



HUMAN RESOURCE SERVICES DIVISION

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Jess Serna, *Chief Human Resources Officer*

SUBJECT: **REQUIRED WORK CALENDARS:** **HR-13**
END OF SCHOOL YEAR (2011/2012)
BEGINNING OF SCHOOL YEAR (2012/2013)

TO: All Schools and Offices

DATE: May 31, 2012

PREPARED BY: Cindy Nguyen
Edith Sun-Rudolph
Jake Hansen

DEPARTMENTS: Human Resource Services

REVIEWED BY: Jess Serna

APPROVED: 

This memorandum identifies the last day of service for the 2011/12 school year and the first day of service for the 2012/13 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 2011/2012 school year, and beginning dates of service for the 2012/2013 school year.

District Office Access: Summer, 2012

Traditional summer recess begins on Monday, June 18, 2012 and ends on Monday, September 3, 2012. 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:

Wednesday, July 4, 2012	Observance of Independence Day
Monday, September 3, 2012	Observance of Labor Day

****This is a reminder that June 15, 2012 is the third furlough day for the 2011/12 school year for the following employee groups: Unrepresented Management, UPE, CSA, 11 and 12 month SEIU Members, Unrepresented Supervisors and Confidential employees.**

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

Cindy Nguyen: Area 3 - 643-7489

Please direct staff members to observe the following energy conservation guidelines before they leave for Summer Recess, June 18, 2012 through September 3, 2012.

- 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 ext. 1010.

JS:kah

Work Group Schedule

CERTIFICATED POSITIONS

Work Calendar (Work Vacation Group)	Classification	Last Day of Service Spring, 2012	Tentative First Day of Service Fall, 2012
C	Advisors	6/20/12	8/17/12
D-1	School Social Workers	6/21/12	8/27/12
D-3	School Psychologists	6/19/12	8/20/12
D-4	Program Specialist; Training Specialists, Special Education, Social Worker	6/19/12	8/27/12
D-5	Program Specialists, Special Education	6/15/12	8/23/12
E-1	School Counselors (all except adult education)	6/15/12	8/22/12
E-3	Vocational Specialists	6/20/12	8/20/12
E-4	Librarians; Head, Language, Speech and Hearing Specialist	6/15/12	8/22/12
G-1	Teachers: Classroom; Resource; Resource Specialist, Special Education; School Nurse; Training Specialist; Language, Speech and Hearing Specialist	6/14/12	9/4/12
G-2	11-Month Children's Center Teachers	6/14/12	9/4/12
G-8	New Technology Teachers	5/31/12	8/13/12
T	Principals: Elementary; Basic Elementary; Continuation; K-8; Middle School Vice Principals: Middle; High School Hearing Officer; Program Coordinator	6/22/12	8/7/12
U-1	Adult Education Teachers (177 days)	6/13/12	TBD*
U-3	Adult Education Teachers at Fremont Adult (181 days)	6/19/12	TBD*
U-4	Adult Education (Counselor) Librarians	6/20/12	TBD*

*TBD: All employees whose first day of return service for 2012/2013, states TBD (to be determined), please check with your site supervisor before the end of the 2011/2012 school year for your expected date of return. If you have not confirmed your return date by July 5, 2012, please contact your Human Resource Services Analyst.

Work Group Schedule

CLASSIFIED TRADITIONAL

Work Calendar (Work Vacation Group)	Classification	Last Day of Service Spring, 2012	<i>Tentative</i> First Day of Service Fall, 2012
I, I-2	Clerical Personnel; Secondary Clerical hired before and after 07/01/99	6/29/12	8/13/12
J, J-3	Clerical Personnel; Parent Advisor; Elem. Clerical (Sch. Ofc. Mgrs. are not included) hired before and after 07/01/99;	6/20/12	8/20/12
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	6/22/12	8/7/12
L	Bus Drivers	6/13/12	8/31/12
M	Instructional Aides, Walking Attendants, Campus Monitors, Interpreters for the Deaf, Bus Attendants, Sch. Community Liaison	6/13/12	9/4/12
N	Site Supervisors I, II, III	6/15/12	8/27/12
O	Food Service Assistant I, II, III, IV	6/13/12	9/4/12

Work Group Schedule

CLASSIFIED MISCELLANEOUS

Work Calendar (Work Vacation Group)	Classification	Last Day of Service Spring, 2012	Tentative First Day of Service Fall, 2012
<i>Miscellaeous</i>			
LH	Sacramento County Office of Education-- Special Education Drivers/Attendants	6/1/12	7/1/12
CTM	C.K.McClatchy/Sacramento City College Instructional Aides	6/1/12	8/20/12
CSM	California State University of Sacramento Instructional Aides	6/6/12	8/20/12
<i>New Technology</i>			
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	6/7/12	7/23/12
NTO	Food Service Assistants I, II, III, IV	6/4/12	8/13/12