



Culpeper County Public Schools

Office of the Division Superintendent

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TO: Members of the School Board
FROM: Anthony S. Brads, Ed.D.
Division Superintendent
DATE: May 23, 2016
SUBJECT: Payroll Schedule change for FY17 (School Year 2016-2017)

The intent of this memo is to recommend that CCPS pay all non-12 month contract personnel their first "new school year" paycheck at the end of August for the upcoming school year. Due to our early start calendar, I am recommending this adjustment. CCPS Finance and Human Resources Staff support this change.

Current situation:

For our early start calendar, it was decided before last school year (2015-2016) that "new hires" would be allowed a pay advancement to cover the early months of employment. Returning non-12 month employees (on a 12 pay system) received their final paycheck in August from the prior year's contract and the first new salary/contract paycheck in September. CCPS was advised that this was an acceptable practice in the first year of our early start calendar.

Recommendation:

The FY16 Budget (SY 2015-2016) and pay schedule will be unchanged.

The FY17 Budget (SY 2016-2017) will not be affected but the pay schedule will be adjusted forward one month with the first paycheck occurring in August of 2016 resulting in **2 paychecks** for all returning non-12 month employees in August of 2016. Thus, the last paycheck will occur in July of 2017. The new contract year will begin in August of 2017 and end in July of 2018, and so on. Please note, the first pay check for the 2016-2017 school year (August 2016) will not include VRS and Health Insurance deductions.

This payroll schedule change could also help with recruitment of new teachers and staff who, going forward, will not be waiting for such a long period of time for their first paycheck.

Reference: Code of VA. § 22.1-296. Payment of employees; reimbursement for private transportation; certain sick leave policies.

"... equip and motivate all learners to maximize their potential."