

## 2019 – 2020 CLASSIFIED FULL TIME WORK SCHEDULE



This is the planned work year for various classified school level positions. The principal or manager, upon informing the payroll department of the change can adjust these, but the total days must not be exceeded.

- The first student day is **Friday, August 9, 2019 (half day)**.
- The five paid holidays for 10 and 11 month positions for the 2019-2020 school year are:  
**Labor Day** (Monday, Sept. 2), **Thanksgiving Day** (Thursday, Nov. 28), **Christmas Day** (Wednesday, Dec. 25), **New Year's Day** (Wednesday, Jan. 1), and **Martin Luther King Jr. Day** (Monday, Jan. 20).
- The last student day is **Thursday, May 21, 2020 (half day)**.

### ➤ 12 Month Positions (260 days):

8 hour work day (*July 1, 2019 to June 30, 2020*)

#### **Non-Duty Days/Holidays:**

July 4, 2019  
September 2, 2019  
October 10, 11, 2019  
November 25, 26, 27, 28, 29, 2019  
December 23, 24, 25, 26, 27, 30, 31, 2019  
January 1, 2, 3, 20, 2020  
March 16, 17, 18, 19, 20, 2020  
April 10, 2020  
May 25, 2020

### ➤ 11 Month High School Secretary / Guidance Secretary (214 days):

7 hour work day (*July 16, 2019 to June 8, 2020*)

Above positions will work Professional Development Days on:  
February 17, March 3, 2020

#### **Non-Duty Days/Holidays:**

September 2, 2019  
October 10, 11, 2019  
November 25, 26, 27, 28, 29, 2019  
December 23, 24, 25, 26, 27, 30, 31, 2019  
January 1, 2, 3, 20, 2020  
March 16, 17, 18, 19, 20, 2020  
April 10, 2020  
May 25, 2020

### ➤ 10 Month Positions:

**\*Sp. Ed. Teacher Assist.** (*August 9, 2019 to May 21, 2020*)

**\*Edu. Interpreter-Hearing** (*August 9, 2019 to May 21, 2020*)

**Library Assistant** (*August 8, 2019 to May 22, 2020*)

7 hour work day

175.5 student days  
2 \*teacher or training days  
5 holidays  
182.5 total days

\*Days Assigned, paid when training is completed.

### ➤ 10 Month Positions (cont.):

#### Teacher Assistant

7 hour work day (*August 9, 2019 to May 21, 2020*)

175.5 student days  
5 holidays  
180.5 total days

#### CTE Teacher Assistant (Child Care)

8 hour work day (*August 2, 2019 to May 22, 2020*)

186 teacher days  
5 holidays  
191 total days

#### OT and PT

7 hour work day (*August 6, 2019 to May 22, 2020*)

175.5 student days  
6.5 \*teacher/admin days  
10 additional days  
5 holidays  
197 total days

\*Days Assigned, paid when training is completed.

#### Cafeteria Manager

8 hour work day (*August 9, 2019 to May 21, 2020*)

177 serving days  
3 in-service days (assigned by supervisor)  
1 closing day  
2 delivery days  
5 holidays  
188 total days

#### Cafeteria Worker

6 to 7 hour work day (*August 9, 2019 to May 20, 2020*)

177 serving days  
5 holidays  
182 total days

#### Bus Drivers/Attendants

Hours vary based on route (*August 9, 2019 to May 21, 2020*)

177 student days  
3 holidays (Thanksgiving, Christmas and New Year)  
180 total days