



HUMAN RESOURCE SERVICES DIVISION

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*Cancy McArn, Chief Human Resources Officer
Cindy Nguyen, Employee Relations Director*

SUBJECT: **REQUIRED WORK CALENDARS: SCHOOL YEAR (2015/2016)** **REVISED**

TO: All Schools and Offices

DATE: May 2015, August 2015

PREPARED BY: Clarissa Ramirez **DEPARTMENTS:** Human Resource Services

REVIEWED BY: Cindy Nguyen, Employee Relations **APPROVED:** 
 Nikki Milevsky, SCTA President
 Malinda Chambers, SEIU President
 Greg Thomas, UPE President
 Ron Hill, CSA President

This memorandum identifies the first day of service for the 2015-16 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, beginning dates of service for the 2015-2016 school year.

District Office Access: Summer, 2015

Traditional summer recess begins on Monday, June 15, 2015 and ends on Wednesday, September 2, 2015. 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 date(s):

Friday, July 3, 2015	Observance of Independence Day
Monday, September 7, 2015	Observance of Labor Day

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

- Edith Sun-Rudolph/Jonathan Griggs: Area 1 - 643-7490
- Jake Hansen: Area 2 - 643-7495
- Brandon Lillard: Area 3 - 643-7489
- Clarissa Ramirez (Child Dev / Nutrition): Dept. 643-7473
- Monica Garland: Mgmt. 643-7474

Work Group Schedule

CERTIFICATED TRADITIONAL

HR Internal Use Only Work Calendar	Bargaining Unit	Description	Last Day of Service Spring 2015	First Day of Service Fall, 2015	Last Day of Service Spring, 2016
F-2	UPE	Asst. Principal, Elementary (10 months)	6/25/15	8/10/15	6/22/2016
T	UPE	All 11 month employees	6/22/15	8/3/2015	6/28/2016
NJB-1	UPE	New Joseph Bonnheim Principal	6/22/2015	7/13/2015	6/28/2016
C	SCTA	Advisors	6/18/15	8/18/2015	6/23/2016
D-1	SCTA	School Social Workers	6/18/15	8/27/2015	6/23/2016
D-3	SCTA	School Psychologists	6/18/15	8/20/2015	6/23/2016
D-5	SCTA	Program Specialists, Special Education	6/16/15	8/25/2015	6/21/2016
E-1	SCTA	School Counselors (all except Adult Education)	6/16/15	8/24/2015	6/21/2016
E-3	SCTA	Vocational Specialists	6/19/15	8/20/2015	6/24/2016
E-4	SCTA	Librarians	6/16/15	8/24/2015	6/21/2016
G-1	SCTA	Teachers: Classroom; Resource; Resource Specialist, Special Education; School Nurse; Training Specialist; Language, Speech and Hearing Specialist	6/12/15	9/3/2015	6/17/2016
G-2	SCTA	10-Month Child Development Teachers	6/12/15	9/3/2015	6/17/2016
G-8	SCTA	New Technology Teachers	6/2/15	8/10/2015	5/31/2016
G-9A	SCTA	New Technology Counselors	6/4/15	7/29/2015	6/2/2016
U-1	SCTA	Adult Education Teachers (177 days)	6/10/15	9/8/2015	6/15/2016
NJB-2	SCTA	New Joseph Bonnheim Teachers	6/12/15	8/3/2015	6/20/2016

Work Group Schedule

CLASSIFIED TRADITIONAL

<u>HR Internal Use Only Work Calendar</u>	<u>Bargaining Unit</u>	<u>Description</u>	<u>Last Day of Service Spring 2015</u>	<u>First Day of Service Fall, 2015</u>	<u>Last Day of Service Spring, 2016</u>
J	SEIU	11 month employees Secondary Clerical: (excluding School Office Manager I, II III, SOM III @ The MET & GWC, SCOE Bus Drivers)	6/19/2015	8/21/2015	6/24/2016
K	SEIU	11 month employees (including those on "I" calendar) School Office Manager I, II, III (The MET & GWC); Secondary Clerical (excluding New Technology & NJB)	6/23/2015	8/10/2015	6/28/2016
L	SEIU	10 month employees Bus Drivers	6/11/2015	9/2/2015	6/16/2016
M	SEIU	10 month employees (excluding Bus Drivers, New Technology, NJB, CSU/Sac City College Aides)	6/11/2015	9/3/2015	6/16/2016
N	CSA	10 month employees Site Supervisors I, II, III	6/15/2015	8/27/2015	6/20/2016

CLASSIFIED MISCELLANEOUS

<u>HR Internal Use Only Work Calendar</u>	<u>Bargaining Unit</u>	<u>Description</u>	<u>Last Day of Service Spring 2015</u>	<u>First Day of Service Fall, 2015</u>	<u>Last Day of Service Spring, 2016</u>
<i>Miscellaneous</i>					
LH	SEIU	11 month employees Sacramento County Office of Education– Special Education Bus Drivers/Attendants	6/4/2015	7/1/2015	6/2/2016
CSM	SEIU	10 month employees Sacramento City College / California State University of Sacramento Instructional Aides	5/29/15	8/18/2015	6/2/2016
<i>New Technology Only</i>					
NTK	SEIU	All 11 month employees School Office Manager II; Secondary Clerical	6/12/15	7/22/2015	6/9/2016
NTM	SEIU	All 10 month employees	6/2/15	8/3/2015	5/27/2016
<i>New Joseph Bonnheim Only</i>					
NJBK	SEIU	All 11 month employees	6/23/2015	7/20/2015	6/24/2016
NJBM	SEIU	All 10 month employees	6/11/2015	8/3/2015	6/17/2016