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6/15/2016

To: Supervisors

From: Mitch Mollring

Re: Establishing work calendars for staff who work a non-traditional or additional day contract.

Certain employees have flexibility in scheduling days to carry out job related tasks at times to best serve the District.

Working in conjunction with their supervisors, these employees have an opportunity to create a flexible work schedule that optimizes their efficiency. For example, employees whose primary responsibility is to serve students or staff while school is in session should schedule their work to meet these expectations. For these employees there is a difference between working days when students and staff are present and days when they are not. There isn't flexibility when scheduling these work days. The flexibility is when employees work the additional contract days when students or staff need not be present.

Detailed below are calendar parameters that supervisors are expected to adhere to as they help employees develop work calendars.

### **Salaried Employee Calendar Parameters**

1. First Day – First workday in August is the first possible extended contract day that can be used.
2. Last Day – Last workday in July is the last possible extended contract day that can be used.
3. Work the Identified/Schedule 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 1<sup>st</sup>.
  - b. Supervisor submits approved calendar to Human Resources prior to August 7<sup>th</sup>.

5. Schedule additional days with the supervisor.
  - a. Weekends may not be used to meet contract days.
  - b. District Holidays may not be used for additional days.
  - c. Employees do not report on snow days. Schedule make-up days with 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 sick leave or FMLA purposes.
  
7. Supervisor Restrictions:
  - a. Work collectively with your employees to establish work calendars that maximize their work time.
  - b. Respect the employee's time, being mindful to not require employees to come in for one or two days in the middle of an extended break.
  - c. Breaks in the calendar – it is sometimes appropriate to have a break in the summer and bring employees back the last week of July to prepare for Fall Workshop.
  
8. Any requests for variations regarding the employee calendar restrictions will be determined by Human Resources.

**Millard Public Schools**  
Department of Special Education

**Continuous Year Calendar Procedures for Staff Members Working in the Early Childhood Special Education Program for PART C (Infants & Toddlers)**

1. First Day – First workday in August is the first possible extended contract day that can be used.
2. Last Day – Last workday in July is the last possible extended contract day that can be used.
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 1<sup>st</sup>.
  - b. Supervisors submits approved calendar to Human Resources prior to August 7<sup>th</sup>.
5. Schedule additional days with the supervisor.
  - a. Weekends may not be used to meet contract days.
  - b. District Holidays may not be used for additional days.
  - c. Employees do not report on snow days. Schedule make-up days with 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 sick leave or FMLA purposes.
7. Team Identified/Schedule Work Days:
  - a. To be determined by each team through consensus
  - b. Not required to exceed (5) common work days per calendar month
  - c. Number and scheduling of common work days to be agreed upon by all team members and expected to be sufficient to meet needs of student/family, team and program
  - d. Summer transition group days
  - e. Evaluation day schedule agreed upon by team
8. Flexible-Hours Work Day (i.e. evening home visits)
  - a. May be required by the supervisor to fit family needs after consultation with the employee.

## **Scheduling of Individual Staff Member Continuous Year Calendar**

1. Each staff member develops his/her own Continuous Year calendar to reflect the required number of work days.
  - a. Schedule submitted to Coordinator of Early Childhood Programs for review and approval.
2. Upon request, or as identified in District procedures, the Director of Special Education will review Continuous Year calendars and/or requests for changes to a previously approved calendar.
3. Absence from work on all scheduled work days (as identified on each individual's Continuous Year calendar) is to be in accordance with District approved absence procedures.