

**WORK SCHEDULE FOR PERSONNEL WHO WORK 185 DAYS  
2017 - 2018**

PAYROLL PERIODS	SECRETARIES/NURSES/AIDES/ LUNCHROOM PERSONNEL	
JULY 1 - 31	0.0	
AUGUST 1 - 31	20.0	
SEPTEMBER 1 - 30	20.0	(Holiday - 9/4)
OCTOBER 1 - 31	22.0	*(Parent-Teacher Conference-10/12); (Professional Development-10/13)
NOVEMBER 1 - 30	16.0	(Holidays-11/10; 11/20-11/24)
DECEMBER 1 - 31	11.0	(Holidays - 12/18 - 12/31)
JANUARY 1 - 31	21.0	(Holidays - 1/1 & 1/15) - Return to work on 1/2/18
FEBRUARY 1 - 28	20.0	
MARCH 1 - 31	17.0	*(Parent-Teacher Conference-3/15); (Holidays - 3/26-3/30)
APRIL 1 - 30	20.0	(Holiday - 4/2)
MAY 1 - 31	18.0	
JUNE 1 - 30	0.0	
TOTAL DAYS	185.0	
START DATE	8/4/17	
END DATE	5/24/18	

*\*Not required to work extra hours (3:00-6:00) for Parent Teacher Conferences on 10/12/17 and 3/15/18.*

PAYROLL PERIODS	BUS DRIVERS	
JULY 1 - 31	0.0	
AUGUST 1 - 31	19.0	(Includes 1 day for Bus Recertification)
SEPTEMBER 1 - 30	20.0	(Holiday - 9/4)
OCTOBER 1 - 31	22.0	*(Parent-Teacher Conference-10/12); (Professional Development-10/13)
NOVEMBER 1 - 30	16.0	(Holidays-11/10; 11/20-11/24)
DECEMBER 1 - 31	11.0	(Holidays - 12/18 - 12/31)
JANUARY 1 - 31	21.0	(Holidays - 1/1 & 1/15) - Return to work on 1/2/18
FEBRUARY 1 - 28	20.0	
MARCH 1 - 31	17.0	*(Parent-Teacher Conference-3/15); (Holidays - 3/26-3/30)
APRIL 1 - 30	20.0	(Holiday - 4/2)
MAY 1 - 31	19.0	
JUNE 1 - 30	0.0	
TOTAL DAYS	185.0	
START DATE	8/8/17	(Bus Pick-Up/Meeting)
END DATE	5/25/18	

*\*Not required to work extra hours (3:00-6:00) for Parent Teacher Conferences on 10/12/17 and 3/15/18.*

**WORK SCHEDULE FOR PERSONNEL WHO WORK 187 DAYS  
2017 - 2018**

PAYROLL PERIODS	TEACHERS-REG/ LIBRARIANS / BAND DIR / COACHES/ ELEM & MDL SCH COUNSELORS	
JULY 1 - 31	0	
AUGUST 1 - 31	20.0	
SEPTEMBER 1 - 30	20.0	(Holiday - 9/4)
OCTOBER 1 - 31	22.5	*(Parent-Teacher Conference-10/12); (Professional Development-10/13)
NOVEMBER 1 - 30	16.0	(Holidays-11/10; 11/20-11/24)
DECEMBER 1 - 31	11.0	(Holidays - 12/18 - 12/31)
JANUARY 1 - 31	21.0	(Holidays - 1/1 & 1/15) - Return to work on 1/2/18
FEBRUARY 1 - 28	20.0	
MARCH 1 - 31	17.5	*(Parent-Teacher Conference-3/15); (Holidays - 3/26-3/30)
APRIL 1 - 30	20.0	(Holiday - 4/2)
MAY 1 - 31	19.0	
JUNE 1 - 30	0.0	
TOTAL DAYS	187.0	
START DATE	8/4/17	
END DATE	5/25/18	

*\*Required to work extra hours (3:00-6:00) for Parent Teacher Conferences on 10/12/17 and 3/15/18.*

**WORK SCHEDULE FOR PERSONNEL WHO WORK 202 DAYS  
2017 - 2018**

PAYROLL PERIODS	CNP MANAGERS	
JULY 1 - 31	2.5	<i>Return to work on 7/31/17- ** (1.50 Days-Freezer Checks)</i>
AUGUST 1 - 31	23.5	<i>** (.50 Day-Freezer Checks)</i>
SEPTEMBER 1 - 30	20.5	<i>(Holiday - 9/4) - ** (.50 Day-Freezer Checks)</i>
OCTOBER 1 - 31	22.5	<i>*(Parent-Teacher Conference-10/12); (Professional Development-10/13); ** (.50 Day-Freezer Checks)</i>
NOVEMBER 1 - 30	17.0	<i>(Holidays-11/10; 11/20-11/24); ** (1.00 Day-Freezer Checks)</i>
DECEMBER 1 - 31	12.0	<i>(Holidays - 12/18 - 12/31); ** (1.00 Day-Freezer Checks)</i>
JANUARY 1 - 31	21.5	<i>(Holidays - 1/1 &amp; 1/15) - Return to work on 1/2/18; ** (.50 Day-Freezer Checks)</i>
FEBRUARY 1 - 28	20.5	<i>** (.50 Day-Freezer Checks)</i>
MARCH 1 - 31	18.0	<i>*(Parent-Teacher Conference-3/15); (Holidays - 3/26-3/30); ** (1.00 Day-Freezer Checks)</i>
APRIL 1 - 30	20.5	<i>(Holiday - 4/2); ** (.50 Day-Freezer Checks)</i>
MAY 1 - 31	22.5	<i>(Holiday - 5/28); ** (.50 Day-Freezer Checks)</i>
JUNE 1 - 30	1.0	<i>** (1 contract day for June Conference)</i>
TOTAL DAYS	202.0	
START DATE	7/31/17	
END DATE	5/31/18	

*\*Not required to work extra hours (3:00-6:00) for Parent Teacher Conferences on 10/12/17 and 3/15/18.*

**WORK SCHEDULE FOR PERSONNEL WHO WORK 202 DAYS  
2017 - 2018**

PAYROLL PERIODS	HIGH SCH COUNSELORS/ CAREER TECH COUNSELOR/ SEC / TPSC DIRECTOR/ CAREER TECH TEACHERS/ JOB SPECIALIST/CAREER COACH	
JULY 1 - 31	0.0	
AUGUST 1 - 31	23.0	
SEPTEMBER 1 - 30	20.0	(Holiday - 9/4)
OCTOBER 1 - 31	22.5	*(Parent-Teacher Conference-10/12); (Professional Development-10/13)
NOVEMBER 1 - 30	16.0	(Holidays-11/10; 11/20-11/24)
DECEMBER 1 - 31	11.0	(Holidays - 12/18 - 12/31)
JANUARY 1 - 31	21.0	(Holidays - 1/1 & 1/15) - Return to work on 1/2/18
FEBRUARY 1 - 28	20.0	
MARCH 1 - 31	17.5	*(Parent-Teacher Conference-3/15); (Holidays - 3/26-3/30)
APRIL 1 - 30	20.0	(Holiday - 4/2)
MAY 1 - 31	22.0	(Holiday - 5/28)
JUNE 1 - 30	9.0	
TOTAL DAYS	202.0	
START DATE	8/1/17	
END DATE	6/13/18	

*\*Required to work extra hours (3:00-6:00) for Parent Teacher Conferences on 10/12/17 and 3/15/18.*

PAYROLL PERIODS	CUSTODIANS	
JULY 1 - 31	0.0	
AUGUST 1 - 31	23.0	
SEPTEMBER 1 - 30	20.0	(Holiday - 9/4)
OCTOBER 1 - 31	22.0	*(Parent-Teacher Conference-10/12); (Professional Development-10/13)
NOVEMBER 1 - 30	16.0	(Holidays-11/10; 11/20-11/24)
DECEMBER 1 - 31	11.0	(Holidays - 12/18 - 12/31)
JANUARY 1 - 31	21.0	(Holidays - 1/1 & 1/15) - Return to work on 1/2/18
FEBRUARY 1 - 28	20.0	
MARCH 1 - 31	17.0	*(Parent-Teacher Conference-3/15); (Holidays - 3/26-3/30)
APRIL 1 - 30	20.0	(Holiday - 4/2)
MAY 1 - 31	22.0	(Holiday - 5/28)
JUNE 1 - 30	10.0	
TOTAL DAYS	202.0	
START DATE	8/1/17	
END DATE	6/14/18	

*\*Follow regular work schedule for Parent Teacher Conferences on 10/12/17 and 3/15/18.*

**WORK SCHEDULE FOR PERSONNEL WHO WORK 202 DAYS  
2017 - 2018**

PAYROLL PERIODS	ASSISTANT PRINCIPALS	
JULY 1 - 31	3.0	{Administrator's Academy - July 17, 18, and 19}
AUGUST 1 - 31	23.0	
SEPTEMBER 1 - 30	20.0	(Holiday - 9/4)
OCTOBER 1 - 31	22.5	*(Parent-Teacher Conference-10/12); (Professional Development-10/13)
NOVEMBER 1 - 30	16.0	(Holidays-11/10; 11/20-11/24)
DECEMBER 1 - 31	11.0	(Holidays - 12/18 - 12/31)
JANUARY 1 - 31	21.0	(Holidays - 1/1 & 1/15) - Return to work on 1/2/18
FEBRUARY 1 - 28	20.0	
MARCH 1 - 31	17.5	*(Parent-Teacher Conference-3/15); (Holidays - 3/26-3/30)
APRIL 1 - 30	20.0	(Holiday - 4/2)
MAY 1 - 31	22.0	(Holiday - 5/28)
JUNE 1 - 30	6.0	
TOTAL DAYS	202.0	
START DATE	8/1/17	
END DATE	6/8/18	

*\*Required to work extra hours (3:00-6:00) for Parent Teacher Conferences on 10/12/17 and 3/15/18.*

**WORK SCHEDULE FOR PERSONNEL WHO WORK 222 DAYS  
2017 - 2018**

PAYROLL PERIODS	SCH SECRETARIES & BOOKKEEPERS / ATTENDANCE OFCR.	
		Scheduled work days: 7/24, 7/25, 7/26, 7/27, 7/28 & 7/31
JULY 1 - 31	8.0	**2 contract days must also be worked between 7/5/17 & 7/21/17 to complete 222-Day contract. (See Note Below.)
AUGUST 1 - 31	23.0	
SEPTEMBER 1 - 30	20.0	(Holiday - 9/4)
OCTOBER 1 - 31	22.5	*(Parent-Teacher Conference-10/12); (Professional Development-10/13)
NOVEMBER 1 - 30	16.0	(Holidays-11/10; 11/20-11/24)
DECEMBER 1 - 31	11.0	(Holidays - 12/18 - 12/31)
JANUARY 1 - 31	21.0	(Holidays - 1/1 & 1/15) - Return to work on 1/2/18
FEBRUARY 1 - 28	20.0	
MARCH 1 - 31	17.5	*(Parent-Teacher Conference-3/15); (Holidays - 3/26-3/30)
APRIL 1 - 30	20.0	(Holiday - 4/2)
MAY 1 - 31	22.0	(Holiday - 5/28)
JUNE 1 - 30	21.0	
TOTAL DAYS	222.0	
START DATE	7/24/17	**Plus 2 contract days to be worked between July 5 & July 21, 2017
END DATE	6/29/18	
<p><i>*Required to work extra hours (3:00-6:00) for Parent Teacher Conferences on 10/12/17 and 3/15/18.</i></p> <p><b>**The 2 floating workdays in July must be scheduled with your supervisor and reflected on payroll.</b></p>		

**WORK SCHEDULE FOR PERSONNEL WHO WORK 240 DAYS  
2017 - 2018**

<b>PAYROLL PERIODS</b>	<b>CAREER TECH DIR &amp; PRIN/ PRINCIPALS/PSYCHOMETRIST/ CENTRAL OFFICE/ TECH DEPT./ CNP DIR. &amp; CNP BKPR./ MAINTENANCE DEPT./ BUS SHOPS</b>	
JULY 1 - 31	20.0	(Holiday - 7/4)
AUGUST 1 - 31	23.0	
SEPTEMBER 1 - 30	20.0	(Holiday - 9/4)
OCTOBER 1 - 31	22.5	*(Parent-Teacher Conference-10/12); (Professional Development-10/13)
NOVEMBER 1 - 30	18.0	(Holidays-11/10; 11/22-11/24)
DECEMBER 1 - 31	14.0	(Holidays - 12/21 - 12/31)
JANUARY 1 - 31	21.0	(Holidays - 1/1 & 1/15) - Return to work on 1/2/18
FEBRUARY 1 - 28	20.0	
MARCH 1 - 31	17.5	*(Parent-Teacher Conference-3/15); (Holidays - 3/26-3/30)
APRIL 1 - 30	21.0	
MAY 1 - 31	22.0	(Holiday - 5/28)
JUNE 1 - 30	21.0	
TOTAL DAYS	240.0	
START DATE	7/1/17	
END DATE	6/30/18	
<p><i>*Required to work extra hours (3:00-6:00) for Parent Teacher Conferences on 10/12/17 and 3/15/18.</i></p>		