

EMPLOYEE CALENDAR NOTES

(FOR the 2016-17 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.

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

- Work extended-hour days on July 5, 6 and 7, 2016, but they are off Monday, July 4 in recognition of Independence Day and they are also off on Friday, July 8 because it is a four day extended-hour work week;
- Work extended-hour days on July 11-14, July 18-21, and July 25-28, 2016 and are off each Friday of these listed four-day extended hour work weeks;
- Work regular hours beginning Monday, August 1, 2016 and are off on all days having a “Telephone” symbol; and
- Work extended-hour days on March 20-23, June 5-8, June 12-15, June 19-22 and June 26-29, 2017 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 11 and 12, 2016 and on all student attendance days.

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 9, 10, 11 and 12, 2016 and on all student attendance days, plus October 21, November 8, and December 23, 2016 and February 20, March 17, and June 5, 2017.

206 T & I (Assistant Principals):

- Work regular hours on July 21, 2016;
- Work regular hours on July 25-28, 2016;
- Work regular hours on August 1-5, and August 8, 2016; and
- Work regular hours on all days that 196 duty day Teachers work, except 206 T & I employees are off on March 17, 2017.

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

- Work regular hours on July 14, 2016;
- Work extended-hour days on July 18-21 and July 25-28, 2016; and are off each Friday of these listed four-day extended hour work weeks
- Work regular hours on August 1-5 and August 8, 2016;
- Work regular hours on all days that 196 duty day Teachers work; and
- Work regular hours on June 6-8, 2017.

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

- Work regular hours on July 7, 2016;
- Work extended-hour days on July 11-14, July 18-21 and July 25-28, 2016, and are off each Friday of these listed four-day extended hour work weeks;
- Work regular hours on August 1-5, 2016 and Monday, August 8, 2016 and all days that 196 duty day Teachers work;
- Work regular hours on June 6-8, 2017; and
- Work extended-hour days on June 12-15, 2017.

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 11 and August 12, 2016 and on all student attendance days.

187 NT (Food Service Workers):

Work regular hours on August 10-12, 2016 and on all student attendance days plus November 8, and December 23, 2016, March 17, 2017 and June 5, 2017; however, they are not scheduled to work on October 21, 2016 and February 20, 2017.

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 4, 5 and 8, 2016 and all days that 196 duty day Teachers work.

196 NT (Various categories of non-instructional):

- Work regular hours on August 1-5 and August 8, 2016 and all days that 196 duty day Teachers work.

206 NT (Various categories of non-instructional):

- Work regular hours on July 20 and 21, 2016;
- Work extended-hour days on July 25-28, 2016;
- Work regular hours on August 1-5, 2016;
- Work regular hours on August 8, 2016 and all days that 196 duty day Teachers work; and
- Work regular hours on June 6-8, 2017.

216 NT (Various categories of non-instructional):

- Work regular hours on July 13 and 14, 2016
- Work extended-hour days on July 18-21, and 25-28 2016 and are off each Friday of these listed four-day extended hour work weeks;
- Work regular hours on August 1-5 and August 8, 2016 and all days that 196 duty day Teachers work;
- Work regular hour days on June 6-8, 2017; and
- Work extended-hour days on June 12-15, 2017.

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 6 and 7, 2016;
- Work extended-hour days on July 11-14, 18-21, and 25-28, 2016 and are off each Friday of these listed four-day extended hour work weeks;
- Work regular hours on August 1-5, and August 8, 2016 and all days that 196 duty day Teachers work;
- Work regular days on June 6-8, 2017; and
- Work extended-hour days on June 12-15, and June 19-22, 2017.