



## HUMAN RESOURCE SERVICES DIVISION

P.O. Box 246870 • Sacramento, CA 95824-6870  
(916) 643-9050 • FAX (916) 399-2016

Cancy McArn, Assistant Superintendent,

**SUBJECT: REQUIRED WORK CALENDARS: HR-9**  
**END OF SCHOOL YEAR (2013/2014) BEGINNING SCHOOL**  
**YEAR (2014/2015)**

**TO:** All Schools and Offices

**DATE:** June 2014

**PREPARED BY:** Monica Garland

**DEPARTMENTS:** Human Resource Services

**REVIEWED BY:** Cancy McArn

**APPROVED:** *Signature on original  
bulletin that was sent out on  
1/31/14*

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This memorandum identifies the first day of service for the 2014-15 school year for Certificated and Classified personnel employed in positions “**requiring less than twelve months of service.**” \*\*

### **Certificated and Classified Work Vacation Group Schedules**

The attached work vacation group schedule identifies work calendar, job classification, ending dates of service for the 2013-2014 school year, and beginning dates of service for the 2014-2015 school year.

### **District Office Access: Summer, 2014**

Traditional summer recess begins on Monday, June 16, 2014 and ends on Monday, September 1, 2014. District offices will be open from 8:00 a.m. to 5:00 p.m., Monday through Friday. Schools and offices scheduled to be open during summer recess, will be closed on the following dates:

Friday, July 4, 2014	Observance of Independence Day
Monday, September 1, 2014	Observance of Labor Day

**\*\*This is a reminder that the third furlough day for the 2013-14 school year for the following employee groups: 10, 11 and 12 month employees must be taken by their last work day or by June 30, 2014.**

If you have any questions regarding the attached information, please contact your Human Resource Services Analyst:

Edith Sun-Rudolph: Area 1 - 643-7490

Jake Hansen: Area 2 - 643-7495

Brandon Lillard: Area 3 - 643-7489

Please direct staff members to observe the following energy conservation guidelines before they leave for Summer Recess, June 16, 2014 through September 1, 2014.

- All doors and windows shall be closed and locked.
- All HVAC units shall be turned off.
- All personal appliances, including refrigerators, microwaves, and coffeemakers shall be unplugged.
- All office machines (laminating equipment, etc.) shall be turned off.
- All computers and peripheral equipment (printers, monitors, scanners, plotters, etc.) shall be turned off.
- All outside lighting shall be turned off during the daylight hours. If photocells or timers need attention, submit a work order to the Maintenance Department.
- Remove all items from refrigerators and leave the door open to inhibit the growth of mold.
- Operations staff will assign custodial support for the sites with Civic Center permits issued for activities during these breaks.

Please contact Barry Evpak with questions and/or concerns regarding this policy at (916) 264-4075.

CM:mlg

## Work Group Schedule

### CERTIFICATED POSITIONS

Work Calendar (Work Vacation Group)	Classification	Last Day of Service Spring, 2014	First Day of Service Fall, 2014
C	Advisors	6/19/14	8/13/14
D-1	School Social Workers	6/18/14	8/21/14
D-3	School Psychologists	6/18/14	8/14/14
D-4	Program Specialist; Training Specialists, Special Education, Social Worker	6/18/14	8/21/14
D-5	Program Specialists, Special Education	6/16/14	8/19/14
E-1	School Counselors (all except adult education)	6/16/14	8/18/14
E-3	Vocational Specialists	6/19/14	8/14/14
E-4	Librarians; Head, Language, Speech and Hearing Specialist	6/16/14	8/18/14
F-2	Asst. Principal, Elementary	6/26/14	8/15/14
G-1	Teachers: Classroom; Resource; Resource Specialist, Special Education; School Nurse; Training Specialist; Language, Speech and Hearing Specialist	6/13/14	8/27/14 (Non- work Day 8/29/14)
G-2	10-Month Children's Center Teachers	6/13/14	8/27/14 (Non- work Day 8/29/14)
G-8	New Technology Teachers	6/6/14	8/11/14
T	Principals: Elementary; Basic Elementary; Continuation; K-8; Middle School Vice Principals: Middle; High School Hearing Officer; Program Coordinator	6/23/14	8/5/14
U-1	Adult Education Teachers (177 days)	6/9/14	9/2/14
U-2	Adult Education Teachers from Fremont Adult (181 days)	6/13/14	9/2/14

\*\*Adult Ed Teachers will work 2 days at the end of June in lieu of the 2 days during Thanksgiving Break.

\*\*\*All other SCTA work calendars will work 2 days before their normal first day of service in lieu of the 2 days during Thanksgiving Break.

## Work Group Schedule

**CLASSIFIED TRADITIONAL**

<b>Work Calendar (Work Vacation Group)</b>	<b>Classification</b>	<b>Last Day of Service Spring, 2014</b>	<b>First Day of Service Fall, 2014</b>
I, I-2	Clerical Personnel; Secondary Clerical hired before and after 07/01/99	6/26/14	8/8/14
J, J-3	Clerical Personnel; Parent Advisor; Elem. Clerical (Sch. Ofc. Mgrs. are not included) hired before and after 07/01/99;	6/19/14	8/15/14
K, K-2	School Office Manager I (Elementary, Others Assigned to this Group at the Middle & High School Levels); Clerical Personnel; Elem/MS School Office Mgrs. hired before and after 07/01/99	6/23/14	8/4/14
L	Bus Drivers	6/12/14	8/27/14
M	Instructional Aides, Walking Attendants, Campus Monitors, Interpreters for the Deaf, Bus Attendants, Sch. Community Liaison	6/12/14	8/27/14  (Non- work day 8/29/14)
N	Site Supervisors I, II, III	6/16/14	8/21/14
O	Food Service Assistant I, II, III, IV	6/12/14	8/27/14  (Non-work day 8/29/14)

\*\* SEIU 10 month work calendars will work 2 days before their normal first day of service in lieu of the 2 days during Thanksgiving Break.

\*\*\*SEIU 11 month work calendars will work 1 day before and 1 day after their normal calendar in lieu of the 2 days during Thanksgiving Break.

**Work Group Schedule**

**CLASSIFIED MISCELLANEOUS**

<b>Work Calendar (Work Vacation Group)</b>	<b>Classification</b>	<b>Last Day of Service Spring, 2014</b>	<b>Tentative First Day of Service Fall, 2014</b>
<b><i>Miscellaeous</i></b>			
LH	Sacramento County Office of Education-- Special Education Drivers/Attendants	6/4/14	7/1/14
CTM	C.K. McClatchy/Sacramento City College Instructional Aides	5/29/14	8/15/14
CSM	California State University of Sacramento Instructional Aides	5/29/14	8/15/14
<b><i>New Technology</i></b>			
NTK	School Office Managers I(Elementary, Others Assigned to this group at the Middle & High School Levels); Clerical Personnel; Elem/MS School Office Mgrs. hired before and after 7/1/99	6/6/14	8/11/14
NTO	Food Service Assistants I, II, III, IV	6/4/14	8/7/14