Exhibit **C**

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: July 13, 2004

TO: **BOARD OF EDUCATION**

FROM: Dr. Joe A. Hairston, Superintendent

SUBJECT: **BOARD POLICY REVISIONS – POLICY 4144 (NEW 3143) PERSONNEL: PROFESSIONAL - COMPENSATION AND RELATED EMPLOYEE BENEFITS <u>NORMAL BIWEEKLY PAY</u>**

ORIGINATOR: J. Robert Haines, Deputy Superintendent, Business Services

**RESOURCE
PERSON(S):**   Barbara Burnopp, Executive Director, Fiscal Services
Edward Dieffenbach, Payroll Administrator

RECOMMENDATION

The Department of Fiscal Services is seeking approval of changes to Board Policy 4144 (New 3143) Personnel: Professional - Compensation and Related Employee Benefits <u>Normal Biweekly Pay</u>. This policy was updated as part of the initiative of the Division of Business Services to update outdated Board Policies. The policy was adopted in 1975 and was revised in 1977. Changes were reviewed by the Board Policy Review Committee on April 29, 2004, and have been made to reflect current language and practices. It is also recommended that this policy be moved from Personnel (Series 4000) to Non-Instructional Services: Fiscal Services (Series 3000).

This is the third reading of this policy

Attachment I: Policy 4144 (New 3143) Personnel: Professional - Compensation and Related
                 Employee Benefits <u>Normal Biweekly Pay</u>.

[PERSONNEL] NON-INSTRUCTIONAL SERVICES: FISCAL SERVICES
                                                    [Professional]

[Compensation and Related Employee Benefits] PAYROLL MANAGEMENT:
[Normal] REGULAR Biweekly Pay

The [normal] REGULAR biweekly pay is determined [each year] in the following manner:

1. The annual salary is divided by 217 for ten-month employees, or by the number of week days (Monday through Friday) from July 1 through June 30 for twelve-month employees, to obtain the daily rate of pay.

2. The daily rate of pay is multiplied by 10 to obtain the normal biweekly pay.

Policy   Board of Education of Baltimore County
Adopted: 6/12/75
Revised: 10/27/77
REVISED:

ALL CAPS indicate new material.
Brackets [ ] indicate deleted material.