



## OFFICE OF HUMAN RESOURCES

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March 31, 2024

TO: **Elementary School Principals**

FR: DeShawn Reed, Human Resources Manager, Office of Human Resources

RE: **WORK SCHEDULES & CALENDARS 2024-25: LESS-THAN-12-MONTH ESP EMPLOYEES**

Attached to this memorandum is a description of the work days for ESP employees who work less-than-twelve-(12)-months. Please post this description at your school.

### WORK DAYS

Please note that “work days” means in paid status (excluding holidays). Thus, an employee with a 226-day work year should have 226 actual days on the job unless ill or using another paid leave day (such as personal business).

Work should not be scheduled during Christmas or Spring breaks for most ESP employees. If an employee qualifies for, and has earned vacation, he/she should be encouraged to use it during these periods except when there are “essential functions” that must be performed i.e. payroll processing. Each site needs to establish a plan to cover the essential functions during any break periods.

### WORK HOURS

In a seven (7) hour a day position, seven (7) hours a day **must be worked** (break time is included in the 7 hours). Lunch time (regardless of whether it is thirty (30) minutes or one (1) hour) is external to the seven (7) hours. Thus, a seven (7) hour secretary with a one (1) hour lunch must be “on the job” for eight (8) hours.

**2024-25 SCHOOL YEAR**  
Elementary Support Staff  
(Working Less-Than-Twelve-Months)

**BALANCE CALENDAR**

<b>STAFF GROUP</b>	<b>2024 Starting  DATE</b>	<b>2025 Ending  DATE</b>	<b>Days in Work Year Excluding Holidays (Actual Days to be Worked)</b>	<b>Calendar</b>	<b>Days</b>
Administrative Secretaries (School Secretaries)	July 11	June 27	226 Work Days	CLASS226*	22 days prior/ 14 after
Clinical Aides	July 29	June 9	191 Work Days	CLASS191*	10 days prior / 1 after
Classified Procedure Nurse	TBD	TBD	182 Work Days	NURSE182*	1 day prior / 1 during
Library Assistants & Associates* *Updated 8/6/2024*	August 7	June 11	186 Work Days	CLASS186	3 days prior / 3 after
Paraeducator (Teacher Assistants)	August 9	June 6	182 Work Days	CLASS182*	1 day prior / 1 during
Paraeducator (Teacher Aides)/ Clerical Aides	August 12	June 6	180 Work Days	CLASS180	= student contact days
Educational Technology Specialists (Computer Assistants)	August 12	June 6	180 Work Days	CLASS180	= student contact days

**\*NURSE182 the one day worked, prior to school starting, will be TBD . The one day during will be TBD.**

**\*CLASS182 will patch for December 20, 2024 as a scheduled work day.**

**\*CLASS191 first two (2) weeks are authorized at eight (8) hours per day, for a total of 80 hours. Code hours over regular schedule as additional hours.**

**\*CLASS226 will patch for Spring Break (March 17<sup>th</sup> through March 28<sup>th</sup> ) as scheduled work days. The Flex-On and Flex-Off process is available to meet the specific work schedule needs.**

**2024-25 SCHOOL YEAR**  
Elementary Support Staff  
(Working Less-Than-Twelve-Months)

**INCLINE ELEMENTARY SCHOOL**

	<b>2024 Starting</b>	<b>2025 Ending</b>	<b>Days in Work Year Excluding Holidays (Actual Days to be Worked)</b>	<b>Calendar</b>	<b>Days</b>
<b>STAFF GROUP</b>	<b>DATE</b>	<b>DATE</b>			
Administrative Secretaries (School Secretaries)	July 29	July 14	226 Work Days	CLSIN226*	15 days prior / 21 after
Clinical Aides	August 5	June 12	191 Work Days	CLSIN191	10 days prior / 1 after
Classified Procedure Nurse	August 16	June 12	182 Work Days	CLSIN182	1 day prior / 1 after
Library Assistants & Associates* *Updated 8/6/2024*	August 14	June 16	186 Work Days	CLSIN186	3 days prior / 3 after
Paraeducator (Teacher Assistants)	August 16	June 12	182 Work Days	CLSIN182	1 day prior / 1 after
Paraeducator (Teacher Aides)/ Clerical Aides	August 19	June 11	180 Work Days	CLSIN180	= student contact days
Educational Technology Specialists (Computer Assistants)	August 19	June 11	180 Work Days	CLSIN180	= student contact days

**\*CLSIN226 will patch for Fall Break (October 7<sup>th</sup> through October 11<sup>th</sup> ) and Spring Break (April 7<sup>th</sup> through April 11<sup>th</sup>) as scheduled work days. The Flex-On and Flex-Off process is available to meet the specific work schedule needs.**

**2024-25 SCHOOL YEAR**  
Elementary Support Staff  
(Working Less-Than-Twelve-Months)

**GERLACH ELEMENTARY SCHOOL**

	<b>2024 Starting</b>	<b>2025 Ending</b>	<b>Days in Work Year Excluding Holidays (Actual Days to be Worked)</b>	<b>Calendar</b>	<b>Days</b>
<b>STAFF GROUP</b>	<b>DATE</b>	<b>DATE</b>			
Paraeducator (Teacher Assistants)	August 8	June 5	146 Work Days	GRLCH146*	1 day prior / 1 during
Paraeducator (Teacher Aides)/ Clerical Aides	August 12	June 5	144 Work Days	GRLCH144	= student contact days

\*GRLCH146 will patch for December 19, 2024 as a scheduled work day.