



SANTA ROSA  
C O U N T Y  
D I S T R I C T  
S C H O O L S

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TO: Superintendent Tim Wyrosdick and Board Members

DATE: May 13, 2014

RE: Updated Summer School Payroll Guidelines

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The Summer School Payroll information has been updated within the Payroll Manual – page 26. This information had not been revised since 2008 and was updated to give more detail regarding summer school payroll processing. Your approval for this update is requested. Thank you.

BOARD MEMBERS

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## SUMMER SCHOOL PAYROLL GUIDELINES

Summer school payrolls should be checked for accuracy. Hours per day and number of days will vary by person and school. It is important for each school site to know who has been approved by the School Board to work summer hours. Only those that have been Board approved with summer hours are eligible to receive summer school pay.

The actual number of hours worked at the time the payroll is submitted is what will be paid. There is a cap on the hours for each employee during the summer time frame. Hours must be monitored to ensure that the employee **does not exceed** the approved hours for each summer pay cycle. Any adjustments and/or hours above the Board approved amount must be approved by Human Resources **before** the payroll can be submitted.

No temporary duty will be granted for summer school employees unless involved with supervising students. No personal leave is used during summer school.

Summer school employees are expected to work the number of days under his/her contract and to work their daily contract time, unless using sick leave. Summer school employees may only use sick leave earned during the summer sessions. This leave is kept separate and posted as earned. Please send leave forms with payroll.

Summer school employees that are teachers cannot “double-up” students to allow another teacher “time-off”. Substitutes are **not** to be used unless there is no alternative. Contact Human Resources for approval of substitute.

Hours missed **cannot** be “made-up” by working longer on another date.

Hours for time worked **must** be written in on the timesheet provided to your school site and signed by your school/department administrator. The time sheet must be turned into the Payroll Department by the deadline for processing summer hours for the appropriate time frame (please see the calendar for dates).

Any unreported hours and/or corrections to hours not turned in for a summer school employee will be made as time permits at the discretion of the Payroll Department. **All summer school hours will be processed and paid by the end of August.**

Summer school pay checks will only be issued in July and August (please see the calendar for the summer school pay dates).