

ARLINGTON PUBLIC SCHOOLS
Human Resources

October 14, 2015

REVISED MEMORANDUM

TO: All Staff

FROM: Kristi Murphy, Assistant Superintendent for Human Resources
Ellen Kennedy, Director of Employee Relations

SUBJECT: Suggested Work Calendar for the 2015-2016 School Year (All schools except Barcroft and High School Continuation)

1. **First Day of Work**

* Assistants

* Elementary School (187 Days)	August 27, 2015
* Middle School (187 Days)	August 27, 2015
* High School (187 Days)	August 27, 2015
* Resource Asst (190 Days)	August 27, 2015
* COTA/CPTA ¹ (190 Days)	August 27, 2015
* Library/Media (195 Days)	August 24, 2015

* Administrative Assistants (G-Scale)

* Educational (196 Days)	August 21, 2015
* Library/Media (196 Days)	August 21, 2015
* Educational (208 Days)	August 13, 2015

2. **Thursday August 27, 2015** – 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 the pre-service period of August 27, 2015 through September 4, 2015:

Elementary A-Scale 187-day employees	four days (8/27, 8/28, 8/31, 9/1)
Middle School A-Scale 187-day employees	four days (8/27, 8/28, 8/31, 9/1)
High School A-Scale 187-day employees	four days (8/27, 8/28, 8/31, 9/1)
A-Scale 190-day Resource Assistants	five days (8/27, 8/28, 8/31, 9/1, 9/2)

3. **Thursday, October 8, 2015** is an early release day for elementary school parent-teacher conferences. All A-scale and G-scale employees **are** scheduled to work.

4. **Friday, October 9, 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. All other A-scale employees and all G-scale employees **are** scheduled to work.

5. **Tuesday, November 3, 2015** all ten-month A-scale and G-scale employees **are** scheduled to work. A-scale employees will work under the guidance of the building administrator.

6. **Wednesday, November 11, 2015** 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

1 COTA = Certified Occupational Therapy Assistant, CPTA = Certified Physical Therapy Assistant

the A-scale Professional Learning Day. G-Scale employees **are** scheduled to report to work.

7. **Wednesday, November 25, 2015** 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. **Monday, December 21, 2015 through Friday, January 1, 2016** 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 4, 2016** Return from Winter Break.
10. **Monday, February 1, 2016** 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 3, 2016** is an early release day for elementary school parent-teacher conferences. All A-scale and G-scale employees **are** scheduled to work.
12. **Friday, March 4, 2016** is an elementary parent-teacher conference day, and an early release day for middle schools for parent-teacher conferences. 187-day elementary **are not scheduled** to work, and 187-day middle school assistants **are** scheduled to report to work. High school assistants **are** scheduled to report to work. G-scale employees report to work.
13. **Monday, March 21, 2016 through Friday, March 25, 2015** is the scheduled Spring Break. Ten-month A- and G-scale employees **are not** scheduled to report to work
14. **Monday, April 18, 2016** 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.
15. **Wednesday, June 22, 2016** 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 23, 2016** 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 24, 2016** 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
No. of Days	187	187	187	190	195	196	208
First Day	8/27/15	8/27/15	8/27/15	8/27/15	8/24/15	8/21/15	8/13/15
August	3	3	3	3	6	7	13
September	18	18	18	19	21	21	21
October	20	20	21	21	21	21	21
November	18	18	18	18	18	18	18
December	14	14	14	14	14	14	14
January	19	19	19	19	19	19	19
February	19	19	19	19	19	19	20
March	17	18	18	18	18	18	18
April	20	20	20	20	20	20	21
May	21	21	21	21	21	21	21
June	18	17	16	18	18	18	22
Last Day	6/24/16	6/23/16	6/22/16	6/24/16	6/24/16	6/24/16	6/30/16

*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.