

2018-19 WORK CALENDAR SUMMARY

EMPLOYEES (Scheduled number of days)	Start Date	End Date	COMMENTS
12 month (260 days)- Administrators, NS Oper. Coord., Media Processor, Office Personnel, Technicians, HEC, Lead District Safety Monitor, Coordinator-Community Services	7/1	6/30	Non-work days: 17 <u>paid holidays</u> - <u>7/4, 9/3, 11/21-23, 12/24-28, 12/31, 1/1, 1/21, 3/20-22, 5/27</u>
12 month (260 days)- Custodians, Maintenance, Aquatic Ctr. Asst. Program Specialist, Preschool, School Age Child Care, Nurse I and Nutrition Service Manager at Gerner	7/1	6/30	Non-work days: 11 <u>paid holidays</u> on <u>7/4, 9/3, 11/22-23, 12/24-26, 1/1, 3/21-22, 5/27.</u>
10.5 months (228-229 days)- Some Elem Office Personnel, MS/HS Adm Asst to Asst Prin, Adm. Asst to Counselor, HS Receptionist	7/23	6/14	Non-work days: (includes <u>16 paid</u> and unpaid): <u>9/3, 9/28(HS), 10/26(Elem/MS), 11/21-23, 12/24-31, 1/1, 1/21, 2/15(HS), 2/18, 3/18-19, 3/20-22, 4/22, 5/27.</u> Does not work on snow days. Snow days will be added at the end of the year unless prior arrangements have been made with the building principal. Working on snow days will be a flexible option determined by building need and work tasks.
10.5 months (219 days)- some HS Asst Principals	7/23	5/30	Non-work days: (includes 16 <u>paid</u> and unpaid): <u>9/3, 9/28, 11/21-23, 12/24-31, 1/1, 1/21, 2/15-18, 3/18-19, 3/20-22; 4/22, 5/27</u>
10 months (191 days)- Attendance - HIGH SCHOOL	7/27	5/24	Non-work days: <u>9/3, 9/28, 10/12,10/26, 11/21-23, 12/24-31, 1/1, 1/2, 1/21, 2/15, 2/18, 3/15, 3/18-22, 4/22 and 5/27.</u> Does not work on snow days. Snow days will be added at the end of the year.
MEDIA ASSISTANTS			
10 months (207/191 days)- Media Assistants - HIGH SCHOOL	8/3	5/29 half day	Non-work days: <u>9/3, 9/28, 11/21-23, 12/21 afternoon, 12/24-28, 12/31, 1/1, 1/21, 2/15, 2/18, 3/18-22, 4/22 and 5/27.</u> Does not work on snow days. Snow days will be added at the end of the year. (Media assistants hired to position prior to 3/1/12 receive 16 paid days of the non-work days: <u>9/3, 11/21-23, 12/24-28, 12/31, 1/1, 1/21, 2/18, 3/20-22, and 5/27.</u>)
10 months (207/191 days)- Media Assistants - MIDDLE SCHOOL	8/3	5/29 half day	Non-work days: <u>9/3, 10/25-26, 11/21-23, 12/21 afternoon, 12/24-28, 12/31, 1/1, 1/21, 2/18, 3/18-22, 4/22 and 5/27.</u> Does not work on snow days. Snow days will be added at the end of the year. (Media assistants hired to position prior to 3/1/12 receive 16 paid days of the non-work days: <u>9/3, 11/21-23, 12/24-28, 12/31, 1/1, 1/21, 2/18, 3/20-22, and 5/27.</u>)
10 months (207/191 days)- Media Assistants - ELEMENTARY (5 hour/day)	8/3	5/29 half day	Non-work days: <u>9/3, 10/25-26, 11/21-23, 12/21, 12/24-28, 12/31, 1/1, 1/21, 2/18, 3/18-22, 4/22 and 5/27.</u> Does not work on snow days. Snow days will be added at the end of the year. (Media assistants hired to position prior to 3/1/12 receive 16 paid days of the non-work days: <u>9/3, 11/21-23, 12/24-28, 12/31, 1/1, 1/21, 3/20-22, and 5/27.</u>)
NUTRITION SERVICES			
11 months (approx. 209 days)- Nutrition Service Managers and Asst. Managers	8/3	6/28	Work days include student contact days and summer school days, 8/8 (Back to School Manager's Meeting) 8/13 (Convocation) and days as needed prior to the start of school. Nutrition Services Staff Meeting 9/28.
9 months (approx. 177-179 days)- Nutrition Service	8/7	5/24	Works student contact days (as needed on student half days) plus 8/13 (Convocation) and 9/28 (Nutrition Services Staff Meeting)

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HEALTH SERVICES			
9 months (188 days)- Nurse I and Nurse II - HIGH SCHOOL	7/31	5/24	Works 177 student contact days plus 11 additional days: 7/31, 8/1, 8/2(1-1/2 day), 8/6, 8/7(1-1/2 day), 8/8, 8/9, 8/13, 8/14, 9/28 - see Health Services Calendar. Does not work on snow days. Snow days will be added at the end of the year. Some individuals will have extended work calendars to include Summer School student days in July and June.
9 months (188 days)- Nurse I and Nurse II - MIDDLE SCHOOL (Congress, Lakeview, Plaza)	7/31	5/24	Works 177 student contact days plus 11 additional days: 7/31, 8/1 (1-1/2 day), 8/2, 8/3 (1/2 day), 8/6, 8/7, 8/8, 8/9, 8/13, 8/14, 9/28 - see Health Services Calendar. Does not work on snow days. Snow days will be added at the end of the year. Some individuals will have extended work calendars to include Summer School student days in July and June.
9 months (188 days)- Nurse I or Nurse II - ELEM	8/2	5/24	Works 177 student contact days plus 11 additional days: 8/2, 8/3, 8/6, 8/7, 8/8, 8/9, 8/10, 8/13 (1-1/2 days), 8/14, 9/28, 4/30 (1 1/2 days Kdg. Round-Up)- see Health Services Calendar. Does not work on snow days. Snow days will be added at the end of the year. Some individuals will have extended work calendars to include Summer School student days in June.
9 months (188 days) - Floating Nurse II	8/1	5/24	Works 177 student contact days plus 11 additional days: 8/1(1-1/2 days), 8/2, 8/6, 8/7, 8/8, 8/9, 8/10, 8/13(1-1/2 days), 8/14, 9/28. Does not work on snow days. Snow days will be added at the end of the year. Some individuals will have extended work calendars to include Summer School student days in June.
9 months (182 days)- Nurse I - RUSSELL JONES	8/9	5/24	Works 177 student contact days plus 5 days: 8/9, 8/10, 8/13, 8/14, and 9/28. Does not work on snow days. Snow days will be added at the end of the year.
10 month (212 days) - Nurse II	8/2	7/2*	*Works 177 student contact days plus 11 additional days in the school year: 8/2, 8/3, 8/6, 8/7, 8/8, 8/9, 8/10, 8/13 (1-1/2 days), 8/14, 9/28, 4/30 (1 1/2 days Kdg. Round-Up)- see Health Services Calendar. Works entire summer school session. Summer School dates will be finalized in April.
238 day - Health Services Coordinator	7/30	7/2*	*Works student contact days and entire summer school session. Summer School dates will be finalized in April.
9 months (198 days)- Preschool	8/9	5/24	Non-work days: 9/3, 11/22-23, 12/24-26, 1/1, 3/21-22, 5/27. Works during snow days and additional work days will be added for snow days at the end of year.
9 months (196 days)- School Age Child Care	8/13	5/24	Non-work days: 9/3, 11/22-23, 12/24-26, 1/1, 3/21-22, 5/27. Works during snow days and additional work days will be added for snow days at the end of year.
9 months (188 days)- Social Worker, Recreational Therapist, Occupational Therapist, Physical Therapist	8/8	5/24	Follows the teacher work calendar.
10 month (212 days) - Lead Social Worker	8/8	approx. 6/30	Follows the teacher work calendar. Extended work calendar to include Summer School student days.
9 months (182 days)- Recovery Room Interventionist	8/9	5/24 half day	Works only student contact days plus 5 days: 8/9, 8/10, 8/13, 8/14, and 9/28 (Elem/MS Prof. Dev.) Additional work hours for Professional Development will be scheduled on four (4) elementary early release days TBD. Does not work on snow days. Snow days will be added at the end of the year.

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9 months (179 days) and 9 months + Summer School (approx. 202 days)- Brailist, Campus Supervisor, ELL Asst., Grade Level Aide, ISS, Sign Lang. Interpreter, Safety Monitor, Teacher Asst., Virtual Learning Lab Supervisor	8/13	5/24 half day	Works only student contact days and 2 days 8/13 and 10/12. Begins with Convocation is on 8/13. *Autism and Russell Jones teacher assistants will work additional hours as scheduled for training. Does not work on snow days. Snow days will be added at the end of the year. Some individuals will have extended work calendars to include Summer School student days in June.
9 months (approx. 177 days) and 9 months + Summer School (approx. 200 days)- Accompanist, Band Asst., Certified Recess, Lunchroom/Playground	8/13	5/24 half day	Works only student contact days (as needed on student half-days). Begins with Convocation on 8/13 Certified Recess and LR/PG employees may also work an additional day of training prior to the first day of school. Does not work on snow days. Snow days will be added at the end of the year. Some individuals will have extended work calendars to include Summer School student days in June.