



Metropolitan School District of  
**WASHINGTON TOWNSHIP**

“Superior Schools in a Supportive Community”

Nikki C. Woodson, Ph.D., Superintendent

DATE: July 25, 2016

TO: All Employees

FROM: Joe Licata, Chief Business Officer

**REMINDER – Pay Dates for August-September due to 27 Pay Year**

As a reminder and follow-up to the May 5, 2016 memo, the normal bi-weekly pay dates for 2016 would have resulted in a 27 pay year, which cannot happen. Therefore, there will be one pay period for teachers, administrators, and salaried classified employees, where there will be three weeks between pay dates instead of the normal two. Hourly employee pay is not affected but pay dates are adjusted by inserting a one week pay period. Please review the information and table below for further clarification.

- **Teachers** - On 08-12-16, teachers will receive their last pay of the 2015-16 contract. Their first pay from the 2016-17 contract will be on 09-02-16. There will be three (3) weeks between these two pay dates.
- **Hourly Employees (classified)** – Hourly employees will receive their normal bi-weekly pay on 08-12-16. On 08-19-16 you will receive pay for one week. On 09-02-16 you will receive pay for two weeks and be back on the normal biweekly pay schedule.
- **Salaried Employees (classified)** – Salaried employees will receive their normal pay on 08-12-16 and their next pay will be on 09-02-16. There will be three (3) weeks between these two pay dates.
- **Administrators** - On 08-12-16, administrators will receive their last pay of the 2015-16 contract. Their first pay from the 2016-17 contract will be on 09-02-16. There will be three (3) weeks between these two pay dates.

Check Date	Teachers	Classified/Hourly	Classified/Salary	Administrator
08/12/16	Last pay 2015-16 contract year	Two week pay 07/18 to 07/31	1/26 <sup>th</sup> of Salary	Last pay 2015-16 contract year
08/19/16		One week pay 08-01 to 08-07		
09/02/16	First pay 2016-17 contract year	Two week pay 08/08 – 08/21	1/26 <sup>th</sup> of Salary	First pay 2016-17 contract year

