



Washoe County School District

Every Child, By Name And Face, To Graduation

March 31, 2022

TO: Revitalization/ Capital Projects School Principals

FR: DeShawn Reed, Human Resources Specialist, Office of Human Resources

RE: WORK SCHEDULES & CALENDARS 2022-2023: LESS-THAN-12-MONTH ESP EMPLOYEES

Attached to this memorandum is a description of the work days for ESP employees who work less-than-twelve-(12)-months. Please post this description at your school.

WORK DAYS

Please note that “work days” means in paid status (excluding holidays). Thus, an employee with a 226-day work year should have 226 actual days on the job unless ill or using another paid leave day (such as personal business).

Work should not be scheduled during Christmas or Spring breaks for most ESP employees. If an employee qualifies for, and has earned vacation, he/she should be encouraged to use it during these periods except when there are “essential functions” that must be performed i.e. payroll processing. Each site needs to establish a plan to cover the essential functions during any break periods.

WORK HOURS

In a seven (7) hour a day position, seven (7) hours a day **must be worked** (break time is included in the 7 hours). Lunch time (regardless of whether it is thirty (30) minutes or one (1) hour) is external to the seven (7) hours. Thus, a seven (7) hour secretary with a one (1) hour lunch must be “on the job” for eight (8) hours.

2022-2023 SCHOOL YEAR
 Elementary Support Staff
 (Working Less-Than-Twelve-Months)

REVITALIZATION/ CAPITAL PROJECTS BALANCE CALENDAR
Risley, Veteran's

STAFF GROUP	2022 Starting DATE	2023 Ending DATE	Days in Work Year Excluding Holidays (Actual Days to be Worked)	Calendar	Days
Administrative Secretaries (School Secretaries)	July 28	June 30	226 Work Days	MOD226*	22 days prior/ 14 after
Clinical Aides	August 15	June 12	191 Work Days	MOD191*	10 days prior / 1 after
Library Assistants & Associates	August 25	June 15	186 Work Days	MOD186	2 days prior / 4 after
Teacher Assistants	August 26	June 9	182 Work Days	MOD182*	1 day prior / 1 during
Nutrition Services Worker	August 26	June 12	182 Work Days	MODNS182	1 day prior / 1 after
Teacher Aides/Clerical Aides	August 29	June 9	180 Work Days	MOD180	= student contact days
Educational Technology Specialists (Computer Assistants)	August 29	June 9	180 Work Days	MOD180	= student contact days

*MOD182 will patch for December 23, 2022 as a scheduled work day.

*MOD191 first two (2) weeks are authorized at eight (8) hours per day, for a total of 80 hours. Code hours over regular schedule as additional hours.

*MOD226 will patch for December 23, 2022, December 27th – December 30th, and Spring Break (March 20th - March 24th) as scheduled work days. The Flex-On and Flex-Off process is available to meet the specific work schedule needs.

2022-2023 SCHOOL YEAR
 Middle School Support Staff
 (Working Less-Than-Twelve-Months)

REVITALIZATION/ CAPITAL PROJECTS BALANCE CALENDAR
Swope, Traner,

STAFF GROUP	2022 Starting DATE	2023 Ending DATE	Days in Work Year Excluding Holidays (Actual Days to be Worked)	Calendar	Days
Secretary	August 15	June 23	200 Work Days	MOD200	10 days prior / 10 after
Registrars	July 26	June 30	220 Work Days	MOD220*	24 days prior / 15 after
Clinical Aides	August 22	June 12	186 Work Days	MODCLS186	5 days prior / 1 after***
Classified Procedure Nurse	August 8	June 9	182 Work Days	NURSE182*	1 day prior /1 during
Teacher Assistants	August 26	June 9	182 Work Days	MOD182*	1 day prior /1 during
Teacher Aides/Clerical Aides	August 29	June 9	180 Work Days	MOD180	= student contact days

***MOD182 and MOD220 will patch for December 23, 2022 as a scheduled work day.**

***NURSE182 the one day worked, prior to school starting, will be August 8, 2022. The one day during will be December 23, 2022.**

*****PLEASE NOTE: The middle school clinical aides MODCLS186 will patch at 5 days prior and 1 day after to match the work schedule of these employees. You no longer will need to EXCEPTION report these individuals.**