



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

Paycheck Distribution and Extended Pay Option

During the 2026–2027 school year, ten-month Supporting Personnel identified in this Bulletin will be paid in twenty-two (22) equal paychecks. Eleven-month personnel will be paid in twenty-four (24) equal paychecks.

Employees may elect the twelve-month Extended Pay Option by timely completing and submitting the 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 will 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 must consult the Employee Pay Schedule for the 2026–2027 School Year for applicable pay dates and related payroll information.

Management Responsibilities for Time, Leave, and Payroll Accuracy

Principals, supervisors, timekeepers, and other responsible administrators must ensure that employees are compensated only for authorized time. Authorized compensation may include:

- Days actually worked;
- Days properly reported as authorized paid leave; and

- Other compensated time authorized under 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 who need assistance should contact their assigned payroll specialist by email or through the designated payroll support process.

Workday Scheduling Requirements

A principal or supervisor may adjust the scheduled workdays for ten-month and eleven-month personnel when necessary to meet the operational needs of the school or work location. When schedules are adjusted, management remains responsible for ensuring that the total number of required workdays is scheduled and completed.

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

- **Eleven-month ASASP unit members:** All two hundred ten (210) day ASASP unit members employed on an eleven-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 must be included within the required two hundred ten (210) workdays, unless otherwise authorized under applicable Board policies, administrative procedures, collective bargaining agreements, and payroll requirements.
- **Twelve-month employees:** Employees employed on a twelve-month basis must 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 under applicable Board policies, administrative procedures, collective bargaining agreements, operational needs, payroll calendars, and governing payroll requirements.

New Hire Compensation and Paycheck Timing

Newly hired ten-, eleven-, and twelve-month employees, including employees whose active service begins on or after July 1 of the applicable school or fiscal year, will be compensated according to the school system's established payroll requirements. These requirements include payroll calendars, pay-period schedules, processing deadlines, applicable Board policies, administrative procedures, collective bargaining agreements, and any other governing payroll provisions.

The number of paychecks issued to a newly hired employee during a fiscal year is determined by several factors, including:

- The employee's actual date of hire or effective start date;
- The work-year designation of the employee's position;

- The timely completion and processing of required onboarding and payroll documentation;
- Applicable payroll cut-off dates; and
- The number of scheduled pay dates remaining in the fiscal year.

These directives do not guarantee a fixed number of paychecks for an employee who begins employment after the start of the applicable payroll cycle or contractual work period. Accordingly, employment beginning 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 for that fiscal year. Any necessary salary adjustments, prorations, or calculations will be administered under standard operating procedures.

Annual Salary Eligibility and Required Workdays

To earn the full annual salary applicable to the school year, employees must complete all assigned and required workdays for their position, work-year designation, and scheduled work calendar. The school system may modify the work calendar as operational needs require.

Required workdays may include:

- Regularly scheduled workdays;
- Designated training or professional development days;
- Authorized make-up days; and
- Additional days required because of inclement weather, emergency closures, calendar adjustments, or other operational demands.

An employee is not required to complete a workday for this purpose if the employee is on approved paid leave or is otherwise formally excused in accordance with applicable Board policies, administrative procedures, collective bargaining agreements, and payroll requirements.

Earned Versus Paid Review and Payroll Adjustments

The school system will conduct an Earned versus Paid (EVP) calculation when an employee:

- Separates from service;
- Begins employment after the first day of the contractual work period;
- Starts employment in the middle of a pay period;
- Changes work status or work-year designation;
- Is placed on leave without pay; or
- Experiences a break in service for any reason.

The EVP review considers the employee's actual days worked or earned, leave status, salary entitlement, and compensation paid to date. The purpose of the review is to determine whether a salary proration, overpayment, underpayment, or other payroll adjustment is required.

Any resulting adjustment, repayment obligation, additional payment, or correction will be administered in accordance with applicable payroll procedures, established pay schedules, governing requirements, and any applicable laws or agreements.

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 days are October 16, 2026 and 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	8	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	8/3/26	6/30/27
Special Educator / Therapist*	211	7.5	7/22/26	6/17/27
Infant Toddler Early Intervention Liaison*	220	8	8/3/26	6/30/27

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	6/29/27
Instructional Specialist*	210	8	8/1/26	6/29/27
Special Education Coordinators*	210	8	8/1/26	6/29/27
*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	8/3/26	6/30/27
Social Service Worker	211	7.5	7/22/26	6/17/27
Program Specialists	211	7.5	7/22/26	6/17/27
Behavior Intervention Specialist	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.				
**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	8/3/26	6/30/27
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	8/3/26	6/30/27
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	8/11/26	6/23/27
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.				

STUDENT ADVOCATES				
POSITION TYPE	REQUIRED WORKDAYS	DAILY WORK HOURS	FIRST DAY OF WORK	LAST DAY OF WORK
Student Advocate*	220	8	8/3/26	6/30/27

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