

# **EMPLOYEE CALENDAR NOTES**

(For the 2018-19 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 eight (8) hour work day, excluding lunch. A regular eight (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:

| <u>REGULAR WORK HOURS:</u> | <u>On an EXTENDED-HOUR DAY, work:</u> |
|----------------------------|---------------------------------------|
| 4                          | 5 (Five Hours)                        |
| 5                          | 6.25 (Six Hours, 15 Minutes)          |
| 6                          | 7.5 (Seven Hours, 30 Minutes)         |
| 7                          | 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 - Duty Days (12-Month Employees):**

- Work extended-hour days on July 2, 3, and 5, 2018, and are off on Wednesday, July 4, 2018 in recognition of Independence Day and Friday, July 6, 2018 due to the four day extended-hour work week;
- Work extended-hour days on July 9-12, July 16-19, and July 23-26, 2018 and off each Friday of these listed four-day extended-hour work weeks;

- Work regular hours beginning Monday, July 30, 2018 and off on all days having a “Telephone” symbol; and
- Work extended-hour days on March 18-21, June 10-13, June 17-20 and June 24-27, 2019 and off each Friday of these listed four-day extended-hour work weeks.

**250 T & I (250-Duty Day Designated Teachers):**

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

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

- Work regular hours on July 3 and July 5, 2018, and off on Wednesday, July 4, 2018 in recognition of Independence Day and off on Friday, July 6, 2018 due to the four-day extended hour work week;
- Work extended-hour days on July 9-12, July 16-19 and July 23-26, 2018 and off each Friday of these listed four-day extended-hour work weeks;
- Work regular hours on July 30 - August 3, 2018;
- Work regular hours on all days that 196 duty day Teachers work; and
- Work regular hours on June 4-7 and June 10-13, 2019.

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

- Work regular hours on July 3 and July 5, 2018, and off on Wednesday July 4, 2018 in recognition of Independence Day and off on Friday, July 6, 2018 due to the four-day extended hour work week;
- Work extended-hour days on July 9-12, 16-19, and 23-26, 2018 and off each Friday of these listed four-day extended-hour work weeks;
- Work regular hours on July 30- August 3, 2018;
- Work regular hours on all days that 196 duty day Teachers work;

- Work regular hours June 4 -7, 2019; and
- Work extended-hour days on June 10-13, and June 17-20, 2019, and off each Friday of these listed four-day extended-hour work weeks.

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

- Work regular hours July 11 and July 12, 2018;
- Work extended-hour days on July 16-19 and July 23-26, 2018; and off each Friday of these listed four-day extended-hour work weeks;
- Work regular hours on July 30 - August 3, 2018;
- Work regular hours on all days that 196 duty day Teachers work; and
- Work regular hours on June 4-6, 2019.

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

- Work regular hours on July 11 and July 12, 2018;
- Work extended-hour days on July 16-19, and July 23-26, 2018, and off each Friday of these listed four-day extended-hour work weeks;
- Work regular hours on July 30 - August 3, 2018;
- Work regular hours on all days that 196 duty day Teachers work; and
- Work regular hours on June 4-7, June 10-13, and on June 17, 2019.

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

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

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

- Work regular hours on July 19, 2018;
- Work regular hours on July 23-26 and July 30 – August 3, 2018; and

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

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

- Work regular hours on July 17-19, 2018;
- Work extended-hour days on July 23-26, 2018 and off on Friday, July 27, 2018 due to the extended-hour work week;
- Work regular hours on July 30-August 3, 2018;
- Work regular hours on all days that 196 duty day Teachers work; and
- Work regular hours on June 4-6, 2019.

**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 6-10, 2018;
- Work regular hours on all student attendance days, **plus** October 19, November 6, 2018; January 7, February 8, March 25, and June 3, 2019.

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

- Work regular hours on July 26, 2018;
- Work regular hours on July 30 - August 3, 2018; and
- Work regular hours on all days that 196 duty day Teachers work.

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

- Work regular hours on August 1-3, 2018; and
- Work regular hours on all days that 196 duty day Teachers work.

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

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

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

- Work regular hours on August 9-10, 2018;
- Work regular hours on all student attendance days; and
- Work regular hours on January 7, 2019.

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

- Work regular hours on August 7-10, 2018;
- Work regular hours on all student attendance days plus November 6, 2018; January 7, March 25, and June 3, 2019; however, they are *not* scheduled to work on October 19, 2018 and February 8, 2019.

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

- Work regular hours on August 9-10, 2018;
- Work regular hours on all student attendance days; and
- Work regular hours on January 7, 2019.

**182 NT (Bus Drivers, Bus Attendants):**

- Work 7:30 AM – 4:00 PM on August 2, 2018 (In-service day);
- Work regular hours August 3 and 8, 2018 (Mock Runs);
- Work regular hours on all student attendance days; and
- Work regular hours on January 7, 2019.

**180 NT (Police Aides):**

- Work regular hours on all student attendance days; and
- Work regular hours on January 7, 2019.