

HUMAN RESOURCES CALENDAR OF ACTIVITIES

2016-17

		<ul style="list-style-type: none"> <li>Administrative offices: Summer Hours-Reference end of calendar for time and guidelines.</li> </ul>
<b>July</b>		
1	Fri	<ul style="list-style-type: none"> <li>No Special Leave: Oper, Tran, Crafts, Child Care, Food Service</li> <li>Employees covered under the DMEA Secretaries Comprehensive Agreement will be dismissed 30 minutes early*</li> </ul>
4	Mon	<ul style="list-style-type: none"> <li>Holiday/Offices Closed</li> </ul>
5	Tues	<ul style="list-style-type: none"> <li>No Special Leave: Oper, Tran, Crafts, Child Care, Food Service</li> </ul>
<b>August</b>		
1	Mon	<ul style="list-style-type: none"> <li>Year 1, Alternative Contract Teachers Report (201 day contract)/<b>Downtown Calendar Schools</b></li> <li>230 day employees (Admin, Teach, Specialists, SILS, Para) begin</li> </ul>
1-2	Mon-Tues	<ul style="list-style-type: none"> <li>First-Year Teacher Training/<b>Downtown Calendar Schools</b></li> </ul>
3-4	Wed-Thurs	<ul style="list-style-type: none"> <li>New to District Teacher Training/<b>Downtown Calendar Schools</b></li> </ul>
4	Thurs	<ul style="list-style-type: none"> <li>Year 2, Alternative Contract Teachers Report (197 day contract) /<b>Downtown Calendar Schools</b></li> </ul>
5,8-9	Fri, Mon-Tues	<ul style="list-style-type: none"> <li>All teachers and associates report/ <b>Downtown Calendar Schools</b></li> </ul>
9	Tues	<ul style="list-style-type: none"> <li>220 day employees (10 month clerical) begin</li> <li>210 day employees (9.5 month clerical) begin</li> </ul>
10	Wed	<ul style="list-style-type: none"> <li>First day of School-adjusted dismissal time/ <b>Downtown Calendar Schools</b></li> </ul>
12	Fri	<ul style="list-style-type: none"> <li>Year 1 Alternative Contract Teachers report (201 day contract)/<b>Traditional Calendar Schools</b></li> </ul>
15-18	Mon-Tues	<ul style="list-style-type: none"> <li>First Year Teacher Training/<b>Traditional Calendar Schools</b></li> </ul>
17	Wed	<ul style="list-style-type: none"> <li>205 day specialist begin</li> </ul>
17-18	Wed-Thurs	<ul style="list-style-type: none"> <li>New to District Teacher Training/<b>Traditional Calendar Schools</b></li> </ul>
18	Thurs	<ul style="list-style-type: none"> <li>Year 2 Alternative Contract Teachers Report (197 day contract)/<b>Traditional Calendar Schools</b></li> </ul>
19,22-23	Fri, Mon-Tues	<ul style="list-style-type: none"> <li>All teachers and associates report/<b>Traditional Calendar Schools</b></li> </ul>
24	Wed	<ul style="list-style-type: none"> <li>First day of school (Adjusted Dismissal Time) <b>Traditional Calendar Schools</b></li> </ul>
<b>Sept</b>		
2	Fri	<ul style="list-style-type: none"> <li>No Special Leave: Oper, Tran, Crafts, Child Care, Food Service, Teachers, and Associates.</li> <li>No School-ATC Year 1 (Work Day)/<b>Downtown Calendar School</b></li> <li>Employees covered under the DMEA Secretaries Comprehensive Agreement will be dismissed 30 minutes early*</li> </ul>
5	Mon	<ul style="list-style-type: none"> <li>Holiday/No Classes; Offices Closed</li> </ul>
6	Tue	<ul style="list-style-type: none"> <li>No Special Leave; Oper, Tran, Crafts, Child Care, Food Service, Teachers and Associates.</li> </ul>

15	Thurs	<ul style="list-style-type: none"> <li>Official Transcripts and additional credits for the 2014-15 reclassification must be received in the Human Resources Department by 4:30 pm</li> </ul>
<b>Oct</b>		
12	Wed	<ul style="list-style-type: none"> <li>Classes held, 1:30 adjusted dismissal time Student –led Conferences; Teachers on duty 4-8pm for conferences/<b>Downtown Calendar School</b></li> </ul>
13	Thurs	<ul style="list-style-type: none"> <li>No School; Student-led Conferences; Teachers on duty 12:15- 8 pm for conferences/<b>Downtown Calendar School</b></li> </ul>
14	Fri	<ul style="list-style-type: none"> <li>No School, Conference Comp Day/<b>Downtown Calendar School</b></li> </ul>
17-21	Mon-Fri	<ul style="list-style-type: none"> <li>Intercession- No School/<b>Downtown Calendar School</b></li> </ul>
28	Fri	<ul style="list-style-type: none"> <li>Teacher EQ Development -No classes for students; Associates <u>do not</u> report/<b>Traditional and Downtown Calendar Schools</b></li> <li>195 day Paras do not report</li> <li>210 day employees(9.5 month clerical) do not report</li> <li>220 day employees (10 month clerical) do not report</li> </ul>
<b>Nov</b>		
21-23	Mon-Wed	<ul style="list-style-type: none"> <li>No School/<b>Downtown Calendar School</b></li> </ul>
22	Tues	<ul style="list-style-type: none"> <li>No Special Leave: Teachers and Associates</li> </ul>
23	Wed	<ul style="list-style-type: none"> <li>No school for Students, Teachers, &amp; Associates (Fall Conference Comp Day)/<b>Traditional Calendar Schools</b></li> <li>No Special Leave: Oper, Tran, Crafts, Child Care, Food Service</li> <li>210 day employees (9.5 month clerical) do not report</li> <li>220 day employees (10 month clerical) do not report</li> <li>230 day employees(Admin, Para, Specialist, SILS, Teach) do not report</li> <li>205 day Spec Deans do not report</li> <li>195 day Paras do not report</li> <li>Employees covered under the DMEA Secretaries Comprehensive Agreement will be dismissed 30 minutes early*</li> </ul>
24-25	Thurs – Fri	<ul style="list-style-type: none"> <li><b>Holiday/No Classes; Offices Closed</b></li> </ul>
28	Mon	<ul style="list-style-type: none"> <li>No Special Leave: Oper, Tran, Crafts, Child Care, Food Service, Teachers, and Associates.</li> </ul>
<b>Dec</b>		
16	Fri	<ul style="list-style-type: none"> <li>No Special Leave: Teachers and Associates/<b>Downtown Calendar School</b></li> </ul>
19-Jan 2	Mon-Mon	<ul style="list-style-type: none"> <li>Winter Break-no classes/<b>Downtown Calendar School</b></li> </ul>
22	Thurs	<ul style="list-style-type: none"> <li>No Special Leave: Teachers and Associates/<b>Traditional Calendar Schools</b></li> </ul>
23 – Jan 2	Fri-Tues	<ul style="list-style-type: none"> <li>Winter Recess - No classes/<b>Traditional Calendar Schools</b></li> <li>205 day Spec do not report</li> <li>195 day paras do not report</li> </ul>
23	Fri	<ul style="list-style-type: none"> <li>No Special Leave; Oper, Tran, Crafts, Child Care, Food Service</li> <li>Employees covered under the DMEA Secretaries Comprehensive Agreement will be dismissed 30 minutes early*</li> </ul>

26	Mon	<ul style="list-style-type: none"> <li>• <b>Holiday/Offices Closed</b></li> </ul>
27	Tues	<ul style="list-style-type: none"> <li>• <b>Holiday/Offices Closed</b></li> </ul>
28	Wed	<ul style="list-style-type: none"> <li>• No Special Leave: Oper, Tran, Crafts, Child Care, Food Service</li> </ul>
29	Thurs	<ul style="list-style-type: none"> <li>• No Special Leave: Oper, Tran, Crafts, Child Care, Food Service</li> <li>• <b>Employees covered under the DMEA Secretaries Comprehensive Agreement will be dismissed 30 minutes early*</b></li> </ul>
30	Fri	<ul style="list-style-type: none"> <li>• <b>Holiday/Offices Closed</b></li> </ul>
<b>Jan</b>		
2	Mon	<ul style="list-style-type: none"> <li>• <b>Holiday/Offices Closed</b></li> </ul>
3	Tues	<ul style="list-style-type: none"> <li>• No Special Leave: Oper, Tran, Crafts, Child Care, Food Service</li> <li>• No Special Leave Teachers and Associates</li> <li>• <b>Classes Resume/All Calendar Schools</b></li> </ul>
13	Fri	<ul style="list-style-type: none"> <li>• <b>First semester ends/Traditional and Downtown Calendar Schools</b></li> <li>• No School; ATC Year 1 (Work Day)/ <b>Downtown Calendar School</b></li> </ul>
16	Mon	<ul style="list-style-type: none"> <li>• <b>MLK day/No school for Students, Teachers, and Associates/Traditional and Downtown Calendar Schools</b></li> <li>• <b>195 day Paras do not report</b></li> <li>• <b>210 day employees (9.5 month clerical) do not report</b></li> <li>• <b>220 day employees (10 month clerical) do not report</b></li> <li>• <b>230 day employees(Admin, Para, Specialist, SILS, Teach) do not report</b></li> <li>• <b>205 day Spec do not report</b></li> </ul>
17	Tues	<ul style="list-style-type: none"> <li>• <b>Start of 2<sup>nd</sup> semester/Traditional and Downtown Calendar Schools</b></li> </ul>
<b>Feb</b>		
10	Fri	<ul style="list-style-type: none"> <li>• No School/ <b>Downtown Calendar School</b></li> </ul>
13-17	Mon-Fri	<ul style="list-style-type: none"> <li>• <b>February Intercession-No School/Downtown Calendar School</b></li> </ul>
15	Wed	<ul style="list-style-type: none"> <li>• <b>Official Transcripts and additional credits for the 2015-16 reclassification must be received in the Human Resources Department by 4:30 pm</b></li> </ul>
<b>March</b>		
8	Wed	<ul style="list-style-type: none"> <li>• <b>Classes held, 1:30 adjusted dismissal time, Student-led Conferences; Teachers on duty 4-8 pm for conferences/Downtown Calendar School</b></li> </ul>
9	Thurs	<ul style="list-style-type: none"> <li>• No Special Leave Teachers and Associates</li> <li>• <b>No School; Student-led Conferences; Teachers on duty 12:15-8 pm for conferences/Downtown Calendar School</b></li> </ul>
10	Fri	<ul style="list-style-type: none"> <li>• <b>No school for Students, Teachers and Associates (Spring Conference Comp Day)/Traditional and Downtown Calendar Schools</b></li> <li>• <b>230 day employees(Para, Teach, Specialist, SIL) do not report</b></li> <li>• <b>195 day Paras do not report</b></li> </ul>

13-17	Mon-Fri	<ul style="list-style-type: none"> <li>• Spring Recess/<b>Traditional and Downtown Calendar Schools</b></li> <li>• 230 day employees (Para and Teach) do not report</li> <li>• 205 day Spec do not report</li> <li>• 195 day paras do not report</li> </ul>
20	Mon	<ul style="list-style-type: none"> <li>• No Special Leave Teachers and Associates</li> </ul>
<b>April</b>		
13 14 & 17 19	Thurs Mon & Fri Wed	<ul style="list-style-type: none"> <li>• No School-Professional Development/ <b>Downtown Calendar School</b></li> <li>• Intercession-No School/<b>Downtown Calendar School</b></li> <li>• No School for 9<sup>th</sup>, 10<sup>th</sup>, &amp; 12<sup>th</sup> grade students; 11<sup>th</sup> grade students attend a.m. only for ACT test/<b>Traditional Calendar School</b></li> </ul>
20	Thurs	<ul style="list-style-type: none"> <li>• No School for 11<sup>th</sup> graders (9<sup>th</sup>, 10<sup>th</sup>, 12<sup>th</sup> will attend)/<b>Traditional Calendar Schools</b></li> </ul>
<b>May</b>		
		<ul style="list-style-type: none"> <li>• Ending employment *Reference end of calendar for Technology guidelines</li> </ul>
19	Fri	<ul style="list-style-type: none"> <li>• Last day to <u>use</u> Special Leave: Teachers and associates (with a 10 day <i>prior notice</i> and building principal approval; signed 495/ <b>Traditional Calendar Schools</b></li> </ul>
22	Mon	<ul style="list-style-type: none"> <li>• Last day of school for 12<sup>th</sup> grade/<b>Traditional Calendar Schools</b></li> </ul>
24-June 2	Mon-Fri	<ul style="list-style-type: none"> <li>• Intercession-No School/<b>Downtown Calendar School</b></li> </ul>
26	Fri	<ul style="list-style-type: none"> <li>• No Special Leave: Oper, Tran, Crafts, Child Care, Food Service, Teachers, and Associates.</li> <li>• Employees covered under the DMEA Secretaries Comprehensive Agreement will be dismissed 30 minutes early*</li> </ul>
29	Mon	<ul style="list-style-type: none"> <li>• <b>Holiday/Offices Closed</b></li> </ul>
30	Tue	<ul style="list-style-type: none"> <li>• No Special Leave; Oper, Tran, Crafts, Child Care, Food Service, Teachers, and Associates.</li> <li>• Last day of school for Elem and MS; students dismissed after half day; lunch will be served in Elem (In- service half day for Elem/MS teachers and associates)/<b>Traditional Calendar Schools</b></li> </ul>
31	Wed	<ul style="list-style-type: none"> <li>• Last day of school for HS, no adjusted dismissal. (In service day for Elem &amp; MS teachers and associates)/<b>Traditional Calendar Schools</b></li> <li>• 195 day paras last day</li> </ul>
31, June 1-2	Wed-Fri	<ul style="list-style-type: none"> <li>• Reserved inclement weather make-up day/<b>Traditional Calendar Schools</b></li> </ul>
<b>June</b>		
		<ul style="list-style-type: none"> <li>• Ending employment *Reference end of calendar for Technology guidelines</li> </ul>
1	Thurs	<ul style="list-style-type: none"> <li>• 210 day employees (9.5 month clerical) last day</li> <li>• Alternative Contract Teachers Last Day/<b>Traditional Calendar Schools</b></li> </ul>
7	Wed	<ul style="list-style-type: none"> <li>• 205 day specialists last day</li> </ul>

15	Thurs	<ul style="list-style-type: none"> <li>• 220 day employees (10 month clerical) last day</li> </ul>
20	Tue	<ul style="list-style-type: none"> <li>• 230 day employees (Admin, Teach) last day</li> <li>• Last day to <u>use</u> Special Leave: Teachers and associates (with a 10 day <i>prior notice</i> and building principal approval; signed 495/ <b>Downtown Calendar School</b></li> </ul>
21	Wed	<ul style="list-style-type: none"> <li>• 230 day employees (Para, Specialist, SIL) last day</li> </ul>
22	Thurs	<ul style="list-style-type: none"> <li>• No classes-Student-led Conferences/<b>Downtown Calendar School</b></li> </ul>
23	Fri	<ul style="list-style-type: none"> <li>• No school-Bldg Professional Development/<b>Downtown Calendar School</b></li> </ul>
28	Wed	<ul style="list-style-type: none"> <li>• Last day of school, 1:30 dismissal/<b>Downtown Calendar School</b></li> </ul>
29	Thurs	<ul style="list-style-type: none"> <li>• In-Service day for Teachers/Associates; Alternative Contract Teachers last day/<b>Downtown Calendar School</b></li> </ul>

\* NovaTime instructions for Dept/bldg supervisors:

- Manually put in this information for your staff who clock in and out daily
  - 1.) enter the date
  - 2.) selecting from the drop down “Early out w/pay (#33), entering .5 hrs

**Technology note:** All staff ending employment will lose building badge access and technology access midnight of your official “last day” worked. Please make arrangements with your building administrator when you need to return for personal belongings and please make arrangements with the technology department ahead of time for any related technology process.

**Summer Office Hours:**

- **Central Administration Offices will be open from 7:30 AM – 4:30 PM daily.**
- **School offices will be open from 7:30 AM – 3:30 PM throughout the summer with the exception of vacation periods. Office hours will be posted on the school and district websites.**

**Employee Work Hours:**

- **All employees are expected to work their regular work hours (7.5 or 8.0) without modifications unless using approved available leave.**