

**Hourly Staff Calendars**

2013/2014

<p><b>12-Month Secretary</b>  <b>Hourly Staff Development (Half Day):</b> 10/16/13 AM; 2/17/14 AM  <b>Paid Holidays (10):</b> 9/2/13; 11/28/13, 11/29/13; 12/24/13; 12/25/13; 12/31/13; 1/1/14; 3/21/14; 5/26/14; 7/4/14  <b>Parent-Teacher Conferences Comp Day:</b> Work with supervisor  <b>Snow Days:</b> Report  <b>Vacation Days:</b> Work with Supervisor:                      1-4 yrs – 10 days; 5-9 yrs – 15 days; 10 + yrs – 20 days  <b>Overtime:</b> 40 Hours</p>	<p><b>Elementary Secretaries (214 Days plus 7 Paid Holidays)</b>  <b>Start Date:</b> August 1, 2013  <b>Hourly Staff Development (Half Day):</b> 10/16/13 AM; 2/17/14 AM  <b>Paid Holidays (7):</b> 9/2/13; 11/28/13, 11/29/13; 12/25/13; 1/1/14; 3/21/14; 5/26/14  <b>Parent-Teacher Conferences Comp Day:</b> Work with supervisor  <b>Non-work Days:</b> Winter Break, Spring Break  <b>Snow Days:</b> Report  <b>Last Day:</b> June 23, 2014  <b>Overtime:</b> 64 hours extra straight time or 40 hours overtime.</p>
<p><b>10-Month M. S. Secretaries (203 Days plus 7 Paid Holidays)</b>  <b>Start Date:</b> August 1, 2013  <b>Hourly Staff Development (Half Day):</b> 10/16/13 AM; 2/17/14 AM  <b>Paid Holidays (7):</b> 9/2/13; 11/28/13, 11/29/13; 12/25/13; 1/1/14; 3/21/14; 5/26/14  <b>Parent-Teacher Conferences Comp Day:</b> Work with supervisor  <b>Non-work Days:</b> Winter Break, Spring Break  <b>Snow Days:</b> Do Not Report (Make-up at end of year)  <b>Last Day:</b> June 12, 2014 (including 4 snow days)  <b>Overtime:</b> 40 hours extra straight time or 26 hours overtime.</p>	<p><b>10-Month H. S. Secretaries (208 Days plus 7 Paid Holidays)</b>  <b>Start Date:</b> August 1, 2013  <b>Hourly Staff Development (Half Day):</b> 10/16/13 AM; 2/17/14 AM  <b>Paid Holidays (7):</b> 9/2/13; 11/28/13, 11/29/13; 12/25/13; 1/1/14; 3/21/14; 5/26/14  <b>Parent-Teacher Conferences Comp Day:</b> Work with supervisor  <b>Non-work Days:</b> Winter Break, Spring Break  <b>Snow Days:</b> *Do Not Report (Make-up at end of year)  <b>Last Day:</b> June 19, 2014 (including 4 snow days)  <b>Overtime:</b> 40 hours extra straight time or 26 hours overtime.                      *Activity Director Secretary should report on snow days.</p>
<p><b>Van Drivers (182 Work Days plus 7 Paid Holidays)</b>  <b>Start Date:</b> August 9, 2013  <b>Hourly Staff Development (Half Day):</b> 10/16/13 AM; 2/17/14 AM  <b>Paid Holidays (7):</b> 9/2/13; 11/28/13, 11/29/13; 12/25/13; 1/1/14; 3/21/14; 5/26/14  <b>Non-work Days:</b> 10/16/13 PM, 10/17/13, 10/18/13; Winter Break; 1/20/14; 2/13/14, 2/14/14, 2/17/14 PM; Spring Break  <b>Snow Days:</b> Do Not Report (Make-up at end of year)  <b>Last Day:</b> May 30, 2014 (including 4 snow days)</p>	<p><b>Hall Monitors (182 Work Days plus 7 Paid Holidays)</b>  <b>Start Date:</b> August 9, 2013  <b>Hourly Staff Development (Half Day):</b> 10/16/13 AM; 2/17/14 AM  <b>Paid Holidays (7):</b> 9/2/13; 11/28/13, 11/29/13; 12/25/13; 1/1/14; 3/21/14; 5/26/14  <b>Non-work Days:</b> 10/16/13 PM, 10/17/13, 10/18/13; Winter Break; 1/20/14; 2/13/14, 2/14/14, 2/17/14 PM; Spring Break  <b>Snow Days:</b> Do Not Report (Make-up at end of year)  <b>Last Day:</b> May 30, 2014 (including 4 snow days)</p>
<p><b>**Food Service Manager (188 Days plus 7 Paid Holidays)</b>  <b>Start Date:</b> August 1, 2013  <b>Paid Holidays (7):</b> 9/2/13; 11/28/13, 11/29/13; 12/25/13; 1/1/14; 3/21/14; 5/26/14  <b>Non-work Days:</b> 10/16/13, 10/17/13, 10/18/13; Winter Break; 1/20/14; 2/13/14, 2/14/14, 2/17/14; Spring Break  <b>Snow Days:</b> Report as needed  <b>Last Day:</b> May 30, 2014 (including 4 snow days)</p>	<p><b>Food Service Employee (183-188 Work Days plus 7 Paid Holidays)</b>  <b>Start Date:</b> August 1-7, 2013 (Varies depending on duties)  <b>Paid Holidays (7):</b> 9/2/13; 11/28/13, 11/29/13; 12/25/13; 1/1/14; 3/21/14; 5/26/14  <b>Non-work Days:</b> 10/16/13, 10/17/13, 10/18/13; Winter Break; 1/20/14; 2/13/14, 2/14/14, 2/17/14; Spring Break  <b>Snow Days:</b> Report as needed  <b>Last Day:</b> May 30, 2014 (including 4 snow days)</p>
<p><b>Paraprofessionals (184 Days plus 7 Paid Holidays)</b>  <b>Start Date:</b> August 7, 2013  <b>Hourly Staff Development (Half Day):</b> 10/16/13 AM; 2/17/14 AM  <b>Paid Holidays (7):</b> 9/2/13; 11/28/13, 11/29/13; 12/25/13; 1/1/14; 3/21/14; 5/26/14  <b>Non-work Days:</b> 10/16/13 PM, 10/17/13, 10/18/13; Winter Break; 1/20/14; 2/13/14, 2/14/14, 2/17/14 PM; Spring Break  <b>Snow Days:</b> Do Not Report (Make-up at end of year)  <b>Last Day:</b> May 30, 2014 (including 4 snow days)</p>	<p><b>12 Month Custodians/Maintenance</b>  <b>Paid Holidays (10):</b> 9/2/13; 11/28/13, 11/29/13; 12/24/13; 12/25/13; 12/31/13; 1/1/14; 3/21/14; 5/26/14; 7/4/14  <b>Snow Days:</b> Report  <b>Vacation Days:</b> Work with Supervisor:                      1-4 yrs – 10 days; 5-14 yrs – 15 days; 15+ yrs – 20 days</p>
<p><b>10 Month Custodians (203-207 Days plus 7 Paid Holidays)</b>  <b>Start Date:</b> August 2-6, 2013 (Varies depending on employee duties)  <b>Paid Holidays (7):</b> 9/2/13; 11/28/13, 11/29/13; 12/24/13; 12/25/13; 1/1/14; 5/26/14  <b>Non-work Days:</b> December 31; March 21  <b>Snow Days:</b> Report (Additional Days may be added up to 207)  <b>Last Day:</b> May 30, 2014 (207 work days)</p>	<p><b>10 Month Grounds (203 plus 7 Paid Holidays)</b>  <b>Start Date:</b> February 10, 2014  <b>Paid Holidays (7):</b> 2/17/14, 3/21/14; 5/26/14; 7/4/14; 9/1/14; 11/27/14; 11/28/14  <b>Snow Days:</b> Report  <b>Last Day:</b> November 28, 2014 (203 work days)</p>
<p><b>Bilingual Liaison (203 Days plus 7 Paid Holidays)</b>  <b>Start Date:</b> August 1, 2013  <b>Hourly Staff Development (Half Day):</b> 10/16/13 AM; 2/17/14 AM  <b>Paid Holidays (7):</b> 9/2/13; 11/28/13, 11/29/13; 12/25/13; 1/1/14; 3/21/14; 5/26/14  <b>Parent-Teacher Conferences Comp Day:</b> Work with supervisor  <b>Snow Days:</b> Do Not Report (Make-up at end of year)</p> <p><b>Non-work Days:</b> Winter Break, Spring Break  <b>Last Day:</b> June 12, 2014 (including 4 snow days)</p>	