

TO: All 10 and 11 Month P-12 DFSE Employees

FROM: Ruth A. Bankhead, Director of Human Resources, Non-Instructional *RB*

SUBJECT: No Students – P-12 (2019-20)

DATE: ~~April 9, 2019~~ **REVISED 10-01-19 as of 1:30 p.m.**

According to the tentative school calendar, students will only attend school the first half of the day on the following days, therefore instructional activities will not take place the second half of the day.

| | |
|------------------------------------|-----------------------------------|
| August 26, 2019 | January 17, 2020 |
| September 20, 2019 | January 21, 2020 |
| October 11, 2019 | January 22, 2020 (secondary only) |
| November 1, 2019 (elementary only) | March 13, 2020 |
| | June 12, 2 |

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10-month and 11-month Secretaries and Receptionist/Clerks, 10-month High School Counseling Secretaries, 10-month Media Secretaries and 10-month Custodial employees may choose to work or choose to use a vacation day. **No other time may be charged.** Work schedules should be adjusted to approximate as closely as possible the clerical schedule on these days to ensure building security is maintained. **Mandatory inservice training will be held on Wednesday, August 14, 2019.**

Unless otherwise notified by their supervisor, pursuant to Article 11 and 16. D of the DFSE contract, ten-month paraprofessionals and instructional technicians will be required to use one-half vacation day or no pay those days. Food service employees not report to work and are required to use vacation or no pay those days. Noon Hour Supervisors will not be paid. **Special Education paraprofessionals should be prepared to attend mandatory professional development on all half-days. Also, the bid date is scheduled for Monday, August 19, 2019 for those who need to bid.**

According to the school calendar, students will not attend school on the following full day therefore instructional activities will not take place.

November 5, 2019

10-month and 11-month Secretaries and Receptionist/Clerks, 10-month High School Counseling Secretaries, 10-month Media Secretaries and 10-month Custodial employees may choose to work or choose to use a vacation day. No other time can be charged. Work schedules should be adjusted to approximate as closely as possible

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the custodial schedule on these days to ensure building security is maintained.

Unless otherwise notified by their supervisor, pursuant to Article 11 and 16. D of the DFSE contract, ten-month paraprofessionals, 10-month media secretaries, food service employees and instructional technicians will be required to use vacation or no pay those days. Noon Hour Supervisors will not be paid.

Special Education paraprofessionals should be prepared to have mandatory professional development on the full day of November 5, 2019. Also, the bid date is scheduled for Monday, August 19, 2019 for those who need to bid.

On the no school days of:

August 30, 2019

February 20, 2020

November 27, 2019

February 21, 2020

December 23, 2019

January 2, 2020

April 6, 2020

January 3, 2020

April 7, 2020

February 17, 2020

April 8, 2020

February 18, 2020

April 9, 2020

February 19, 2020

~~April 13, 2020~~ (school reopens April 13, 2020)

all ten-month and eleven-month employees will not report to work and will be required to use a vacation or no pay day.

Those ten-month and eleven-month employees who will not report to work as noted above and do not have sufficient vacation time to cover the time indicated will experience no pay.

***ON SECONDARY TESTING DAYS EMPLOYEES ARE REQUIRED TO WORK - THOSE ARE NOT DAYS OFF.**

***FOOD SERVICE EMPLOYEES ARE REQUIRED TO WORK ON THE LAST HALF-DAY OF THE SCHOOL YEAR, UNLESS CAFETERIAS ARE CLOSED BY THE BUILDING PRINCIPAL.**

***ON LATE START DAYS: ALL EMPLOYEES ARE REQUIRED TO WORK THEIR PROFILE HOURS. THOSE WHO WORK A BREAKFAST PROGRAM WILL BE REQUIRED TO TAKE NO PAY UNLESS BREAKFAST IS SERVED.**

cc: General Administrators
P-12 Building Engineers

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Alfredo Lerini, DFSE President

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