

MEMORANDUM

DATE: June 16, 2015

TO: 10-Month Teachers (hired **AS OF** August 11, 2014)

FROM: Crystal Jefferson
Deputy Chief, Human Resources

SUBJECT: **Important Information About Your Upcoming Paychecks**

At the beginning of the 2014-2015 school year, 10-month teachers reported to school on August 18, 2014, which fell in the middle of a pay period (August 10 through August 23). Although 10-month teachers weren't required to report to work until the second week of the pay period, those who were hired as of August 11, 2014 were paid for the entire first pay period.

If you are returning to DCPS for the 2015-2016 school year, your upcoming paychecks will consist of the following:

Check date: June 26, 2015

- Pay period 13: May 31 through June 13
- Amount of pay: two weeks
- Type of pay: Regular pay or leave as approved by supervisor

Check date: July 10, 2015

- Pay period 14: June 14 through June 27
- Amount of pay: two weeks
- Type of pay: Summer Pay Credit

Check date: July 24, 2015

- Pay period: June 28 through July 11
- Amount of pay: two weeks
- Type of pay: Summer Pay Credit

Check date: August 7, 2015

- Pay period: July 12 through July 25
- Amount of pay: two weeks
- Type of pay: Summer Pay Credit

Check date: August 21, 2015

- Pay period: July 26 through August 8
- Amount of pay: two weeks
- Type of pay: Summer Pay Credit

Check date: September 4, 2015

- Pay period: August 9 through August 22
- Amount of pay: two weeks
- Type of pay: (First paycheck of SY15-16) one week of administrative pay, plus one week of Regular pay, or leave as approved by supervisor

If you would like to view your current Summer Pay Credit (SPC) balance, please review your paycheck stub. Should you have other questions regarding your paycheck, please contact HR Answers at dcps.hanswers@dc.gov or (202) 442-4090.