



# 2018-19 Work Year Schedule

For Professional and Support Staff (less than 12 mo.)

Scheduled work days, including the “return to work” date in August, can vary for employees depending on the employee’s job title and building/program needs. Employees should check with their manager for actual begin/end dates of their duty year. Managers who require certain employees to work outside the schedule listed below MUST notify payroll of the adjusted schedule or extra days so the employee can be paid appropriately. Hours worked beyond the employee’s contractual duty days should be submitted on a supplemental pay form – *not* a regular time sheet.

Job Group	Union	First Work Day 2018	Last Work Day 2019	Typical Duty Days	First Paycheck*	Last Paycheck*	Prorated Paid Days*	Notes
Head Clerks	01	Mon 8/6	Fri 6/14	225	08/31/18	07/05/19	n/a	Paid for days actually worked or use of sick, vacation, or holiday time - pay not prorated
10M Clerical & Technical ( <i>not head clerks</i> )	01	Mon 8/20	Fri 6/7 or Fri 6/14	215	09/14/18	06/21/19 or 07/05/19	n/a	Paid actual days worked or use of sick, vacation ,or holiday time – pay not prorated; actual last day worked is dependent on program/need
Athletic Directors	51	Mon 8/6	Mon 6/17	207	08/31/18	07/05/19	230	Typically start 2 weeks before teachers and end 2 weeks after teachers
Counselors	51	Mon 8/20	Mon 6/17	197	09/14/18	06/21/19	220	Typically start 1 week before teachers and end 1 week after teachers
Teachers – classroom 10M	51	Mon 8/27	Mon 6/10	187	09/14/18	06/21/19	210	Typically start 1 week before students come back; Proration includes MEA, winter/spring break
TOSAs – 10M Professional Development	51	Wed 8/8	Mon 6/17	202	08/31/18	06/21/19	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 8/13	Mon 6/17	202	08/31/18	06/21/19	225	Typically start 2weeks before teachers and end 1 week after teachers
TOSAs – Gateway to College	51	Mon 8/6	Thur 5/23	187	08/31/18	5/24/19	210	Typically start and end before teachers but same # days
TOSAs – SpecEd, Technolgy, Behav Spec, Content Coach, Curriculum, Literacy, ELL	51	Mon 8/27	Mon 6/10	187	09/14/18	06/21/19	210	Same schedule as classroom teachers; If do not work evening conferences as part of 187 days then must have 2 add'l duty days to meet contracted day requirement
Nurses	51	Mon 8/27	Mon 6/10	187	09/14/18	06/21/19	210	Same schedule as classroom teachers
Social Workers, Psychologists	51	Mon 8/27	Mon 6/10	187	09/14/18	06/21/19	210	Same schedule as classroom teachers
Work Coordinators	51	Mon 8/27	Mon 6/10	187	09/14/18	06/21/19	210	Same schedule as classroom teachers
Crossroads Teachers	51	Mon 8/27	Wed 7/31	187	09/14/18	08/30/19	260	Refer to separate Crossroads Calendar
Birth to 3 Teachers	51	Wed 8/1	Wed 7/31	187	08/17/18	08/16/19	260	Refer to separate B23 Calendars
Teaching Assistants	53	Tue 9/4	Fri 6/7	173/175	09/28/18	06/21/19	n/a	Typically start and work on student contact days only; Paid actual days worked – pay not prorated
Educational Assistants	54	Mon 8/27	Mon 6/10	184	09/14/18	06/21/19	n/a	See additional note regarding work days and paid days**
10M Specialists (ASAP)	56	Mon 8/27	Mon 6/10	210	09/14/18	06/21/19	n/a	Same schedule as classroom teachers; Paid for days actually worked or use of sick, vacation, or holiday time
11M Specialists (ASAP)	56	Mon 8/13	Fri 6/21	225	08/31/18	07/05/19	n/a	Typically start 2 weeks before teachers and end 1 week after teachers; Paid for days actually worked or use of sick, vacation, or holiday time
10 M School & Community Service Prof	59	Mon 8/27	Mon 6/10	187	09/14/18 or 9/28/18	06/21/19 or 09/14/19	n/a	Same schedule as classroom teachers; Paid actual days worked – pay not prorated unless opt for 26 pay

**\*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. Pay for winter and spring break is not included in the 184 days.