



# BULLETIN

PRINCE GEORGE'S COUNTY PUBLIC SCHOOLS

M-4-26

Originator's Serial No.

July 1, 2025

Date

Payroll Services

Originating Office

June 30, 2026

Cancellation Date

**TO:** All Principals  
All Department Heads  
All 10-month Supporting Personnel  
All 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 2025-2026 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 2025-2026 school year, 10-month Supporting Personnel listed herein will be paid in twenty-two (22) equal paychecks, and 11-month Personnel 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 2025-2026 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 specialist via e-mail.

To provide consistency and accountability, workdays have been scheduled as follows:

All 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, and all scheduled student days shall be included in the 210 days.

Unit members who are employed for twelve (12) months will be scheduled to work every day that the central offices of the school system are open.

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. The 11-month calendar shall serve as a guide only for the days that the eleven-month employees' work, as the needs of the school or the school system may change throughout the school year, and as such the calendar may need to be amended collaboratively.

### 3. **FIRST AND LAST PAYDAYS:**

- The first payday for 10-month employees is Friday, August 29, 2025, and the last payday is Friday, June 19, 2026. The 10-month salary will be divided evenly into twenty-two (22) paydays.
- The first payday for 11-month employees is Friday, August 1, 2025, and the last payday is Friday, June 19, 2026. The 11-month salary will be divided evenly for twenty-four (24) paydays.
- The first payday for 12-month employees is Friday, July 3, 2025, and the last payday is Friday, June 19, 2026. 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	8/18/25	6/18/26
Food Service Satellite Leaders**	187	7	8/19/25	6/18/26
Food Service Assistants**	187	Various	8/19/25	6/18/26
*Food Services Managers scheduled non-duty day is November 11, 2025.				
**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, 2025, and March 20, 2026.				

HEALTH SERVICES				
POSITION TYPE	REQUIRED WORKDAYS	DAILY WORK HOURS	FIRST DAY OF WORK	LAST DAY OF WORK
School RNs, 10-month*	190	8	8/18/25	6/22/26
School RNs, 11-month	220	8	7/1/25	6/30/26
School LPNs, 10-month*	190	8	8/18/25	6/22/26
School LPNs, 11-month	220	8	7/1/25	6/30/26
Vision/Hearing Screening Technicians*	190	7	8/18/25	6/22/26
* The required workdays are 190 of the 192 teacher-duty days. The four designated training days for 10-month RNs, 10-month LPNs, and Vision and Hearing Screening Technicians are August 20, 2025, August 21, 2025, September 23, 2025, and March 20, 2026.				
*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 23, 2025, and March 10, 2026.				

HEARING-IMPAIRED SERVICES				
POSITION TYPE	REQUIRED WORKDAYS	DAILY WORK HOURS	FIRST DAY OF WORK	LAST DAY OF WORK
Interpreters*	185	7 or 7.5	8/22/25	6/22/26
*The required workdays are 185 of the 192 teacher-duty days. The two (2) designated non-duty days are September 23, 2025, and March 20, 2026.				

MEDIA SERVICES				
POSITION TYPE	REQUIRED WORKDAYS	DAILY WORK HOURS	FIRST DAY OF WORK	LAST DAY OF WORK
Instructional Media Aides*	190	7	8/18/25	6/22/26
Instructional Media Aides	200	7	8/11/25	6/25/26
Media Specialist	192	7.5	8/18/25	6/22/26
* 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 23, 2025 and March 20, 2026.				

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	7/1/25	6/30/26
Special Educator / Therapist*	212	7.5	7/1/25	6/30/26
Infant Toddler Early Intervention Liaisons*	220	8	7/1/25	6/30/26
* Eleven-month professional personnel must coordinate with their immediate supervisor and complete a signed calendar no later than July 25, 2025, indicating the 220 or 210 workdays they intend to work during the 2025-2026 school year.				

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	8/1/25	6/30/26
Instructional Specialist*	210	8	8/1/25	6/30/26
Special Education Coordinators*	210	8	8/1/25	6/30/26
* The required workdays are 180 student days, plus an additional thirty (30) days.				
All Eleven-month professional personnel must coordinate with their immediate supervisor and complete a signed calendar no later than July 25, 2025, indicating the 220 or 210 workdays they intend to work during the 2025-2026 school year.				

### 212 DAY 11-MONTH PROFESSIONAL PERSONNEL

POSITION TYPE	REQUIRED WORKDAYS	DAILY WORK HOURS	FIRST DAY OF WORK	LAST DAY OF WORK
School Psychologists*	212	7.5	7/1/25	6/30/26
Professional School Counselors	212	7.5	7/1/25	6/30/26
Athletic Directors*	212	7.5	7/1/25	6/30/26
Pupil Personnel Workers*	212	7.5	7/1/25	6/30/26
JROTC Instructor - Army**	212	7.5	7/31/25	6/30/26
JROTC Instructor - Air Force**	212	7.5	7/31/25	6/30/26
JROTC Instructor - Navy**	212	7.5	7/31/25	6/30/26
Mentor Teachers*	212	7.5	7/1/25	6/30/26

\* 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, 2025 and June 30, 2026. Required to work eight (8) days after teachers leave.

All eleven-month professional personnel must coordinate with their immediate supervisor and complete a signed calendar no later than July 25, 2025, indicating the 220 or 210 workdays they intend to work during the 2025-2026 school year.

### PARAPROFESSIONALS

POSITION TYPE	REQUIRED WORKDAYS	DAILY WORK HOURS	FIRST DAY OF WORK	LAST DAY OF WORK
Paraprofessional Educators	190	7	8/18/25	6/22/26
Paraprofessional Educators, Special Education	190	7	8/18/25	6/22/26

\* The required workdays are 190 of the 192 teacher duty days. The two (2) designated non-duty days are September 23, 2025 and March 20, 2026.

### ISE A / 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	8/18/25	6/22/26
In-School Suspension Monitors (ISSM)*	190	8	8/18/25	6/22/26
Instructional Lead Teachers (ILT)	192	7.5	8/18/25	6/22/26
Success Coaches Assistants*	190	8	8/18/25	6/22/26

\* 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 23, 2025 and March 20, 2026.

\*\*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	8/18/25	6/22/26

\* The required workdays are 190 of the 192 teacher-duty days. The two (2) designated non-duty days are September 23, 2025 and March 20, 2026. The three (3) designated training days for 10-month Parent Engagement Assistants are August 22, 2025; September 19, 2025, and May 15, 2026.

### 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	7/1/25	6/30/26
School Accounting Secretary, 10-month	200	8	8/11/25	6/25/26
School Guidance Secretary, 10-month	200	8	8/11/25	6/25/26
School Guidance Secretary, 11-month	220	8	7/1/25	6/30/26

**School Accounting Secretary, and School Guidance Secretary, 10-month:** The first day of work for 10-month school-based secretaries for the 2025-2026 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. Eleven-month professional personnel must coordinate with their immediate supervisor and complete a signed calendar no later than July 25, 2025, indicating the 220 or 210 workdays they intend to work during the 2025-2026 school year.

### SAFETY AND SECURITY SERVICES

POSITION TYPE	REQUIRED WORKDAYS	DAILY WORK HOURS	FIRST DAY OF WORK	LAST DAY OF WORK
Safety & Security Assistant*	190	8	8/18/25	6/25/26
Safety & Security Assistant*	200	8	8/11/25	6/25/26
Safety & Security Counselor **	220	8	7/1/25	6/30/26

\* The required workdays are 190 of the 192 teacher-duty days. The two (2) designated non-duty days are September 23, 2025 and March 20, 2026.

\*\* Eleven-month professional personnel must coordinate with their immediate supervisor and complete a signed calendar no later than July 25, 2025, indicating the 220 or 210 workdays they intend to work during the 2025-2026 school year.

### PARAPROFESSIONALS

POSITION TYPE	REQUIRED WORKDAYS	DAILY WORK HOURS	FIRST DAY OF WORK	LAST DAY OF WORK
Student Advocate*	220	8	7/14/25	6/25/26

\* Eleven-month professional personnel must coordinate with their immediate supervisor and complete a signed calendar no later than July 25, 2025, indicating the 220 or 210 workdays they intend to work during the 2025-2026 school year.

### TRANSPORTATION

POSITION TYPE	REQUIRED WORKDAYS	DAILY WORK HOURS	FIRST DAY OF WORK	LAST DAY OF WORK
Bus Drivers	185	Various	8/11/25	6/17/26
Non-CDL Drivers	185	Various	8/11/25	6/17/26
Bus Aides/Attendants	185	Various	8/11/25	6/17/26
Auxiliary Bus Drivers*	220	Various	7/1/25	6/30/26

The designated mandatory In Service Day is August 11, 2025. The day designated as Bid Day is August 18, 2025. Dry Run Days are August 20, 2025, August 21, 2025, and August 25, 2025. The designated Bus Aide training day is August 18, 2025. Orientation Day is August 25, 2025.

\* Eleven-month professional personnel must coordinate with their immediate supervisor and complete a signed calendar no later than July 25, 2025, indicating the 220 or 210 workdays they intend to work during the 2025-2026 school year.

**5. DISPOSITION OF BULLET IN:** Please ensure all affected employees receive and read this Bulletin. Retain until Thursday, June 30, 2026.



Lisa Howell  
Chief Financial Officer



Kristi Murphy Baldwin, Ed.D.  
Chief Human Resources Officer

# Oracle Self-Service & 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](http://www.pgcps.org)

Click on Options (upper left of the page)

Click on Staff Portal

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 pay slips
- **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**

Go to [www.pgcps.org](http://www.pgcps.org)

- Announcements
- Quick Links
- 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**

Sasser Administration Building  
14201 School Lane, Room 132, Upper Marlboro, MD 20772  
Payroll: 301-952-6200 | [www.pgcps.org/payroll](http://www.pgcps.org/payroll)