

EMPLOYEE CALENDAR NOTES

(For the 2011-2012 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, excluding lunch. See the chart below for those who normally work fewer hours than 8 hours per day:

REGULAR WORK HOURS:

4

5

6

7

On an EXTENDED HOURS DAY, work:

5 (Five Hours)

6.25 (Six Hours, 15 Minutes)

7.5 (Seven Hours, 30 Minutes)

8.75 (Eight Hours, 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 15 minutes inclusive of a 30 minute paid lunch period on an extended hours day.

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

- Work extended-hour days on July 5, 6 and 7, 2011, but they are off Friday, July 8 because it is a four day extended hour work week which results in no scheduled work that Friday. They are also off on Monday, July 4, 2011 for Independence Day. (con't.)

- Work extended-hour days on July 11-14, July 18-21, July 25-28, August 1-4, 2011, and are off each Friday of these listed four-day extended hour work weeks;
- Work regular hours beginning Monday, August 8, 2011 and are off on all days having a Telephone symbol;
- Work extended-hour days on March 19-22, 2012, June 11-14, June 18-21 and June 25-28, 2012 and are off each Friday of these listed four-day extended-hour work weeks.

188 T (Permanent Substitute Teachers):

- Work regular hours on August 18 and 19, 2011 and on all student attendance days.

250 T (250-Duty 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 and Family Counselors):

- Work regular hours on August 16, 17, 18 and 19, 2011 and on all student attendance days, plus October 21, 2011, November 11, 2011, and January 9, February 20, March 26, and June 8, 2012.

206 T & I (Assistant Principals):

- Work regular hours on July 28, August 1-4, August 8-12, and August 15, 2011;
- Work regular hours on all days that 196 duty day Teachers work, except 206 T & I employees are off on March 26, 2012.

216 T & I (Assistant Principals and some Jr. ROTC Instructors):

- Work extended-hour days on July 25-28, 2011;
- Work regular hours August 1-4; August 8-12 and August 15, 2011;
- Work regular hours on all days that 196 duty day Teachers work; (con't)

- Work extended-hour days on June 11-14, 2012.

226 T & I (Assistant Principals and some Jr. ROTC Instructors):

- Work regular hours on July 14, 2011;
- Work regular hours July 18-21,
- Work extended-hour days on July 25-28
- Work regular hours on August 1-4, 2011; August 8-12 and Monday, August 15, 2011 and all days that 196 duty day Teachers work;
- Work extended-hour days June 11-14, and June 18-21, 2012.

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

- Work regular hours on all student attendance days.

182 NT (Various categories of non-instructional):

- Work regular hours on August 18 and August 19, 2011 and on all student attendance days.

187 NT (Food Service Workers):

- Work regular hours on August 17 – 19, 2011 and on all student attendance days plus October 21, 2011,

January 9, 2012, March 26, 2012 and June 8, 2012; however they are not scheduled to work on November 11, 2011 and February 20, 2012.

190 NT (Various categories of non-instructional):

- Work regular hours on all days that Teachers work.

193 NT (Food Service Managers):

- Work regular hours on August 11 and 12, 2011 and August 15, 2011 and all days that 196 duty day Teachers work.

196 NT (Various categories of non-instructional):

- Work regular hours on August 8-12, 2011 and August 15, 2011 and all days that 196 duty day Teachers work.

206 NT (Various categories of non-instructional):

- Work regular hours on July 28; August 1-4; August 8-12, and August 15, 2011 and all days that 196 duty day Teachers work;
- Work extended-hour days on June 11-14, 2012.

216 NT (Various categories of non-instructional):

- Work extended-hour days on July 25-28, 2011 and August 1-4, 2011;
- Work regular hours on August 8-12, and August 15, 2011 and all days that 196 duty day Teachers work;
- Work extended-hour days on June 11-14, and June 18-21, 2012.

216 R (School Police Officers):

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

226 NT (Various categories of non-instructional):

- Work regular hours on July 13 and 14, 2011; and on July 18-21, 2011.
- Work extended-hour days on July 25-28, 2011.
- Work regular hours on August 1-4, August 8-12, and August 15, 2011 and all days that 196 duty day Teachers work;
- Work extended-hour days on June 11-14, June 18-21 and June 25-28, 2012.