



BULLETIN
PRINCE GEORGE'S COUNTY PUBLIC SCHOOLS

M-3-23
Originator's Serial No.
July 1, 2022
Date
Payroll Services
Originating Office
June 30, 2023
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 2022-2023 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 2022-2023 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 2022-2023 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 2, 2022, and the last payday is Friday, June 23, 2023. The 10-month salary will be divided evenly for twenty-two (22) paydays.
The first payday for 11-month employees is Friday, August 5, 2022, and the last payday is Friday, June 23, 2023. The 11-month salary will be divided evenly for twenty-four (24) paydays.
The first payday for 12-month employees is Friday, July 8, 2022, and the last payday is Friday, June 23, 2023. 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	8/19/22	6/15/23
Food Service Satellite Leaders*	187	7	8/22/22	6/14/23
Food Service Assistants*	187	Min. of 5	8/22/22	6/14/23

* The required workdays are 187 of the 192 teacher-duty days. The two (2) designated non-duty days for Food Service Managers, Food Service Satellite Leaders and Food Service Assistants are Friday, October 10, 2022, and Monday, March 6, 2023.

* Effective July 1, 2022, the standard hours of work for permanent personnel shall be for a minimum of five (5) hours.

HEALTH SERVICES

POSITION TYPE	REQUIRED WORKDAYS	DAILY WORK HOURS	FIRST DAY OF WORK	LAST DAY OF WORK
School RNs, 10-month*	190	8	8/19/22	6/15/23
School RNs, 11-month*	220	8	7/18/22	6/22/23
School LPNs, 10-month*	190	8	8/19/22	6/15/23
School LPNs, 11-month**	220	8	7/18/22	6/22/23
Vision/Hearing Screening Technicians*	190	7	8/19/22	6/15/23

* The required workdays are 190 of the 192 teacher-duty days. The three designated training days for 10-month RNs, 10-month LPNs, and Vision and Hearing Screening Technicians are Monday, August 22, 2022, Tuesday, August 23, 2022, and Wednesday, August 24, 2022. 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 Friday, October 10, 2022, and Friday, October 21, 2022.

* Effective July 1, 2022, the duty day for professional school nurses shall be eight (8) hours per day with eight (8) hours of compensation.

** 11-month (11) Unit members must coordinate with their immediate supervisor and submit a signed calendar to the Payroll Office no later than Monday, July 18, 2022, indicating the 220 workdays they intend to work during the 2022-2023 school year.

HEARING-IMPAIRED SERVICES

POSITION TYPE	REQUIRED WORKDAYS	DAILY WORK HOURS	FIRST DAY OF WORK	LAST DAY OF WORK
Interpreters	185	7 or 8	8/25/22	6/16/23

* The required workdays are 185 of the 192 teacher-duty days. The two (2) designated non-duty days are Friday, October 10, 2022, and Monday, March 6, 2023.

MEDIA SERVICES

POSITION TYPE	REQUIRED WORKDAYS	DAILY WORK HOURS	FIRST DAY OF WORK	LAST DAY OF WORK
Instructional Media Aides	200	7	8/15/22	6/22/23
Media Specialist	192	7.5	8/19/22	6/15/23

* The required workdays 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.

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	8/1/22	6/30/23
Instructional Specialist**	210	8	8/1/22	6/30/23
Wing Coordinators**	210	8	8/1/22	6/30/23

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

** 11-month professional personnel must coordinate with their immediate supervisor and submit a signed calendar to Payroll Services no later than Monday, July 18, 2022, indicating the 210 workdays they intend to work during the 2022-2023 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	7/25/22	6/16/23
School Psychologists**	212	7.5	7/25/22	6/16/23
Mentor Teachers**	212	7.5	7/25/22	6/16/23

* 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.

* 10-month Instructional Coordinators follow the 192-day school year.

** 11-month professional personnel must coordinate with their immediate supervisor and submit a signed calendar to Payroll Services no later than Monday, July 18, 2022, indicating the 212 workdays they intend to work during the 2022-2023 school year.

PARAPROFESSIONALS

POSITION TYPE	REQUIRED WORKDAYS	DAILY WORK HOURS	FIRST DAY OF WORK	LAST DAY OF WORK
Paraprofessional Educators	190	7	8/19/22	6/15/23
Paraprofessional Educators, Special Education	190	7	8/19/22	6/15/23

* The required workdays are 190 of the 192 teacher duty days. The two (2) designated non-duty days are Friday, October 10, 2022, and Monday, March 6, 2023.

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	8/19/22	6/15/23
In-School Suspension Monitors (ISSM)*	190	8	8/19/22	6/15/23
Instructional Lead Teachers (ILT)	192	7.5	8/19/22	6/15/23
Success Coaches Assistants*	190	8	8/19/22	6/15/23

* 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 10, 2022, and Monday, March 6, 2023.

PARENT ENGAGEMENT ASSISTANTS

POSITION TYPE	REQUIRED WORKDAYS	DAILY WORK HOURS	FIRST DAY OF WORK	LAST DAY OF WORK
Parent Engagement Assistants (PEA)*	190	8	8/19/22	6/15/23

* The required workdays are 190 of the 192 teacher-duty days. The two (2) designated non-duty days are Friday, October 21, 2022 and Monday, March 27, 2023. The three (3) designated training days for 10-month Parent Engagement Assistants are Wednesday, August 24, 2022, Wednesday, November 9, 2022, and Wednesday, April 19, 2023.

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	8/15/22	6/22/23
School Accounting Secretary, 10-month	200	8	8/15/22	6/22/23
School Guidance Secretary, 10-month	200	8	8/15/22	6/22/23
School Guidance Secretary, 11-month*	220	8	7/18/22	6/22/23

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 2022-2023 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.

* 11-month School Guidance Secretaries must coordinate with their immediate supervisor and submit a signed calendar to Payroll Services no later than Monday, July 18, 2022, indicating the 220 workdays they intend to work during the 2022-2023 school year.

On days when the school system has scheduled an early release for school-based employees, 12-month clerical employees will be permitted to leave when teachers are permitted to leave.

Instructional and Technical Support Professionals on days preceding scheduled non-workdays or days when schools are closed early shall be permitted to leave their school building after student dismissal and their assigned responsibilities are met as determined by the school administration.

SAFETY AND SECURITY SERVICES

POSITION TYPE	REQUIRED WORKDAYS	DAILY WORK HOURS	FIRST DAY OF WORK	LAST DAY OF WORK
Lead Safety & Security Counselors, 11-month*	220	8	7/18/22	6/22/23
Safety & Security Counselors, 10-month**	200	8	8/15/22	6/22/23
Safety & Security Assistants***	190	8	8/19/22	6/15/23

* 11-month lead personnel must coordinate with their immediate supervisor and submit a signed calendar to Payroll Services no later than Monday, July 18, 2022, indicating the 220 workdays they intend to work during the 2022-2023 school year. The required workdays are the 192 teacher-duty days, plus an additional twenty eight (28) days.

** The required workdays 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.

*** The required workdays are 190 of the 192 teacher-duty days. The two (2) designated non-duty days are Friday, October 10, 2022, and Monday, March 6, 2023.

STUDENT ADVOCATE

POSITION TYPE	REQUIRED WORKDAYS	DAILY WORK HOURS	FIRST DAY OF WORK	LAST DAY OF WORK
Student Advocate*	220	8	7/18/22	6/22/23

* Student Advocates must coordinate with their immediate supervisor and submit a signed calendar to Payroll Services no later than Monday, July 18, 2022, indicating the 220 workdays they intend to work during the 2022-2023 school year.

TRANSPORTATION

POSITION TYPE	REQUIRED WORKDAYS	DAILY WORK HOURS	FIRST DAY OF WORK	LAST DAY OF WORK
Bus Drivers **	185	Min. of 6.5	8/15/22	6/13/23
Bus Aides **	185	Min. of 6	8/15/22	6/13/23
Auxiliary Bus Drivers*	220	Min. of 6.5	7/18/22	6/22/23

The days designated as In-Service is Monday, August 15, 2022 and Full Bid Day is Wednesday, August 17, 2022. First Dry Run Day is Monday, August 22, 2022, Second Dry Run Day is Tuesday, August 23, 2022, and Third Dry Run Day and Student Orientation Day is Friday, August 26, 2022.

* Auxiliary Bus Drivers must coordinate with their immediate supervisor and submit a signed calendar to Payroll Services no later than

Monday, July 18, 2022, indicating the 220 workdays they intend to work during the 2022-2023 school year.

** Effective July 1, 2022, all Bus Drivers shall be 6.5-hour employees and Attendants shall be 6-hour employees and shall be deemed full-time.

5. **DISPOSITION OF BULLETIN:** Please ensure all affected employees receive and read this bulletin.
Retain until Friday, June 30, 2023.



Michael Herbstman
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 www.pgcps.org/

Click on Staff (upper left of the page)

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/payroll/>

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

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