

**WORK SCHEDULE FOR PERSONNEL WHO WORK 185 DAYS
2018 - 2019**

PAYROLL PERIODS	SECRETARIES / NURSES / AIDES / LUNCHROOM PERSONNEL	
JULY 1 - 31	0.0	
AUGUST 1 - 31	21.0	** (Lunchroom Personnel: Includes 1 day for grocery delivery)
SEPTEMBER 1 - 30	19.0	(Holiday - 9/3)
OCTOBER 1 - 31	23.0	* (Parent-Teacher Conference-10/11); (Professional Development-10/12)
NOVEMBER 1 - 30	16.0	(Holidays-11/12; 11/19-11/23)
DECEMBER 1 - 31	14.0	(Holidays - 12/21 - 12/31)
JANUARY 1 - 31	18.0	(Holidays - 1/1-1-4 & 1/21) - Return to work on 1/7/19
FEBRUARY 1 - 28	20.0	* (Parent-Teacher Conference-2/7); (Professional Development-2/8)
MARCH 1 - 31	16.0	(Holidays - 3/25-3/29)
APRIL 1 - 30	21.0	(Holiday - 4/19)
MAY 1 - 31	17.0	
JUNE 1 - 30	0.0	
TOTAL DAYS	185.0	
START DATE	8/3/18	
END DATE	5/23/19	

**Not required to work extra hours (3:00-6:00) for Parent Teacher Conferences on 10/11/18 and 2/7/19.*
***Lunchroom Personnel: Includes 1 day for grocery delivery (July or August 2018)*

PAYROLL PERIODS	BUS DRIVERS	
JULY 1 - 31	0.0	
AUGUST 1 - 31	20.0	(Includes 1 day for Bus Recertification)
SEPTEMBER 1 - 30	19.0	(Holiday - 9/3)
OCTOBER 1 - 31	23.0	* (Parent-Teacher Conference-10/11); (Professional Development-10/12)
NOVEMBER 1 - 30	16.0	(Holidays-11/12; 11/19-11/23)
DECEMBER 1 - 31	14.0	(Holidays - 12/21 - 12/31)
JANUARY 1 - 31	18.0	(Holidays - 1/1-1-4 & 1/21) - Return to work on 1/7/19
FEBRUARY 1 - 28	20.0	* (Parent-Teacher Conference-2/7); (Professional Development-2/8)
MARCH 1 - 31	16.0	(Holidays - 3/25-3/29)
APRIL 1 - 30	21.0	(Holiday - 4/19)
MAY 1 - 31	18.0	
JUNE 1 - 30	0.0	
TOTAL DAYS	185.0	
START DATE	8/7/18	(Bus Pick-Up/Meeting)
END DATE	5/24/19	

**Not required to work extra hours (3:00-6:00) for Parent Teacher Conferences on 10/11/18 and 2/7/19.*

**WORK SCHEDULE FOR PERSONNEL WHO WORK 187 DAYS
2018 - 2019**

PAYROLL PERIODS	TEACHERS-REG/ LIBRARIANS / BAND DIR / COACHES/ ELEM & MDL SCH COUNSELORS	
JULY 1 - 31	0.0	
AUGUST 1 - 31	21.0	
SEPTEMBER 1 - 30	19.0	(Holiday - 9/3)
OCTOBER 1 - 31	23.5	*(Parent-Teacher Conference-10/11); (Professional Development-10/12)
NOVEMBER 1 - 30	16.0	(Holidays-11/12; 11/19-11/23)
DECEMBER 1 - 31	14.0	(Holidays - 12/21 - 12/31)
JANUARY 1 - 31	18.0	(Holidays - 1/1-1-4 & 1/21) - Return to work on 1/7/19
FEBRUARY 1 - 28	20.5	*(Parent-Teacher Conference-2/7); (Professional Development-2/8)
MARCH 1 - 31	16.0	(Holidays - 3/25-3/29)
APRIL 1 - 30	21.0	(Holiday - 4/19)
MAY 1 - 31	18.0	
JUNE 1 - 30	0.0	
TOTAL DAYS	187.0	
START DATE	8/3/18	
END DATE	5/24/19	

**Required to work extra hours (3:00-6:00) for Parent Teacher Conferences on 10/11/18 and 2/7/19.*

**WORK SCHEDULE FOR PERSONNEL WHO WORK 187 DAYS
2018 - 2019**

PAYROLL PERIODS	CNP MANAGERS	
JULY 1 - 31	0.0	
AUGUST 1 - 31	22.0	** (Includes 1 day for grocery delivery in July or August)
SEPTEMBER 1 - 30	19.0	(Holiday - 9/3)
OCTOBER 1 - 31	23.0	*(Parent-Teacher Conference-10/11); (Professional Development-10/12)
NOVEMBER 1 - 30	16.0	(Holidays-11/12; 11/19-11/23)
DECEMBER 1 - 31	14.0	(Holidays - 12/21 - 12/31)
JANUARY 1 - 31	18.0	(Holidays - 1/1-1-4 & 1/21) - Return to work on 1/7/19
FEBRUARY 1 - 28	20.0	*(Parent-Teacher Conference-2/7); (Professional Development-2/8)
MARCH 1 - 31	16.0	(Holidays - 3/25-3/29)
APRIL 1 - 30	21.0	(Holiday - 4/19)
MAY 1 - 31	17.0	
JUNE 1 - 30	1.0	(1 Contract Day for June Conference)
TOTAL DAYS	187.0	
START DATE	8/2/18	
END DATE	5/23/19	

**Not required to work extra hours (3:00-6:00) for Parent Teacher Conferences on 10/11/18 and 2/7/19.*

***Includes 1 day for grocery delivery (July or August 2018)*

**WORK SCHEDULE FOR PERSONNEL WHO WORK 202 DAYS
2018 - 2019**

PAYROLL PERIODS	HIGH SCHOOL COUNSELORS / TPSC DIRECTOR	
JULY 1 - 31	0.0	
AUGUST 1 - 31	23.0	
SEPTEMBER 1 - 30	19.0	(Holiday - 9/3)
OCTOBER 1 - 31	23.5	*(Parent-Teacher Conference-10/11); (Professional Development-10/12)
NOVEMBER 1 - 30	16.0	(Holidays-11/12; 11/19-11/23)
DECEMBER 1 - 31	14.0	(Holidays - 12/21 - 12/31)
JANUARY 1 - 31	18.0	(Holidays - 1/1-1-4 & 1/21) - Return to work on 1/7/19
FEBRUARY 1 - 28	20.5	*(Parent-Teacher Conference-2/7); (Professional Development-2/8)
MARCH 1 - 31	16.0	(Holidays - 3/25-3/29)
APRIL 1 - 30	21.0	(Holiday - 4/19)
MAY 1 - 31	22.0	(Holiday - 5/27)
JUNE 1 - 30	9.0	
TOTAL DAYS	202.0	
START DATE	8/1/18	
END DATE	6/13/19	

**Required to work extra hours (3:00-6:00) for Parent Teacher Conferences on 10/11/18 and 2/7/19.*

PAYROLL PERIODS	CUSTODIANS	
JULY 1 - 31	0.0	
AUGUST 1 - 31	23.0	
SEPTEMBER 1 - 30	19.0	(Holiday - 9/3)
OCTOBER 1 - 31	23.0	*(Parent-Teacher Conference-10/11); (Professional Development-10/12)
NOVEMBER 1 - 30	16.0	(Holidays-11/12; 11/19-11/23)
DECEMBER 1 - 31	14.0	(Holidays - 12/21 - 12/31)
JANUARY 1 - 31	18.0	(Holidays - 1/1-1-4 & 1/21) - Return to work on 1/7/19
FEBRUARY 1 - 28	20.0	*(Parent-Teacher Conference-2/7); (Professional Development-2/8)
MARCH 1 - 31	16.0	(Holidays - 3/25-3/29)
APRIL 1 - 30	21.0	(Holiday - 4/19)
MAY 1 - 31	22.0	(Holiday - 5/27)
JUNE 1 - 30	10.0	
TOTAL DAYS	202.0	
START DATE	8/1/18	
END DATE	6/14/19	

**Follow regular work schedule for Parent Teacher Conferences on 10/11/18 and 2/7/19.*

**WORK SCHEDULE FOR PERSONNEL WHO WORK 202 DAYS
2018 - 2019**

PAYROLL PERIODS	ATTENDANCE ADMINISTRATOR / CAREER TECH TEACHERS / CAREER TECH COUNSELOR / CAREER COACH / JOB SPECIALIST	
JULY 1 - 31	2.0	
AUGUST 1 - 31	23.0	
SEPTEMBER 1 - 30	19.0	(Holiday - 9/3)
OCTOBER 1 - 31	23.5	*(Parent-Teacher Conference-10/11); (Professional Development-10/12)
NOVEMBER 1 - 30	16.0	(Holidays-11/12; 11/19-11/23)
DECEMBER 1 - 31	14.0	(Holidays - 12/21 - 12/31)
JANUARY 1 - 31	18.0	(Holidays - 1/1-1-4 & 1/21) - Return to work on 1/7/19
FEBRUARY 1 - 28	20.5	*(Parent-Teacher Conference-2/7); (Professional Development-2/8)
MARCH 1 - 31	16.0	(Holidays - 3/25-3/29)
APRIL 1 - 30	21.0	(Holiday - 4/19)
MAY 1 - 31	22.0	(Holiday - 5/27)
JUNE 1 - 30	7.0	
TOTAL DAYS	202.0	
START DATE	7/30/18	
END DATE	6/11/19	

**Required to work extra hours (3:00-6:00) for Parent Teacher Conferences on 10/11/18 and 2/7/19.*

**WORK SCHEDULE FOR PERSONNEL WHO WORK 202 DAYS
2018 - 2019**

PAYROLL PERIODS	ASSISTANT PRINCIPALS	
JULY 1 - 31	7.0	
AUGUST 1 - 31	23.0	
SEPTEMBER 1 - 30	19.0	(Holiday - 9/3)
OCTOBER 1 - 31	23.5	*(Parent-Teacher Conference-10/11); (Professional Development-10/12)
NOVEMBER 1 - 30	16.0	(Holidays-11/12; 11/19-11/23)
DECEMBER 1 - 31	14.0	(Holidays - 12/21 - 12/31)
JANUARY 1 - 31	18.0	(Holidays - 1/1-1-4 & 1/21) - Return to work on 1/7/19
FEBRUARY 1 - 28	20.5	*(Parent-Teacher Conference-2/7); (Professional Development-2/8)
MARCH 1 - 31	16.0	(Holidays - 3/25-3/29)
APRIL 1 - 30	21.0	(Holiday - 4/19)
MAY 1 - 31	22.0	(Holiday - 5/27)
JUNE 1 - 30	2.0	
TOTAL DAYS	202.0	
START DATE	7/23/18	
END DATE	6/4/19	

**Required to work extra hours (3:00-6:00) for Parent Teacher Conferences on 10/11/18 and 2/7/19.*

**WORK SCHEDULE FOR PERSONNEL WHO WORK 222 DAYS
2018 - 2019**

PAYROLL PERIODS	SCHOOL SECRETARIES & BOOKKEEPERS	
		Scheduled work days: 7/23,7/24, 7/25, 7/26, 7/27, 7/30 & 7/31
JULY 1 - 31	9.0	**2 contract days must also be worked between 7/2/18 & 7/20/18 to complete 222-Day contract. {See Note Below.}
AUGUST 1 - 31	23.0	
SEPTEMBER 1 - 30	19.0	(Holiday - 9/3)
OCTOBER 1 - 31	23.5	*(Parent-Teacher Conference-10/11); (Professional Development-10/12)
NOVEMBER 1 - 30	16.0	(Holidays-11/12; 11/19-11/23)
DECEMBER 1 - 31	14.0	(Holidays - 12/21 - 12/31)
JANUARY 1 - 31	18.0	(Holidays - 1/1-1-4 & 1/21) - Return to work on 1/7/19
FEBRUARY 1 - 28	20.5	*(Parent-Teacher Conference-2/7); (Professional Development-2/8)
MARCH 1 - 31	16.0	(Holidays - 3/25-3/29)
APRIL 1 - 30	21.0	(Holiday - 4/19)
MAY 1 - 31	22.0	(Holiday - 5/27)
JUNE 1 - 30	20.0	
TOTAL DAYS	222.0	
START DATE	7/23/18	**Plus 2 contract days to be worked between July 2 & July 20, 2018
END DATE	6/28/19	
<p><i>*Required to work extra hours (3:00-6:00) for Parent Teacher Conferences on 10/11/18 and 2/7/19.</i></p> <p>**The 2 floating workdays in July must be scheduled with your supervisor and reflected on payroll.</p>		

**WORK SCHEDULE FOR PERSONNEL WHO WORK 240 DAYS
2018 - 2019**

PAYROLL PERIODS	CAREER TECH DIRECTOR & PRINCIPAL/ PRINCIPALS / PSYCHOMETRIST/ CENTRAL OFFICE / TECH DEPT./ CNP DIRECTOR & CNP BOOKEEPER/ MAINTENANCE DEPT. / BUS SHOPS	
JULY 1 - 31	21.0	(Holiday - 7/4)
AUGUST 1 - 31	23.0	
SEPTEMBER 1 - 30	19.0	(Holiday - 9/3)
OCTOBER 1 - 31	23.5	*(Parent-Teacher Conference-10/11); (Professional Development-10/12)
NOVEMBER 1 - 30	18.0	(Holidays-11/12; 11/21-11/23)
DECEMBER 1 - 31	15.0	(Holidays - 12/24 - 12/31)
JANUARY 1 - 31	21.0	(Holidays - 1/1 & 1/21) - Return to work on 1/2/19
FEBRUARY 1 - 28	20.5	*(Parent-Teacher Conference-2/7); (Professional Development-2/8)
MARCH 1 - 31	16.0	(Holidays - 3/25-3/29)
APRIL 1 - 30	21.0	(Holiday - 4/19)
MAY 1 - 31	22.0	(Holiday - 5/27)
JUNE 1 - 30	20.0	
TOTAL DAYS	240.0	
START DATE	7/2/18	
END DATE	6/28/19	

**Required to work extra hours (3:00-6:00) for Parent Teacher Conferences on 10/11/18 and 2/7/19.*