

## Classified Duty Day Schedule 2011-2012 School Year

12-month Classified Employees:

Month	Available Days to Work	# of Paid Holidays	Non-Workable Days (Weekends)	Total
July 2011	20	1	10	31
August 2011	23	0	8	31
September 2011	21	1	8	30
October 2011	21	0	10	31
November 2011	20	2	8	30
December 2011	20	2	9	31
January 2012	20	2	9	31
February 2012	21	0	8	29
March 2012	21	1	9	31
April 2012	21	0	9	30
May 2012	22	1	8	31
June 2012	21	0	9	30
<b>TOTAL</b>	<b>251</b>	<b>10</b>	<b>105</b>	<b>366</b>

Position	Dates Begin-End
Classified 12-Month <u>Hourly</u> Staff	07/01/11 – 06/30/12
Classified 12-Month <u>Salaried</u> Staff	07/01/11 – 06/30/12

Classified Duty Day Calendars can be found:

- LPS Net
- Employee Online (IFAS)
- Website Under Employee Log In / Employment
- GAP – Section G / Personnel

\*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).

\*\*Work ½ of your Contracted daily hours in A.M. Only

Rvsd 06/16/11

**Classified Staff at the Elementary Schools  
2011-2012 School Year**

<b>Position</b>	<b>Teacher Duty Days (186) Start Date: Aug 15, 2011 End Date: May 25, 2012</b>	<b>Paid Holidays*</b>	<b>Extra Days (Before &amp; After the School Year)</b>	<b>Total Days</b>
Non-Instructional Monitor	Start Date: 08/17/11 End Date: 05/24/12 Only work when kids are in school.	None	No	175
Library Media Assistants	Start Date: 08/17/11 End Date: 05/24/12 Only work when kids are in school. Total = 175	Yes* Total = 8	No	183
Food Service Workers	All 186 days worked except: September 6 October 14 November 4, 10, 11 February 10, 16, 17 May 25 Total = 177	Yes* Total = 8  Not paid: May 28 <sup>th</sup> July 4 <sup>th</sup>	As assigned by Director of Food Service	185
Paraeducator Health Office Assistant Instructional Support Assistant Secretary – School (part-time) Sign Language Interpreter	All 186 days worked except: October 14 November 4, 10, 11 February 10, 16, 17 Total = 179	Yes* Total = 8  Not paid: May 28 <sup>th</sup> July 4 <sup>th</sup>	No	187
ETC Therapist Parent Involvement Facilitator	Yes  Total = 186	Yes* Total = 8  Not paid: May 28 <sup>th</sup> July 4 <sup>th</sup>	No	194
Secretary – School	All 186 days worked except: November 10, 11 February 16, 17 Total = 182	Yes* Total = 9  Not paid: July 4 <sup>th</sup>	Start: August 8 (5 Before) End: June 4 (5 After) Total = 10 days	201
Parents As Teachers Specialist	1188 Total Hours Total = 186	Yes* Total = 9 Not paid: July 4 <sup>th</sup>	Start: July 5 End: June 30 Total = 12 days *As approved by administrator	207
Parents As Teacher Coordinator	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
Administrative Assistant – School	Yes Total = 186	Yes* Total = 9  Not paid: July 4 <sup>th</sup>	Start: Aug 1 (10 Before) End: June 11 (10 After) Total = 20 days	215

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**Classified Staff at the Middle Schools  
2011-2012 School Year**

Position	Teacher Duty Days (186) Start Date: Aug 15, 2011 End Date: May 25, 2012	Paid Holidays*	Extra Days (Before & After the School Year)	Total Days
Library Media Assistant	Start Date: 08/17/11 End Date: 05/24/12 Only work when kids are in school.  Total = 175	Yes* Total = 8  Not paid: May 28 <sup>th</sup> July 4 <sup>th</sup>	No	183
Food Service Workers	All 186 days worked except: September 6 October 14, 20, 21 March 9, 15, 16 May 25  Total = 178	Yes* Total = 8  Not paid: May 28 <sup>th</sup> July 4 <sup>th</sup>	As assigned by Director of Food Service	186
Accompanist Health Office Assistant Paraeducator Sign Language Interpreter	All 186 days worked except: October 14, 20, 21 March 9, 15, 16 May 25  Total = 179	Yes* Total = 8  Not paid: May 28 <sup>th</sup> July 4 <sup>th</sup>	No	187
Secretary – Attendance	Yes  Total = 186	Yes* Total = 9  Not paid: July 4 <sup>th</sup>	Start: August 8 (5 Before) End: May 30 (2 After) Total = 7 days	202
Registrar Secretary – School	Yes  Total = 186	Yes* Total = 9  Not paid: July 4 <sup>th</sup>	Start: Aug 5 (6 Before) End: June 5 (6 After) Total = 12 days	207
After School Program Manager	Yes  Total = 186	Yes* Total = 9  Not paid: July 4 <sup>th</sup>	Start: Aug 1 (10 Before) End: June 4 (5 After) Total = 15 days	210
Administrative Assistant – School	Yes  Total = 186	Yes* Total = 9 Not paid: July 4 <sup>th</sup>	Start: July 18 (20 Before) End: June 25 (20 After) Total = 40 days	235

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**Classified Staff at the Senior High Schools  
2011-2012 School Year**

<b>Position</b>	<b>Teacher Duty Days (186) Start Date: Aug 15, 2011 End Date: May 25, 2012</b>	<b>Paid Holidays*</b>	<b>Extra Days (Before &amp; After the School Year)</b>	<b>Total Days</b>
Library Media Assistant	Start Date: 08/16/11 08/16/11 (1/2 Day) am 08/17/11 (1/2 Day) am End Date: 05/24/12  Only work when kids are in school. Total = 175	Yes* Total = 8 Not paid: May 28 <sup>th</sup> July 4 <sup>th</sup>	No	183
Food Service Workers Security Officer	All 186 days worked except: September 6 October 14, 21 March 9, 16 May 23 (1/2 Day) May 24 (1/2 Day) May 25  Total = 179	Yes* Total = 8 Not paid: May 28 <sup>th</sup> July 4 <sup>th</sup>	<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>	187
Accompanist Secretary – Attendance Paraeducator Secretary – School	All 186 days worked except: October 14, 21 March 9, 16 May 23 (1/2 Day) May 24 (1/2 Day) May 25  Total = 179	Yes* Total = 8  Not paid: May 28 <sup>th</sup> July 4 <sup>th</sup>	No	187
Prevention Specialist Secretary – School	Yes   Total = 186	Yes* Total = 8 Not paid: May 28 <sup>th</sup> July 4 <sup>th</sup>	No	194
Secretary – School	Yes   Total = 186	Yes* Total = 9 Not paid: July 4 <sup>th</sup>	Start: August 8 (5 Before) End: May 30 (2 After) Total = 7 days	202
Duplicating Technician Secretary – School	Yes   Total = 186	Yes* Total = 9 Not paid: July 4 <sup>th</sup>	Start: August 8 (5 Before) End: June 4 (5 After) Total = 10 days	205
Secretary – School	Yes   Total = 186	Yes* Total = 9 Not paid: July 4 <sup>th</sup>	Start: Aug 1 (10 Before) End: June 11 (10 After) Total = 20 days	215
Secretary – School	Yes   Total = 186	Yes* Total = 9 Not paid: July 4 <sup>th</sup>	Start: July 18 (20 Before) End: June 25 (20 After) Total = 40 days	235

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**12 Month Classified Staff at the Senior High Schools  
2011-2012 School Year**

Position	School Year August 15, 2011– May 25, 2012	Paid Holidays*	Extra Days (Before & After the School Year)	Non-Duty Days	Total Days
Registrar Secretary – School	December 27 (Furlough Day)  Total = 199	Yes* Total =10	Start: July 1 (30 Before) End: June 15 (14 After) Total = 41 days	June 20 – July 3	250
Administrative Assistant – School Bookkeeper – HS Secretary – School - LVS	December 27 (Furlough Day)  Total = 199	Yes* Total =10	Start: July 1 (30 Before) End: June 30 (21 After) Total = 51 days	0	260

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

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**Classified Staff at ESDC  
2011-2012 School Year**

Position	Teacher Duty Days (186) August 15, 2011 – May 25, 2012	Paid Holidays*	Extra Days (During the school year)	Extra Days (Before & After the School Year)	Total Days
Wellness Coordinator	Total = 186	Yes* Total = 9  Not paid: July 4 <sup>th</sup>		Start: Aug 1 (10 Before) End: June 4 (5 After) Total = 15 days	210
Assistive Technology Assistant	Total = 186	Yes* Total = 9  Not paid: July 4 <sup>th</sup>		Start: August 8 (5 Before) End: June 18 (15 After) Total = 20 days	215
Library Media Resources Science Resource Assistant SPED – MIS/Medicaid Clerk	Total = 186	Yes* Total = 9  Not paid: July 4 <sup>th</sup>		Start: Aug 1 (10 Before) End: June 11 (10 After) Total = 20 days	215

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).

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