MEMORANDUM

TO: All Principals and Directors
FROM: Mrs. Laurie J. Gaylord, Superintendent
DATE: April 30, 2018
RE: Recommended Summer Work Schedule for Non-Instructional Employees

From June 4, 2018, through July 27, 2018, employees will work four, ten-hour days (if scheduled for a 40 hour workweek). During the week of July 4th, 248 day, 236 day, and 227 day non-instructional employees and 248 day administrative employees will work four (4) ten hour days. 227 day and 236 day administrative employees will work three eight-hour days, Monday, Tuesday and Thursday. This is to allow for the fact that Wednesday, July 4th, is the observed non-work day. Employees should refer to their work calendars to determine if there are additional 8 hour per day weeks in June or July. Work schedules will be established by the Principal/Director to allow for a lunch period and ten work hours per day. Principals/Directors have the option to establish either a ½ hour or full hour lunch break for their employees. These time frames must be adhered to consistently. The length of lunch breaks would determine the ten-hour work schedule:

- ½ hour lunch break: 7:00 a.m. - 5:30 p.m. or 7:30 a.m. - 6:00 p.m.
- 1 hour lunch break: 7:00 a.m. - 6:00 p.m.

In accordance with existing practice, employees will not be allowed to alter their normal work schedule on a recurring basis working through their lunch period. Under no circumstances may unused breaks be accumulated for any purpose. Please submit your school/department work hours to Dianne Falls by May 11, 2018.

Note: Upon approval by the Superintendent, some programs and departments at designated sites may remain open on Fridays. Schools hosting summer programs will remain open five days per week.

Important: The Administrative Leadership Training Days will take place on May 30, 31, June 1, July 24 and 25. Please refer to the DRAFT agenda for the list of required participants. Employees on 227 contracts may be required to flex time to attend required meetings; please refer to your work calendar.

https://docs.google.com/document/d/1MUEjcl.dmPL_AwP524xttJQpgExuTlbeiwFtgkrz5Ci0/edit?usp=sharing

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