

SUMMER, 2012

Work Days and Hours for All Personnel Other than Summer School Teachers

WORK DAYS/WEEKS: With the exceptions noted below, all 12-month personnel will observe a **four-day** work week, Monday through Thursday, beginning the week of Monday, June 4, 2012, and ending on Thursday, August 2, 2012.

WORK HOURS: Hours of work for 12-month personnel, with the exceptions noted below, are as follows:

Support Services Division Transportation Department	7:00 a.m. to 5:00 p.m., including 40 minute lunch
11 and 12-Month Instructional Personnel (Psychologists, Specialists, etc.)	7:35 a.m. to 5:00 p.m., including 40 minute lunch
All other Divisions/Departments/Schools	7:30 a.m. to 5:30 p.m., including 40 minute lunch

HOLIDAYS: **Independence Day (Observed) - Wednesday, July 4, 2012**

EXCEPTIONS:

1. Certain individuals in departments generally observing a 4-day week may be designated to observe a 5-day week when this is in the best interest of the district.
2. The Superintendent may approve variations in daily reporting and dismissal times by up to 30 minutes (i.e., 7:00 a.m. to 5:00 p.m. or 7:30 a.m. to 5:30 p.m.)

Pending Board Approval: 5/17/2012

SUMMER 4- DAY WORK WEEK FOR 2012
Beginning June 4, 2012 and Ending August 2, 2012

REGULAR WORK DAY for the following employees:

Elementary ISS Assistants - Last Work Day is Tuesday, June 5, 2012

9-Month Bus Drivers, Fuel Attendants, Teacher Assistants, Bus Monitors, 9-Mo. Instructional Assistants, Cafeteria Assistants and Van Drivers – Last Work Day is Wednesday, June 6, 2012

10-Month Instructional and Support Employees - Last Work Day is Thursday, June 7, 2012

4-DAY WORK WEEK

Cafeteria Managers: Will Work 4-day Week June 4-7. Managers will work 7:00 a.m. – 5:00 p.m. Monday-Thursday (40 minute lunch) Last Reporting Day to Work will be Thursday, June 7, 2012.

11 and 12 Month Instructional Personnel: Hours are 7:35 a.m. to 5:00 p.m., including a 40 minute lunch.

All other Division/Department 12-Month Personnel: 7:30 a.m. to 5:30 p.m., including a 40 minute lunch

Note: The Superintendent may approve variations in daily reporting and dismissal times by up to 30 minutes. Please contact 284-6510 for approval.

Pending Board Approval: 5/17/2012