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Board of Cooperative Educational Services
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Leaders for Educational Excellence

MEMORANDUM

TO: Kathryn Gerbino, Inge Jacobs, Mark Jones, Carl Strang, Terry Sweet, Peter Toarmina

FROM: Bruce Bonacquist, Business Administrator

SUBJECT: 11-MONTH EMPLOYEE SCHEDULE

DATE: June 1, 2011

A handwritten signature in blue ink, appearing to be "Terry Sweet", is written over the subject line.

Attached you will find the form to be completed by your eleven-month employees indicating the payroll scheduled they are working during the summer of 2011. The form must be returned to Wendy Ashley, Business Office Supervisor, no later than June 24, 2011.

If you have any questions or concerns, please do not hesitate to contact me.

Attachment

BB/vs

CC: Ms. Wendy Ashley

Capital Region BOCES
11 month Employees Work Schedule

Please indicate which of the following payroll schedules aligns with your work assignment for the 2011-12 School Year. You need to place a check mark (✓) next to the appropriate schedule, sign and date the form and return to Wendy Ashley, Business Office Supervisor, **no later than June 24, 2011.**

Please keep in mind that all payroll schedules have 24 payrolls.

Schedule A (work 9/1 – 6/30 plus 8/3 – 8/31)

July 1, 2011	No Pay
July 15, 2011	No Pay
July 29, 2011	Pay
August 12, 2011	Pay
August 26, 2011	Pay

Schedule B (work 9/1 – 6/30 plus 7/1 – 7/31)

July 1, 2011	Pay
July 15, 2011	Pay
July 29, 2011	Pay
August 12, 2011	No Pay
August 26, 2011	No Pay

Schedule C (work 9/1 – 6/30 plus 7/18 – 8/15)

July 1, 2011	No Pay
July 15, 2011	Pay
July 29, 2011	Pay
August 12, 2011	Pay
August 26, 2011	No Pay

All three schedules will follow the 12 month bi-weekly schedule after the August 26, 2011 payroll.

Printed Name: _____ Date: _____

Signature: _____