

---


---

**INTEROFFICE MEMORANDUM**

---

---

**TO:** ALL STAFF

**FROM:** ELIO LONGO, JR.   
DIRECTOR OF SCHOOL BUSINESS OPERATIONS

**SUBJECT:** PAYROLL DATES FOR YEAR 2016-2017

**DATE:** MARCH 3, 2016

---

The following indicates the payroll dates for employees of the Westport Public Schools by categories:

**CERTIFIED TEACHERS, PARAPROFESSIONALS,  
NURSES AND HEALTH**

September 7, 21	January 11, 25
October 5, 19	February 8, 22
November 2, 16, 30	March 8, 22
December 14, 28	April 5, 19
	May 3, 17, 31
	June 14
Total 21 pay dates	

**ADMINISTRATORS, CUSTODIANS,  
MAINTENANCE WORKERS AND SECRETARIES**

July 13, 28	January 11, 25
August 10, 24	February 8, 22
September 7, 21	March 8, 22
October 5, 19	April 5, 19
November 2, 16, 30	May 3, 17, 31
December 14, 28	June 14, 28
Total 26 pay dates	

Please note – all payroll payments are made through the direct deposit process.