



# 2016-17 Work Year Schedule

## For Professional and Support Staff

Scheduled work days, including the “return to work” date in August, vary for employees depending on the employee’s job title and building/program needs. Managers who require certain employees to work outside the schedule listed below MUST get pre-authorization from the Business Office by contacting the accountant for your program/site. In addition, the manager MUST notify payroll of the additional days or adjusted schedule so the employee can be paid appropriately.

Job Group	Union	First Work Day 2016	Last Work Day 2017	Contracted Duty Days	First Paycheck*	Last Paycheck*	Prorated Paid Days*	Notes
Principals & Asst Principals - Elem	52	Mon 8/8	Fri 6/23	220	08/19/16	07/07/17	230	Proration includes winter/spring break
Assistant Principals – Secondary	52	Mon 8/8	Fri 6/23	220	08/19/16	07/07/17	230	Proration includes winter/spring break
Principals – Secondary (Jr/Sr High)	52	Mon 8/8	Fri 6/23	225	08/19/16	07/07/17	235	Proration includes winter/spring break plus 5 flex days worked outside of the regular schedule
Head Clerks	01	Mon 8/8	Fri 6/16	225	09/02/16	06/23/17	n/a	Paid actual days worked – pay not prorated
10M Clerical & Technical ( <i>not head clerks</i> )	01	Mon 8/22	Fri 6/9	215	09/16/16	06/23/17	n/a	Paid actual days worked – pay not prorated; some may work through 6/16 depending on program/need
Athletic Directors	51	Mon 8/15	Mon 6/19	207	08/19/16	06/23/17	230	Typically start 2 weeks before teachers and end 2 weeks after teachers
Counselors	51	Mon 8/22	Mon 6/19	197	09/16/16	06/23/17	220	Typically start 1 week before teachers and end 1 week after teachers
Teachers – classroom 10M	51	Mon 8/29	Mon 6/12	187	09/16/16	06/23/17	210	Typically start 1 week before students come back; Proration includes MEA, winter/spring break
TOSAs – 10M Professional Development	51	Wed 8/10	Mon 6/19	202	09/16/16	06/23/17	225	Typically start 2 to 2 ½ weeks before teachers and end 1 week after teachers
TOSAs - Pre-K Extended Yr Content Coach	51	Mon 8/15	Mon 6/19	202	09/16/16	06/23/17	225	Typically start 2 weeks before teachers and end 1 week after teachers
TOSAs – Gateway to College	51	Mon 8/22	Tues 5/23	187	09/16/16	06/23/17	210	Typically start and end before teachers but same # days
TOSAs – SpecEd, Technolgy, Behav Spec, Content Coach, Curriculum, Literacy, ELL	51	Mon 8/29	Mon 6/12	187	09/16/16	06/23/17	210	Same schedule as classroom teachers; If do not work evening conferences as part of 187 days then must have 2 additional duty days to meet contracted day requirement
Nurses	51	Mon 8/29	Mon 6/12	187	09/16/16	06/23/17	210	Same schedule as classroom teachers
Social Workers, Psychologists	51	Mon 8/29	Mon 6/12	187	09/16/16	06/23/17	210	Same schedule as classroom teachers
Work Coordinators	51	Mon 8/29	Mon 6/12	187	09/16/16	06/23/17	210	Same schedule as classroom teachers
Crossroads Teachers	51	Mon 8/29	Wed 7/2	187	09/16/16	09/01/17	260	Refer to separate Crossroads Calendar
Birth to 3 Teachers	51	Mon 8/1	Mon 7/31	187	08/05/16	07/21/17	260	Refer to separate B23 Calendars
Teaching Assistants	53	Tue 9/6	Fri 6/9	173/175	09/30/16	06/23/17	n/a	Typically start and work on student contact days only; Paid actual days worked – pay not prorated
Educational Assistants	54	Mon 8/29	Mon 6/12	184	09/16/16	06/23/17	n/a	See additional note regarding work days and paid days**
10M Specialists (ASAP)	56	Mon 8/29	Mon 6/12	187	09/16/16	06/23/17	210	Same schedule as classroom teachers; Proration includes use of vacation for winter/spring break
11M Specialists (ASAP)	56	Mon 8/15	Mon 6/19	202	09/16/16	06/23/17	225	Typically start 2 weeks before teachers and end 1 weeks after teachers; Proration includes use of vacation for winter/spring break
School & Community Service Prof	59	Mon 8/29	Mon 6/12	187	09/16/16	06/23/17	n/a	Same schedule as classroom teachers; Paid actual days worked – pay not prorated

**\*Subject to change as needed to ensure accurate pay of contracted salary. Refer to current payroll calendar or contact your payroll specialist for specific pay check timing information.**

**\*\*Educational Assistants contract year consists of 184 days which includes conferences, professional development, and paid MEA. There are normally 4 evening conferences which each count as ½ day. If an EA’s presence is not needed at the conference, alternative work days shall be assigned. 5 professional development days included in the duty year are non-student contact days assigned for program planning and staff development opportunities. Typically 3 of these days occur during opening week and the other 2 days occur during the school year. Non-duty break pay for winter and spring break is not included in the 184 days.**