

Salaried Staff Calendars

2013-2014

Teachers (Veterans - 193 Days/New Teachers – 195 Days)
New Teacher Orientation/Staff Development Days:
 August 1, 2, 5 / January 3, March 17
Start Date for Veteran Staff: August 5
Fall Workshop: August 5, 6, 7, 8, 9
District Staff Development Days: Fall Workshop, January 20
Building Staff Development Days:
 October 17, January 20, February 13
Teacher Workdays: October 16, February 17, June 2
Parent-Teacher Conferences Comp Day:
 October 18, February 14
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 2 (including 4 snow days)

Nurses (193 Days)
Start Date: August 2
Fall Workshop: August 6, 7, 8, 9
District Staff Development Days: January 20
Building Staff Dev. Days: October 17, February 13
Nurse Workdays: August 2, 5, October 16, February 17
Parent-Teacher Conferences Comp Day: October 18, February 14
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 (including 4 snow days)

Non-Traditional Certificated Staff Work Calendars

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

Professional-Technical Salaried Employees

Occupational and Physical Therapists (193 Days)	Community Counselor/Social Worker (210 Days)	Pro-Tech Salaried Employees (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:** 9/2/13; 11/28/13, 11/29/13; 12/24/13; 12/25/13; 12/31/13; 1/1/14; 3/21/14; 5/26/14; 7/4/14