

**ARLINGTON PUBLIC SCHOOLS**  
**Human Resources**

May 7, 2014

**REVISED MEMORANDUM**

**TO:** All Staff

**FROM:** Betty Hobbs, Assistant Superintendent for Human Resources  
Ellen Kennedy, Director of Employee Relations

**SUBJECT:** Suggested Work Calendar for the 2014-2015 School Year (All schools except Barcroft and High School Continuation)

1. **First Day of Work**

*	<u>Assistants</u>	
*	Elementary School (187 Days)	August 25, 2014
*	Middle School (187 Days)	August 25, 2014
*	High School (187 Days)	August 25, 2014
*	Resource Asst (190 Days)	August 25, 2014
*	COTA/CPTA <sup>1</sup> (190 Days)	August 25, 2014
*	Library/Media (195 Days)	August 20, 2014
*	<u>Administrative Assistants (G-Scale)</u>	
*	Educational (196 Days)	August 19, 2014
*	Library/Media (196 Days)	August 19, 2014
*	Educational (208 Days)	August 12, 2014

2. **Monday August 25, 2014** – All A-scale employees are scheduled to report to work. Building principals and administrators set specific days for reporting. As a guideline, employees work the following number of days during this week:

Elementary A-Scale 187-day employees	four days (8/25, 8/26, 8/27, 8/28)
Middle School A-Scale 187-day employees	three days (8/25, 8/26, 8/27)
High School A-Scale 187-day employees	two days (8/25, 8/26)
A-Scale 190-day Resource Assistants	three days (8/25, 8/26, 8/27)

3. **Thursday, October 9, 2014** is an elementary school parent-teacher conference day. 187-day elementary school assistants **are not** scheduled to report to work. 190-day Resource Assistants and 187-day middle and high school assistants **are** scheduled to work. G-Scale employees **are** scheduled to work.
4. **Friday, October 10, 2014** is an elementary and middle school parent-teacher conference day. 187-day elementary and middle school assistants **are not** scheduled to report to work. All other A-scale employees and all G-scale employees **are** scheduled to work.
5. **Monday, October 13, 2014** is a Professional Learning day. All ten-month A-scale employees **are** scheduled to work on this day to attend the A-scale Professional Learning Day. G-Scale employees **are** scheduled to report to work.

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<sup>1</sup> COTA = Certified Occupational Therapy Assistant, CPTA = Certified Physical Therapy Assistant

6. **Tuesday, November 4, 2014** is a grade preparation day for elementary, middle, and high schools teachers. All ten-month A-scale employees **are** scheduled to work on this day to attend the A-scale Professional Learning Day. G-Scale employees **are** scheduled to report to work.
7. **Wednesday, November 26, 2014** is the beginning of the Thanksgiving Break for students. A- and G-scale employees who work 10 months **are not** scheduled to work on this day.
8. **Wednesday, December 24, 2014 through Friday, January 2, 2015** Schools are closed for winter break. Ten month A- and G-scale employees are not scheduled to report to work on these days.
9. **Monday, January 5, 2015** Return from Winter Break.
10. **Tuesday, January 20, 2015** is a grade preparation day for elementary, middle and high school teachers. A-scale employees **are not** scheduled to report to work. 196-day G-scale employees **are not** scheduled to report to work. 208-day G-scale employees **are** scheduled to report to work.
11. **Thursday, March 5, 2015** is an elementary school parent-teacher conference day. 187-day elementary school assistants **are not** scheduled to report to work. Middle and high school assistants **are** scheduled to report to work. G-scale employees report to work.
12. **Friday, March 6, 2015** is an elementary and middle school parent-teacher conference day. 187-day elementary and middle school assistants **are not** scheduled to report to work. High school assistants **are** scheduled to report to work. G-scale employees report to work.
13. **Monday, April 6, 2015** is a grade preparation day for elementary, middle and high school teachers. A-scale employees who work 187 days, 190 days and 195 days **are not** scheduled to report to work. G-scale employees who work 196-days **are not** scheduled to report to work. G-scale employees who work 208-days **are** scheduled to report to work.
14. **Monday, March 30, 2015 through Friday, April 3, 2015** is the scheduled Spring Break. Ten-month A- and G-scale employees **are not** scheduled to report to work.
15. **Wednesday, June 17, 2015** is the last scheduled day of school for high school students, and the last work day for 187-day high school assistants.
16. **Thursday, June 18, 2015** is the last scheduled day of school for middle school students, and the last work day for 187-day middle school assistants.
17. **Friday, June 19, 2015** is the last scheduled day of school for elementary school students, and the last work day for 187-day elementary school assistants, and 190-day resource assistants, 195-day Lib/Media assistants, and 196-day G-scale.
18. **A-Scale Daily Work Schedules**. Please note that the following work schedules apply to 10-month A-scale employees:

*	A-6/7/9 Instructional Assistants	187 Days, 7 hours per day
*	A-6/7/9 Library Media Assistants	195 Days, 8 hours per day
*	A-9 Resource Assistants	190 Days, 8 hours per day
*	A-12 COTA/PTA	190 Days, 8 hours per day

The daily work schedules above do not include the assistant's unpaid, unencumbered 35-minute duty-free lunch period.

For your information, we have attached a chart indicating the suggested number of workdays in each month during the school year for A-scale and ten-month G-scale employees. **Principals and administrators may change the recommended days worked to meet the needs of the schools.**

If you have any questions about this information or chart, please contact Ellen Kennedy at x6103 or Patrick Tien at x2006. In addition, if there are makeup days for inclement weather closings, 10-month employees will work those additional days as part of their contracted days.

#### Suggested Work Days for 10-month A- and G-Scale Employees

	Elem. Assts.	MS Assts.	HS Assts.	COTA/ CPTA Res. Asst.	Library/ Media Assts.	G-Scale	G-Scale
<b>No. of Days</b>	<b>187</b>	<b>187</b>	<b>187</b>	<b>195</b>	<b>195</b>	<b>196</b>	<b>208</b>
<b>First Day</b>	<b>8/25/14</b>	<b>8/25/14</b>	<b>8/25/14</b>	<b>8/25/14</b>	<b>8/20/14</b>	<b>8/19/14</b>	<b>8/12/14</b>
<b>August</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>3</b>	<b>8</b>	<b>9</b>	<b>14</b>
<b>September</b>	<b>21</b>	<b>21</b>	<b>21</b>	<b>21</b>	<b>21</b>	<b>21</b>	<b>21</b>
<b>October</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>23</b>	<b>23</b>	<b>23</b>	<b>23</b>
<b>November</b>	<b>16</b>	<b>16</b>	<b>16</b>	<b>16</b>	<b>16</b>	<b>16</b>	<b>16</b>
<b>December</b>	<b>17</b>	<b>17</b>	<b>17</b>	<b>17</b>	<b>17</b>	<b>17</b>	<b>17</b>
<b>January</b>	<b>18</b>	<b>18</b>	<b>18</b>	<b>18</b>	<b>18</b>	<b>18</b>	<b>19</b>
<b>February</b>	<b>19</b>	<b>19</b>	<b>19</b>	<b>19</b>	<b>19</b>	<b>19</b>	<b>19</b>
<b>March</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>20</b>	<b>20</b>	<b>20</b>	<b>20</b>
<b>April</b>	<b>18</b>	<b>18</b>	<b>18</b>	<b>18</b>	<b>18</b>	<b>18</b>	<b>18</b>
<b>May</b>	<b>20</b>	<b>20</b>	<b>20</b>	<b>20</b>	<b>20</b>	<b>20</b>	<b>20</b>
<b>June</b>	<b>15</b>	<b>14</b>	<b>13</b>	<b>15</b>	<b>15</b>	<b>15</b>	<b>20</b>
<b>Last Day</b>	<b>6/19/15</b>	<b>6/18/15</b>	<b>6/17/15</b>	<b>6/19/15</b>	<b>6/19/15</b>	<b>6/19/15</b>	<b>6/26/15</b>

\*Elementary Instructional Assistants include A-6/7/9 Instructional, Kindergarten, Montessori, ESOL/HILT and Special Education Assistants working at the elementary level.

\*\*Secondary Instructional Assistants include A-6/7/9 Instructional, ESOL/HILT and Special Education Assistants working in the Middle and Senior High Schools.