

2009-2010 EMPLOYEE WORK YEAR QUICK REFERENCE

*** This document is meant to represent a default work schedule and a quick reference for supervisors regarding employee work years. This document does not demand specific schedules for employees or take away any discretion the supervisor has under the relevant collective bargaining agreement. ***

12-Month Employees

ALL 12-MONTH EMPLOYEES WORK ALL DAYS THAT THE DISTRICT IS NOT CLOSED
[Unless On An Approved Leave]

PRINCIPALS

PRINCIPALS ARE 12-MONTH EMPLOYEES. They work every day except those days recognized as holidays in the bargaining unit contract. Vacation days are approved at the discretion of the Superintendent or the supervisor.

Snow days for school-based administrators will be automatically counted as vacation days unless a principal notifies the Superintendent or the Chief Operating Officer that the principal will be working. Such notice should be confirmed in writing.

It is expected that school-based administrators will generally take vacations when students are not in school. As Summer School schedules vary, principals need to take vacation appropriate to the school schedule.

Please be advised that all principals must be back at work August 17 to prepare final arrangements for school opening. FURTHER, NO VACATIONS OR PROFESSIONAL LEAVE WILL BE APPROVED FOR PRINCIPALS DURING THE PERIOD FEBRUARY 22 THROUGH MARCH 19, 2010.

****ALL ADMINISTRATORS MUST ATTEND THE CONVOCATION ON MONDAY, AUGUST 24, 2009.****

<i>CERTIFIED ADMINISTRATORS – 11-Month Schedule</i>	<i>Will Work</i>
All 11-Month Certified Administrators work 213 days	
20 additional days to be worked between July 1 and August 21, 2010	20 Days
The week prior to school (August 24 – August 28, 2009)	5 Days
The school year (August 31, 2009 – June 8, 2010)	182 Days
The In-Service Days – October 12, 2009	1 Day
The week after school (anticipated to be June 9-15, 2010)	5 Days
Total	213 Days
Modifications can be made by the Principal/Department Head with the employee, as long as all 213 workdays are worked between July 1, 2009 and June 30, 2010.	

<i>TEACHERS</i>	<i>Will Work</i>
The school year (August 31, 2009 – June 8, 2010)	182 Days
In-Service Days – August 24, 25, 26, and 27, 2009, and October 12, 2009	5 Days
In-Service Days to be those stated above unless Supervisor states otherwise	Total 187 Days

<i>PARAPROFESSIONALS – 10-Month Schedule</i>	<i>Will Work</i>
The school year (August 31, 2009 – June 8, 2010)	182 Days
In-Service Days – August 26 and 27, 2009	2 Days
In-Service Days to be those stated above unless Supervisor states otherwise	Total 184 Days

<i>PRE-K PARAPROFESSIONALS – 10-Month Schedule</i>		<i>Will Work</i>
The school year (August 31, 2009 – June 8, 2010)		182 Days
In-Service Days – August 26 and 27, 2009		2 Days
In-Service Days to be those stated above unless Supervisor states otherwise	Total	184 Days

<i>SECRETARIES</i>	
12-Month Secretaries may not take vacation from August 17 through September 30, 2009.	

<i>SECRETARIES and OTHER EMPLOYEES WORKING 213 DAYS – 11-Month Schedule</i>		<i>Will Work</i>
15 additional days to be worked between July 1 and August 17, 2009 Generally, these 15 days should be when summer school is in session.		15 Days
The two weeks prior to school (August 17 – August 28, 2009)		10 Days
The school year (August 31, 2009 – June 8, 2010)		182 Days
The In-Service Days – October 12, 2009		1 Day
The week after school (anticipated to be June 9-15, 2010)		5 Days
In-Service Days to be those stated above unless Supervisor states otherwise	Total	213 Days

<i>SECRETARIES and OTHER EMPLOYEES WORKING 193 DAYS– 10-Month Schedule</i>		<i>Will Work</i>
The week prior to school (August 24 – August 28, 2009)		5 Days
The school year (August 31, 2009 – June 8, 2010)		182 Days
The week after school (anticipated to be June 9-15, 2010)		5 Days
The In-Service Days – October 12, 2009		1 Day
In-Service Days to be those stated above unless Supervisor states otherwise	Total	193 Days

<i>HEALTH PROFESSIONALS/NURSES</i>		<i>Will Work</i>
The school year (August 31, 2009 – June 8, 2010)		182 Days
August 27 and 28, 2009 – Registered Nurses are to report to their work assignments		2 Days
August 26 and 27, 2009 – Clinic Triage Assistants are to report to their work assignments		2 Days
August 27 and 28, 2009 – Registered Dentists/Dental Hygienists are to report to their work assignments.		2 Days
August 24, 25, 26, and 27, 2009, and October 12, 2009 – APRNs (Advanced Practice Registered Nurses) are to report to their work assignments.		5 Days
August 24, 25, 26, and 27, 2009, and October 12, 2009 – DES (Data Entry Specialists) are to report as 10 month Secretaries above.		5 Days
August 24, 25, 26, and 27, 2009, and October 12, 2009 – Medical Assistants are to report to their work assignments.		5 Days

<i>SECURITY</i>		<i>Will Work</i>
The school year (August 31, 2009 – June 8, 2010)		182 Days
The In-Service Days – August 27, 2009		1 Day
In-Service Days to be those stated above unless Supervisor states otherwise	Total	183 Days

<i>CUSTODIANS [All Custodians are 12-Month Employees]</i>	
August 18 – All Custodians must be back at work to prepare final arrangements for school opening. *** No vacation time will be approved between August 24 and September 11, 2009. ***	

<i>FOOD SERVICES</i>		<i>Will Work</i>
The school year (August 31, 2009 – June 8, 2010)		182 Days
Cook Managers: will work 1 additional day prior to start of school year as determined by Supervisor- August 24, 25, 26, or 27, 2009		1 Day
Head Cafeteria Supervisors: will work 1 additional day prior to start of school year as determined by Supervisor- August 24, 25, 26, or 27, 2009		1 Day
Food Service Workers: will work 1 additional day prior to start of school year as determined by Supervisor- August 24, 25, 26, or 27, 2009		1 Day
	Total	183 Days

SUBSTITUTE TEACHERS

School year starts August 31, 2009. Substitute Teachers must attend two Professional Development Days on August 25 and August 26, 2009.

FAMILY RESOURCE AIDES

FRAs are 10-Month, Non-Bargaining Unit Employees. They will work the school year (182 Days), plus one (1) additional workday (August 26, 2009).

<i>10-Month CDAs</i>	<i>Will Work</i>
The school year (August 31, 2009 – June 8, 2010)	182 Days
In-Service Days – August 24, 25, 26, and 27, 2009, and October 12, 2009	5 Days
In-Service Days to be those stated above unless Supervisor states otherwise	Total 187 Days

NOTES

Note #1

Please keep in mind that Principals and Department Heads should maximize the use of regular workdays by staff to cover Summer School days. Overtime and/or additional workdays should be kept to an absolute minimum.

Note #2

The school year is likely to be adjusted due to snow days.

Note #3

Employees will begin their 2009-2010 work schedule July 1, 2009.

Note #4

Modifications may be made due to scheduling of Professional Development.

Note #5

While employees are ultimately responsible to work their work year, supervisors should confirm with their employees what days they are expected to work.

Note #6

Employees working in certain programs may be required to work a different number of days or on different days than what is listed herein due to program requirements and by agreement with the relevant union (e.g., Capital Preparatory Magnet, University High for Science and Engineering).

Note #7

Many of the collective bargaining agreements allow for flexibility in work day/work year with additional pay for employees.