

MEMORANDUM

TO: All Ten (10)-Month Employees

**FROM: Beverly Davis, Chief Financial Officer
Paul Lemle, President, Howard County Education Association**

DATE: August 31, 2016

RE: Ten (10)-Month Employee Salary Calculations

On behalf of the Howard County Public School System (HCPSS) and the Howard County Education Association (HCEA), we write to acknowledge the difficulty that some of you are facing as a result of the unanticipated changes in the pay schedule.

On Friday, August 12, 2016, ten (10)-month employees who have elected to be paid over twelve (12) months received their final wages from the 2015-2016 school year. This paycheck was for seven (7) days, as opposed to the anticipated ten (10) days. On Friday, September 9, 2016, ten (10)-month employees will receive their first earned wages for the 2016-2017 school year, and this paycheck will be for eight (8) days, again instead of the anticipated ten (10) days.

We have discussed your various questions and inquiries and, as a result, have worked quickly and collaboratively to address them. Please know the following:

1. Online calculators are available, effective today, for you to verify the accuracy of your 2015-2016 salary calculations. Salary calculators can be found on HCPSS' Canvas Workday online community and HCEA's website;
2. An online calculator for 2016-2017 salary calculations will be available on both sites in the near future. This calculator will be the one used for paychecks beginning September 9 and through the end of this school year;
3. Calculators are individualized, based upon job classification, and will require you to enter your salary/hourly wage. A negotiated increase took effect on December 24, 2015; therefore, each calculator will require you to enter two (2) different salaries/hourly wages in order to compute correctly. For your reference, FY16 salaries schedules are also posted on Canvas Workday and HCEA's website;
4. Upon request, a one-time advance pay for up to five (5) days will be available if you are experiencing a financial hardship due to the change in the pay schedule. To take advantage of this opportunity, please schedule an appointment with Payroll staff by emailing Payroll@hcpss.org;
5. Upon request, a letter from HCPSS will be available to describe the change in the pay schedule for your creditors. To obtain a copy, please email detailed requests to Payroll staff at Payroll@hcpss.org; and
6. HCPSS and HCEA will continue our collaborative discussions regarding pay schedules. Any future changes will be communicated jointly by email.

We appreciate the opportunity to respond to your inquiries and questions. We also want to thank you for working positively and professionally with the thousands of students we serve. Your dedication and energy are always commendable.