

Exempt Employees — 188 day contract

Professional Development Days & Workdays

- **Aug. 1- 3** = New Teacher Orientation
- **Aug. 4** = Required Institute
- **Aug. 7** = Local School PD
- **Aug. 8** = Teacher Workday
- **Oct. 9** = Teacher Workday
- **Jan. 4** = Teacher Workday
- **Feb. 19** = District PD Days/Flex PD Day for exempt employees
- **Apr. 23** = District PD Days/Flex PD Day for exempt employees
- **May 25** = Teacher Workday

All certified personnel are expected to be on campus to participate in professional development activities organized by school or district personnel on required PD days and designated workdays.

Non-Exempt Employees — 184 day contract (*No Flex Days*)

- 180 student contact days
- 4 on-campus workdays - Aug. 4, 7, 8, and Jan. 4
- ❖ **184 & 186 Day CNP managers and workers will receive their work schedules from the CNP Director.**

Exempt Employees — 208 day contract days

- All 188 Exempt Employee Days 188 days
- July 21, 24-28, 31 7 days
- Aug. 1-3 3 days
- May 29-31 3 days
- June 1, 4-8, 11 7 days

While the above days are designated workdays, principals may choose to stagger hours during the months of June and July for 208 day contract personnel to assist with registration, office coverage, etc.

Non-Exempt Employees — 208 day contract days (*No Flex PD Days *)

- All 188 Exempt Employee Days 188 days
- July 21, 24-28, 31 7 days
- Aug. 1-3 3 days
- May 29-31 3 days
- June 1, 4-8, 11 7 days
- ❖ **Feb. 19 & Apr. 23 are not Flex PD days for non-exempt employees.**

While the above days are designated workdays, principals may choose to stagger hours during the months of June and July for 208 day contract personnel to assist with registration, office coverage, etc.

Exempt & Non-Exempt Twelve- Month Personnel

HOLIDAYS

The following dates are marked as **holidays** for 12 month personnel for the 2017-2018 school year.

- July 4 (Independence Day)
- Sept. 4 (Labor Day)
- Nov. 10 (Veterans' Day)
- Nov. 22-24 (Thanksgiving holidays)
- Dec. 22, 25-29 (Winter Break)
- Jan. 1-2 (Winter Break)
- Jan. 15 (MLK Day)
- Mar. 26-30 (Spring Break)
- May 28 (Memorial Day)

***As per Fair Labor Standard Act regulations**

Nurses (LPN and RN) (*No Flex PD Days for LPNs *)

Nurses on 188 day contract

- All 180 student contact days
- Aug. 4 = Required Institute
- Aug. 7 = Local School PD
- Oct. 9 = Required Local PD Day
- Jan. 4 = Workday
- Feb. 19 = PD Day/Flex PD Day for RNs
- Apr. 23 = PD Day/Flex PD Day for RNs
- May 25 = Required Teacher Workday
- One non-student contact Workday at principal’s discretion (registration, parent night, etc.). The nurse should meet with principal to determine this date.

Nurses on 182 day contract

- All 180 student contact days
- 2 on-campus workdays:
 - Aug. 4 - Required Institute and Local School PD
 - ***Either*** Aug. 7 or Aug. 8 at principal’s discretion

Nurses on 208 day contract

- All 188 Exempt Employee Days 188 days
- July 21, 24-28, 31 7 days
- Aug. 1-3 3 days
- May 29-31 3 days
- June 1, 4-8, 11 7 days
- ❖ **Feb. 19 & Apr. 23 are Flex PD Days for RNs only.**

Non-Exempt Bus Drivers – 184 contract days (*No Flex PD Days*)

- All student contact days 180 days
- Aug. 4 Institute
- Aug. 7 Professional Development & Bus Pick up
- Jan. 4 Professional Development & Bus pick up
- TBD The Transportation Director will schedule a professional development day.

Non-Exempt After School Care Facilitators/Asst. Facilitators – 184 contract [5 hour day] (*No Flex PD Days*)

- All student contact day 180 days
- Aug. 4 Institute
- Aug. 7 Professional Development
- Jan. 4 Professional Development
- May 25 Workday