



OFFICE OF HUMAN RESOURCES

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March 31, 2023

TO: **Elementary School Principals**

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

RE: **WORK SCHEDULES & CALENDARS 2023-24: 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.

2023-24 SCHOOL YEAR
 Elementary Support Staff
 (Working Less-Than-Twelve-Months)

BALANCE CALENDAR

STAFF GROUP	2023 Starting DATE	2024 Ending DATE	Days in Work Year Excluding Holidays (Actual Days to be Worked)	Calendar	Days
Administrative Secretaries (School Secretaries)	July 13	June 28	226 Work Days	CLASS226*	22 days prior/ 14 after
Clinical Aides	July 31	June 10	191 Work Days	CLASS191*	10 days prior / 1 after
Classified Procedure Nurse	August 7	June 7	182 Work Days	NURSE182*	1 day prior / 1 during
Library Assistants & Associates	August 10	June 13	186 Work Days	CLASS186	2 days prior / 4 after
Teacher Assistants	August 11	June 7	182 Work Days	CLASS182*	1 day prior / 1 during
Teacher Aides/Clerical Aides	August 14	June 7	180 Work Days	CLASS180	= student contact days
Educational Technology Specialists (Computer Assistants)	August 14	June 7	180 Work Days	CLASS180	= student contact days

*NURSE182 the one day worked, prior to school starting, will be August 7th. The one day during will be December 22nd.

*CLASS182 will patch for December 22, 2023 as a scheduled work day.

*CLASS191 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.

*CLASS226 will patch for Spring Break (March 25 – April 5) as scheduled work days. The Flex-On and Flex-Off process is available to meet the specific work schedule needs.

2023-2024 SCHOOL YEAR
 Elementary Support Staff
 (Working Less-Than-Twelve-Months)

INCLINE ELEMENTARY SCHOOL

STAFF GROUP	2023 Starting DATE	2024 Ending DATE	Days in Work Year Excluding Holidays (Actual Days to be Worked)	Calendar	Days
Administrative Secretaries (School Secretaries)	July 31	July 15	226 Work Days	CLSIN226*	15 days prior / 21 after
Clinical Aides	August 7	June 13	191 Work Days	CLSIN191	10 days prior / 1 after
Classified Procedure Nurse	August 18	June 13	182 Work Days	CLSIN182	1 day prior / 1 after
Library Assistants & Associates	August 17	June 18	186 Work Days	CLSIN186	2 days prior / 4 after
Teacher Assistants	August 18	June 13	182 Work Days	CLSIN182	1 day prior / 1 after
Teacher Aides/Clerical Aides	August 21	June 12	180 Work Days	CLSIN180	= student contact days
Educational Technology Specialists (Computer Assistants)	August 21	June 12	180 Work Days	CLSIN180	= student contact days

*CLSIN226 will patch for Fall Break (Oct 2-6) and Spring Break (April 1-5) as scheduled work days. The Flex-On and Flex-Off process is available to meet the specific work schedule needs.

2023-2024 SCHOOL YEAR
 Elementary Support Staff
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GERLACH ELEMENTARY SCHOOL

STAFF GROUP	2023 Starting DATE	2024 Ending DATE	Days in Work Year Excluding Holidays (Actual Days to be Worked)	Calendar	Days
Teacher Assistants	August 10	June 5	146 Work Days	GRLCH146*	1 day prior / 1 during
Teacher Aides/Clerical Aides	August 14	June 5	144 Work Days	GRLCH144	= student contact days

*GRLCH146 will patch for December 21, 2023 as a scheduled work day.