



Certificated Staff Work Calendars		
Interventionists Middle School Counselors		Facilitators High School Counselors
		Psychologists
Professional/Technical Salaried Employees		
Occupational & Physical Therapists	Community Counselor/Social Worker	Pro-Tech Salaried Employees

Calendar Parameters for Non-Traditional Certificated and Pro-Tech Salaried Employees

1. Earliest First Contract Day – First workday in August.
2. Latest Last Contract Day – Last workday in July.
3. Work the identified/Scheduled Work Days
  - a. All Fall Workshop days
  - b. Last week of the school year
  - c. All staff days
  - d. All staff development days
  - e. All parent/teacher conference days, following the school schedule for evening conferences, if applicable.
4. Employee and supervisors discuss work to be done and determine work calendar:
  - a. Employee submits calendar to supervisor for approval prior to **August 7**
  - b. Supervisor submits approved calendar to Human Resources prior to **August 14**
5. Schedule additional days with your supervisor:
  - a. Weekends may not be used to meet contract days
  - b. \*District Holidays are non-contract days and may not be used for additional days.
  - c. Do not report on snow days. Schedule make up days with the supervisor.
6. Days you are scheduled to work:
  - a. If an employee is