



## REVISED ADMINISTRATOR/OFFICE PERSONNEL WORK CALENDAR SUMMARY

Number of Days	Job Titles	Start Date 2020	Paid Holidays	Unpaid Non-Work Days	End Date 2021
12 months (261 days)	Administrators, NS Operations Coordinator, NS Quality Assurance & Training Manager, NS Coordinator, Media Processor, Year-Round Office Personnel, Technology, Health Enhancement Coordinator, Lead District Safety Monitor, Coordinator-Community Services, Health Services Coordinator, PHHS Receptionist, PHS Attendance	July 1	July 3 September 7 November 25-27 December 23-31 January 1 March 31 April 1-2 May 31	n/a  <b>Building offices need to be staffed on-site during AMI days and snow days and office phone coverage is required. Working from home will be an option but must be approved in advance by the appropriate supervisor and may not be appropriate in all 12-month positions. 12-month staff that do not work on AMI days or snow days should use paid leave.</b>	June 30
12 months (261 days)	Custodians, Maintenance, Aquatic Center Program Specialist and Asst. Program Specialist, Preschool, School Age Child Care Site Managers, 12-month Nurse II, Nutrition Services Manager at Gerner	July 1	July 3 September 7 November 26-27 December 24-25, 31 January 1 April 1-2 May 31	n/a  <b>Work on AMI days and snow days. 12-month staff that do not work on AMI days or snow days should use paid leave.</b>	June 30
10.5 months (228-229 days)	Some Elem/MS/HS Administrative Assistant – Attendance, Some Preschool Administrative Assistants, HS Administrative Assistant to Assistant Principal, Administrative Assistant to Counselor, PHS Receptionist	July 29	September 7 November 25-27 December 23-31 January 1 March 31 April 1-2 May 31	January 18 February 15 March 29-30  <b>Work on AMI days. Building offices need to be staffed on-site during AMI days and snow days and office phone coverage is required. Working from home will be an option but must be approved in advance by the appropriate supervisor. If more than five AMI days are used, snow days will be implemented. Does not work on snow days. Snow days will be added to the end of the school and work calendar.</b>	June 17

Any deviations to this work calendar due to emergencies must be approved by the Assistant Superintendent of Human Resources



## REVISED ADMINISTRATOR/OFFICE PERSONNEL WORK CALENDAR SUMMARY

Number of Days	Job Titles	Start Date 2020	Paid Holidays	Unpaid Non-Work Days	End Date 2021
10.5 months (219 days)	Some High School Assistant Principals	July 28	September 7 November 25-27 December 23-31 January 1 February 15 March 31 April 1-2 May 31	January 18 March 29-30  Work on AMI days. Building offices need to be staffed on-site during AMI days and snow days and office phone coverage is required. Working from home will be an option but must be approved in advance by the Principal. If more than five AMI days are used, snow days will be implemented. Does not work on snow days. Snow days will be added to the end of the school and work calendar.	June 2
10.5 months (219 days)	Some Middle School Assistant Principals	July 28	September 7 November 25-27 December 23-31 January 1 February 15 March 31 April 1-2 May 31	January 18 March 29-30  Work on AMI days. Building offices need to be staffed on-site during AMI days and snow days and office phone coverage is required. Working from home will be an option but must be approved in advance by the Principal. If more than five AMI days are used, snow days will be implemented. Does not work on snow days. Snow days will be added to the end of the school and work calendar.	June 2

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### REVISED ADMINISTRATOR/OFFICE PERSONNEL WORK CALENDAR SUMMARY

Number of Days	Job Titles	Start Date 2020	Paid Holidays	Unpaid Non-Work Days	End Date 2021
10 months (approx. 190 days)	Some Attendance – High School	August 5		September 7 November 25-27 December 23-31 January 1 and 18 February 15 March 26 and 29-31 April 1-2  <i>Work on AMI days. Building offices need to be staffed on-site during AMI days and snow days and office phone coverage is required. Working from home will be an option but must be approved in advance by the Principal. If more than five AMI days are used, snow days will be implemented. Does not work on snow days. Snow days will be added to the end of the school and work calendar.</i>	May 28

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