

**SHELBY COUNTY SCHOOLS PAY SCHEDULE 2017-18**  
**12 MONTH HOURLY (Scheduled Work Year 07/01/17 - 06/30/18)**

Central Office Support Staff, Maintenance, Warehouse, Custodial/Grounds, Raineswood Residential Training  
Center Assistants, CNC Operations(central kitchen & warehouse), Mobile Security Officers, Prep School Support & Financial Secretaries

For APECS use only

| Timesheet<br>Pay Period | Calendar<br>Pay Period | TIMESHEET<br>& PAYROLL<br>Calendar Days in Pay Period | ATTENDANCE<br>PERIODS<br>Calendar Days in Pay Period | WORK<br>DAYS | PAID<br>HOLIDAYS | TOTAL  | APPROVAL<br>DEADLINE | PAY DAY  |    |
|-------------------------|------------------------|-------------------------------------------------------|------------------------------------------------------|--------------|------------------|--------|----------------------|----------|----|
| 1                       | 1                      | 7/1/2017                                              | 7/7/2017                                             | 4.00         | 1.00             | 5.00   | 07/07/17             | 07/14/17 | 26 |
| 2                       | 2                      | 7/8/2017                                              | 7/21/2017                                            | 10.00        |                  | 10.00  | 07/21/17             | 07/28/17 | 25 |
| 3                       | 3                      | 7/22/2017                                             | 8/4/2017                                             | 10.00        |                  | 10.00  | 08/04/17             | 08/11/17 | 24 |
| 4                       | 4                      | 8/5/2017                                              | 8/18/2017                                            | 10.00        |                  | 10.00  | 08/18/17             | 08/25/17 | 23 |
| 5                       | 5                      | 8/19/2017                                             | 9/1/2017                                             | 10.00        |                  | 10.00  | 09/01/17             | 09/08/17 | 22 |
| 6                       | 6                      | 9/2/2017                                              | 9/15/2017                                            | 9.00         | 1.00             | 10.00  | 09/15/17             | 09/22/17 | 21 |
| 7                       | 7                      | 9/16/2017                                             | 9/29/2017                                            | 10.00        |                  | 10.00  | 09/29/17             | 10/06/17 | 20 |
| 8                       | 8                      | 9/30/2017                                             | 10/13/2017                                           | 10.00        |                  | 10.00  | 10/13/17             | 10/20/17 | 19 |
| 9                       | 9                      | 10/14/2017                                            | 10/27/2017                                           | 10.00        |                  | 10.00  | 10/27/17             | 11/03/17 | 18 |
| 10                      | 10                     | 10/28/2017                                            | 11/10/2017                                           | 9.00         | 1.00             | 10.00  | 11/10/17             | 11/17/17 | 17 |
| 11                      | 11                     | 11/11/2017                                            | 11/24/2017                                           | 8.00         | 2.00             | 10.00  | 11/21/17             | 12/01/17 | 16 |
| 12                      | 12                     | 11/25/2017                                            | 12/8/2017                                            | 10.00        |                  | 10.00  | 12/08/17             | 12/15/17 | 15 |
| 13                      | 13                     | 12/9/2017                                             | 12/22/2017                                           | 10.00        |                  | 10.00  | 12/19/17             | 12/29/17 | 14 |
| 14                      | 14                     | 12/23/2017                                            | 1/5/2018                                             | 3.00         | 7.00             | 10.00  | 01/05/18             | 01/12/18 | 13 |
| 15                      | 15                     | 1/6/2018                                              | 1/19/2018                                            | 9.00         | 1.00             | 10.00  | 01/19/18             | 01/26/18 | 12 |
| 16                      | 16                     | 1/20/2018                                             | 2/2/2018                                             | 10.00        |                  | 10.00  | 02/02/18             | 02/09/18 | 11 |
| 17                      | 17                     | 2/3/2018                                              | 2/16/2018                                            | 10.00        |                  | 10.00  | 02/16/18             | 02/23/18 | 10 |
| 18                      | 18                     | 2/18/2018                                             | 3/2/2018                                             | 10.00        |                  | 10.00  | 03/02/18             | 03/09/18 | 9  |
| 19                      | 19                     | 3/3/2018                                              | 3/16/2018                                            | 8.00         | 2.00             | 10.00  | 03/16/18             | 03/23/18 | 8  |
| 20                      | 20                     | 3/17/2018                                             | 3/30/2018                                            | 10.00        |                  | 10.00  | 03/30/18             | 04/06/18 | 7  |
| 21                      | 21                     | 3/31/2018                                             | 4/13/2018                                            | 9.00         | 1.00             | 10.00  | 04/13/18             | 04/20/18 | 6  |
| 22                      | 22                     | 4/14/2018                                             | 4/27/2018                                            | 10.00        |                  | 10.00  | 04/27/18             | 05/04/18 | 5  |
| 23                      | 23                     | 4/28/2018                                             | 5/11/2018                                            | 10.00        |                  | 10.00  | 05/11/18             | 05/18/18 | 4  |
| 24                      | 24                     | 5/12/2018                                             | 5/25/2018                                            | 10.00        |                  | 10.00  | 05/25/18             | 06/01/18 | 3  |
| 25                      | 25                     | 5/26/2018                                             | 6/8/2018                                             | 9.00         | 1.00             | 10.00  | 06/08/18             | 06/15/18 | 2  |
| 26                      | 26                     | 6/9/2018                                              | 6/22/2018                                            | 10.00        |                  | 10.00  | 06/22/18             | 06/29/18 | 1  |
| 27                      | 27                     | 6/23/2018                                             | 6/30/2018                                            | 5.00         |                  | 5.00   | 07/06/18             | 07/13/18 |    |
|                         |                        |                                                       |                                                      | 243.00       | 17.00            | 260.00 |                      |          |    |

26 of FY19

Timesheets must be approved by department heads/school principals by noon unless otherwise instructed.

Paid Holidays -- Employees must be in active pay status the day preceding and the day following the holiday (per Board policy and your job class) in order to receive holiday pay.

**HOLIDAYS / VACATION**

|                            |                      |       |
|----------------------------|----------------------|-------|
| Independence Day           | July 4, 2017         | 1.00  |
| Labor Day                  | September 4, 2017    | 1.00  |
| Veterans Day               | November 10, 2017    | 1.00  |
| Thanksgiving               | November 23-24, 2017 | 2.00  |
| Winter Break- Paid Days    | Dec 25- Jan 2, 2018  | 7.00  |
| Martin Luther King, Jr Day | January 15, 2018     | 1.00  |
| Spring Break               | March 15-16, 2018    | 2.00  |
| Good Friday                | March 30, 2018       | 1.00  |
| Memorial Day               | May 28, 2018         | 1.00  |
|                            |                      | <hr/> |
|                            |                      | 17.00 |

Total Holidays