

EMPLOYEE CALENDAR NOTES

(For the 2017-18 School Calendar)

DEFINITIONS

REGULAR HOURS:

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

EXTENDED-HOUR 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-hour 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-HOUR 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 24 minutes inclusive of a 30 minute paid lunch period on an extended-hour day.

12-Month Employees:

- Work extended-hour days on July 3, 5 and 6, 2017, but they are off Tuesday, July 4 in recognition of Independence Day and they are also off on Friday, July 7 because it is a four day extended-hour work week;

- Work extended-hour days on July 10-13, July 17-20, and July 24-27, 2017 and are off each Friday of these listed four-day extended-hour work weeks;
- Work regular hours beginning Monday, July 31, 2017 and are off on all days having a “Telephone” symbol; and
- Work extended-hour days on March 19-22, June 4-7, June 11-14, June 18-21 and June 25-28, 2018 and are off each Friday of these listed four-day extended-hour work weeks.

188 T & I (Permanent Substitute Teachers):

- Work regular hours on August 10-11, 2017 and on all student attendance days; and
- Work regular hours on January 8, 2018.

250 T & I (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, Certified School Counselors, Media Specialists, School Psychologists, Speech & Language Pathologists, Audiologists and Family Counselors):

- Work regular hours on August 7-11, 2017 and on all student attendance days, **plus** October 16, November 3, January 8, February 16, March 26, and June 4, 2018.

206 T & I (Assistant Principals):

- Work regular hours on July 20, 2017;
- Work regular hours on July 24-27, July 31–August 4; and
- Work regular hours on all days that 196 duty day Teachers work.

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

- Work regular hours July 12-13, 2017;
- Work extended-hour days on July 17-20 and July 24-27, 2017; and are off each Friday of these listed four-day extended-hour work weeks;
- Work regular hours on July 31-August 4, 2017;
- Work regular hours on all days that 196 duty day Teachers work; and
- Work regular hours on June 5-7, 2018.

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

- Work regular hours on July 5-6, 2017;
- Work extended-hour days on July 10-13, July 17-20 and July 24-27, 2017, and are off each Friday of these listed four-day extended-hour work weeks;
- Work regular hours on July 31-August 4, 2017 and all days that 196 duty day Teachers work;
- Work regular hours on June 5-7, 2018; and
- Work extended-hour days June 11-14, 2018.

180 NT (Bus Drivers, Bus Attendants):

- Work regular hours on all student attendance days; and
- Work regular hour day on January 8, 2018.

182 NT (Various categories of non-instructional i.e. Police Aides, Paras, Office):

- Work regular hours on August 10-11, 2017 and on all student attendance days; and
- Work regular hours on January 8, 2018;
- ***Community Language Facilitators have been assigned extra duty days for registration and translation purposes. Four hour days on July 11, 13, 18, 20, 25, 27, August 1, 3, 2017;***

- *Eight hour days are scheduled for August 7, 8, and 9, 2017, and January 8, March 26, and June 4, 2018; and*
- *Four hour days June 5, 7, 12, 14, 19 and 21, 2018.*

187 NT (Food Service Workers):

- Work regular hours on August 8-11, 2017 and on all student attendance days plus November 3, 2017, January 8, March 26 and June 4, 2018; however, they are *not* scheduled to work on October 16, 2017 and February 16, 2018.

190 NT (Various categories of non-instructional):

- Work regular hours on all days that 196 duty day Teachers work.

193 NT (Food Service Managers):

- Work regular hours on August 2-4, 2017; and
- Work all days that 196 duty day Teachers work.

196 NT (Various categories of non-instructional):

- Work regular hours on July 27, 2017;
- Work regular hours on July 31-August 4, 2017; and
- Work all days that 196 duty day Teachers work.

206 NT (Various categories of non-instructional):

- Work regular hours on July 18-20, 2017;
- Work extended-hour days on July 24-27, 2017;
- Work regular hours on July 31-August 4, 2017 and all days that 196 duty day Teachers work; and
- Work regular hours on June 5-7, 2018.

216 NT (Various categories of non-instructional):

- Work regular days July 11-13, 2017;

- Work extended-hour days on July 17-20, and July 24-27, 2017 and are off each Friday of these listed four-day extended-hour work weeks;
- Work regular hours on July 31, August 1-4, 2017 and all days that 196 duty day Teachers work;
- Work regular hours on June 5-7, 2018; and
- Work extended-hour days on June 11-14, 2018.

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 8 hour days on July 5 & 6, 2017;
- Work extended-hour days on July 10-13, 17-20, and 24-27, 2017 and are off each Friday of these listed four-day extended-hour work weeks;
- Work regular hours on July 31- August 4, 2017 and all days that 196 duty day Teachers work (except June 4, 2018); and
- Work extended-hour days on June 4-7 and June 11-14, June 18-21, 2018.