

Salaried Staff Calendars

2014-2015

Teachers (Veterans - 193 Days/New Teachers – 195 Days)
New Teacher Orientation/Staff Development Days:
 July 31; August 1, 4 / January 2, March 16
Start Date for Veteran Staff: August 4
Fall Workshop: August 4, 5, 6, 7, 8
District Staff Development Days: Fall Workshop, January 19
Building Staff Development Days:
 October 16, January 19, February 12
Teacher Workdays: October 15, February 16, June 1
Parent-Teacher Conferences Comp Day:
 October 17, February 13
Non-work Days: Labor Day, Thanksgiving Break, Winter Break,
 Spring Break, Memorial Day
Snow Days: Do Not Report (Make-up at end of year)
Last Day: June 1 (including 4 snow days)

Nurses (193 Days)
Start Date: August 1
Fall Workshop: August 5, 6, 7, 8
District Staff Development Days: January 19
Nurse Workdays: August 1, 4, October 15, February 16
Parent-Teacher Conferences Comp Day: October 17, February 13
Non-work Days: Labor Day, Thanksgiving Break, Winter Break,
 Spring Break, Memorial Day
Snow Days: Do Not Report (Make-up at end of year)
Last Day: May 29 (including 4 snow days)

Non-Traditional Certificated Staff Work Calendars

<u>CADRE Associates</u> (203 Days)	<u>Interventionists</u> (213 Days)	<u>MEP Facilitators</u> (213 Days)
<u>Middle School Counselors</u> (205 Days)	<u>High School Counselors</u> (205 Days)	<u>Psychologists</u> (210 Days)
<u>Special Education Program Facilitators</u> (198, 203, 208 Days)	<u>Continuous Year Certificated Staff</u> (193 Days)	<u>District Department Heads</u> (203, 213 Days)

Professional-Technical Salaried Employees

<u>Occupational and Physical Therapists</u> (193 Days)	<u>Community Counselor/Social Worker</u> (210 Days)	<u>Pro-Tech Salaried Employees</u> (221 Days)
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Calendar Parameters for Non-Traditional Certificated and Pro-Tech Salaried Employees

1. Earliest First Contract Day – First workday in August.
2. Latest Last Contract Day – Last workday in July.
3. Work the identified/Scheduled Work Days:
 - a. All Fall Workshop days
 - b. Last week of the school year
 - c. All staff days
 - d. All staff development days
 - e. All parent-teacher conference days, following the school schedule for evening conferences, if applicable.
4. Employee and supervisors discuss work to be done and determine work calendar:
 - a. Employee submits calendar to supervisor for approval prior to August 1st.
 - b. Supervisor submits approved calendar to Human Resources prior to August 7th.
5. Schedule additional days with your supervisor:
 - a. Weekends may not be used to meet contract days.
 - b. District Holidays* are non-contract days and may not be used for additional days.
 - c. Do not report on **snow days**. Schedule make up days with the supervisor.
6. Days you are scheduled to work:
 - a. If an employee is sick on a scheduled work day he/she should use a sick day.
 - b. Employees may not flex scheduled work days for FMLA purposes.

12-Month Salaried Employees

- Snow Days: Report
- Ten Paid Holidays/Vacation Days: 1-4 yrs – 10 days; 5-9 yrs – 15 days; 10+ yrs – 20 days (Supervisor Approval Required)

***District Holidays:** 9/1/14; 11/27/14, 11/28/14; 12/24/14; 12/25/14; 12/31/14; 1/1/15; 3/20/15; 5/25/15; 7/3/15