



Bay Haven Charter Academy, Inc.
Salary Placement Schedules
2022-2023

Larry Bolinger, Chief Education Officer
2501 Hawks Landing Blvd.
Panama City, FL 32405
850.248.3500

**Salary Placement Schedules
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DEFINITIONS

Years of Experience for Pay Purposes: This applies to Instructional and Administrative employees. Years of experience shall be interpreted to mean the time an employee has been employed in a position or positions of equivalent classifications and not the total years of service as an employee of the Bay Haven Charter Academy, Inc. Progressive advancement in equivalent classifications shall qualify an employee to retain their earned experience. Equivalent classification shall mean employees paid on the same Placement Schedule. An employee moving from a position paid from one Placement Schedule to a position paid from another Placement Schedule will begin the new position pay grade at the "0" years' experience on the Placement Schedule except for that employee who can document experience as an administrator or as an instructional employee may transfer the approved years of experience to the appropriate Placement Schedule.

Administrative Experience: Only experience in an administrative position will count toward salary computation on the Administrative Placement Schedule (Placement Schedule 2). Leadership positions held (as department head, team leader, etc.) while employed as an instructional employee will not be considered. An employee acting as an administrator will also not count toward administrative experience.

Any employee wishing to claim administrative experience must make a written request to the Budget and Finance Officer. Such requests must include written documentation of the specific assignments and time spent in qualifying administrative positions.

Instructional Personnel and Substitutes

Instructional Performance Pay Placement Schedule Salary Schedule 1
(revised March 2, 2023)

Effective August 1, 2022

Years of Experience	Salary
0	47,500 47,900
1	47,500 47,900
2	47,500 47,900
3	47,500 47,900
4	47,500 47,900
5	47,500 47,900
6	47,750 48,150
7	47,750 48,150
8	47,750 48,150
9	47,750 48,150
10	47,750 48,150
11	48,000 48,400
12	48,000 48,400
13	48,000 48,400
14	48,000 48,400
15	48,000 48,400
16	48,500 48,700
17	49,000
18	49,750
19	50,500
20	51,250
21	52,250
22	53,500
23	54,750
24	56,000
25	57,500

Based on 196 contract days

- A Master's degree will earn an additional \$2,500 per year.
- A Specialist degree will earn an additional \$5,100 per year.
- A Doctorate degree will earn an additional \$7,800 per year.

Per Florida State Statute 1012.22, all individuals hired after July 1, 2011, with an advanced degree in the individual's area of certification will receive payment as indicated on the Placement Schedule for the applicable degree as a supplement as this amount will not be included in the individual's base salary.

Stipend and Supplement Schedule

Bay Haven Charter Academy, Inc.	
Athletic and Academic Stipends Placement Schedule	EFF. 6/2/2022
2022-2023	
Flat Rate Annual Stipend	
	Stipend Amount
High School	
Head Football Coach (if paid on the teacher placement schedule)	7,129
Head Football Coach (if paid on administrative placement schedule)	5,400
Head Coach – baseball, basketball, soccer, softball, track, volleyball, wrestling.	4,456
Assistant Coaches (same sports as above & football)	4,010
Head Coach, Boys/Girls – golf, swimming, tennis, cross country weightlifting, lacrosse, clay shooting. To be paid this supplement a coach must have a minimum of five (5) boys and five (5) girls participating on each team.	4,456
Head Coach–golf, swimming, tennis, cross country, weightlifting, lacrosse, clay shooting, beach volleyball, dance team, color guard	2,673
Assistant Coach (same sports as above)	1,782
Band Director (combined middle school and high school to include marching and band camp)	7,129
Choir Director (combined middle school and high school; mandatory 2 performances); no planning period	4,010
Choir Director (combined middle school and high school; mandatory 2 performances); with planning period	3,564
Cheerleading Coach (Sideline)	3,119
Competitive Cheerleading Coach	2,673
Assistant Cheerleading Coach	2,228
Drama Coach (mandatory 1 performance)	1,782

Department Head who is a full time classroom teacher with Planning Period	1,782
Department Head who is a full time classroom teacher without Planning Period	2,673
Student Government Association (with planning period)	891
Student Government Association (without planning period)	1,337
Yearbook Sponsor	1,782
Approved clubs	891
Jr. High School Sports (NBH only)	
Head Junior High Coach (Boys' Basketball, Girls' Basketball, Football, Soccer, Volleyball)	3,564
Head Junior High Cheer Coach	2,228

Middle School	
Assistant Athletic Directors	3,119
Head Coach – basketball, football, soccer, softball, track, volleyball, wrestling	3,119
Head Coach – tennis	2,228
Head Coach, Boys/Girls – tennis – To be paid this supplement a coach must have a minimum of five (5) boys and girls participating on each team	3,119
Assistant Coaches	2,228
Band Director (mandatory 3 performances and band camp) - middle school segregated	4,901
Choir Director (mandatory 4 performances) - middle school segregated	2,673
Cheerleading Coach, dance team coach, color guard coach	1,782
Team Leader/Grade Group Chair who is a full time classroom teacher (fulfilling all duties as assigned by administration); without planning period	2,673
Team Leader/Grade Group Chair who is full time classroom teacher (fulfilling all duties as assigned by administration); with planning period	1,782
Student Government Association	891
Approved clubs	891

Elementary School	
Team Leader/Grade Group Chair who is a full time classroom teacher (fulfilling all duties as assigned by administration)	1,782
**Stipends may be prorated based on term of service, responsibilities assigned, responsibilities fulfilled, principal's discretion, athletic director (if an athletic stipend, and budgetary constraints.	
All athletic positions determined by Athletic Director and principals.	
All other academic positions determined by principals.	
Department Chair/Grade Group Chair who is not assigned to a full time classroom for duration of day could qualify for stipend depending on job duties and assignments.	891-1,782

Instructional Substitutes

Daily Instructional Substitute Pay:

Instructional substitutes are required to have a minimum of a high school diploma. The rate of pay will be \$112.50 per day based on a 7.5-hour day.

Instructional substitutes with a Master's Degree will be paid \$120.00 per day based on a 7.5-hour day.

Long-Term Substitutes: Long term substitutes will be paid at the Daily Instructional rate for the first 20 consecutive work days. On the 21st consecutive work day, the long term substitute will move to the \$183.67 daily rate.

Individuals in this classification are working towards certification by the Florida Department of Education and are filling a vacant instructional position on a full-time basis.

Licensed Personnel

Classification and Paygrades for Licensed Personnel

(Refer to Placement Schedule 5 – Seen Below)

Licensed Personnel	Paygrade
Speech-Language Therapist without Masters	L07
Speech-Language Therapist with Masters	L7M
Charter School Nurse	L3B
Assistant Charter School Nurse	L02

Licensed Personnel Placement Schedule

Year	L07	L7M	L3B	L02
0	59,728	62,228	35,493	28,477
1	59,728	62,228	35,493	28,477
2	59,728	62,228	35,493	28,477
3	59,728	62,228	35,493	28,477
4	59,728	62,228	35,493	28,477
5	59,840	62,340	35,616	28,590
6	59,848	62,348	35,625	28,597
7	59,944	62,444	35,727	28,693
8	60,375	62,875	36,367	29,251
9	61,052	63,552	37,227	30,033
10	61,709	64,209	38,063	30,817
11	62,406	64,906	38,926	31,600
12	63,085	65,585	39,786	32,384
13	63,784	66,284	40,673	33,166
14	64,480	66,980	41,533	33,947
15	65,177	67,677	42,372	34,731
16	65,896	68,396	43,232	35,494
17	66,638	69,138	44,091	36,297
18	67,359	69,859	44,977	37,080
19	68,098	70,598	45,839	37,862
20	68,860	71,360	46,677	38,644
21	69,601	72,101	47,538	39,449
22	70,361	72,861	48,397	40,212
23	71,122	73,622	49,282	40,995
24	71,905	74,405	50,142	41,777
25	71,916	74,416	50,157	41,786

matches Bay District Schools Schedule

Based on 196 contract days

Administrative/Supervisory Personnel

Administrative/Supervisory Personnel

- Instructional Specialists are employed 196 days annually. Teaching experience will be counted toward years of experience on the paygrade for this position. If moved into Assistant Principal or district-level administrative positions, teaching experience will not be considered.
- Employees on Placement Schedule 2 may be awarded an advanced degree stipend. The advanced degree must be in the area they are currently working. The Charter School statute does not require administrators to have advanced degrees. Therefore, the following stipends are available after verification of policy parameters are met: Master's Degree: \$2,500; Specialist Degree: \$5,100; Doctorate: \$7,800. The exception is Instructional Specialists with a Master's degree. Instructional Specialists that do not possess a Master's Degree are paid on the A6 paygrade, while Instructional Specialists that have a Master's Degree are paid on the A7 paygrade. Therefore, Instructional Specialists with a Master's Degree are paid the difference between \$2,500 and the A7 paygrade amount when placed.
- All positions on Placement Schedule 2 are employed 256 days annually.

Classification and Paygrades for Administrative/Supervisory Personnel

(Refer to Placement Schedule 2)

Administrative/Supervisory Personnel	Paygrade
Instructional Specialist	A6
Instructional Specialist w/ Master's	A7
Maintenance Supervisor	7
Transportation Director	8
Payroll Manager	9
Instructional Network Technician	12
Data Verification and Compliance Specialist	12
Accounting Manager	18
System Administrator	18
Budget and Finance Officer	29
Head Football Coach/Administrator	32
Athletic Director	34
Chief Information Officer	39
Director of Ancillary Services	39
Chief Financial Officer	43
Administrative Assistance (12 month)	A7
Assistant Principal – Elementary School	28
Assistant Principal – Middle School	34
Assistant Principal – High School	36
Principal – Elementary School	39
Principal – Middle School	42
Principal – High School	44

Placement Schedule 2

	A6	A7	7	8	9	12	18	28	29	32	34	36	39	42	43	44
0	48,776	50,284	40,333	41,291	42,252	45,124	50,885	60,474	61,433	64,314	66,231	68,149	71,026	73,906	74,869	75,822
1	48,776	50,284	40,749	41,707	42,668	45,540	51,301	60,890	61,849	64,730	66,647	68,565	71,442	74,322	75,285	76,238
2	48,776	50,284	41,165	42,123	43,084	45,956	51,717	61,306	62,265	65,146	67,063	68,981	71,858	74,738	75,701	76,654
3	48,776	50,284	41,581	42,539	43,500	46,372	52,133	61,772	62,681	65,562	67,479	69,397	72,274	75,154	76,117	77,070
4	48,776	50,284	41,997	42,955	43,916	46,788	52,549	62,138	63,097	65,978	67,895	69,813	72,690	75,570	76,533	77,486
5	48,776	50,284	42,413	43,371	44,332	47,204	52,965	62,554	63,513	66,394	68,311	70,229	73,106	75,986	76,949	77,902
6	48,776	50,284	43,079	44,037	44,998	47,869	53,631	63,220	64,178	67,059	68,977	70,895	73,771	76,651	77,614	78,568
7	48,776	50,284	43,744	44,702	45,663	48,535	54,296	63,885	64,844	67,725	69,643	71,560	74,437	77,317	78,280	79,233
8	48,776	50,284	44,410	45,368	46,329	49,200	54,962	64,551	65,510	68,390	70,308	72,226	75,103	77,982	78,945	79,899
9	48,776	50,284	45,076	46,034	46,994	49,866	55,628	65,216	66,175	69,056	70,974	72,892	75,768	78,648	79,611	80,565
10	48,776	50,284	45,741	46,699	47,660	50,532	56,293	65,882	66,841	69,722	71,639	73,557	76,434	79,314	80,277	81,230
11	48,776	50,284	46,573	47,531	48,492	51,364	57,125	66,714	67,673	70,554	72,471	74,389	77,266	80,146	81,109	82,062
12	48,776	50,284	47,405	48,363	49,324	52,196	57,957	67,546	68,505	71,386	73,303	75,221	78,098	80,978	81,941	82,894
13	48,776	50,284	48,237	49,195	50,156	53,028	58,789	68,378	69,337	72,218	74,135	76,053	78,930	81,810	82,773	83,726
14	48,776	50,284	49,069	50,027	50,988	53,860	59,621	69,210	70,169	73,050	74,967	76,885	79,762	82,642	83,605	84,558
15	49,290	50,632	49,901	50,859	51,820	54,692	60,453	70,042	71,001	73,882	75,799	77,717	80,594	83,474	84,437	85,390
16	50,288	51,631	50,900	51,858	52,818	55,690	61,452	71,040	71,999	74,880	76,798	78,716	81,592	84,472	85,435	86,389
17	51,287	52,629	51,898	52,856	53,817	56,688	62,450	72,039	72,998	75,878	77,796	79,714	82,591	85,470	86,433	87,387
18	52,285	53,628	52,896	53,854	54,815	57,687	63,448	73,037	73,996	76,877	78,795	80,712	83,589	86,469	87,432	88,385
19	53,283	54,626	53,895	54,853	55,814	58,685	64,447	74,036	74,994	77,875	79,793	81,711	84,587	87,467	88,430	89,384
20	54,282	55,624	54,893	55,851	56,812	59,684	65,445	75,034	75,993	78,874	80,791	82,709	85,586	88,466	89,429	90,382
21	55,280	56,623	55,892	56,850	57,810	60,682	66,444	76,032	76,991	79,872	81,790	83,708	86,584	89,464	90,427	91,381
22	56,279	57,621	56,890	57,848	58,809	61,680	67,442	77,031	77,990	80,870	82,788	84,706	87,583	90,462	91,425	92,379
23	57,277	58,620	57,888	58,846	59,807	62,679	68,440	78,029	78,988	81,869	83,787	85,704	88,581	91,461	92,424	93,377
24	58,275	59,618	58,887	59,845	60,806	63,677	69,439	79,028	79,986	82,867	84,785	86,703	89,579	92,459	93,422	94,376
25	59,274	60,616	59,885	60,843	61,804	64,676	70,437	80,026	80,985	83,866	85,783	87,701	90,578	93,458	94,421	95,374

Based on 256 contract days

Matches Bay District Schools Schedule

Chief Education Officer Placement Schedule

0	113,323
1	113,723
2	113,923
3	114,523
4	114,923
5	117,343
6	118,113
7	118,943
8	120,693
9	122,933
10	125,393
11	128,643
12	131,903
13	135,173
14	138,433
15	141,693
16	145,093
17	148,503
18	151,943
19	155,353
20	158,783
21	162,203
22	165,643
23	169,063
24	172,513
25	175,943

Based on 256 contract days

Educational Support Placement Schedules

Classification and Paygrades for Educational Support Personnel

(Refer to Placement Schedule 3 for Hourly and 3A for salary)

Educational Support Placement Schedules	Placement Schedule	Paygrade
Afterschool	3	7
Clerk no degree	3	11
Clerk with Associate's degree	3	13
Clerk with Bachelor's degree	3	15
Paraprofessional no degree	3	11
Paraprofessional with Associate's degree	3	13
Paraprofessional with Bachelor's degree	3	15
Food Service Worker	3	11
Bookkeeper	3	25
Office and Data Manager	3A	30
Assistant Aftercare Director	3A	30
Assistant Business Manager	3A	30
Food Service Manager	3A	31
Benefits and Accounting Assistant	3A	36
PreK Paraprofessional with 40 course hours	3	11
PreK Paraprofessional with FCCPC	3	13
PreK Paraprofessional with Associate's degree	3	14
PreK Paraprofessional with Bachelor's degree	3	15

- Bookkeeper, Office and Data Manager, Assistant Business Manager, Food Service Manager, and Benefits and Accounting Assistant based on 256 contract days.

Placement Schedule 3

	Placement Schedule 3					
	7	11	13	14	15	25
0	15.00	15.00	15.15	15.33	15.49	16.82
1	15.00	15.00	15.15	15.33	15.49	16.82
2	15.00	15.00	15.15	15.33	15.49	16.82
3	15.00	15.00	15.15	15.33	15.49	16.82
4	15.00	15.00	15.15	15.33	15.49	16.82
5	15.00	15.00	15.15	15.33	15.49	16.82
6	15.00	15.08	15.23	15.41	15.57	16.90
7	15.00	15.15	15.30	15.48	15.65	16.99
8	15.00	15.23	15.38	15.56	15.72	17.07
9	15.00	15.30	15.46	15.64	15.80	17.16
10	15.00	15.38	15.53	15.72	15.88	17.24
11	15.08	15.46	15.61	15.80	15.96	17.33
12	15.15	15.53	15.69	15.87	16.04	17.42
13	15.23	15.61	15.77	15.95	16.12	17.50
14	15.30	15.69	15.85	16.03	16.20	17.59
15	15.38	15.77	15.92	16.11	16.28	17.68
16	15.46	15.85	16.00	16.19	16.36	17.77
17	15.53	15.93	16.08	16.28	16.45	17.86
18	15.61	16.00	16.16	16.36	16.53	17.95
19	15.69	16.08	16.25	16.44	16.61	18.04
20	15.77	16.17	16.33	16.52	16.69	18.13
21	15.85	16.25	16.41	16.60	16.78	18.22
22	15.93	16.33	16.49	16.69	16.86	18.31
23	16.00	16.41	16.57	16.77	16.94	18.40
24	16.08	16.49	16.66	16.85	17.03	18.49
25	16.17	16.57	16.74	16.94	17.11	18.93

Placement Schedule 3A

Placement Schedule 3A			
	30	31	36
0	35,123.20	35,348.48	36,638.72
1	35,123.20	35,348.48	36,638.72
2	35,123.20	35,348.48	36,638.72
3	35,123.20	35,348.48	36,638.72
4	35,123.20	35,348.48	36,638.72
5	35,123.20	35,348.48	36,638.72
6	35,298.82	35,525.22	36,821.91
7	35,475.31	35,702.85	37,006.02
8	35,652.69	35,881.36	37,191.05
9	35,830.95	36,060.77	37,377.01
10	36,010.10	36,241.07	37,563.89
11	36,190.16	36,422.28	37,751.71
12	36,371.11	36,604.39	37,940.47
13	36,552.96	36,787.41	38,130.17
14	36,735.73	36,971.35	38,320.82
15	36,919.41	37,156.21	38,512.43
16	37,104.00	37,341.99	38,704.99
17	37,289.52	37,528.70	38,898.52
18	37,475.97	37,716.34	39,093.01
19	37,663.35	37,904.92	39,288.47
20	37,851.67	38,094.45	39,484.92
21	38,040.92	38,284.92	36,682.34
22	38,231.13	38,476.34	39,880.75
23	38,422.28	38,668.73	40,080.16
24	38,614.60	38,862.07	40,280.56
25	38,807.47	39,056.38	40,481.96

Other Instructional or Educational Support Personnel

Custodial Placement Schedule

	Custodian I	Custodian II	Lead Custodian
0	15.00		
1	15.00		
2	15.00		
3	15.00		
4		15.63	17.30
5		15.71	17.39
6		15.79	17.47
7		15.87	17.56
8		15.94	17.65
9		16.02	17.74
10		16.10	17.83
11		16.19	17.91
12		16.27	18.00
13		16.35	18.09
14		16.43	18.18
15		16.51	18.28
16		16.59	18.37
17		16.68	18.46
18		16.76	18.55
19		16.84	18.64
20		16.93	18.74
21		17.01	18.83
22		17.10	18.92
23		17.18	19.02
24		17.27	19.11
25		17.36	19.21

Maintenance Worker Placement Schedule

	Maintenance I	Maintenance II	Maintenance III no certification	Maintenance III w/ cert*
0	15.00			
1	15.00			
2	15.00			
3	15.00			
4		17.33		
5		17.50		
6		17.68		
7			18.01	21.03
8			18.19	21.24
9			18.37	21.45
10			18.55	21.67
11			18.74	21.88
12			18.93	22.10
13			19.12	22.32
14			19.31	22.55
15			19.50	22.77
16			19.70	23.00
17			19.89	23.23
18			20.09	23.46
19			20.29	23.70
20			20.50	23.93
21			20.70	24.17
22			20.91	24.42
23			21.12	24.66
24			21.33	24.91
25			21.54	25.15

Bus Driver Placement Schedule

Bus Driver	
0	16.00
1	16.00
2	16.00
3	16.00
4	16.05
5	16.10
6	16.35
7	16.65
8	16.80
9	16.95
10	17.10
11	17.25
12	17.40
13	17.65
14	17.85
15	18.05
16	18.25
17	18.40
18	18.55
19	18.80
20	19.00
21	19.15
22	19.30
23	19.40
24	19.55
25	20.00

PreK Teacher Placement Schedule

PreK Teacher Placement Schedule				
	PreK Teacher w/ 40 course hours	PreK Teacher w/ FCCPC	PreK Teacher w/ Director's Credentials	PreK Teacher w/ Associates degree
0	15.50	16.35	16.75	16.95
1	15.50	16.35	16.75	16.95
2	15.50	16.35	16.75	16.95
3	15.50	16.35	16.75	16.95
4	15.50	16.35	16.75	16.95
5	15.50	16.35	16.75	16.95
6	15.58	16.43	16.83	17.03
7	15.66	16.51	16.92	17.12
8	15.73	16.60	17.00	17.21
9	15.81	16.68	17.09	17.29
10	15.89	16.76	17.17	17.38
11	15.97	16.85	17.26	17.46
12	16.05	16.93	17.35	17.55
13	16.13	17.02	17.43	17.64
14	16.21	17.10	17.52	17.73
15	16.29	17.19	17.61	17.82
16	16.37	17.27	17.69	17.91
17	16.46	17.36	17.78	18.00
18	16.54	17.45	17.87	18.09
19	16.62	17.53	17.96	18.18
20	16.70	17.62	18.05	18.27
21	16.79	17.71	18.14	18.36
22	16.87	17.80	18.23	18.45
23	16.96	17.89	18.32	18.54
24	17.04	17.98	18.41	18.63
25	17.13	18.07	18.51	18.73
			Director credentials will	
			earn a stipend of \$1,500/year	

Calendars

2022-2023														Teacher calendar														Teachers		
July '22							August '22							September '22							October '22							Month	work days	paid holidays
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S			
				1	2		1	2	3	4	5	6					1	2	3								1	Jul	0	
3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8	Aug	23	
10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15	Sep	21	1
17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22	Oct	20	
24	25	26	27	28	29	30	28	29	30	31				25	26	27	28	29	30	23	24	25	26	27	28	29	Nov	16	2	
31																					30	31						Dec	15	1
																												Jan	17	2
November '22							December '22							January '23							February '23							Month	work days	paid holidays
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S			
														1	2	3	4	5	6	7				1	2	3	4	Feb	19	1
		1	2	3	4	5				1	2	3		1	2	3	4	5	6	7				1	2	3	4	Mar	18	
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14	5	6	7	8	9	10	11	Apr	19	
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21	12	13	14	15	16	17	18	May	20	1
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28	19	20	21	22	23	24	25		188	8
27	28	29	30				25	26	27	28	29	30	31	29	30	31				26	27	28					Work days	188		
																												Pd Holidays	8	
																												Pd Days	196	
March '23							April '23							May '23							June '23							Month	in class	
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S			
			1	2	3	4						1	1	2	3	4	5	6							1	2	3	Aug	16	
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10	Sep	20	
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17	Oct	20	
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24	Nov	16	
26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31			25	26	27	28	29	30		Dec	15		
							30																					Jan	16	
																												Feb	18	
																												Mar	18	
																												Apr	19	
																												May	19	
																													177	

- Days in green are work days - students are here.
- Days in pink are work days - students are not here.
- Days in yellow are paid holidays for teachers.
- Days in orange - school campuses are closed - not included in paid contract days.

ANY DAY IN GREEN OR PINK MUST BE WORKED OR LEAVE MUST BE USED.

2022-2023							10-month para/office calendar							10-month - para/front office																
July '22							August '22							September '22							October '22									
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	Month	work days	paid holidays for FT
				1	2		1	2	3	4	5	6					1	2	3							1	Aug	18	(2 days before)	
3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8	Sep	20	1
10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15	Oct	20	
17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22	Nov	16	2
24	25	26	27	28	29	30	28	29	30	31				25	26	27	28	29	30	23	24	25	26	27	28	29	Dec	15	1	
31																					30	31					Jan	16	2	
																											Feb	19	1	
November '22							December '22							January '23							February '23									
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	Month	work days	paid holidays for FT
			1	2	3	4	5				1	2	3	1	2	3	4	5	6	7				1	2	3	4	Mar	17	
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14	5	6	7	8	9	10	11	Apr	19	
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21	12	13	14	15	16	17	18	May	20	1 (1 day after)
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28	19	20	21	22	23	24	25		180	8
27	28	29	30				25	26	27	28	29	30	31	29	30	31				26	27	28					Work days	180		
																												pd holidays	8	
March '23							April '23							May '23							June '23									
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	Pd FT Days	188	
			1	2	3	4						1	1	2	3	4	5	6				1	2	3	PD PT Days	180				
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10			
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17			
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24			
26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31			25	26	27	28	29	30					
							30																							
Days in green are work days.							Days in yellow are paid holidays for FULL TIME 10-month employees.							Days in orange represent days that the school campuses do not have students and/or are closed. These are not work days for 10-month employees.																
ANY DAY IN GREEN MUST BE WORKED OR, IF FULL TIME, LEAVE MUST BE USED.																														

2022-2023							10-month Food Service calendar							10-month - Food Service employees																		
July '22							August '22							September '22							October '22											
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	Month	Possible work days	paid holidays		
					1	2	1	2	3	4	5	6							1	2	3							1	Aug	16	1	
3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8	Sep	20			
10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15	Oct	20			
17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22	Nov	16	2		
24	25	26	27	28	29	30	28	29	30	31	25	26	27	28	29	30	23	24	25	26	27	28	29	Dec	15	1						
31																				30	31	Jan	16	2								
November '22							December '22							January '23							February '23											
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	Month	Possible work days	paid holidays		
			1	2	3	4	5					1	2	3	1	2	3	4	5	6	7					1	2	3	4	Mar	17	
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14	5	6	7	8	9	10	11	Apr	19			
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21	12	13	14	15	16	17	18	May	19	1		
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28	19	20	21	22	23	24	25		177	2		
27	28	29	30				25	26	27	28	29	30	31	29	30	31	26	27	28	Work days	177											
March '23							April '23							May '23							June '23											
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	Month	Possible work days	paid holidays		
			1	2	3	4						1	1	2	3	4	5	6						1	2	3	Pd FT Days	187	(inc. 2 possible work days)			
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10	Pd PT Days	177	(inc. 2 possible work days)		
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17					
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24					
26	27	28	29	30	31	23	24	25	26	27	28	29	28	29	30	31	25	26	27	28	29	30										
							30																									
Days in green are work days.							Days in dark green are possible work days - dependent upon need							Days in yellow are paid holidays for FULL TIME 10-month employees.							Days in orange represent days that the school campuses do not have students and/or are closed. These are not work days for 10-month employees.											
ANY DAY IN GREEN <u>MUST BE WORKED OR, IF FULL TIME, LEAVE MUST BE USED.</u>																																

2022-2023							10-month Aftercare calendar							10-month - Aftercare employees																	
July '22							August '22							September '22							October '22							Month	work days	Possible work days	paid holidays-FT
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S				
				1	2		1	2	3	4	5	6							1	2	3				1	Aug	16				
3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8	Sep	20		1
10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15	Oct	20		
17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22	Nov	16		2
24	25	26	27	28	29	30	28	29	30	31				25	26	27	28	29	30	23	24	25	26	27	28	29	Dec	15	1	2	
31																					30	31						Jan	16		2
November '22							December '22							January '23							February '23							Feb	19		1
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	Mar	17	5	
		1	2	3	4	5				1	2	3		1	2	3	4	5	6	7				1	2	3	4	Apr	19		
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14	5	6	7	8	9	10	11	May	19		1
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21	12	13	14	15	16	17	18		177	6	9
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28	19	20	21	22	23	24	25	Work days	177		
27	28	29	30				25	26	27	28	29	30	31	29	30	31				26	27	28					Poss work days	6			
March '23							April '23							May '23							June '23							Pd holidays	8		
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	Pd FT contr days	191	(inc. 6 possible work days)	
		1	2	3	4							1		1	2	3	4	5	6				1	2	3		Pd PT contr days	183	(inc. 6 possible work days)		
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10				
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17				
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24				
26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30					
							30																								

Days in green are work days.
 Days in dark green are possible work days - dependent upon need
 Days in yellow are paid holidays for **FULL TIME** 10-month employees.
 Days in orange represent days that the school campuses do not have students and/or are closed. These are not work days for 10-month employees.

ANY DAY IN GREEN MUST BE WORKED OR, IF FULL TIME, LEAVE MUST BE USED.

2022-2023							10-month Preschool employee calendar							10-month Preschool employees																		
July '22							August '22							September '22							October '22							Month	work days	paid holidays - FT		
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S					
				1	2		1	2	3	4	5	6					1	2	3					1		Jul	1					
3	4	5	6	7	8	9	7	8	9	10	11	12	13		4	5	6	7	8	9	10		2	3	4	5	6	7	8	Aug	22	
10	11	12	13	14	15	16	14	15	16	17	18	19	20		11	12	13	14	15	16	17		9	10	11	12	13	14	15	Sep	21	1
17	18	19	20	21	22	23	21	22	23	24	25	26	27		18	19	20	21	22	23	24		16	17	18	19	20	21	22	Oct	21	
24	25	26	27	28	29	30	28	29	30	31					25	26	27	28	29	30			23	24	25	26	27	28	29	Nov	19	2
31																							30	31					Dec	16	2	
																													Jan	20	1	
November '22							December '22							January '23							February '23							Month	work days	paid holidays - FT		
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S					
		1	2	3	4	5				1	2	3		1	2	3	4	5	6	7				1	2	3	4	Feb	19	1		
6	7	8	9	10	11	12	4	5	6	7	8	9	10		8	9	10	11	12	13	14		5	6	7	8	9	10	11	Mar	18	
13	14	15	16	17	18	19	11	12	13	14	15	16	17		15	16	17	18	19	20	21		12	13	14	15	16	17	18	Apr	20	
20	21	22	23	24	25	26	18	19	20	21	22	23	24		22	23	24	25	26	27	28		19	20	21	22	23	24	25	May	20	1
27	28	29	30				25	26	27	28	29	30	31		29	30	31							26	27	28				Jun	0	
																														196	8	
																													Work days	196		
																													paid holidays (FT)	8		
March '23							April '23							May '23							June '23							Month	work days	paid holidays - FT		
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S					
		1	2	3	4							1		1	2	3	4	5	6					1	2	3		FT - Pd contr days	204			
5	6	7	8	9	10	11	2	3	4	5	6	7	8		7	8	9	10	11	12	13		4	5	6	7	8	9	10	PT - Pd contr days	196	
12	13	14	15	16	17	18	9	10	11	12	13	14	15		14	15	16	17	18	19	20		11	12	13	14	15	16	17			
19	20	21	22	23	24	25	16	17	18	19	20	21	22		21	22	23	24	25	26	27		18	19	20	21	22	23	24			
26	27	28	29	30	31		23	24	25	26	27	28	29		28	29	30	31						25	26	27	28	29	30			
							30																									

Days in green are work days.
Days in yellow are paid holidays for **FULL TIME** 10-month employees.
Days in orange represent days that the school campuses are closed, but for which 10-month employees are not paid.

ANY DAY IN GREEN MUST BE WORKED OR, IF FULL TIME, LEAVE MUST BE USED.

2022-2023							12-month Employee calendar							12-m July contract employees																					
July '22							August '22							September '22							October '22							Month	paid						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S		work days	holidays					
					1	2	1	2	3	4	5	6							1	2	3							1	Jul	20	1				
3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8	Aug	23						
10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15	Sep	21	1					
17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22	Oct	21						
24	25	26	27	28	29	30	28	29	30	31	25	26	27	28	29	30	23	24	25	26	27	28	29	Nov	19	3									
31																										Dec	19	3							
																										Jan	20	2							
November '22							December '22							January '23							February '23							Month	paid						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S		Work days	holidays					
			1	2	3	4	5					1	2	3	1	2	3	4	5	6	7					1	2	3	4	Feb	19	1			
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14	5	6	7	8	9	10	11	Mar	18						
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21	12	13	14	15	16	17	18	Apr	20						
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28	19	20	21	22	23	24	25	May	22	1					
27	28	29	30				25	26	27	28	29	30	31	29	30	31	26	27	28	Jun	22														
																											244	12							
March '23							April '23							May '23							June '23							Month	paid						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S		Work days	holidays					
			1	2	3	4							1							1	2	3	4	5	6					1	2	3	Jul	20	1
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10	Aug	23						
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17	Sep	21	1					
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24	Oct	21						
26	27	28	29	30	31	23	24	25	26	27	28	29	28	29	30	31	25	26	27	28	29	30	Nov	19	3										
							30																			Dec	19	3							
																										Jan	20	2							
																										Feb	19	1							
																										Mar	18								
																										Apr	20								
																										May	22	1							
																										Jun	22								
																											244	12							
																										Work days	244								
																										Pd holidays	12								
																										Pd contract days	256								

Days in green are work days.

Days in yellow are paid holidays for **FULL TIME** 12-month employees.

Days in orange represent days that the school campuses are closed, but for which 12-month employees are not paid.

ANY DAY IN GREEN MUST BE WORKED OR LEAVE MUST BE USED.

(Even if the campus is closed, if day is GREEN, a leave form MUST be completed if employee does not work.)

Bay Haven Charter Academy, Inc.						
Payroll Calendar Dates and Deadlines						
FYE 6/30/23						
					ACH	
					Latest	
		print			Possible	
	Exempt	Non-Exm	time sheet deadline		Transmsn	
Payday	PPE	PPE Hourly	to me		Date	pay days
7/15/2022	7/15/2022	7/1/2022	7/4/2022	10am	7/13/2022	9
7/29/2022	7/29/2022	7/20/2022	7/21/2022	10am	7/27/2022	13
8/15/2022	8/15/2022	8/2/2022	8/3/2022	10am	8/11/2022	10
8/31/2022	8/31/2022	8/19/2022	8/22/2022	10am	8/29/2022	11
9/15/2022	9/15/2022	9/2/2022	9/6/2022	10am	9/13/2022	10
9/30/2022	9/30/2022	9/19/2022	9/20/2022	10am	9/28/2022	13
10/14/2022	10/14/2022	10/4/2022	10/5/2022	10am	10/12/2022	9
10/31/2022	10/31/2022	10/19/2022	10/20/2022	10am	10/27/2022	13
11/15/2022	11/15/2022	11/2/2022	11/3/2022	10am	11/10/2022	10
11/30/2022	11/30/2022	11/17/2022	11/18/2022	10am	11/28/2022	11
12/15/2022	12/15/2022	12/2/2022	12/5/2022	10am	12/13/2022	9
12/30/2022	12/30/2022	12/15/2022	12/16/2022	10am	12/28/2022	13
1/13/2023	1/13/2023	1/3/2023	1/4/2023	10am	1/11/2023	10
1/31/2023	1/31/2023	1/19/2023	1/20/2023	10am	1/27/2023	12
2/15/2023	2/15/2023	2/3/2023	2/6/2023	10am	2/13/2023	10
2/28/2023	2/28/2023	2/16/2023	2/17/2023	10am	2/24/2023	12
3/15/2023	3/15/2023	3/3/2023	3/6/2023	10am	3/13/2023	8
3/31/2023	3/31/2023	3/21/2023	3/22/2023	10am	3/29/2023	7
4/14/2023	4/14/2023	4/3/2023	4/4/2023	10am	4/12/2023	10
4/28/2023	4/28/2023	4/18/2023	4/19/2023	10am	4/26/2023	13
5/15/2023	5/15/2023	5/3/2023	5/4/2023	10am	5/11/2023	9
5/31/2023	5/31/2023	5/18/2023	5/19/2023	10am	5/26/2023	11
6/15/2023	6/15/2023	6/2/2023	6/5/2023	10am	6/13/2023	10
6/30/2023	6/30/2023	6/20/2023	6/21/2023	10am	6/28/2023	13
	means to estimate time but continue to clock in on timeclock as usual but time sheets will be turned in earlier that pay period end date.					
	Spring Break week					