



TO: Building Administrators
 FROM: Jan DeLay, Superintendent
 DATE: May 25, 2017

MEMO # 17

SUBJECT: 2018-2019 SCHEDULED WORKING DAYS

Classified Scheduled Working Days 2018-2019

	Administrative Assistants				Library Administrative Asst.		Therapy Assistant		Health Asst.		Sweepers		Paras/Library Clerk	
	10 Month 188 Days	Total	11 Month 204 Days	Total	9.5 Month 172 Days	Total	9.5 Month 172 Days	Total	160 Days	Total	79 Days	Total	155 Days	Total
July (2018)	5	5	5	5	0	0	0	0	0	0	0	0	0	0
August	22	27	22	27	16	16	19	19	16	16	6	6	13	13
September	17	44	17	44	17	33	17	36	16	32	8	14	16	29
October	19	63	19	63	19	52	19	55	18	50	9	23	18	47
November	16	79	16	79	16	68	16	71	16	66	9	32	16	63
December	13	92	13	92	13	81	13	84	12	78	7	39	12	75
January	17	109	17	109	17	98	17	101	15	93	8	47	15	90
February	17	126	17	126	17	115	17	118	16	109	8	55	16	106
March	16	142	16	142	16	131	16	134	15	124	7	62	15	121
April	18	160	18	160	18	149	18	152	17	141	9	71	17	138
May	21	181	21	181	20	169	17	169	16	157	8	79	16	154
June	4	185	20	201	0	169	0	169	0	157	0	79	0	154
July (2019)	0	185	0	201	0	169	0	169	0	157	0	79	0	154
*Paid Day Off	1	186	1	202	1	170	1	170	1	158	0	79	1	155
Paid Holidays	2	188	2	204	2	172	2	172	2	160	0	79	0	155
#Unscheduled Days	^PT Conferences		^PT Conferences		^Reg./PT Conf.		^Reg./PT Conf.		^4		164		NA	
	*7.75 hours/day		* 7.75 hours/day		*7.75 hours/day		*7.75 hours/day		*7.75 hours/day		*2 hours/day		*7.25 hours/day	
	Start July 25. End June 6		Start July 25. End June 28		Start August 9. End May 30		Start August 6. End May 24		Start August 8. End May 24		Start August 13. End May 24		Start August 13. End May 24	
	*Paid Day Off. November 12		*Paid Day Off. November 12		*Paid Day Off. November 12		*Paid Day Off. November 12		*Paid Day Off. November 12		# Works no orange Mondays		*Paid Day Off. November 12	
	Work all Orange Mondays.		Work all Orange Mondays.		Work all Orange Mondays.		Work all Orange Mondays.		^4 Registration/ Training Days. "Unscheduled Hours" (Orange Mondays)				^5 Registration/ Training Days. "Unscheduled Hours" (Orange Mondays)	
Classified Positions with Benefits														
^Hours worked during P/T Conferences recorded as "unscheduled hours".														
Caution: a workday change for employees in the above categories could be made if there is a need to use any Monday designated as a makeup snow day(s). In this event, these employees would need to return for additional days of work or use available leave.														

Summer Sweepers 2018

May	4	4
June	16	20
July	18	38
August	6	44

May 28 - August 10

Summer Sweeper Notice Of Assignment
 up to 29.0 per week - 44 days

**The following positions work only when school is in session (152 days):
 Bus Driver, Bus Monitor, Food Service (exception, Kitchen Manager - 154 days)**