

Classified Duty Day Schedules 2021-2022 School Year

12-month Classified Employees

Month		Available Days to Work	# of Paid Holidays	Non-Workable Days (Weekends)	Total
July	2021	21	1	9	31
August	2021	22	0	9	31
September	2021	21	1	8	30
October	2021	21	0	10	31
November	2021	20	2	8	30
December	2021	21	2	8	31
January	2022	19	2	10	31
February	2022	20	0	8	28
March	2022	22	1	8	31
April	2022	22	0	8	30
May	2022	21	1	9	31
June	2022	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).

Rvsd 06/09/21

Classified Staff at the Elementary Schools 2021-2022 School Year

Position	Teacher Duty Days (186) Start Date: Aug 11, 2021 End Date: May 26, 2022	Paid Holidays*	Extra Days (Before & After the School Year)	Total Days
Non-Instructional Monitor First Duty Day: 08/18/21 Last Duty Day: 05/25/22	Only work when kids are in school (See Parent/Student Calendar) Total = 168	None	No	168
Media Center Assistant First Duty Day: 08/18/21 Last Duty Day: 05/25/22	Only work when kids are in school (See Parent/Student Calendar) Total = 168	Yes* Total = 8	No	176
Food Service Workers First Duty Day: 08/16/21 Last Duty Day: 05/25/22	<i>Work all 186 teacher days EXCEPT:</i> (Non-Duty Days) August 11-13 October 15, 21, 22, 25 December 21 January 3, 4, 5 February 7 March 4, 10, 11 April 14 May 26 Total = 170	Yes* Total = 8 Not paid: Mem Day July 4 th	As assigned by Director of Food Service	178
Health Office Assistant Instructional Support Asst Paraeducator Secretary – School Sign Language Interpreter First Duty Day: 08/16/21 Last Duty Day: 05/26/22	<i>Work all 186 teacher days EXCEPT:</i> (Non-Duty Days) August 11-13 October 21, 22, 25 December 21 January 3, 4, 5 February 7 March 4, 10, 11 April 14 Total = 172	Yes* Total = 8 Not paid: Mem Day July 4 th	No NOTE: October 15th is District Professional Development Day for CLASSIFIED ELEM in this row	180
ETC Therapist Parent Involvement Facilitator First Duty Day: 08/16/21 Last Duty Day: 05/26/22	<i>Work all 186 teacher days EXCEPT:</i> (Non-Duty Days) August 11-13 Total = 184	Yes* Total = 8 Not paid: Mem Day July 4 th	No	192
Secretary – School First Duty Day: 08/04/21 Last Duty Day: 06/03/22	<i>Work all 186 teacher days EXCEPT:</i> (Non-Duty Days) October 21, 22 (p/t conf) March 10, 11 (pt/conf) Total = 182	Yes* Total = 9 Not paid: July 4 th	Start: August 4 (5 Before) End: June 3 (5 After) Total = 10 days	201
Parents As Teachers Specialist (Parent Educator) First Duty Day: 07/06/21 Last Duty Day: 06/30/22	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: 07/28/21 Last Duty Day: 06/10/22	Total = 186	Yes* Total = 9 Not paid: July 4 th	Start: July 28 (10 Before) End: June 10 (10 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 2021-2022 School Year

Position	Teacher Duty Days (186) Start Date: Aug 11, 2021 End Date: May 26, 2022	Paid Holidays*	Extra Days (Before & After the School Year)	Total Days
Media Center Assistant First Duty Day: 08/18/21 Last Duty Day: 05/25/22	Only work when kids are in school (See Parent/Student Calendar) Total = 171	Yes* Total = 8 Not paid: Mem Day July 4 th	No	179
Food Service Workers First Duty Day: 08/16/21 Last Duty Day: 05/25/22	Work all 186 teacher days EXCEPT: (Non-Duty Days) August 11-13 October 15, 21, 22, 25 January 3, 4, 5 March 4, 11 May 26 Total = 173	Yes* Total = 8 Not paid: Mem Day July 4 th	As assigned by Director of Food Service	181
Accompanist Health Office Assistant Paraeducator Intervener-Sped Sign Language Interpreter First Duty Day: 08/16/21 Last Duty Day: 05/25/22	Work all 186 teacher days EXCEPT: (Non-Duty Days) August 11-13 October 21, 22, 25 January 3, 4, 5 March 4, 11 May 26 Total = 174	Yes* Total = 8 Not paid: Mem Day July 4 th	No NOTE: October 15th is District Professional Development Day for CLASSIFIED ELEM in this row	182
Parent Involvement Facilitator First Duty Day: 08/16/21 Last Duty Day: 05/26/22	Work all 186 teacher days EXCEPT: (Non-Duty Days) August 11-13 Total = 184	Yes* Total = 8 Not paid: Mem Day July 4 th	No	192
Registrar Secretary – School First Duty Day: 08/03/21 Last Duty Day: 06/06/22	 Total = 186	Yes* Total = 9 Not paid: July 4 th	Start: Aug 3 (6 Before) End: June 6 (6 After)	207
Administrative Assistant – School First Duty Day: 07/01/21 Last Duty Day: 06/30/22	 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
2021-2022 School Year**

Position	Teacher Duty Days (186) Start Date: Aug 11, 2021 End Date: May 26, 2022	Paid Holidays*	Extra Days (Before & After the School Year)	Total Days
Media Center Assistant First Duty Day: 08/18/21 Last Duty Day: 05/25/22	Only work when kids are in school (See Parent/Student Calendar) Total = 171	Yes* Total = 8 Not paid: Mem Day July 4 th	No	179
Food Service Workers First Duty Day: 08/16/21 Last Duty Day: 05/25/22	Work all 186 teacher days EXCEPT: (Non-Duty Days) August 11-13 October 15, 21, 22, 25 January 3, 4, 5 March 4, 11 May 26 Total = 174	Yes* Total = 8 Not paid: Mem Day July 4 th	• Food Service - as assigned by Director.	182
Accompanist Brailist COTA Health Office Assistant Language Facilitation Spec Paraeducator Secretary – Attendance Secretary – Counseling Secretary – School Security Officer First Duty Day: 08/16/21 Last Duty Day: 05/25/22	Work all 186 teacher days EXCEPT: (Non-Duty Days) August 11-13 October 21, 22, 25 January 3, 4, 5 March 4, 11 May 26 Total = 175	Yes* Total = 8 Not paid: Mem Day July 4 th	No NOTE: October 15th is District Professional Development Day for CLASSIFIED ELEM in this row	183
Secretary – School (Counseling) First Duty Day: 08/04/21 Last Duty Day: 05/31/22	Total = 186	Yes* Total = 9 Not paid: July 4 th	Start: August 4 (5 Before) End: May 31 (2 After)	202
Secretary – School First Duty Day: 08/04/21 Last Duty Day: 06/03/22	Total = 186	Yes* Total = 9 Not paid: July 4 th	Start: August 4 (5 Before) End: June 3 (5 After)	205
Secretary – School (Athletic) First Duty Day: 07/28/21 Last Duty Day: 06/10/22	Total = 186	Yes* Total = 9 Not paid: July 4 th	Start: July 28 (10 Before) End: June 10 (10 After)	215

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**12 Month Classified Staff at the Senior High Schools
2021-2022 School Year**

Position	School Year August 11, 2021– May 26, 2022	Paid Holidays*	Extra Days (Before & After the School Year)	Non-Duty Days	Total Days
Registrar Secretary – School First Duty Day: 07/01/21 Last Duty Day: 06/16/22 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: 07/01/21 Last Duty Day: 06/30/22 Total = 251		Yes* Total =10	Start: July 1 End: June 30	0	261

**Classified Staff at ESDC
2021-2022 School Year**

Position	Teacher Duty Days (186) Start Date: Aug 11, 2021 End Date: May 26, 2022	Paid Holidays*	Extra Days (Before & After the School Year)	Total Days
Secretary Health Services First Duty Day: 08/16/21 Last Duty Day: 05/26/22	Work all 186 teacher days EXCEPT: (Non-Duty Days) August 11-13 October 21, 22, 25 December 21 January 3, 4, 5 February 7 March 4, 10, 11 April 14 Total = 172	Yes* Total = 8 Not paid: Mem Day July 4 th	No NOTE: October 15th is District Professional Development Day for CLASSIFIED ELEM in this row	180

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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