

## Classified Duty Day Schedules 2018-2019 School Year

### 12-month Classified Employees

Month		Available Days to Work	# of Paid Holidays	Non-Workable Days (Weekends)	Total
July	2018	21	1	9	31
August	2018	23	0	8	31
September	2018	19	1	10	30
October	2018	23	0	8	31
November	2018	20	2	8	30
December	2018	19	2	10	31
January	2019	21	2	8	31
February	2019	20	0	8	28
March	2019	20	1	10	31
April	2019	22	0	8	30
May	2019	22	1	8	31
June	2019	20	0	10	30
TOTAL		250	10	105	365

Classified Duty Day Calendars can be found:

- Employee Online – Employee Documents (BPlus)
- [www.usd497.org](http://www.usd497.org) (website) – under Staff / Frequent Pages & Documents / CL Duty Day Calendar
- [www.usd497.org](http://www.usd497.org) (website) – under Staff / Personnel / Employee Calendars

\*Only staff who are assigned 4 hours or more per day qualify for paid holidays. Therefore, staff who work fewer than 4 hours per day will have 8 or 9 fewer "Total Days" (no paid holidays).

**Rvsd 06/07/18**

## Classified Staff at the Elementary Schools 2018-2019 School Year

Position	Teacher Duty Days (186) Start Date: Aug 9, 2018 End Date: May 24, 2019	Paid Holidays*	Extra Days (Before & After the School Year)	Total Days
<b>Non-Instructional Monitor</b> First Duty Day: 08/15/18 Last Duty Day: 05/23/19	Only work when kids are in school (See Parent/Student Calendar) Total = 170	None	No	170
<b>Media Center Assistant</b> First Duty Day: 08/15/18 Last Duty Day: 05/23/19	Only work when kids are in school (See Parent/Student Calendar) Total = 170	Yes* Total = 8	No	178
<b>Food Service Workers</b>  First Duty Day: 08/13/18 Last Duty Day: 05/24/19	<i>Work all 186 teacher days EXCEPT:</i> August 9, 10 October 12, 19 November 2, 8, 9 January 7 February 15, 21, 22 March 1, 8 May 24 Total = 172	Yes* Total = 8  Not paid: May 30 <sup>th</sup> July 4 <sup>th</sup>	As assigned by Director of Food Service	180
<b>Paraeducator (SPED, ESL &amp; Instructional Only)</b> <b>Secretary – School</b> <b>Sign Language Interpreter</b> First Duty Day: 08/13/18 Last Duty Day: 05/24/19	<i>Work all 186 teacher days EXCEPT:</i> August 9, 10 October 12, 19 November 8, 9 January 7 February 15, 21, 22 March 1, 8 Total = 174	Yes* Total = 8  Not paid: May 27 <sup>th</sup> July 4 <sup>th</sup>	No  <b>NOTE: November 2 is District Professional Development Day for Classified Elem in this row</b>	182
<b>Paraeducator (Title I Only)</b> <b>Health Office Assistant</b> <b>Instructional Support Asst</b>  First Duty Day: 08/13/18 Last Duty Day: 05/24/19	<i>Work all 186 teacher days EXCEPT:</i> August 9, 10 October 12, 19 November 8, 9 January 7 February 15, 21, 22 March 1, 8 Total = 174	Yes* Total = 8  Not paid: May 27 <sup>th</sup> July 4 <sup>th</sup>	No  <b>NOTE: November 2 is District Professional Development Day for Classified Elem Title Para's &amp; ISA's ONLY</b>	182
<b>ETC Therapist</b> <b>Parent Involvement Facilitator</b>  First Duty Day: 08/13/18 Last Duty Day: 05/24/19	<i>Work all 186 teacher days EXCEPT:</i> August 9, 10  Total = 184	Yes* Total = 8 Not paid: May 27 <sup>th</sup> July 4 <sup>th</sup>	No	192
<b>Secretary – School</b> First Duty Day: 08/02/18 Last Duty Day: 06/03/19	<i>Work all 186 teacher days EXCEPT:</i> November 8, 9 February 21, 22 Total = 182	Yes* Total = 9 Not paid: July 4 <sup>th</sup>	Start: August 2 (5 Before) End: June 3 (5 After) Total = 10 days	201
<b>Parents As Teachers Specialist (Parent Educator)</b> First Duty Day: 07/05/18 Last Duty Day: 06/30/19	Total = 186	Yes* Total = 9 Not paid: July 4 <sup>th</sup>	Start: July 5 End: June 30  Total = 17 (As approved by administrator)	212
<b>Parents As Teacher Coordinator</b> First Duty Day: 07/05/18 Last Duty Day: 06/30/19	1648 Total Hours  Total = 186	Yes* Total = 9 Not paid: July 4 <sup>th</sup>	Start: July 5 End: June 30 Total = 20 days As approved by administrator	215
<b>Administrative Assistant–Schl</b> First Duty Day: 07/26/18 Last Duty Day: 06/10/19	Total = 186	Yes* Total = 9 Not paid: July 4 <sup>th</sup>	Start: July 26 (10 Before) End: June 10 (10 After) Total = 20 days	215

\*Only staff who are assigned 4 hours or more per day qualify for paid holidays. Therefore, staff who work fewer than 4 hours per day will have 8 or 9 fewer "Total Days" (no paid holidays).

**Classified Staff at the Middle Schools  
2018-2019 School Year**

<b>Position</b>	<b>Teacher Duty Days (186) Start Date: Aug 9, 2018 End Date: May 24, 2019</b>	<b>Paid Holidays*</b>	<b>Extra Days (Before &amp; After the School Year)</b>	<b>Total Days</b>
<b>Media Center Assistant</b>  First Duty Day: 08/15/18 Last Duty Day: 05/23/19	Only work when kids are in school (See Parent/Student Calendar)  Total = 173	Yes* Total = 8  Not paid: May 30 <sup>th</sup> July 4 <sup>th</sup>	No	181
<b>Food Service Workers</b>  First Duty Day: 08/13/18 Last Duty Day: 05/23/19	Work all 186 teacher days EXCEPT: August 9, 10 October 12, 18, 19 November 9 January 7 February 22 March 1, 8 May 24 Total = 175	Yes* Total = 8  Not paid: May 30 <sup>th</sup> July 4 <sup>th</sup>	As assigned by Director of Food Service	183
<b>Accompanist Health Office Assistant Paraeducator Intervener-Sped Sign Language Interpreter</b>  First Duty Day: 08/13/18 Last Duty Day: 05/23/19	Work all 186 teacher days EXCEPT: August 9, 10 October 18, 19 November 9 January 7 February 22 March 1, 8 May 24 Total = 176	Yes* Total = 8  Not paid: May 30 <sup>th</sup> July 4 <sup>th</sup>	No  <b>NOTE: October 12 is District Professional Development Day for Classified Middle School Instructional Staff</b>	184
<b>Registrar Secretary – School</b>  First Duty Day: 08/01/18 Last Duty Day: 06/04/19	Total = 186	Yes* Total = 9  Not paid: July 4 <sup>th</sup>	Start: Aug 1 (6 Before) End: June 4 (6 After) Total = 12 days	207
<b>Administrative Assistant – School</b>  First Duty Day: 07/01/18 Last Duty Day: 06/30/19	Total = 250	Yes Total = 10	Start: July 1 End: June 30	260

\*Only staff who are assigned 4 hours or more per day qualify for paid holidays. Therefore, staff who work fewer than 4 hours per day will have 8 or 9 fewer "Total Days" (no paid holidays).

**Classified Staff at the Senior High Schools  
2018-2019 School Year**

Position	Teacher Duty Days (186) Start Date: Aug 9, 2018 End Date: May 24, 2019	Paid Holidays*	Extra Days (Before & After the School Year)	Total Days
<b>Media Center Assistant</b>  First Duty Day: 08/15/18 Last Duty Day: 05/23/19	Only work when kids are in school (See Parent/Student Calendar)  Total = 175	Yes* Total = 8 Not paid: May 30th July 4th	No	182
<b>Food Service Workers Security Officer</b>  First Duty Day: 08/13/18 Last Duty Day: 05/23/19	<i>Work all 186 teacher days EXCEPT:</i> August 9, 10 October 12, 19 January 7 Feb 22 March 1, 8 May 22 (1/2 Day) May 23 (1/2 Day) May 24 Total = 176	Yes* Total = 8  Not paid: May 30th July 4th	<ul style="list-style-type: none"> <li>● Food Service - as assigned by Director.</li> <li>● Security Staff - duty days in MAY will be determined by primary evaluator (not to exceed a total of 188 days).</li> </ul>	184
<b>Accompanist Brailist COTA Paraeducator Secretary – Attendance Secretary – Counseling Secretary – School</b> First Duty Day: 08/13/18 Last Duty Day: 05/23/19	<i>Work all 186 teacher days EXCEPT:</i> August 9, 10 October 19 January 7 Feb 22 March 1, 8 May 22 (1/2 Day) May 23 (1/2 Day) May 24 Total = 177	Yes* Total = 8  Not paid: May 30th July 4th	No  <b>NOTE: October 12 is District Professional Development Day for Classified High School Instructional Staff</b>	185
<b>Prevention Specialist Secretary – School</b>  First Duty Day: 08/09/18 Last Duty Day: 05/24/19	Total = 186	Yes* Total = 8 Not paid: May 30th July 4th	No	194
<b>Secretary – School (Counseling)</b> First Duty Day: 08/02/18 Last Duty Day: 05/29/19	Total = 186	Yes* Total = 9 Not paid: July 4th	Start: August 2 (5 Before) End: May 29 (2 After) Total = 7 days	202
<b>Secretary – School</b>  First Duty Day: 08/02/18 Last Duty Day: 06/03/19	Total = 186	Yes* Total = 9 Not paid: July 4th	Start: August 2 (5 Before) End: June 3 (5 After) Total = 10 days	205
<b>Secretary – School (Athletic)</b> First Duty Day: 07/26/18 Last Duty Day: 06/10/19	Total = 186	Yes* Total = 9 Not paid: July 4th	Start: July 26 (10 Before) End: June 10 (10 After) Total = 20 days	215

\*Only staff who are assigned 4 hours or more per day qualify for paid holidays. Therefore, staff who work fewer than 4 hours per day will have 8 or 9 fewer "Total Days" (no paid holidays).

**12 Month Classified Staff at the Senior High Schools**  
**2018-2019 School Year**

<b>Position</b>	<b>School Year August 11, 2017– May 24, 2018</b>	<b>Paid Holidays*</b>	<b>Extra Days (Before &amp; After the School Year)</b>	<b>Non-Duty Days</b>	<b>Total Days</b>	<b>Periods Paid</b>
<b>Registrar Secretary – School</b>  First Duty Day: 07/01/18 Last Duty Day: 06/14/19	Total = 196	Yes* Total =10	Start: July 1 End: June 14 Total = 44 days	June 17 – June 28 (10 Non- Duty Days)	250	25
<b>Administrative Assistant – School Bookkeeper – HS Secretary – School – LVS</b>  First Duty Day: 07/01/18 Last Duty Day: 06/30/19	Total = 250	Yes* Total =10	Start: July 1 End: June 30	0	260	26

NOTE: Must work at least 250 days or more to receive vacation accrual.

\*Only staff who are assigned 4 hours or more per day qualify for paid holidays. Therefore, staff who work fewer than 4 hours per day will have 8 or 9 fewer "Total Days" (no paid holidays).

**Classified Staff at ESDC  
2018-2019 School Year**

<b>Position</b>	<b>Teacher Duty Days (186) August 9, 2018 – May 24, 2019</b>	<b>Paid Holidays*</b>	<b>Extra Days (During the school year)</b>	<b>Extra Days (Before &amp; After the School Year)</b>	<b>Total Days</b>
<b>Food Service Account Tech</b>  First Duty Day: 08/13/18 Last Duty Day: 05/23/19	<i>Work all 186 teacher days EXCEPT:</i> August 9, 10 October 12, 19 January 7 Feb 22 March 1, 8 May 22 (1/2 Day) May 23 (1/2 Day) May 24  Total = 176	Yes* Total = 8  Not paid: May 30 <sup>th</sup> July 4 <sup>th</sup>	No	As assigned by Director of Food Service	184
<b>Secretary Health Services</b>  First Duty Day: 08/13/18 Last Duty Day: 05/24/19	<i>Work all 186 teacher days EXCEPT:</i> August 9, 10 October 12, 19 November 8, 9 January 7 February 15, 21, 22 March 1, 8  Total = 174	Yes* Total = 8  Not paid: May 30 <sup>th</sup> July 4 <sup>th</sup>	No  <b>NOTE:</b> <b>November 2</b> <b>is District</b> <b>Professional</b> <b>Development</b> <b>Day for</b> <b>Classified</b> <b>Elem in this</b> <b>row</b>	No	182

NOTE: Must work at least 250 days or more to receive vacation accrual.

\*Only staff who are assigned 4 hours or more per day qualify for paid holidays. Therefore, staff who work fewer than 4 hours per day will have 8 or 9 fewer "Total Days" (no paid holidays).