



# **EMPLOYEE CALENDAR NOTES**

## **(For the 2010-2011 School Calendar)**

### **DEFINITIONS**

#### **REGULAR HOURS:**

The number of hours an employee normally works each regular work day.

#### **EXTENDED HOURS DAY:**

**For non-teaching employees**, most work a regular 8 hour work day, excluding lunch.

A regular 8 hour work day employee would work 10 hours on an extended hours day.

See the chart below for those who normally work fewer hours than 8 hours per day:

<u>REGULAR WORK HOURS:</u>	<u>On an EXTENDED HOURS DAY, the employee would work:</u>
4	5 (Five Hours)
5	6.25 (Six Hours and 15 minutes)
6	7.5 (Seven Hours and 30 minutes)
7	8.75 (Eight Hours and 45 minutes)

**For T-bargaining unit employees**, most work a 7.5 hour day, including lunch.

A T-bargaining unit employee who normally works a regular 7.5 hour work day would work 9 hours and 24 minutes inclusive of a 38 minute paid lunch period on an extended hours day.

### **260 T & I and 260 NT (12-Month Employees):**

- Work extended-hour days on July 6, 7 and 8, 2010, but they are off Friday, July 9 because it is a four day extended-hour work week which results in no scheduled work that Friday. They are also off Monday, July 5, 2010 in recognition of Independence Day. (continued...)

- Work extended hour days July 12-15, July 19-22, July 26-29, August 2-5, 2010 and are off each Friday of these listed four-day extended-hour work weeks;
- Work regular hours beginning Monday, August 9, 2010 and are off on all days having the Telephone symbol;
- Work extended hour days March 14-17, June 6-9, June 13-16, June 20-23 and June 27-30, 2011, and are off each Friday of these listed four-day extended-hour work weeks; and
- Elect to work either Thursday, September 9, 2010 (Rosh Hashanah) or Friday, April 22, 2011 (Good Friday).

**188 T (Permanent Substitute Teachers):**

- Work regular hours on August 13 and 16, 2010 and on all student attendance days.

**250 T (250-Day Designated Teachers):**

- Adhere to the special 250-Day Teacher Calendar provided by their respective Departments.

**196 T & I (includes Teachers, Academic Coaches, Guidance Counselors, Media Specialists, School Psychologists, Speech & Language Pathologists, Audiologists, Family Counselors, and Junior ROTC Instructors):**

- Work regular hours on August 11, 12, 13 and 16, 2010 and on all student attendance days, plus October 15, November 2, January 3, February 21, March 21, and June 3.

**206 T & I (Assistant Principals):**

- Work regular hours on July 27, 28 and 29, 2010;
- Work extended-hour days on August 2, 3, 4 and 5, 2010; and
- Work regular hours on Monday, August 9 and Tuesday, August 10, 2010, and all days that Teachers Work.

**216 T & I (Assistant Principals):**

- Work regular hours on July 20, 21 and 22, 2010;
- Work extended-hour days on July 26, 27, 28, 29, August 2, 3, 4 and 5, 2010;
- Work regular hours on Monday, August 9 and Tuesday, August 10, 2010, and all days that Teachers Work; and
- Work extended-hour days on June 6, 7, 8 and 9, 2011, and this completes their work year.

**226 T & I (Assistant Principals):**

- Work regular hours on July 13, 14 and 15, 2010;
- Work extended-hour days on July 19, 20, 21, 22, 26, 27, 28, 29, August 2, 3, 4 and 5, 2010;
- Work regular hours on Monday, August 9 and Tuesday, August 10, 2010, and all days that Teachers work; and
- Work extended-hour days on June 6, 7, 8, 9, 13, 14, 15 and 16, 2011, and this completes their work year.

**180 NT (Police Aides, Bus Drivers and Bus Attendants):**

- Work regular hours on all student attendance days.

**182 NT (Various categories of non-instructional employees):**

- Work regular hours on August 13 and 16, 2010 and on all student attendance days.

**187 NT (Food Service Workers):**

- Work regular hours on August 12, 13 and 16, 2010 and on all student attendance days, plus November 2, 2010, January 3, March 21 and June 3, 2011; however, they are not scheduled to work on October 15, 2010 and February 21, 2011.

**190 NT (Various categories of non-instructional employees):**

- Work regular hours starting on Wednesday, August 11, 2010, and all days that Teachers work.

**193 NT (Food Service Managers):**

- Work regular hours on Monday, August 9, 2010, at a location determined by their Department; and
- Work regular hours on August 10, 11, 12, 13 and 16, and all student attendance days, plus November 2, 2010, January 3, March 21, June 3 and June 6, 2011, plus attend the October 15, 2010 and February 21, 2011 in-service trainings at a location determined by their Department.

**196 NT (Various categories of non-instructional employees):**

- Work regular hours starting on Monday, August 2, but they do not work on Friday, August 6, 2010; and
- Work regular hours on Monday, August 9 and Tuesday, August 10 and all days that Teachers work.

**206 NT (Various categories of non-instructional employees):**

- Work regular hours on July 26, 27, 28 and 29, 2010;
- Work extended-hour days on August 2, 3, 4 and 5, 2010;
- Work regular hours on Monday, August 9, and Tuesday, August 10, 2010 and all days that Teachers work; and
- Work extended-hour days on June 6, 7, 8 and 9, 2011, and this completes their work year.

**216 NT (Various categories of non-instructional employees):**

- Work regular hours on July 19, 20, 21 and 22, 2010;
- Work extended-hour days on July 26, 27, 28, 29, August 2, 3, 4 and 5, 2010;
- Work regular hours on Monday, August 9, and Tuesday, August 10, 2010 and all days that Teachers work; and
- Work extended-hour days on June 6, 7, 8, 9, 13, 14, 15 and 16, 2011, and this completes their work year.

**216 (R) (School Police Officers):**

- Adhere to the special School Police Calendar provided by their Department.

**226 NT (Various categories of non-instructional employees):**

- Work regular hours on July 12, 13, 14 and 15, 2010;
- Work extended-hour days on July 19, 20, 21, 22, 26, 27, 28, 29, August 2, 3, 4 and 5, 2010;
- Work regular hours on Monday, August 9, and Tuesday, August 10, 2010 and all days that Teachers work; and
- Work extended-hour days on June 6, 7, 8, 9, 13, 14, 15, 16, 20, 21, 22 and 23, 2011, and this completes their work year.