

## 2016-17 WORK CALENDAR SUMMARY

| EMPLOYEES (Scheduled number of days)   | Start Date   | End Date      | COMMENTS   |
|--|--------------|---------------|--|
| <b>12 month (261 days)-</b> Administrators, FS Oper. Coord., Media Processor, Office Personnel, Technicians, HEC, Lead District Safety Monitor, Community Ed Coordinator | 7/1          | 6/30          | Non-work days: 17 <u>paid holidays</u> - <u>7/4</u> , <u>9/5</u> , <u>11/23-25</u> , <u>12/23-30</u> , <u>1/2</u> , <u>2/20</u> , <u>3/22-24</u> , <u>5/29</u> .   |
| <b>12 month (261 days)-</b> Custodians, Maintenance, Aquatic Ctr. Asst. Program Specialist, Preschool, School Age Child Care, Nurse I and Food Service Manager at Gerner | 7/1          | 6/30          | Non-work days: 11 <u>paid holidays</u> on <u>7/4</u> , <u>9/5</u> , <u>11/24-25</u> , <u>12/23-26</u> , <u>12/30</u> , <u>1/2</u> , <u>3/23-24</u> , <u>5/29</u> . <b>***Note: Receives 2 additional "floating holidays" to be scheduled with supervisor.</b>  |
| <b>10.5 months (228-229 days)-</b> Some Elem Office Personnel, MS/HS Adm Asst to Asst Prin, Adm. Asst to Counselor, HS Receptionist                                      | 7/18         | 6/9           | Non-work days: (includes <u>16 paid</u> and unpaid): <u>9/5</u> , 9/30(HS), 10/28(Elem/MS), <u>11/23-25</u> , <u>12/23-30</u> , <u>1/2</u> , 1/3, 1/16, 2/17(HS), <u>2/20</u> , 3/20-21, <u>3/22-24</u> , 4/17, <u>5/29</u> . <b>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.</b> |
| <b>10.5 months (219 days)-</b> Elem / Middle School Assistant Principals   | 7/19         | 5/26          | Non-work days: (includes <u>16 paid</u> and unpaid): <u>9/5</u> , 10/28, <u>11/23-25</u> , <u>12/23-30</u> , <u>1/2</u> , 1/3, 1/16, <u>2/20</u> , 3/20-21, <u>3/22-24</u> , 4/17, <u>5/29</u> . <b>Does not work on snow days. Snow days will be added at the end of the year.</b> May flex work days in order to attend Administrator meetings.  |
| <b>10 months (207/191 days)-</b> Attendance - HIGH SCHOOL  | 7/22         | 5/23 half day | Non-work days: 9/5, 9/6, 9/30, 10/14, 11/23-25, 12/23-30, 1/2-4, 1/16, 2/17, 2/20, 3/17-24, 4/17 and 5/29. <b>Does not work on snow days. Snow days will be added at the end of the year.</b> (HS Adm. Asst.-Attendance hired to position prior to 3/1/12 receive 16 paid days of the non-work days: <u>9/5</u> , <u>11/23-25</u> , <u>12/23-30</u> , <u>1/2</u> , <u>2/20</u> , <u>3/22-24</u> , and <u>5/29</u> ).   |
| <b>MEDIA ASSISTANTS</b>  |              |               |  |
| <b>10 months (207/191 days)- Media Assistants - HIGH SCHOOL</b>  | 8/1 half day | 5/26          | Non-work days: 9/5, 9/6, 9/30, 11/23-25, 12/22 afternoon, 12/23-30, 1/2, 1/3, 1/16, 2/17, 2/20, 3/20-24, 4/17 and 5/29. <b>Does not work on snow days. Snow days will be added at the end of the year.</b> (Media assistants hired to position prior to 3/1/12 receive 16 paid days of the non-work days: <u>9/5</u> , <u>11/23-25</u> , <u>12/23-30</u> , <u>1/2</u> , <u>2/20</u> , <u>3/22-24</u> , and <u>5/29</u> ).  |
| <b>10 months (207/191 days)- Media Assistants - MIDDLE SCHOOL</b>  | 8/1 half day | 5/26          | Non-work days: 9/5, 9/6, 10/27-28, 11/23-25, 12/22 afternoon, 12/23-30, 1/2, 1/3, 1/16, 2/20, 3/20-24, 4/17 and 5/29. <b>Does not work on snow days. Snow days will be added at the end of the year.</b> (Media assistants hired to position prior to 3/1/12 receive 16 paid days of the non-work days: <u>9/5</u> , <u>11/23-25</u> , <u>12/23-30</u> , <u>1/2</u> , <u>2/20</u> , <u>3/22-24</u> , and <u>5/29</u> ).  |
| <b>10 months (207/191 days)- Media Assistants - ELEMENTARY (5 hour/day)</b>  | 8/1          | 5/26          | Non-work days: 9/5, 9/6, 10/27-28, 11/23-25, <b>12/22</b> , 12/23-30, 1/2, 1/3, 1/16, 2/20, 3/20-24, 4/17 and 5/29. <b>Does not work on snow days. Snow days will be added at the end of the year.</b> (Media assistants hired to position prior to 3/1/12 receive 16 paid days of the non-work days: <u>9/5</u> , <u>11/23-25</u> , <u>12/23-30</u> , <u>1/2</u> , <u>2/20</u> , <u>3/22-24</u> , and <u>5/29</u> ).  |
| <b>FOOD SERVICE</b>  |              |               |  |
| <b>11 months (approx. 208 days)-</b> Food Service Managers and Asst. Managers  | 8/2          | 6/30          | Work days include student contact days and summer school days (7/1/16 and June 2017), 8/2 (Back to School training), 8/5 (Manager mtg.), 8/8 (Convocation) and 3 additional days (TBA) prior to the start of school.   |
| <b>9 months (177 days)-</b> Food Service   | 8/2          | 5/23          | Works student contact days plus 8/2 (Back to School training) and 8/8 (Convocation).   |

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|---|------------|------------------|---|
| <b>HEALTH SERVICES</b>  |            |                  |   |
| <b>9 months (188 days)-</b> Nurse I and Nurse II - HIGH SCHOOL  | 7/25       | 5/23             | Works 177 student contact days plus 11 additional days: 7/25, 7/26, 7/27, 7/28, 8/2, 8/3, 8/4 (half day), 8/8, 8/9, 8/10, 9/6, 5/23 (afternoon) - see Health Services Calendar. <b>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.</b>                                       |
| <b>9 months (188 days)-</b> Nurse I and Nurse II - MIDDLE SCHOOL (Congress & Lakeview only)   | 7/27       | 5/23             | Works 177 student contact days plus 11 additional days: 7/27, 7/28, 8/1, 8/2, 8/3, 8/4, 8/5 (half day), 8/8, 8/9, 8/10, 9/6, 5/23 (afternoon) - see Health Services Calendar. <b>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.</b>   |
| <b>9 months (188 days)-</b> Nurse I or Nurse II - PLAZA   | 7/28       | 5/23             | Works 177 student contact days plus 11 additional days: 7/28, 8/1, 8/2, 8/3, 8/4 (1.5 days), 8/5, 8/8, 8/9, 8/10, 9/6, 5/23 (afternoon) - see Health Services Calendar. <b>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.</b>   |
| <b>9 months (188 days)-</b> Nurse I or Nurse II - ELEM and Lead RN  | 7/28       | 5/23             | Works 177 student contact days plus 11 additional days: 7/28, 7/29 (half day), 8/1, 8/2, 8/3, 8/4, 8/5 (half day), 8/8, 8/9, 8/10, 9/6, 5/1 (Kdg. Round Up evening), 5/23 (afternoon) - see Health Services Calendar. <b>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.</b> |
| <b>9 months (182 days)-</b> Nurse I - RUSSELL JONES   | 8/5        | 5/23             | Works 177 student contact days plus 5 days: 8/5, 8/8, 8/9, 8/10, and 9/6. <b>Does not work on snow days. Snow days will be added at the end of the year.</b>  |
| <b>9 months (198 days)-</b> Preschool<br><b>9 months (197 days)-</b> School Age Child Care  | 8/8<br>8/9 | 5/23             | Non-work days: 9/5, 11/24-25, 12/23-26, 12/30, 1/2, 3/23-24, 5/29. <b>Works during snow days and additional work days will be added for snow days at the end of the year.</b> Attends Convocation on 8/8.   |
| <b>9 months (188 days)-</b> Social Worker, Recreational Therapist, Occupational Therapist, Physical Therapist   | 8/4        | 5/23             | Follows the teacher work calendar.  |
| <b>9 months (182 days)-</b> Recovery Room Interventionist   | 8/4        | 5/23<br>half day | Works only student contact days plus 5 days: 8/4, 8/8, 8/9, 8/10, and 9/6. <b>Does not work on snow days. Snow days will be added at the end of the year.</b>   |
| <b>9 months (179 days) and 9 months + Summer School (approx. 203 days)-</b> Brailist, Campus Supervisor, ELL Asst., Grade Level Aide, ISS, Sign Lang. Interpreter, Safety Monitor, Teacher Asst., Virtual Learning Lab Supervisor | 8/9        | 5/23<br>half day | Works only student contact days and 2 days 8/9, 8/10 plus Convocation on 8/8. *Autism and Russell Jones teacher assistants will work additional hours as scheduled for training. <b>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.</b>                                      |
| <b>9 months (approx. 177 days) and 9 months + Summer School (approx. 201 days)-</b> Accompanist, Band Asst., Certified Recess, Lunchroom/Playground   | 8/11       | 5/23<br>half day | Works only student contact days (as needed on student half-days) plus Convocation on 8/8. Certified Recess and LR/PG employees may also work an additional day of training prior to the first day of school. <b>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.</b>          |