June 21, 2021

TO: Principals and Office Heads

FROM: Maria L. Lowry, Acting Chief Human Resources Officer
Department of Human Resources
Robin Carpenter, Manager
Office of Payroll

RE: 2021 Extended Year Employment (EYE) Procedures

Summer 2021 days of EYE have been allocated to principals and office heads. Below and attached is additional information regarding EYE.

**EYE – THE BASICS**

- With the permission of the principal or office head, teachers may begin working their days of **EYE on June 24, 2021**. They must complete their work by **August 20, 2021**. EYE is limited to 10 Month TABCO represented employees. EYE is included in the TABCO Master Agreement. It is the only master agreement which includes EYE.

- Days of EYE **MUST** be reported in whole day increments.

- No teacher should be assigned more than **20** days of EYE.

- EYE is an assignment that must be communicated in writing from the principal or office head to the teacher and must be consistent with the TABCO Master Agreement (see the attached sample form letter).

- EYE days are assigned to each employee based on school allotment. Payment is only processed for days worked and reported. (If the employee is paid for more days than were assigned, the overpayment will be recovered).

- EYE payments will be in arrears for the days worked in the pay period (see the attached calendar).

- EYE is included in a teacher’s annual salary for retirement purposes.

- EYE checks will be mailed to the home address on file in the Office of Payroll; stubs will follow the same routine as is in place during the school year. No voluntary deductions are taken from EYE payments.
EYE TIMELINE

**Dates**

**June 18 – June 23**  
Principals/Office heads distribute EYE contract/agreements to teachers.

**June 18 – June 23**  
Teachers return signed agreements to principals/office heads.

**June 24**  
Teachers may begin working their EYE assignment. Using their BCPS email, teachers **MUST** report the days worked to their administrator. This information should be submitted by the dates listed on the timeline below. The emails should be printed and kept in the school/office for 7 years or until audited.

Using the emails received, Administrators should enter the days worked onto the spreadsheet for each pay period and send to their area Payroll Representative by the deadline listed on the timeline below:

<table>
<thead>
<tr>
<th>Pay Period</th>
<th>Pay Date</th>
<th>Max Days</th>
<th>Send to Payroll By</th>
</tr>
</thead>
<tbody>
<tr>
<td>06/24 – 06/25</td>
<td>07/09/21</td>
<td>2</td>
<td>06/25</td>
</tr>
<tr>
<td>06/28 – 07/09</td>
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<tr>
<td>08/09 – 08/20</td>
<td>09/03/21</td>
<td>10</td>
<td>08/20</td>
</tr>
</tbody>
</table>

**REMEMBER:** Timesheets should be sent to your area Payroll Representative by dates listed above for processing.

**ADMINISTRATORS SHOULD DESIGNATE AT LEAST ONE BACK-UP TIMEKEEPER WHO CAN SEND TIMESHEETS BY THE DEADLINES STATED ABOVE.**