

Classified Duty Day Schedules 2022-2023 School Year

12-month Classified Employees

Month	Available Days to Work	# of Paid Holidays	Non-Workable Days (Weekends)	Total
July 2022	20	1	10	31
August 2022	23	0	8	31
September 2022	21	1	8	30
October 2022	21	0	10	31
November 2022	20	2	8	30
December 2022	20	2	9	31
January 2023	20	2	9	31
February 2023	20	0	8	28
March 2023	22	1	8	31
April 2023	20	0	10	30
May 2023	22	1	8	31
June 2023	21	1	8	30
TOTAL	250	11	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 07/01/22

**Classified Staff at the Elementary Schools
2022-2023 School Year**

Position	Teacher Duty Days (186) Start Date: Aug 10, 2022 End Date: May 25, 2023	Paid Holidays*	Extra Days (Before & After the School Year)	Total Days
Non-Instructional Monitor First Duty Day: 08/17/22 Last Duty Day: 05/24/23	Only work when kids are in school (See Parent/Student Calendar) Total = 168	None	No	168
Media Center Assistant First Duty Day: 08/17/22 Last Duty Day: 05/24/23	Only work when kids are in school (See Parent/Student Calendar) Total = 168	Yes* Total = 8	No	176
Food Service Workers First Duty Day: 08/16/22 Last Duty Day: 05/24/23	<i>Work all 186 teacher days EXCEPT:</i> (Non-Duty Days) August 10-12, 15 October 14, 20, 21, 24 December 21 January 3, 4 February 20 March 3, 9, 10 April 14 May 25 Total = 169	Yes* Total = 8 Not paid: Mem Day July 4 th	As assigned by Director of Food Service	177
Health Office Assistant Instructional Support Asst Paraeducator School LPN Secretary – School Sign Language Interpreter First Duty Day: 08/16/22 Last Duty Day: 05/25/23	<i>Work all 186 teacher days EXCEPT:</i> (Non-Duty Days) August 10-12, 15 October 20, 21, 24 December 21 January 3 February 20 March 3, 9, 10 April 14 Total = 172	Yes* Total = 8 Not paid: Mem Day July 4 th	No NOTE: October 14th & January 4th are District Professional Development Day for CLASSIFIED ELEM in this row	180
ETC Therapist Parent Involvement Facilitator First Duty Day: 08/16/22 Last Duty Day: 05/25/23	<i>Work all 186 teacher days EXCEPT:</i> (Non-Duty Days) August 10-12, 15 Total = 182	Yes* Total = 8 Not paid: Mem Day July 4 th	No	190
Secretary – School First Duty Day: 08/03/22 Last Duty Day: 06/02/23	<i>Work all 186 teacher days EXCEPT:</i> (Non-Duty Days) October 20, 21 (p/t conf) March 9, 10 (pt/conf) Total = 182	Yes* Total = 9 Not paid: July 4 th	Start: August 3 (5 Before) End: June 2 (5 After) Total = 10 days	201
Parents As Teachers Specialist (Parent Educator) First Duty Day: 07/05/22 Last Duty Day: 06/30/23	Total = 186	Yes* Total = 10 Not paid: July 4 th	Start: July 5 End: June 30 Total = 16 (As approved by administrator)	212
Administrative Assistant–Schl First Duty Day: 07/27/22 Last Duty Day: 06/09/23	Total = 186	Yes* Total = 9 Not paid: July 4 th	Start: July 27 (10 Before) End: June 9 (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
2022-2023 School Year**

Position	Teacher Duty Days (186) Start Date: Aug 10, 2022 End Date: May 25, 2023	Paid Holidays*	Extra Days (Before & After the School Year)	Total Days
Media Center Assistant First Duty Day: 08/17/22 Last Duty Day: 05/24/23	Only work when kids are in school (See Parent/Student Calendar) Total = 170	Yes* Total = 8 Not paid: Mem Day July 4 th	No	178
Food Service Workers First Duty Day: 08/16/22 Last Duty Day: 05/24/23	Work all 186 teacher days EXCEPT: (Non-Duty Days) August 10-12, 15 October 14, 20, 21, 24 December 21 January 3, 4 March 3, 10 April 14 May 25 Total = 171	Yes* Total = 8 Not paid: Mem Day July 4 th	As assigned by Director of Food Service	179
Accompanist Health Office Assistant Paraeducator Intervener-Sped Sign Language Interpreter First Duty Day: 08/16/22 Last Duty Day: 05/24/23	Work all 186 teacher days EXCEPT: (Non-Duty Days) August 10-12, 15 October 20, 21, 24 December 21 January 3 March 3, 10 April 14 May 25 Total = 173	Yes* Total = 8 Not paid: Mem Day July 4 th	No NOTE: October 14th & January 4th are District Professional Development Day for CLASSIFIED MS in this row	181
Parent Involvement Facilitator First Duty Day: 08/16/22 Last Duty Day: 05/25/23	Work all 186 teacher days EXCEPT: (Non-Duty Days) August 10-12, 15 Total = 182	Yes* Total = 8 Not paid: Mem Day July 4 th	No	190
Registrar Secretary – School First Duty Day: 08/02/22 Last Duty Day: 06/05/23	Total = 186	Yes* Total = 9 Not paid: July 4 th	Start: Aug 2 (6 Before) End: June 5 (6 After)	207
Administrative Assistant – School First Duty Day: 07/01/22 Last Duty Day: 06/30/23	Total = 250	Yes Total = 11	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
2022-2023 School Year**

Position	Teacher Duty Days (186) Start Date: Aug 10, 2022 End Date: May 25, 2023	Paid Holidays*	Extra Days (Before & After the School Year)	Total Days
Media Center Assistant First Duty Day: 08/17/22 Last Duty Day: 05/24/23	Only work when kids are in school (See Parent/Student Calendar) Total = 170	Yes* Total = 8 Not paid: Mem Day July 4 th	No	178
Food Service Workers First Duty Day: 08/16/22 Last Duty Day: 05/24/23	<i>Work all 186 teacher days EXCEPT:</i> (Non-Duty Days) August 10-12, 15 October 14, 20, 21, 24 December 21 January 3, 4 March 3, 10 April 14 May 25 Total = 171	Yes* Total = 8 Not paid: Mem Day July 4 th	• Food Service - as assigned by Director.	179
Accompanist Brailist COTA Health Office Assistant Language Facilitation Spec Paraeducator Secretary – Attendance Secretary – Counseling Secretary – School Security Officer First Duty Day: 08/16/22 Last Duty Day: 05/24/23	<i>Work all 186 teacher days EXCEPT:</i> (Non-Duty Days) August 10-12, 15 October 20, 21, 24 December 21 January 3 March 3, 10 April 14 May 25 Total = 173	Yes* Total = 8 Not paid: Mem Day July 4 th	No NOTE: October 14th & January 4th are District Professional Development Day for CLASSIFIED HS in this row	181
Secretary – School (Counseling) First Duty Day: 08/03/22 Last Duty Day: 05/30/23	Total = 186	Yes* Total = 9 Not paid: July 4 th	Start: August 3 (5 Before) End: May 30 (2 After)	202
Secretary – School First Duty Day: 08/03/22 Last Duty Day: 06/02/23	Total = 186	Yes* Total = 9 Not paid: July 4 th	Start: August 3 (5 Before) End: June 2 (5 After)	205
Secretary – School (Athletic) First Duty Day: 07/27/22 Last Duty Day: 06/09/23	Total = 186	Yes* Total = 9 Not paid: July 4 th	Start: July 27 (10 Before) End: June 9 (10 After)	215

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**12 Month Classified Staff at the Senior High Schools
2022-2023 School Year**

Position	School Year August 10, 2022– May 25, 2023	Paid Holidays*	Extra Days (Before & After the School Year)	Non-Duty Days	Total Days
Registrar Secretary – School First Duty Day: 07/01/22 Last Duty Day: 06/16/23 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: 07/01/22 Last Duty Day: 06/30/23 Total = 250		Yes* Total =11	Start: July 1 End: June 30	0	261

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

Position	Teacher Duty Days (186) Start Date: Aug 10, 2022 End Date: May 25, 2023	Paid Holidays*	Extra Days (Before & After the School Year)	Total Days	Periods Worked	Periods Paid
Secretary Health Services First Duty Day: 08/16/22 Last Duty Day: 05/25/23	<i>Work all 186 teacher days EXCEPT:</i> (Non-Duty Days) August 10-12, 15 October 20, 21, 24 December 21 January 3 February 20 March 3, 9, 10 April 14 Total = 172	Yes* Total = 8 Not paid: Mem Day July 4 th	No NOTE: October 14th & January 4th are District Professional Development Day for CLASSIFIED ELEM in this row	180	21	21

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

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