

**Hourly Staff Calendars**

**2014/2015**

<p><b><u>12-Month Secretary</u></b>  <b>Hourly Staff Development (Half Day):</b> 10/15/14 AM; 2/16/15 AM  <b>Paid Holidays (10):</b> 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  <b>Parent-Teacher Conferences Comp Day:</b> Work with supervisor  <b>Snow Days:</b> Report  <b>Vacation Days:</b> Work with Supervisor:          1-4 yrs – 10 days; 5-9 yrs – 15 days; 10 + yrs – 20 days  <b>Overtime:</b> 36 Hours</p>	<p><b><u>Elementary Secretaries</u></b> (214 Days plus 7 Paid Holidays)  <b>Start Date:</b> August 1, 2014  <b>Hourly Staff Development (Half Day):</b> 10/15/14 AM; 2/16/15 AM  <b>Paid Holidays (7):</b> 9/1/14; 11/27/14, 11/28/14; 12/25/14; 1/1/15; 3/20/15; 5/25/15  <b>Parent-Teacher Conferences Comp Day:</b> Work with supervisor  <b>Non-work Days:</b> Winter Break, Spring Break  <b>Snow Days:</b> Report  <b>Last Day:</b> June 23, 2015  <b>Overtime:</b> 57 hours extra straight time or 36 hours overtime.</p>
<p><b><u>10-Month M. S. Secretaries</u></b> (203 Days plus 7 Paid Holidays)  <b>Start Date:</b> August 1, 2014  <b>Hourly Staff Development (Half Day):</b> 10/15/14 AM; 2/16/15 AM  <b>Paid Holidays (7):</b> 9/1/14; 11/27/14, 11/28/14; 12/25/14; 1/1/15; 3/20/15; 5/25/15  <b>Parent-Teacher Conferences Comp Day:</b> Work with supervisor  <b>Non-work Days:</b> Winter Break, Spring Break  <b>Snow Days:</b> Do Not Report (Make-up at end of year)  <b>Last Day:</b> June 12, 2015 (including 4 snow days)  <b>Overtime:</b> 36 hours extra straight time or 23 hours overtime.</p>	<p><b><u>10-Month H. S. Secretaries</u></b> (208 Days plus 7 Paid Holidays)  <b>Start Date:</b> August 1, 2014  <b>Hourly Staff Development (Half Day):</b> 10/15/14 AM; 2/16/15 AM  <b>Paid Holidays (7):</b> 9/1/14; 11/27/14, 11/28/14; 12/25/14; 1/1/15; 3/20/15; 5/25/15  <b>Parent-Teacher Conferences Comp Day:</b> Work with supervisor  <b>Non-work Days:</b> Winter Break, Spring Break  <b>Snow Days:</b> *Do Not Report (Make-up at end of year)  <b>Last Day:</b> June 19, 2015 (including 4 snow days)  <b>Overtime:</b> 36 hours extra straight time or 23 hours overtime.  <b>*Activity Director Secretary should report on snow days.</b></p>
<p><b><u>Van Drivers</u></b> (182 Work Days plus 7 Paid Holidays)  <b>Start Date:</b> August 8, 2014  <b>Hourly Staff Development (Half Day):</b> 10/15/14 AM; 2/16/15 AM  <b>Paid Holidays (7):</b> 9/1/14; 11/27/14, 11/28/14; 12/25/14; 1/1/15; 3/20/15; 5/25/15  <b>Non-work Days:</b> 10/15/14 PM, 10/16/14, 10/17/14; Winter Break; 1/19/15; 2/12/15, 2/13/15, 2/16/15 PM; Spring Break  <b>Snow Days:</b> Do Not Report (Make-up at end of year)  <b>Last Day:</b> May 29, 2015 (including 4 snow days)</p>	<p><b><u>Hall Monitors</u></b> (182 Work Days plus 7 Paid Holidays)  <b>Start Date:</b> August 8, 2014  <b>Hourly Staff Development (Half Day):</b> 10/15/14 AM; 2/16/15 AM  <b>Paid Holidays (7):</b> 9/1/14; 11/27/14, 11/28/14; 12/25/14; 1/1/15; 3/20/15; 5/25/15  <b>Non-work Days:</b> 10/15/14 PM, 10/16/14, 10/17/14; Winter Break; 1/19/15; 2/12/15, 2/13/15, 2/16/15 PM; Spring Break  <b>Snow Days:</b> Do Not Report (Make-up at end of year)  <b>Last Day:</b> May 29, 2015 (including 4 snow days)</p>
<p><b><u>Food Service Manager</u></b> (188 Days plus 7 Paid Holidays)  <b>Start Date:</b> August 1, 2014  <b>Paid Holidays (7):</b> 9/1/14; 11/27/14, 11/28/14; 12/25/14; 1/1/15; 3/20/15; 5/25/15  <b>Non-work Days:</b> 10/15/14, 10/16/14, 10/17/14; Winter Break; 1/19/15; 2/12/15, 2/13/15, 2/16/15; Spring Break  <b>Snow Days:</b> Report as needed  <b>Last Day:</b> June 1, 2015 (including 4 snow days)</p>	<p><b><u>Food Service Employee</u></b> (183-188 Work Days plus 7 Paid Holidays)  <b>Start Date:</b> August 1-7, 2014 (Varies depending on duties)  <b>Paid Holidays (7):</b> 9/1/14; 11/27/14, 11/28/14; 12/25/14; 1/1/15; 3/20/15; 5/25/15  <b>Non-work Days:</b> 10/15/14, 10/16/14, 10/17/14; Winter Break; 1/19/15; 2/12/15, 2/13/15, 2/16/15; Spring Break  <b>Snow Days:</b> Report as needed  <b>Last Day:</b> June 1, 2015 (including 4 snow days)</p>
<p><b><u>Paraprofessionals</u></b> (184 Days plus 7 Paid Holidays)  <b>Start Date:</b> August 6, 2014  <b>Hourly Staff Development (Half Day):</b> 10/15/14 AM; 2/16/15 AM  <b>Paid Holidays (7):</b> 9/1/14; 11/27/14, 11/28/14; 12/25/14; 1/1/15; 3/20/15; 5/25/15  <b>Non-work Days:</b> 10/15/14 PM, 10/16/14, 10/17/14; Winter Break; 1/19/15; 2/12/15, 2/13/15, 2/16/15 PM; Spring Break  <b>Snow Days:</b> Do Not Report (Make-up at end of year)  <b>Last Day:</b> May 29, 2015 (including 4 snow days)</p>	<p><b><u>12 Month Custodians/Maintenance</u></b>  <b>Paid Holidays (10):</b> 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  <b>Snow Days:</b> Report  <b>Vacation Days:</b> Work with Supervisor:          1-4 yrs – 10 days; 5-14 yrs – 15 days; 15+ yrs – 20 days</p>
<p><b><u>10 Month Custodians</u></b> (203-207 Days plus 7 Paid Holidays)  <b>Start Date:</b> August 1-5, 2014 (Varies depending on employee duties)  <b>Paid Holidays (7):</b> 9/1/14; 11/27/14, 11/28/14; 12/24/14, 12/25/14; 1/1/15; 5/25/15  <b>Non-work Days:</b> 12/31/14; 3/20/15  <b>Snow Days:</b> Report (Additional Days may be added up to 207)  <b>Last Day:</b> May 29, 2015 (207 work days)</p>	<p><b><u>10 Month Grounds</u></b> (203 plus 7 Paid Holidays)  <b>Start Date:</b> February 9, 2015  <b>Paid Holidays (7):</b> 2/16/15, 3/20/15; 5/25/15; 7/3/15; 9/7/15; 11/26/15; 11/27/15  <b>Snow Days:</b> Report  <b>Last Day:</b> November 27, 2015 (203 work days)</p>
<p><b><u>Bilingual Liaison</u></b> (203 Days plus 7 Paid Holidays)  <b>Start Date:</b> August 1, 2014  <b>Hourly Staff Development (Half Day):</b> 10/15/14 AM; 2/16/15 AM  <b>Paid Holidays (7):</b> 9/1/14; 11/27/14, 11/28/14; 12/25/14; 1/1/15; 3/20/15; 5/25/15  <b>Parent-Teacher Conferences Comp Day:</b> Work with supervisor  <b>Snow Days:</b> Do Not Report (Make-up at end of year)</p> <p><b>Non-work Days:</b> Winter Break, Spring Break  <b>Last Day:</b> June 12, 2015 (including 4 snow days)</p>	