



**JCS-Inc. Administrative  
Regulations**

**8001.2 10 and 11 Month Classified Employees Administrative  
Regulations**

**Effective Date: June 12, 2020**

**Procedure:**

1. A classified position will be designated as a 10-month, 11-month or 12-month position, as approved by the Executive Director.
  - a. Incumbents will be advised when their position has been designated as a 10-month or 11-month position.
2. Classified employees may request that their position be evaluated for possible conversion to a 10-month or 11-month position. The final decision is made by the Executive Director.
3. Exempt 10-month positions will be paid at 10/12 (83.33%) of the designated annual salary. Exempt 11-month classified positions will be paid 11/12 (91.67%) of the designated annual salary.
  - a. Any stipends designated for the position will be paid at 10/12 (83.33%) or 11/12 (91.67%) of the designated annual stipend amount.
4. Non-exempt 10-month and 11-month classified positions will be paid at the designated hourly rate of pay for all hours worked (including 150% for overtime and 200% for double time)
  - a. Any stipends designated for the position will be paid at 10/12 (83.33%) or 11/12 (91.67%) of the designated annual stipend amount.
5. 10-month classified positions which are full-time will accrue 10/12 (83.33%) of vacation and sick time benefits.
  - a. 6.67 hours of vacation per month August-May.
  - b. 6.67 hours of sick time per month August-May.
  - c. 11-month classified positions which are full-time will accrue 11/12 (91.67%) of vacation and sick time benefits.
  - d. 6.67 hours of vacation per month August – June
  - e. 6.67 hours of sick time per month August – June
6. 10-month classified employees will not work, and are not eligible to be paid, for the month of June (June 1-30) or July (July 1 – 31).
  - a. 11-month classified employees will not work, and are not eligible to be paid, for the month of July (July 1 – 31).
  - b. 10-month classified employees are not paid for any school holiday that occurs during the months of June or July
    - i. 11-month classified employees are not paid for any school holiday that occurs during the month of July.
  - c. 10-month classified employees do not accrue paid time off during the months of June or July.
    - i. 11-month classified employees do not accrue paid time off during the month of July.
  - d. 10-month full time classified employees may use accrued vacation to compensate for unpaid time off in the months of June or July.
    - i. 11-month full time classified employees may use accrued vacation to compensate for unpaid time off in the month of July.

7. 10-month and 11-month classified employees who work at least 30 hours per week are eligible for JCS's group benefits (medical, dental, vision, as well as voluntary life, disability, and long-term care coverage).
  - a. Group benefit premiums for group coverage by payroll deductions will be deducted at tenths rates from August-May to cover the plan year of July 1- June 30.
    - i. If the 10-month and 11-month classified employees normally pay a portion of the premiums for group coverage by payroll deduction, premiums will be deducted during the months of August-May.

Original procedure: 06/06/2008

Revised procedure: 06/12/2020