



**HUMAN RESOURCE SERVICES DIVISION**

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Cancy McArn, *Chief Human Resources Officer*

**2023-24 NO. HR - 15**


**Revised**

**SUBJECT:** REQUIRED WORK CALENDARS: SCHOOL YEAR (2024/2025)

**TO:** All Schools and Offices

**DATE:** June 20, 2024

**PREPARED BY:** Tami Mora, Employee Relations Analyst      **DEPARTMENT:** Human Resource Services

**REVIEWED BY:** Avis Howard, HR Office Assistant      **APPROVED BY:**   
Dan Schallock, Director II, Employee Relations      Cancy McArn, Chief of Human Resources

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This memorandum identifies the first day of service for the 2024-2025 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 2024-2025 school year.

**District Office Access: Summer 2024**

Traditional summer recess begins on Monday, June 17, 2024 and ends on Friday, August 16, 2024. 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, June 19, 2024	Observance of Juneteenth
Thursday, July 4, 2024	Observance of Independence Day
Monday, September 2, 2024	Observance of Labor Day

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

Adriana Avitia, Elementary School Sites: 916-643-7489

Maritza Blumberg, Secondary School Sites: 916-643-7495

Karla Joseph, Departments: 916-643-7490

Jonathan Griggs, Special Education, Adult Education, Cap City, and Coaches 916-643-7472

Monica Garland, Management/Non-Represented: 916-643-7452

**Work Group Schedule**

**CERTIFICATED TRADITIONAL**

HR Internal Use Only Work	Bargaining Unit	Description	Last Day of Service Spring 2024	First Day of Service Fall 2024	Last Day of Service Spring 2025
T	UPE	All 11 month employees	6/26/2024	7/17/2024	6/25/2025
F2	UPE	Asst. Principal, Elementary (10 months)	6/19/2024	7/24/2024	6/19/2025
NJB-1	UPE	New Joseph Bonnheim Principal	6/20/2024	7/10/2024	6/17/2025
NTK-1	UPE	New Technology Principal	6/20/2024	7/12/2024	6/23/2025

HR Internal Use Only Work	Bargaining Unit	Description	Last Day of Service Spring 2024	First Day of Service Fall 2024	Last Day of Service Spring 2025
D1	SCTA	School Social Workers	6/20/2024	8/7/2024	6/19/2025
D3	SCTA	School Psychologists	6/24/2024	8/5/2024	6/24/2025
D5	SCTA	Program Specialists, Special Education	6/20/2024	8/7/2024	6/19/2025
SCTA-E1	SCTA	School Counselors (all except Adult Education)	6/18/2024	8/5/2024	6/18/2025
SCTA-E3	SCTA	Vocational Specialists	6/21/2024	7/24/2024	6/18/2025
SCTA-E4	SCTA	Librarians	6/18/2024	8/5/2024	6/18/2025
G1	SCTA	Teachers: Classroom; Resource; Resource Specialist, Special Education; Training Specialist; Language, Speech and Hearing Specialist	6/14/2024	8/14/2024	6/13/2025

HR Internal Use Only Work Calendar	Bargaining Unit	Description	Last Day of Service Spring 2024	First Day of Service Fall 2024	Last Day of Service Spring 2025
G2	SCTA	10-Month Child Development Teachers	6/14/2024	8/14/2024	6/13/2025
G3	SCTA	Lead School Nurse	6/14/2024	8/7/2024	6/13/2025
G4	SCTA	School Nurse	6/14/2024	8/9/2024	6/13/2025
G6	SCTA	The Met Techers	6/14/2024	8/6/2024	6/13/2025
G7	SCTA	The Met Counselors	6/18/2024	8/5/2024	6/18/2025
G8	SCTA	New Technology Teachers	5/31/2024	8/6/2024	6/6/2025
G9A	SCTA	New Technology Counselors	6/12/2024	8/6/2024	6/18/2025
NJB-2	SCTA	New Joseph Bonnheim Teachers	6/14/2024	7/31/2024	6/12/2025
U1	SCTA	Adult Education Teachers	6/10/2024	8/14/2024	6/9/2025

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.

**CLASSIFIED TRADITIONAL**

HR Internal Use Only Work Calendar	Bargaining Unit	Description	Last Day of Service Spring 2024	First Day of Service Fall 2024	Last Day of Service Spring 2025
J	SEIU	11 month employees (i.e. clerical staff)	6/21/2024	8/6/2024	6/20/2025
K	SEIU	11 month employees (including those on "I" calendar) School Office Manager I, II, III (GWC); Secondary Clerical (excluding New Tech, NJB, and The Met)	6/25/2024	7/24/2024	6/24/2025
L	SEIU	10 month employees Bus Drivers	6/13/2024	8/15/2024	6/12/2025
M	SEIU	10 month employees (excluding Bus Drivers, New Technology, The Met, CSU/Sac City College Aides)	6/13/2024	8/19/2024	6/12/2025
N	TCS	10 month employees Multi-Site Supervisors I, II, III	6/14/2024	8/8/2024	6/13/2025

**CLASSIFIED MISCELLANEOUS**

HR Internal Use Only Work Calendar	Bargaining Unit	Description	Last Day of Service Spring 2024	First Day of Service Fall 2024	Last Day of Service Spring 2025
LH	SEIU	11 month employees Sacramento County Office of Education– Special Education Bus Drivers/Attendants	5/31/2024	7/1/2024	5/30/2025
CSM	SEIU	10 month employees Sacramento City College / California State University of Sacramento Instructional Aides	5/31/2024	8/6/2024	5/30/2025
NTK	SEIU	All 11 month employees, School Office Manager II; Secondary Clerical	6/19/2024	7/17/2024	6/25/2025
NTM	SEIU	All 10 month employees	6/6/2024	8/9/2024	6/12/2025
NJBK	SEIU	All 11 month employees	6/19/2024	7/15/2024	6/19/2025
NJBM	SEIU	All 10 month employees	6/14/2024	8/2/2024	6/12/2025
R	SEIU	All 11 month employees	6/25/2024	7/17/2024	6/25/2025
V	SEIU	All 10 month employees	6/13/2024	8/9/2024	6/12/2025

**Work Group Schedule**

HR Internal Use Only Work Calendar	Bargaining Unit	Description	Last Day of Service Spring 2024	First Day of Service Fall 2024	Last Day of Service Spring 2025
H	Multiple	12 Month Employees CONFIDENTIAL, REP, NON-REP SUPERVISOR, SEIU & TEAMSTER/TCS	6/30/2024	7/1/2024	6/30/2025
Q	Multiple	12 Month Employees CONFIDENTIAL, REP, NON-REP SUPERVISOR, SEIU & TEAMSTER/TCS	6/30/2024	7/1/2024	6/30/2025