

Hourly Staff Calendars

2017-2018

<p><u>12-Month Secretaries</u></p> <p>Hourly Staff Development (Half Day): 10/18/17 (AM); 2/19/18 (AM)</p> <p>Paid Holidays (10): 9/4/17; 11/23/17, 11/24/17; 12/25/17, 12/26/17; 1/1/18, 1/2/18; 3/23/18; 5/28/18; 7/4/18</p> <p>Parent-Teacher Conferences Comp Day: Work w/ Supervisor</p> <p>Snow Days: Report</p> <p>Vacation Days: Work with Supervisor</p> <p>1-4 yrs – 10 days; 5-9 yrs – 15 days; 10 + yrs – 20 days</p>	<p><u>Elementary Secretaries (214 Days plus 7 Paid Holidays)</u></p> <p>Start Date: August 1, 2017</p> <p>Hourly Staff Development (Half Day): 10/18/17 (AM); 2/19/18 (AM)</p> <p>Paid Holidays (7): 9/4/17; 11/23/17, 11/24/17; 12/25/17; 1/1/18; 3/23/18; 5/28/18</p> <p>Parent-Teacher Conferences Comp Day: Work w/ Supervisor</p> <p>Non-work Days: Winter Break, Spring Break</p> <p>Snow Days: Report</p> <p>Last Day: June 21, 2018</p>
<p><u>10-Mo. M. S. Secretaries (203 Days plus 7 Paid Holidays)</u></p> <p>Start Date: August 1, 2017</p> <p>Hourly Staff Development (Half Day): 10/18/17 (AM); 2/19/18 (AM)</p> <p>Paid Holidays (7): 9/4/17; 11/23/17, 11/24/17; 12/25/17; 1/1/18; 3/23/18; 5/28/18</p> <p>Parent-Teacher Conferences Comp Day: Work w/ Supervisor</p> <p>Non-work Days: Winter Break, Spring Break</p> <p>Snow Days: Do Not Report (Make-up at end of year)</p> <p>Last Day: June 12, 2018 (including 4 snow days)</p>	<p><u>10-Mo. H. S. Secretaries (208 Days plus 7 Paid Holidays)</u></p> <p>Start Date: August 1, 2017</p> <p>Hourly Staff Development (Half Day): 10/18/17 (AM); 2/19/18 (AM)</p> <p>Paid Holidays (7): 9/4/17; 11/23/17, 11/24/17; 12/25/17; 1/1/18; 3/23/18; 5/28/18</p> <p>Parent-Teacher Conferences Comp Day: Work w/ Supervisor</p> <p>Non-work Days: Winter Break, Spring Break</p> <p>Snow Days: *Do Not Report (Make-up at end of year)</p> <p>Last Day: June 19, 2018 (including 4 snow days)</p> <p>*Activity Director Secretary should report on snow days.</p>
<p><u>Van Drivers (181 Days plus 7 Paid Holidays)</u></p> <p>Start Date: August 11, 2017</p> <p>Hourly Staff Development (Half Day): 10/18/17 (AM); 2/19/18 (AM)</p> <p>Paid Holidays (7): 9/4/17; 11/23/17, 11/24/17; 12/25/17; 1/1/18; 3/23/18; 5/28/18</p> <p>Non-work Days: 10/18/17 (PM), 10/19/17, 10/20/17; 11/22/17; Winter Break; 1/15/18; 2/15/18, 2/16/18, 2/19/18 (PM); Spring Break</p> <p>Snow Days: Do Not Report (Make-up at end of year)</p> <p>Last Day: June 1, 2018 – ½ day only (including 4 snow days)</p>	<p><u>Hall Monitors (181 Days plus 7 Paid Holidays)</u></p> <p>Start Date: August 11, 2017</p> <p>Hourly Staff Development (Half Day): 10/18/17 (AM); 2/19/18 (AM)</p> <p>Paid Holidays (7): 9/4/17; 11/23/17, 11/24/17; 12/25/17; 1/1/18; 3/23/18; 5/28/18</p> <p>Non-work Days: 10/18/17 (PM), 10/19/17, 10/20/17; 11/22/17; Winter Break; 1/15/18; 2/15/18, 2/16/18, 2/19/18 (PM); Spring Break</p> <p>Snow Days: Do Not Report (Make-up at end of year)</p> <p>Last Day: June 1, 2018 – ½ day only (including 4 snow days)</p>
<p><u>Food Service Manager (187 Days plus 7 Paid Holidays)</u></p> <p>Start Date: August 2, 2017</p> <p>Paid Holidays (7): 9/4/17; 11/23/17, 11/24/17; 12/25/17; 1/1/18; 3/23/18; 5/28/18</p> <p>Non-work Days: 10/18/17, 10/19/17, 10/20/17; 11/22/17; Winter Break; 1/15/18; 2/15/18, 2/16/18, 2/19/18; Spring Break</p> <p>Snow Days: Report as needed</p> <p>Last Day: June 1, 2018 (including 4 snow days)</p>	<p><u>Food Service Employees (182-187 Days plus 7 Paid Holidays)</u></p> <p>Start Date: *August 2 – August 9, 2017</p> <p>*Varies depending on employee duties</p> <p>Paid Holidays (7): 9/4/17; 11/23/17, 11/24/17; 12/25/17; 1/1/18; 3/23/18; 5/28/18</p> <p>Non-work Days: 10/18/17, 10/19/17, 10/20/17; 11/22/17; Winter Break; 1/15/18; 2/15/18, 2/16/18, 2/19/18; Spring Break</p> <p>Snow Days: Report as needed</p> <p>Last Day: June 1, 2018 (including 4 snow days)</p>

<p><u>Paraprofessionals (183 Days plus 7 Paid Holidays)</u></p> <p>Start Date: August 9, 2017 Hourly Staff Development (Half Day): 10/18/17 (AM); 2/19/18 (AM) Paid Holidays (7): 9/4/17; 11/23/17, 11/24/17; 12/25/17; 1/1/18; 3/23/18; 5/28/18 Non-work Days: 10/18/17 (PM), 10/19/17, 10/20/17; 11/22/17; Winter Break; 1/15/18; 2/15/18, 2/16/18, 2/19/18 (PM); Spring Break Snow Days: Do Not Report (Make-up at end of year) Last Day: June 1, 2018 – ½ day only (including 4 snow days)</p>	<p><u>CNA/CMA (183 Days plus 7 Paid Holidays)</u></p> <p>Start Date: August 9, 2017 Hourly Staff Development (Half Day): 10/18/17 (AM); 2/19/18 (AM) Paid Holidays (7): 9/4/17; 11/23/17, 11/24/17; 12/25/17; 1/1/18; 3/23/18; 5/28/18 Non-work Days: 10/18/17 (PM), 10/19/17, 10/20/17; 11/22/17; Winter Break; 1/15/18; 2/15/18, 2/16/18, 2/19/18 (PM); Spring Break Snow Days: Do Not Report (Make-up at end of year) Last Day: June 1, 2018 – ½ day only (including 4 snow days)</p>
<p><u>Bilingual Liaison (203 Days plus 7 Paid Holidays)</u></p> <p>Start Date: August 1, 2017 Hourly Staff Development (Half Day): 10/18/17 (AM); 2/19/18 (AM) Paid Holidays (7): 9/4/17; 11/23/17, 11/24/17; 12/25/17; 1/1/18; 3/23/18; 5/28/18 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 12, 2018 (including 4 snow days)</p>	<p><u>Accompanist (181 Days plus 7 Paid Holidays)</u></p> <p>Start Date: August 11, 2017 Hourly Staff Development (Half Day): 10/18/17 (AM); 2/19/18 (AM) Paid Holidays (7): 9/4/17; 11/23/17, 11/24/17; 12/25/17; 1/1/18; 3/23/18; 5/28/18 Non-work Days: 10/18/17 (PM), 10/19/17, 10/20/17; 11/22/17; Winter Break; 1/15/18; 2/15/18, 2/16/18, 2/19/18 (PM); Spring Break Snow Days: Do Not Report (Make-up at end of year) Last Day: June 1, 2018 – ½ day only (including 4 snow days)</p>
<p><u>12 Month Custodians/Maintenance/Grounds</u></p> <p>Paid Holidays (10): 9/4/17; 11/23/17, 11/24/17; 12/25/17, 12/26/17; 1/1/18, 1/2/18; 3/23/18; 5/28/18; 7/4/18 Snow Days: Report Vacation Days: Work with Supervisor 1-4 yrs – 10 days; 5-9 yrs – 15 days; 10 + yrs – 20 days</p>	<p><u>12-Month Part-Time Custodian – DSAC AM only</u></p> <p>Paid Holidays (7): 9/4/17; 11/23/17, 11/24/17; 12/25/17, 12/26/17; 1/1/18; 5/28/18 Non-work Days: 1/2/18; 3/23/18; 7/4/18 Snow Days: Report Vacation Days: Work w/ Supervisor</p>
<p><u>10 Month Custodians (203-207 Days plus 7 Paid Holidays)</u></p> <p>Start Date: *August 4 – August 10, 2017 *Varies depending on employee duties Paid Holidays (7): 9/4/17; 11/23/17, 11/24/17; 12/25/17, 12/26/17; 1/1/18; 5/28/18 Non-work Days: 1/2/18; 3/23/18 Snow Days: Report Last Day: June 1, 2018 (207 work days)</p>	<p><u>T.A.P. Intern (93 Days plus 3 Paid Holidays)</u></p> <p>Start Date: August 8, 2017 Paid Holidays (3): 11/23/17, 11/24/17; 12/25/17 Non-work Days: 9/4/17; 10/18/17, 10/19/17, 10/20/17 Snow Days: Do Not Report Last Day: December 22, 2017</p>

Revised June, 2017