

Salaried Staff Calendars

2015-2016

Teachers (Veterans - 192 Days/New Teachers – 194 Days)
New Teacher Orientation/Staff Development Days:
 July 30, 31; August 3, 2015/ Dec. 21, 2015; March 14, 2016
Start Date for Veteran Staff: August 3
Fall Workshop: August 3, 4, 5, 6, 7
District Staff Development Days: Fall Workshop, January 18
Building Staff Development Days:
 October 15, January 18, February 11
Teacher Workdays:
 October 14, February 15, May 26 (.5 Day PM)
Parent-Teacher Conferences Comp Day:
 October 16, February 12
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 26 – ½ day for students (including 4 snow days)

Nurses (192 Days)
Start Date: August 3, 2015
Fall Workshop: August 4, 5, 6, 7
District Staff Development Days: January 18
Nurse Workdays:
 August 3, October 14, February 15, May 26 (.5 Day PM)
Parent-Teacher Conferences Comp Day: October 16, February 12
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 26 – ½ day for students (including 4 snow days)

Non-Traditional Certificated Staff Work Calendars

CADRE Associates (212 Days)	Interventionists (212 Days)	Facilitators (212 Days)
Middle School Counselors (204 Days)	High School Counselors (204 Days)	Psychologists (209 Days)
Special Education Program Facilitators (197, 202, 207 Days)	Continuous Year Certificated Staff (192 Days)	District Department Heads (202, 212 Days)

Professional-Technical Salaried Employees

Occupational and Physical Therapists (192 Days)	Community Counselor/Social Worker (209 Days)	Pro-Tech Salaried Employees (220 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:** 9/7/15; 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