

Hourly Staff Calendars

2015/2016

<p><u>12-Month Secretaries</u></p> <p>Hourly Staff Development (Half Day): 10/14/15 AM; 2/15/16 AM</p> <p>Paid Holidays (10): 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</p> <p>Parent-Teacher Conferences Comp Day: Work w/ Supervisor</p> <p>Snow Days: Report</p> <p>Vacation Days: Work with Supervisor 1-4 yrs – 10 days; 5-9 yrs – 15 days; 10 + yrs – 20 days</p> <p>Overtime: 36 Hours</p>	<p><u>Elementary Secretaries (214 Days plus 7 Paid Holidays)</u></p> <p>Start Date: August 3, 2015</p> <p>Hourly Staff Development (Half Day): 10/14/15 AM; 2/15/16 AM</p> <p>Paid Holidays (7): 9/7/15; 11/26/15, 11/27,15; 12/25/15; 1/1/16; 3/18/16; 5/30/16</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 23, 2016</p> <p>Overtime: 57 hours extra straight time or 36 hours overtime.</p>
<p><u>10-Mo. M. S. Secretaries (203 Days plus 7 Paid Holidays)</u></p> <p>Start Date: August 3, 2015</p> <p>Hourly Staff Development (Half Day): 10/14/15 AM; 2/15/16 AM</p> <p>Paid Holidays (7): 9/7/15; 11/26/15, 11/27,15; 12/25/15; 1/1/16; 3/18/16; 5/30/16</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 13,2016 (including 4 snow days)</p> <p>Overtime: 36 hours extra straight time or 23 hours overtime.</p>	<p><u>10-Mo. H. S. Secretaries (208 Days plus 7 Paid Holidays)</u></p> <p>Start Date: August 3, 2015</p> <p>Hourly Staff Development (Half Day): 10/14/15 AM; 2/15/16 AM</p> <p>Paid Holidays (7): 9/7/15; 11/26/15, 11/27,15; 12/25/15; 1/1/16; 3/18/16; 5/30/16</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 20,2016 (including 4 snow days)</p> <p>Overtime: 36 hours extra straight time or 23 hours overtime.</p> <p>*Activity Director Secretary should report on snow days.</p>
<p><u>Van Drivers (182 Days plus 7 Paid Holidays)</u></p> <p>Start Date: August 7, 2015</p> <p>Hourly Staff Development (Half Day): 10/14/15 AM; 2/15/16 AM</p> <p>Paid Holidays (7): 9/7/15; 11/26/15, 11/27,15; 12/25/15; 1/1/16; 3/18/16; *5/30/16</p> <p>Non-work Days: 10/14/15 PM, 10/15/15, 10/16/15; Winter Break; 1/18/16; 2/11/16, 2/12/16, 2/15/16 PM; Spring Break</p> <p>Snow Days: Do Not Report (Make-up at end of year)</p> <p>Last Day: May 26, 2016 – ½ day only (including 4 snow days)</p>	<p><u>Hall Monitors (182 Days plus 7 Paid Holidays)</u></p> <p>Start Date: August 7, 2015</p> <p>Hourly Staff Development (Half Day): 10/14/15 AM; 2/15/16 AM</p> <p>Paid Holidays (7): 9/7/15; 11/26/15, 11/27,15; 12/25/15; 1/1/16; 3/18/16; *5/30/16</p> <p>Non-work Days: 10/14/15 PM, 10/15/15, 10/16/15; Winter Break; 1/18/16; 2/11/16, 2/12/16, 2/15/16 PM; Spring Break</p> <p>Snow Days: Do Not Report (Make-up at end of year)</p> <p>Last Day: May 26, 2016 – ½ day only (including 4 snow days)</p>
<p><u>Food Service Manager (188 Days plus 7 Paid Holidays)</u></p> <p>Start Date: July 29, 2015</p> <p>Paid Holidays (7): 9/7/15; 11/26/15, 11/27,15; 12/25/15; 1/1/16; 3/18/16; *5/30/16</p> <p>Non-work Days: 10/14/15, 10/15/15, 10/16/15; Winter Break; 1/18/16; 2/11/16, 2/12/16, 2/15/16; Spring Break</p> <p>Snow Days: Report as needed</p> <p>Last Day: May 26, 2016 (including 4 snow days)</p>	<p><u>Food Service Employees (183-188 Days plus 7 Paid Holidays)</u></p> <p>Start Date: *July 29 – August 5, 2015 *Varies depending on employee duties</p> <p>Paid Holidays (7): 9/7/15; 11/26/15, 11/27,15; 12/25/15; 1/1/16; 3/18/16; *5/30/16</p> <p>Non-work Days: 10/14/15, 10/15/15, 10/16/15; Winter Break; 1/18/16; 2/11/16, 2/12/16, 2/15/16; Spring Break</p> <p>Snow Days: Report as needed</p> <p>Last Day: May 26, 2016 (including 4 snow days)</p>

<p><u>Paraprofessionals</u> (184 Days plus 7 Paid Holidays)</p> <p>Start Date: August 5, 2015 Hourly Staff Development (Half Day): 10/14/15 AM; 2/15/16 AM Paid Holidays (7): 9/7/15; 11/26/15, 11/27,15; 12/25/15; 1/1/16; 3/18/16; *5/30/16 Non-work Days: 10/14/15 PM, 10/15/15, 10/16/15; Winter Break; 1/18/16; 2/11/16, 2/12/16, 2/15/16 PM; Spring Break Snow Days: Do Not Report (Make-up at end of year) Last Day: May 26, 2016 – ½ day only (including 4 snow days)</p>	<p><u>CNA/CMA</u> (184 Days plus 7 Paid Holidays)</p> <p>Start Date: August 5, 2015 Hourly Staff Development (Half Day): 10/14/15 AM; 2/15/16 AM Paid Holidays (7): 9/7/15; 11/26/15, 11/27,15; 12/25/15; 1/1/16; 3/18/16; *5/30/16 Non-work Days: 10/14/15 PM, 10/15/15, 10/16/15; Winter Break; 1/18/16; 2/11/16, 2/12/16, 2/15/16 PM; Spring Break Snow Days: Do Not Report (Make-up at end of year) Last Day: May 26, 2016 – ½ day only (including 4 snow days)</p>
<p><u>Bilingual Liaison</u> (203 Days plus 7 Paid Holidays)</p> <p>Start Date: August 3, 2015 Hourly Staff Development (Half Day): 10/14/15 AM; 2/15/16 AM Paid Holidays (7): 9/7/15; 11/26/15, 11/27,15; 12/25/15; 1/1/16; 3/18/16; 5/30/16 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 13, 2016 (including 4 snow days)</p>	<p><u>Accompanist</u> (182 Days plus 7 Paid Holidays)</p> <p>Start Date: August 7, 2015 Hourly Staff Development (Half Day): 10/14/15 AM; 2/15/16 AM Paid Holidays (7): 9/7/15; 11/26/15, 11/27,15; 12/25/15; 1/1/16; 3/18/16; *5/30/16 Non-work Days: 10/14/15 PM, 10/15/15, 10/16/15; Winter Break; 1/18/16; 2/11/16, 2/12/16, 2/15/16 PM; Spring Break Snow Days: Do Not Report (Make-up at end of year) Last Day: May 26, 2016 – ½ day only (including 4 snow days)</p>
<p><u>12 Month Custodians/Maintenance/Grounds</u></p> <p>Paid Holidays (10): 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 Snow Days: Report Vacation Days: Work w/Supervisor 1-4 yrs – 10 days; 5-14 yrs – 15 days; 15+ yrs – 20 days</p>	<p><u>12-Month Part-Time Custodian – DSAC AM only</u></p> <p>Paid Holidays (7): 9/7/15; 11/26/15, 11/27,15; 12/24/15, 12/25/15; 1/1/16; 5/30/16 Non-work Days: 12/31/15; 3/18/16; 7/4/16 Snow Days: Report Vacation Days: Work w/ Supervisor</p>
<p><u>10 Month Custodians</u> (203-207 Days plus 7 Paid Holidays)</p> <p>Start Date: *August 3-7, 2015 *Varies depending on employee duties Paid Holidays (7): 9/7/15; 11/26/15, 11/27,15; 12/24/15, 12/25/15; 1/1/16; *5/30/16 Non-work Days: 12/31/15; 3/18/16 Snow Days: Report Last Day: May 26, 2016 (207 work days)</p>	<p><u>T.A.P. Intern</u> (92 Days plus 4 Paid Holidays)</p> <p>Start Date: August 5, 2015 Paid Holidays (4): 9/7/15; 11/26/15, 11/27,15; 12/25/15 Non-work Days: 10/14/15, 10/15/15, 10/16/15 Snow Days: Do Not Report Last Day: 12/18/2015</p>
<p>* Note to Van Drivers, Hall Monitors, Paraprofessionals, CNA/CMA's and Accompanists:</p> <p>- May 26, 2016 is a ½ day (A.M.) work day only. - In order to be eligible for the May 30, 2016 Memorial Day holiday pay..... <u>attendance on May 26, 2016 is mandatory.</u></p>	