



***Washoe County School District***

Every Child, By Name And Face, To Graduation

May 12, 2020

TO: **Revitalization Elementary School Principals**

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

RE: **WORK SCHEDULES & CALENDARS 2020-2021: 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.

**2020-2021 SCHOOL YEAR**  
 Elementary Support Staff  
 (Working Less-Than-Twelve-Months)

**REVITALIZATION BALANCE CALENDAR**  
 Virginia Palmer Elementary

<b>STAFF GROUP</b>	<b>2020 Starting DATE</b>	<b>2021 Ending DATE</b>	<b>Days in Work Year Excluding Holidays (Actual Days to be Worked)</b>	<b>Calendar</b>	<b>Days</b>
Administrative Secretaries (School Secretaries)	July 23	June 24	226 Work Days	MOD226*	22 days prior/ 14 after
Clinical Aides	August 10	June 7	191 Work Days	MOD191*	10 days prior / 1 after
Library Assistants & Associates	August 20	June 10	186 Work Days	MOD186	2 days prior / 4 after
Teacher Assistants	August 21	June 4	182 Work Days	MOD182*	1 day prior / 1 during
Teacher Aides/Clerical Aides	August 24	June 4	180 Work Days	MOD180	= student contact days
Educational Technology Specialists (Computer Assistants)	August 24	June 4	180 Work Days	MOD180	= student contact days

**\*MOD182 will patch for December 18, 2020 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 18, 2020, December 28<sup>th</sup> – January 1<sup>st</sup>, and Spring Break (March 15<sup>th</sup> - March 19<sup>th</sup>) as scheduled work days. The Flex-On and Flex-Off process is available to meet the specific work schedule needs.**