



HUMAN RESOURCE SERVICES DIVISION

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Cancy McArn, *Chief Human Resources Officer*

SUBJECT: REQUIRED WORK CALENDARS: SCHOOL YEAR (2018/2019)

TO: All Schools and Offices

DATE: June 12, 2018

PREPARED BY: Kristina Reyes

DEPARTMENTS: Human Resource Services

REVIEWED BY: Cindy Nguyen, Employee Relations
David Fisher, SCTA President
Karla Faucett, SEIU President
Judy Montgomery, UPE President
Bettina Tapp, TCS President

APPROVED:


This memorandum identifies the first day of service for the 2018-19 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 2018-2019 school year.

District Office Access: Summer, 2018

Traditional summer recess begins on Monday, June 18, 2018 and ends on Wednesday, August 29, 2018. 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):

Wednesday, July 4, 2018	Observance of Independence Day
Monday, September 3, 2018	Observance of Labor Day

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

- Anne Maretti: Area 1 – 916-643-7490
- Brandon Lillard: Area 2 – 916-643-7489
- Barbara Valdez: Area 3 – 916-643-7495
- Clarissa Ramirez (Child Dev/Nutrition/Special Ed Dept.): 916 643-7473
- Monica Garland: Management/Non-Represented 916- 643-7452

Work Group Schedule

CERTIFICATED TRADITIONAL

<u>HR Internal Use Only Work Calendar</u>	<u>Bargaining Unit</u>	<u>Description</u>	<u>Last Day of Service Spring 2018</u>	<u>First Day of Service Fall, 2018</u>	<u>Last Day of Service Spring, 2019</u>
T	UPE	All 11 month employees	6/27/18	7/30/2018	6/25/2019
F-2	UPE	Asst. Principal, Elementary (10 months)	6/20/18	8/6/2018	6/19/2019
NJB-1	UPE	New Joseph Bonnheim Principal	6/27/18	7/9/2018	6/25/2019
NTK-1	UPE	New Technology Principal	6/22/18	7/16/2018	6/25/2019

<u>HR Internal Use Only Work Calendar</u>	<u>Bargaining Unit</u>	<u>Description</u>	<u>Last Day of Service Spring 2018</u>	<u>First Day of Service Fall, 2018</u>	<u>Last Day of Service Spring, 2019</u>
SCTA-D1	SCTA	School Social Workers	6/21/18	8/23/2018	6/20/2019
SCTA-D3	SCTA	School Psychologists	6/21/18	8/16/2018	6/20/2019
SCTA-D5	SCTA	Program Specialists, Special Education	6/19/18	8/21/2018	6/18/2019
SCTA-E1	SCTA	School Counselors (all except Adult Education)	6/19/18	8/20/2018	6/18/2019
SCTA-E3	SCTA	Vocational Specialists	6/22/18	8/16/2018	6/21/2019
SCTA-E4	SCTA	Librarians	6/19/18	8/20/2018	6/18/2019
SCTA-G1	SCTA	Teachers: Classroom; Resource; Resource Specialist, Special Education; Training Specialist; Language, Speech and Hearing Specialist	6/15/18	8/30/2018	6/14/2019
G2	SCTA	10-Month Child Development Teachers	6/15/18	8/30/2018	6/14/2019
SCTA-G3	SCTA	Lead School Nurse	6/15/18	8/23/2018	6/14/2019
SCTA-G4	SCTA	School Nurse	6/15/18	8/27/2018	6/14/2019
SCTA-G8	SCTA	New Technology Teachers	5/30/18	8/13/2018	6/5/2019
SCTA-G9A	SCTA	New Technology Counselors	6/7/18	8/2/2018	6/7/2019
U-1	SCTA	Adult Education Teachers (177 days)	6/11/18	8/30/2018	6/10/2019
SCTA-NJB-2	SCTA	New Joseph Bonnheim Teachers	6/15/18	8/3/2018	6/14/2019

SCTA Article 5.2.12: It is understood that the scheduling of extra days worked beyond the school year by all the job classifications noted in 5.2.2 through 5.2.11 will be determined by the site administrator or immediate supervisor after conferring with the individuals involved.

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 2018</u>	<u>First Day of Service Fall, 2018</u>	<u>Last Day of Service Spring, 2019</u>
J	SEIU	11 month employees Secondary Clerical: (excluding School Office Manager I, II III, SOM III @ The MET & GWC, SCOE Bus Drivers)	6/22/18	8/17/2018	6/21/2019
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)	6/26/18	8/6/2018	6/25/2019
L	SEIU	10 month employees Bus Drivers	6/14/18	8/28/2018	6/13/2019
M	SEIU	10 month employees (excluding Bus Drivers, New Technology, CSU/Sac City College Aides)	6/14/18	8/30/2018	6/13/2019
N	TCS	10 month employees Multi-Site Supervisors I, II, III	6/14/18	8/21/2018	6/14/2019

CLASSIFIED MISCELLANEOUS

<u>HR Internal Use Only Work Calendar</u>	<u>Bargaining Unit</u>	<u>Description</u>	<u>Last Day of Service Spring 2018</u>	<u>First Day of Service Fall, 2018</u>	<u>Last Day of Service Spring, 2019</u>
<i>Miscellaneous</i>					
LH	SEIU	11 month employees Sacramento County Office of Education– Special Education Bus Drivers/Attendants	6/14/18	7/2/2018	6/7/2019
CSM	SEIU	10 month employees Sacramento City College / California State University of Sacramento Instructional Aides	6/7/18	8/16/2018	5/31/2019
<i>New Technology</i>					
NTK	SEIU	All 11 month employees School Office Manager II; Secondary Clerical	6/8/18	7/19/2018	6/7/2019
NTM	SEIU	All 10 month employees	5/29/18	8/6/2018	5/28/2019
<i>New Joseph Bonnheim</i>					
NJBK	SEIU	All 11 month employees	6/22/18	7/16/2018	6/25/2019
NJBM	SEIU	All 10 month employees	6/15/18	8/6/2018	6/14/2019