

# FULL-TIME ANNUAL WORK SCHEDULE FOR 2015-2016 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 7, 2015\***(half day). The five paid holidays for the 2015-2016 school year are as follows: Thanksgiving Day, (**Thursday, Nov. 26**), Christmas Day (**Friday, Dec. 25**), New Year's Day (**Friday, Jan. 1**), Martin Luther King Jr. Day (**Monday, Jan. 18**), and **Good Friday (Mar. 25)**. The last student day is **Friday, May 20, 2016\***(half day).

## 11 Month Elementary / Middle School Secretary

8 hour work day (214 days)

Will work Professional Development Days on:

January 4, 5, 6 and February 15, 2016

First Duty Day Both Positions: **July 17, 2015**

Last Duty Day Both Positions: **June 9, 2016**

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

September 7, 2015

October 16, 19, 2015

November 11, 23, 24, 25, **26**, 27, 2015

December 21, 22, 23, 24, **25**, 28, 29, 30, 31, 2015

January **1, 18**, 2016

March 21, 22, 23, 24, **25**, 2016

May 30, 2016

## 11 Month High School Secretary / Guidance Secretary

7 hour work day (214 days)

Will work Professional Development Days on:

January 4, 5, 6 and February 15, 2016

First Duty Day: **July 17, 2015**

Last Duty Day: **June 9, 2016**

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

September 7, 2015

October 16, 19, 2015

November 11, 23, 24, 25, **26**, 27, 2015

December 21, 22, 23, 24, **25**, 28, 29, 30, 31, 2015

January **1, 18**, 2016

March 21, 22, 23, 24, **25**, 2016

May 30, 2016

## 12 Month Positions (261 days)

8 hour work day (**July 1, 2015 to June 30, 2016**)

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

July 3, 2015

September 7, 2015

October 19, 2015

November 26, 27, 2015

December 23, 24, 25, 30, 31, 2015

January 1, 18, 2016

March 24, 25, 2016

May 30, 2016

## Bus Drivers/Attendants

Hours vary based on route (**August 7, 2015 to May 20, 2016**)

177 student days

**\*Sp. Ed. Teacher Assist.** (**August 7, 2015 to May 20, 2016**)

**\*COTA/PTA/SLPA** (**August 7, 2015 to May 20, 2016**)

**Library Assistant** (**August 6, 2015 to May 23, 2016**)

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 3, 2015 to May 23, 2016**)

186 teacher days

5 holidays

191 total days

## Teacher Assistant

7 hour work day (**August 7, 2015 to May 20, 2016**)

175.5 student days

5 holidays

180.5 total days

## School LPN

7 hour work day (**August 7, 2015 to May 20, 2016**)

176.5 student days

5 assigned training days

5 holidays

186.5 total days

## Cafeteria Manager

8 hour work day (**August 6, 2015 to May 20, 2016**)

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 10, 2015 to May 20, 2016**)

174 serving days

5 holidays

179 total days