

Hourly Staff Calendars

2013/2014

12 Month Secretary

Hourly Staff Development (Half Day): 10/16/13 AM; 2/17/14 AM

Paid Holidays (10): 9/2/13; 11/28/13, 11/29/13; 12/24/13; 12/25/13; 12/31/13; 1/1/14; 3/21/14; 5/26/14; 7/4/14

Parent Teacher Conferences Comp Day: Work with supervisor

Snow Days: Report

Vacation Days: Work with Supervisor:

1 4 yrs – 10 days; 5 9 yrs – 15 days; 10 + yrs – 20 days

Overtime: 40 Hours

10 Month M. S. Secretaries (203 Days plus 7 Paid Holidays)

Start Date: August 1, 2013

Hourly Staff Development (Half Day): 10/16/13 AM; 2/17/14 AM

Paid Holidays (7): 9/2/13; 11/28/13, 11/29/13; 12/25/13; 1/1/14; 3/21/14; 5/26/14

Parent Teacher Conferences Comp Day: Work with supervisor

Non work Days: Winter Break, Spring Break

Snow Days: Do Not Report (Make up at end of year)

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Elementary Secretaries (214 Days plus 7 Paid Holidays)

Start Date: August 1, 2013

Hourly Staff Development (Half Day): 10/16/13 AM; 2/17/14 AM

Paid Holidays (7): 9/2/13; 11/28/13, 11/29/13; 12/25/13; 1/1/14; 3/21/14; 5/26/14

Parent Teacher Conferences Comp Day: Work with supervisor

Non work Days: Winter Break, Spring Break

Snow Days: Report

Last Day: June 23, 2014

Overtime: 64 hours extra straight time or 40 hours overtime.