

Salaried Staff Calendars

2016-2017

Teachers (Veterans - 192 Days/New Teachers – 194 Days)
New Teacher Orientation/Staff Development Days:
 August 1, 2, 3; December 22; March 20
Start Date for Veteran Staff: August 3
Fall Workshop: August 3, 4, 5, 8, 9
District Staff Development Days: Fall Workshop, January 16
****Building Staff Development Days/Teacher Workdays:**
 October 12, 13; January 16, February 16, 20;
 May 30 (.5 Day PM)
Parent-Teacher Conferences Comp Day:
 October 14, February 17
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 30 – ½ day for students (including 4 snow days)

Nurses (192 Days)
Start Date: August 3
Fall Workshop: August 4, 5, 8, 9
District Staff Development Days: January 16
Building Staff Development Days: October 13, February 16
Nurse Workdays:
 August 3, October 12, February 20, May 30 (.5 Day PM)
Parent-Teacher Conferences Comp Day: October 14, February 17
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 30 – ½ day for students (including 4 snow days)

Non-Traditional Certificated Staff Work Calendars

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

Professional-Technical Salaried Employees

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| Occupational & Physical Therapists/AFJROTC (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 3rd.
 - b. Supervisor submits approved calendar to Human Resources prior to August 10th.
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:** 9/5/16; 11/24/16, 11/25/16; 12/23/16, 12/26/16, 12/30/16; 1/2/17; 3/24/17; 5/29/17; 7/4/17
 ****Building Staff Development Days/Teacher Workdays:** Dates may be interchangeable based on building needs.