**Memo**

To: Principals

Department Heads

From: Randy Schrader

Director, Payroll

Date: June 4, 2018

Subject: SCHOOL CLOSING END OF YEAR PAYMENTS 2017-2018

Employees will be paid for the number of days indicated below.

Union Number of Days Check Date

NTU – Teachers, Clerks, Aides 1 6/20/2018

NTA – Nurses 1 6/20/2018

Local 617 – Security and Nurse’s Aides 6 6/20/2018

Local 3 – 10 Month Food Service Workers 1 6/20/2018

Local 3 – 11 Month Food Service Workers 1 6/20/2018

CASA – VPs and Dept. Chairpersons 10 6/15/2018

All Per Diem Employees are paid on the regular bi-weekly pay calendar.

June 20, 2018 pay will be distributed via direct deposit.

***Please note:*** Last pay for Vice Principals and Department Chairpersons is 6/15/2018