

FULL-TIME ANNUAL WORK SCHEDULE 2016-2017 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 5, 2016***(half day). The five paid holidays for the 2016-2017 school year are as follows: Thanksgiving Day, (**Thursday, Nov. 24**), Christmas Day (**Monday, Dec. 26**), New Year's Day (**Monday, Jan. 2**), Martin Luther King Jr. Day (**Monday, Jan. 16**), and **Spring Break Friday (Mar. 24)**. The last student day is **Tuesday, May 23, 2017***(half day).

11 Month Elementary / Middle School Secretary

8 hour work day (214 days)

11 Month High School Secretary / Guidance Secretary

7 hour work day (214 days)

Above positions will work Professional Development Days on:
January 5, 6, February 20, & March 27, 2017

First Duty Day Both Positions: **July 14, 2016**

Last Duty Day Both Positions: **June 9, 2017**

Non-Duty Days/Holidays:

September 5, 2016

October 7, 10, 2016

November 8, 11, 21, 22, 23, **24**, 25, 2016

December 22, 23, **26**, 27, 28, 29, 30, 2016

January **2**, 3, 4, **16**, 2017

March 20, 21, 22, 23, **24**, 2017

April 14, 2017

May 29, 2017

12 Month Positions (261 days)

8 hour work day (**July 1, 2016 to June 30, 2017**)

Non-Duty Days/Holidays:

July 4, 2016

September 5, 2016

October 7, 2016

November 24, 25, 2016

December 22, 23, 26, 29, 30, 2016

January 2, 16, 2017

March 24, 2017

April 14, 2017

May 29, 2017

Bus Drivers/Attendants

Hours vary based on route (**August 5, 2016 to May 23, 2017**)

177 student days

***Sp. Ed. Teacher Assist.** (**August 5, 2016 to May 23, 2017**)

***COTA/PTA/SLPA** (**August 5, 2016 to May 23, 2017**)

Library Assistant (**August 4, 2016 to May 24, 2017**)

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.

CTE Teacher Assistant – Child Care

8 hour work day (**August 1, 2016 to May 23, 2017**)

186 teacher days

5 holidays

191 total days

Teacher Assistant

7 hour work day (**August 5, 2016 to May 23, 2017**)

175.5 student days

5 holidays

180.5 total days

Cafeteria Manager

8 hour work day (**August 5, 2016 to May 23, 2017**)

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 8, 2016 to May 22, 2017**)

174 serving days

5 holidays

179 total days