

**Hourly Staff Calendars**

2015/2016

<p><b><u>12-Month Secretaries</u></b></p> <p><b>Hourly Staff Development (Half Day):</b> 10/14/15 AM; 2/15/16 AM</p> <p><b>Paid Holidays (10):</b> 9/7/15; 11/26/15, 11/27,15; 12/24/15, 12/25/15, 12/31/15; 1/1/16; 3/18/16; 5/30/16, 7/4/16</p> <p><b>Parent-Teacher Conferences Comp Day: Work w/ Supervisor</b></p> <p><b>Snow Days: Report</b></p> <p><b>Vacation Days: Work with Supervisor</b> 1-4 yrs – 10 days; 5-9 yrs – 15 days; 10 + yrs – 20 days</p> <p><b>Overtime: 36 Hours</b></p>	<p><b><u>Elementary Secretaries (214 Days plus 7 Paid Holidays)</u></b></p> <p><b>Start Date: August 3, 2015</b></p> <p><b>Hourly Staff Development (Half Day):</b> 10/14/15 AM; 2/15/16 AM</p> <p><b>Paid Holidays (7):</b> 9/7/15; 11/26/15, 11/27,15; 12/25/15; 1/1/16; 3/18/16; 5/30/16</p> <p><b>Parent-Teacher Conferences Comp Day: Work w/ Supervisor</b></p> <p><b>Non-work Days: Winter Break, Spring Break</b></p> <p><b>Snow Days: Report</b></p> <p><b>Last Day: June 23, 2016</b></p> <p><b>Overtime: 57 hours extra straight time or 36 hours overtime.</b></p>
<p><b><u>10-Mo. M. S. Secretaries (203 Days plus 7 Paid Holidays)</u></b></p> <p><b>Start Date: August 3, 2015</b></p> <p><b>Hourly Staff Development (Half Day):</b> 10/14/15 AM; 2/15/16 AM</p> <p><b>Paid Holidays (7):</b> 9/7/15; 11/26/15, 11/27,15; 12/25/15; 1/1/16; 3/18/16; 5/30/16</p> <p><b>Parent-Teacher Conferences Comp Day: Work w/ Supervisor</b></p> <p><b>Non-work Days: Winter Break, Spring Break</b></p> <p><b>Snow Days: Do Not Report (Make-up at end of year)</b></p> <p><b>Last Day: June 13,2016 (including 4 snow days)</b></p> <p><b>Overtime: 36 hours extra straight time or 23 hours overtime.</b></p>	<p><b><u>10-Mo. H. S. Secretaries (208 Days plus 7 Paid Holidays)</u></b></p> <p><b>Start Date: August 3, 2015</b></p> <p><b>Hourly Staff Development (Half Day):</b> 10/14/15 AM; 2/15/16 AM</p> <p><b>Paid Holidays (7):</b> 9/7/15; 11/26/15, 11/27,15; 12/25/15; 1/1/16; 3/18/16; 5/30/16</p> <p><b>Parent-Teacher Conferences Comp Day: Work w/ Supervisor</b></p> <p><b>Non-work Days: Winter Break, Spring Break</b></p> <p><b>Snow Days: *Do Not Report (Make-up at end of year)</b></p> <p><b>Last Day: June 20,2016 (including 4 snow days)</b></p> <p><b>Overtime: 36 hours extra straight time or 23 hours overtime.</b></p> <p><b>*Activity Director Secretary should report on snow days.</b></p>
<p><b><u>Van Drivers (182 Days plus 7 Paid Holidays)</u></b></p> <p><b>Start Date: August 7, 2015</b></p> <p><b>Hourly Staff Development (Half Day):</b> 10/14/15 AM; 2/15/16 AM</p> <p><b>Paid Holidays (7):</b> 9/7/15; 11/26/15, 11/27,15; 12/25/15; 1/1/16; 3/18/16; *5/30/16</p> <p><b>Non-work Days: 10/14/15 PM, 10/15/15, 10/16/15; Winter Break; 1/18/16; 2/11/16, 2/12/16, 2/15/16 PM; Spring Break</b></p> <p><b>Snow Days: Do Not Report (Make-up at end of year)</b></p> <p><b>Last Day: May 26, 2016 – ½ day only (including 4 snow days)</b></p>	<p><b><u>Hall Monitors (182 Days plus 7 Paid Holidays)</u></b></p> <p><b>Start Date: August 7, 2015</b></p> <p><b>Hourly Staff Development (Half Day):</b> 10/14/15 AM; 2/15/16 AM</p> <p><b>Paid Holidays (7):</b> 9/7/15; 11/26/15, 11/27,15; 12/25/15; 1/1/16; 3/18/16; *5/30/16</p> <p><b>Non-work Days: 10/14/15 PM, 10/15/15, 10/16/15; Winter Break; 1/18/16; 2/11/16, 2/12/16, 2/15/16 PM; Spring Break</b></p> <p><b>Snow Days: Do Not Report (Make-up at end of year)</b></p> <p><b>Last Day: May 26, 2016 – ½ day only (including 4 snow days)</b></p>
<p><b><u>Food Service Manager (188 Days plus 7 Paid Holidays)</u></b></p> <p><b>Start Date: July 29, 2015</b></p> <p><b>Paid Holidays (7):</b> 9/7/15; 11/26/15, 11/27,15; 12/25/15; 1/1/16; 3/18/16; *5/30/16</p> <p><b>Non-work Days: 10/14/15, 10/15/15, 10/16/15; Winter Break; 1/18/16; 2/11/16, 2/12/16, 2/15/16; Spring Break</b></p> <p><b>Snow Days: Report as needed</b></p> <p><b>Last Day: May 26, 2016 (including 4 snow days)</b></p>	<p><b><u>Food Service Employees (183-188 Days plus 7 Paid Holidays)</u></b></p> <p><b>Start Date: *July 29 – August 5, 2015</b> <b>*Varies depending on employee duties</b></p> <p><b>Paid Holidays (7):</b> 9/7/15; 11/26/15, 11/27,15; 12/25/15; 1/1/16; 3/18/16; *5/30/16</p> <p><b>Non-work Days: 10/14/15, 10/15/15, 10/16/15; Winter Break; 1/18/16; 2/11/16, 2/12/16, 2/15/16; Spring Break</b></p> <p><b>Snow Days: Report as needed</b></p> <p><b>Last Day: May 26, 2016 (including 4 snow days)</b></p>

<p><b><u>Paraprofessionals</u> (184 Days plus 7 Paid Holidays)</b></p> <p>Start Date: August 5, 2015  Hourly Staff Development (Half Day):  10/14/15 AM; 2/15/16 AM  Paid Holidays (7): 9/7/15; 11/26/15, 11/27,15; 12/25/15;  1/1/16; 3/18/16; *5/30/16  Non-work Days: 10/14/15 PM, 10/15/15, 10/16/15; Winter Break; 1/18/16; 2/11/16, 2/12/16, 2/15/16 PM; Spring Break  Snow Days: Do Not Report (Make-up at end of year)  Last Day: May 26, 2016 – ½ day only (including 4 snow days)</p>	<p><b><u>CNA/CMA</u> (184 Days plus 7 Paid Holidays)</b></p> <p>Start Date: August 5, 2015  Hourly Staff Development (Half Day):  10/14/15 AM; 2/15/16 AM  Paid Holidays (7): 9/7/15; 11/26/15, 11/27,15; 12/25/15;  1/1/16; 3/18/16; *5/30/16  Non-work Days: 10/14/15 PM, 10/15/15, 10/16/15; Winter Break; 1/18/16; 2/11/16, 2/12/16, 2/15/16 PM; Spring Break  Snow Days: Do Not Report (Make-up at end of year)  Last Day: May 26, 2016 – ½ day only (including 4 snow days)</p>
<p><b><u>Bilingual Liaison</u> (203 Days plus 7 Paid Holidays)</b></p> <p>Start Date: August 3, 2015  Hourly Staff Development (Half Day):  10/14/15 AM; 2/15/16 AM  Paid Holidays (7): 9/7/15; 11/26/15, 11/27,15; 12/25/15;  1/1/16; 3/18/16; 5/30/16  Parent-Teacher Conferences Comp Day: Work w/ Supervisor  Non-work Days: Winter Break, Spring Break  Snow Days: Do Not Report (Make-up at end of year)  Last Day: June 13, 2016 (including 4 snow days)</p>	<p><b><u>Accompanist</u> (182 Days plus 7 Paid Holidays)</b></p> <p>Start Date: August 7, 2015  Hourly Staff Development (Half Day):  10/14/15 AM; 2/15/16 AM  Paid Holidays (7): 9/7/15; 11/26/15, 11/27,15; 12/25/15;  1/1/16; 3/18/16; *5/30/16  Non-work Days: 10/14/15 PM, 10/15/15, 10/16/15; Winter Break; 1/18/16; 2/11/16, 2/12/16, 2/15/16 PM; Spring Break  Snow Days: Do Not Report (Make-up at end of year)  Last Day: May 26, 2016 – ½ day only (including 4 snow days)</p>
<p><b><u>12 Month Custodians/Maintenance/Grounds</u></b></p> <p>Paid Holidays (10): 9/7/15; 11/26/15, 11/27,15; 12/24/15, 12/25/15, 12/31/15; 1/1/16; 3/18/16; 5/30/16, 7/4/16  Snow Days: Report  Vacation Days: Work w/Supervisor  1-4 yrs – 10 days; 5-14 yrs – 15 days; 15+ yrs – 20 days</p>	<p><b><u>12-Month Part-Time Custodian – DSAC AM only</u></b></p> <p>Paid Holidays (7): 9/7/15; 11/26/15, 11/27,15; 12/24/15, 12/25/15; 1/1/16; 5/30/16  Non-work Days: 12/31/15; 3/18/16; 7/4/16  Snow Days: Report  Vacation Days: Work w/ Supervisor</p>
<p><b><u>10 Month Custodians</u> (203-207 Days plus 7 Paid Holidays)</b></p> <p>Start Date: *August 3-7, 2015  *Varies depending on employee duties  Paid Holidays (7): 9/7/15; 11/26/15, 11/27,15; 12/24/15, 12/25/15; 1/1/16; *5/30/16  Non-work Days: 12/31/15; 3/18/16  Snow Days: Report  Last Day: May 26, 2016 (207 work days)</p>	<p><b><u>T.A.P. Intern</u> (92 Days plus 4 Paid Holidays)</b></p> <p>Start Date: August 5, 2015  Paid Holidays (4): 9/7/15; 11/26/15, 11/27,15; 12/25/15  Non-work Days: 10/14/15, 10/15/15, 10/16/15  Snow Days: Do Not Report  Last Day: 12/18/2015</p>
<p><b>* Note to Van Drivers, Hall Monitors, Paraprofessionals, CNA/CMA's and Accompanists:</b></p> <p>- May 26, 2016 is a ½ day (A.M.) work day only.  - In order to be eligible for the May 30, 2016 Memorial Day holiday pay.....  <u>attendance on May 26, 2016 is mandatory.</u></p>	