



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 (2016/2017)**

TO: All Schools and Offices

DATE: May 2016

PREPARED BY: Kristina Reyes

DEPARTMENTS: Human Resource Services

REVIEWED BY: Cindy Nguyen, Employee Relations
Nikki Milevsky, SCTA President
Malinda Chambers, SEIU President
Peter Lambert, UPE President
Francis Avila, CSA President

APPROVED:

This memorandum identifies the first day of service for the 2016-17 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 2016-2017 school year.

District Office Access: Summer, 2016

Traditional summer recess begins on Monday, June 20, 2016 and ends on Wednesday, August 31, 2016. 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):

Monday, July 4, 2016	Observance of Independence Day
Monday, September 5, 2016	Observance of Labor Day

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

Vacant:	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. 643-7452

Work Group Schedule 2016-2017

CERTIFICATED TRADITIONAL

<u>HR Internal Use Only Work Calendar</u>	<u>Bargaining Unit</u>	<u>Description</u>	<u>Last Day of Service Spring 2016</u>	<u>First Day of Service Fall, 2016</u>	<u>Last Day of Service Spring, 2017</u>
F-2	UPE	Asst. Principal, Elementary (10 months)	6/22/2016	8/8/2016	6/21/2017
T	UPE	All 11 month employees	6/28/2016	8/1/2016	6/27/2017
NJB-1	UPE	New Joseph Bonnheim Principal	6/28/2016	7/11/2016	6/27/2017
D-1	SCTA	School Social Workers	6/23/2016	8/25/2016	6/22/2017
D-3	SCTA	School Psychologists	6/23/2016	8/22/2016	6/22/2017
D-5	SCTA	Program Specialists, Special Education	6/21/2016	8/23/2016	6/20/2017
E-1	SCTA	School Counselors (all except Adult Education)	6/21/2016	8/22/2016	6/20/2017
E-3	SCTA	Vocational Specialists	6/24/2016	8/18/2016	6/23/2017
E-4	SCTA	Librarians	6/21/2016	8/22/2016	6/20/2017
G-1	SCTA	Teachers: Classroom; Resource; Resource Specialist, Special Education; School Nurse; Training Specialist; Language, Speech and Hearing Specialist	6/17/2016	9/1/2016	6/16/2017
G-2	SCTA	10-Month Child Development Teachers	6/17/2016	9/1/2016	6/16/2017
G-8	SCTA	New Technology Teachers	5/31/2016	8/8/2016	5/31/2017
G-9A	SCTA	New Technology Counselors	6/2/2016	8/1/2016	6/6/2017
U-1	SCTA	Adult Education Teachers (177 days)	6/15/2016	9/6/2016	6/16/2017
NJB-2	SCTA	New Joseph Bonnheim Teachers	6/20/2016	8/1/2016	6/19/2017

SCTA Article 5.10.10 – It is understood that the scheduling of extra days worked beyond the school year by all the job classifications noted in 5.10.1 through 5.10.8 (Social Worker, Program Specialist, Psychologist, Counselor, Librarian, Vocation Specialist, Activities Advisors, department Chairs, Athletic Directors) will be determined by the site administrator or immediate supervisor after conferring with the individuals involved.

Work Group Schedule 2016-2017

CLASSIFIED TRADITIONAL

<u>HR Internal Use Only Work Calendar</u>	<u>Bargaining Unit</u>	<u>Description</u>	<u>Last Day of Service Spring 2016</u>	<u>First Day of Service Fall, 2016</u>	<u>Last Day of Service Spring, 2017</u>
J	SEIU	11 month employees Secondary Clerical: (excluding School Office Manager I, II III, SOM III @ The MET & GWC, SCOE Bus Drivers)	6/24/2016	8/19/2016	6/23/2017
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)	6/28/2016	8/8/2016	6/27/2017
L	SEIU	10 month employees Bus Drivers	6/16/2016	8/30/2016	6/15/2017
M	SEIU	10 month employees (excluding Bus Drivers, New Technology, CSU/Sac City College Aides)	6/16/2016	9/1/2016	6/15/2017
N	CSA	10 month employees Site Supervisors I, II, III	6/20/2016	8/24/2016	6/16/2017

CLASSIFIED MISCELLANEOUS

<u>HR Internal Use Only Work Calendar</u>	<u>Bargaining Unit</u>	<u>Description</u>	<u>Last Day of Service Spring 2016</u>	<u>First Day of Service Fall, 2016</u>	<u>Last Day of Service Spring, 2017</u>
<i>Miscellaneous</i>					
LH	SEIU	11 month employees Sacramento County Office of Education– Special Education Bus Drivers/Attendants	6/2/2016	TBD	TBD
CSM	SEIU	10 month employees Sacramento City College / California State University of Sacramento Instructional Aides	6/2/2016	8/15/2016	6/7/2017
<i>New Technology Only</i>					
NTK	SEIU	All 11 month employees School Office Manager II; Secondary Clerical	6/9/2016	7/21/2016	6/9/2017
NTM	SEIU	All 10 month employees	5/27/2016	8/8/2016	5/30/2017
<i>New Joseph Bonnheim Only</i>					
NJBK	SEIU	All 11 month employees	06/28/2016	7/13/2016	6/26/2017
NJBM	SEIU	All 10 month employees	06/17/2016	8/1/2016	6/16/2017