27

*The required workdays are 190 of the 192 teacher duty days. The two (2) designated non-duty days are September 16, 2026 and March 10, 2027.

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	8/17/26	6/16/27
In-School Suspension Monitors (ISSM)*	190	8	8/17/26	6/16/27
Instructional Lead Teachers (ILT)	192	7.5	8/17/26	6/16/27
Success Coaches Assistants*	190	8	8/17/26	6/16/27

*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 September 16, 2026 and March 10, 2027.
 **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	8/17/26	6/16/27

*The required workdays are 190 of the 192 teacher-duty days. The two (2) designated non-duty days are September 16, 2026 and March 10, 2027. The three (3) designated training days for 10-month Parent Engagement Assistants are August 19, 2026; November 18, 2026, and March 17, 2027.

SCHOOL-BASED CLERICAL PERSONNEL				
POSITION TYPE	REQUIRED WORKDAYS	DAILY WORK HOURS	FIRST DAY OF WORK	LAST DAY OF WORK
School Secretary I, 11-month	220	8	7/13/26	6/17/27
School Accounting Secretary, 10-month	200	8	8/11/26	6/23/27
School Guidance Secretary, 10-month	200	8	8/11/26	6/23/27
School Guidance Secretary, 11-month	220	8	7/13/26	6/17/27

School Accounting Secretary, and School Guidance Secretary, 10-month: The first day of work for 10-month school-based secretaries for the 2026-2027 school year is four (4) duty days before teachers report. The last day of work is four (4) duty days after teachers leave, excluding 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 Secretary I, 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 Assistant*	190	8	8/17/26	6/16/27
Safety & Security Assistant	200	8	8/10/26	6/22/27
Safety & Security Counselor**	220	8	8/3/26	6/30/27

* The required workdays are 190 of the 192 teacher-duty days. The two (2) designated non-duty days are September 16, 2026 and March 10, 2027.

PARAPROFESSIONALS				
POSITION TYPE	REQUIRED WORKDAYS	DAILY WORK HOURS	FIRST DAY OF WORK	LAST DAY OF WORK
Student Advocate*	220	8	7/13/26	6/22/27

TRANSPORTATION				
POSITION TYPE	REQUIRED WORKDAYS	DAILY WORK HOURS	FIRST DAY OF WORK	LAST DAY OF WORK
Bus Drivers	185	Various	8/12/26	6/15/27
Non-CDL Drivers	185	Various	8/12/26	6/15/27
Bus Aides/Attendants	185	Various	8/12/26	6/15/27
Auxiliary Bus Drivers*	220	Various	7/13/26	6/22/27

The designated mandatory In Service Day is August 12, 2026. The day designated as Bid Day is August 13, 2026(North Lots 6,9,18,21,27,30), August 14, 2026(South Lots 12,15,24,33,36,39). Dry Run Days are August 18, 2026, and August 20, 2026. The designated Bus Aide/SPED training day is August 20, 2026. Orientation Day is August 24, 2026.

5. DISPOSITION OF BULLETIN

Please ensure all affected employees receive and read this Bulletin. Retain until Wednesday, June 30, 2027.



Shavonne Smith
 Chief Financial Officer