

CLASSIFIED FULL-TIME ANNUAL WORK SCHEDULE 2019-2020 SCHOOL YEAR



This is the planned work year for various 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 11, 12, 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*)

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

Cafeteria Worker

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

175 serving days
5 holidays
180 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