

Classified Duty Day Schedules 2020-2021 School Year

12-month Classified Employees

Month	Available Days to Work	# of Paid Holidays	Non-Workable Days (Weekends)	Total
July 2020	22	1	8	31
August 2020	21	0	10	31
September 2020	21	1	8	30
October 2020	22	0	9	31
November 2020	19	2	9	30
December 2020	21	2	8	31
January 2021	19	2	10	31
February 2021	20	0	8	28
March 2021	22	1	8	31
April 2021	22	0	8	30
May 2021	20	1	10	31
June 2021	22	0	8	30
TOTAL	251	10	104	365

Classified Duty Day Calendars can be found:

- Employee Online – Employee Documents (BPlus)
- www.usd497.org (website) – under Staff / Frequent Pages & Documents / CL Duty Day Calendar
- SharePoint – under Human Resources / Personnel / Employee Calendars

*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).

Classified Staff at the Elementary Schools 2020-2021 School Year

Position	Teacher Duty Days (186) Start Date: Aug 12, 2020 End Date: May 28, 2021	Paid Holidays*	Extra Days (Before & After the School Year)	Total Days
Non-Instructional Monitor First Duty Day: 08/20/20 Last Duty Day: 05/27/21	Only work when kids are in school (See Parent/Student Calendar) Total = 170	None	No	170
Media Center Assistant First Duty Day: 08/20/20 Last Duty Day: 05/27/21	Only work when kids are in school (See Parent/Student Calendar) Total = 170	Yes* Total = 8	No	178
Food Service Workers First Duty Day: 08/18/20 Last Duty Day: 05/27/21	<i>Work all 186 teacher days EXCEPT:</i> (Non-Duty Days) August 12-17 & 24-31 September 1-4 October 23, 30 November 5, 6 January 4 February 12, 18, 19 March 25, 26 May 28 Total = 162	Yes* Total = 8 Not paid: Mem Day July 4 th	As assigned by Director of Food Service	170
Paraeducator (SPED, ESL & Instructional Only) Secretary – School Sign Language Interpreter First Duty Day: 08/18/20 Last Duty Day: 05/28/21	<i>Work all 186 teacher days EXCEPT:</i> (Non-Duty Days) August 12 - 17 October 23, 30 November 5, 6 January 4 February 12, 18, 19 March 25, 26 Total = 173	Yes* Total = 8 Not paid: Mem Day July 4 th	No	181
Paraeducator (Title I Only) Health Office Assistant Instructional Support Asst First Duty Day: 08/18/20 Last Duty Day: 05/28/21	<i>Work all 186 teacher days EXCEPT:</i> (Non-Duty Days) August 12 - 17 October 23, 30 November 5, 6 January 4 February 12, 18, 19 March 25, 26 Total = 173	Yes* Total = 8 Not paid: Mem Day July 4 th	No	181
ETC Therapist Parent Involvement Facilitator First Duty Day: 08/17/20 Last Duty Day: 05/28/21	<i>Work all 186 teacher days EXCEPT:</i> (Non-Duty Days) August 12, 13, 14 Total = 184	Yes* Total = 8 Not paid: Mem Day July 4 th	No	192
Secretary – School First Duty Day: 08/05/20 Last Duty Day: 06/04/21	<i>Work all 186 teacher days EXCEPT:</i> (Non-Duty Days) November 5, 6 February 18, 19 Total = 182	Yes* Total = 9 Not paid: July 4 th	Start: August 5 (5 Before) End: June 6 (4 After) Total = 9 days	201
Parents As Teachers Specialist (Parent Educator) First Duty Day: 07/06/20 Last Duty Day: 06/30/21	Total = 186	Yes* Total = 9 Not paid: July 4 th	Start: July 6 End: June 30 Total = 17 (As approved by administrator)	212
Administrative Assistant–Schl First Duty Day: 07/29/20 Last Duty Day: 06/11/21	Total = 186	Yes* Total = 9 Not paid: July 4 th	Start: July 29 (10 Before) End: June 11 (9 After)	215

*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).

**Classified Staff at the Middle Schools
2020-2021 School Year**

Position	Teacher Duty Days (186) Start Date: Aug 12, 2020 End Date: May 28, 2021	Paid Holidays*	Extra Days (Before & After the School Year)	Total Days
Media Center Assistant First Duty Day: 08/19/20 Last Duty Day: 05/27/21	Only work when kids are in school (See Parent/Student Calendar) Total = 174	Yes* Total = 8 Not paid: Mem Day July 4 th	No	182
Food Service Workers First Duty Day: 08/18/20 Last Duty Day: 05/27/21	Work all 186 teacher days EXCEPT: (Non-Duty Days) August 12-17 & 24-31 September 1-4 October 30 November 5, 6 January 4 February 12 March 19, 26 May 28 Total = 165	Yes* Total = 8 Not paid: Mem Day July 4 th	As assigned by Director of Food Service	173
Accompanist Health Office Assistant Paraeducator Intervener-Sped Sign Language Interpreter First Duty Day: 08/18/20 Last Duty Day: 05/28/21	Work all 186 teacher days EXCEPT: (Non-Duty Days) August 12 - 17 October 30 November 5, 6 January 4 Feb 12 March 19, 26 Total = 176	Yes* Total = 8 Not paid: Mem Day July 4 th	No	184
Parent Involvement Facilitator First Duty Day: 08/17/20 Last Duty Day: 05/28/21	Work all 186 teacher days EXCEPT: (Non-Duty Days) August 12, 13, 14 Total = 184	Yes* Total = 8 Not paid: Mem Day July 4 th	No	192
Registrar Secretary – School First Duty Day: 08/04/20 Last Duty Day: 06/07/21	Total = 186	Yes* Total = 9 Not paid: July 4 th	Start: Aug 4 (6 Before) End: June 7 (5 After)	207
Administrative Assistant – School First Duty Day: 07/01/20 Last Duty Day: 06/30/21	Total = 251	Yes Total = 10	Start: July 1 End: June 30	261

*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).

**Classified Staff at the Senior High Schools
2020-2021 School Year**

Position	Teacher Duty Days (186) Start Date: Aug 8, 2019 End Date: May 22, 2020	Paid Holidays*	Extra Days (Before & After the School Year)	Total Days
Media Center Assistant First Duty Day: 08/18/20 Last Duty Day: 05/27/21	Only work when kids are in school (See Parent/Student Calendar) Total = 175	Yes* Total = 8 Not paid: Mem Day July 4 th	No	183
Food Service Workers First Duty Day: 08/18/20 Last Duty Day: 05/27/21	<i>Work all 186 teacher days EXCEPT:</i> (Non-Duty Days) August 12-17 & 24-31 September 1-4 October 30 January 4 February 12 March 19, 26 May 28 Total = 165	Yes* Total = 8 Not paid: Mem Day July 4 th	• Food Service - as assigned by Director.	173
Accompanist Brailist COTA Language Facilitation Spec Paraeducator Secretary – Attendance Secretary – Counseling Secretary – School Security Officer First Duty Day: 08/18/20 Last Duty Day: 05/28/21	<i>Work all 186 teacher days EXCEPT:</i> (Non-Duty Days) August 12 - 17 October 30 Nov 5, 6 Feb 12 March 19, 26 Total = 177	Yes* Total = 8 Not paid: Mem Day July 4 th	No	185
Secretary – School (Counseling) First Duty Day: 08/05/20 Last Duty Day: 06/01/21	Total = 186	Yes* Total = 9 Not paid: July 4 th	Start: August 5 (5 Before) End: June 1 (1 After)	202
Secretary – School First Duty Day: 08/05/20 Last Duty Day: 06/04/21	Total = 186	Yes* Total = 9 Not paid: July 4 th	Start: August 5 (5 Before) End: June 4 (4 After)	205
Secretary – School (Athletic) First Duty Day: 07/29/20 Last Duty Day: 06/11/21	Total = 186	Yes* Total = 9 Not paid: July 4 th	Start: July 29 (10 Before) End: June 11 (9 After)	215

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**12 Month Classified Staff at the Senior High Schools
2020-2021 School Year**

Position	School Year August 12, 2020– May 28, 2021	Paid Holidays*	Extra Days (Before & After the School Year)	Non-Duty Days	Total Days
Registrar Secretary – School First Duty Day: 07/01/20 Last Duty Day: 06/16/21 Total = 195		Yes* Total =10	Start: July 1 End: June 16 Total = 46 days	June 17 – June 30 (10 Non- Duty Days)	251
Administrative Assistant – School Bookkeeper – HS Secretary – School – LVS First Duty Day: 07/01/20 Last Duty Day: 06/30/21 Total = 251		Yes* Total =10	Start: July 1 End: June 30	0	261

**Classified Staff at ESDC
2020-2021 School Year**

Position	Teacher Duty Days (186) August 12, 2020 – May 28, 2021	Paid Holidays*	Extra Days (During the school year)	Extra Days (Before & After the School Year)	Total Days
Secretary Health Services First Duty Day: 08/18/20 Last Duty Day: 05/28/21	<i>Work all 186 teacher days EXCEPT:</i> (Non-Duty Days) August 12 - 17 October 23, 30 November 5, 6 January 4 February 12, 18, 19 March 25, 26 Total = 173	Yes* Total = 8 Not paid: Mem Day July 4 th	No	No	181

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).

Rvsd 08/12/20