

ARLINGTON PUBLIC SCHOOLS
Human Resources

May 18, 2016

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 2016-2017 School Year (All schools except Barcroft and High School Continuation)

1. **First Day of Work**

* Assistants

* Elementary School (187 Days)	August 25, 2016
* Middle School (187 Days)	August 25, 2016
* High School (187 Days)	August 25, 2016
* Resource Asst (190 Days)	August 25, 2016
* COTA/CPTA ¹ (190 Days)	August 25, 2016
* Library/Media (195 Days)	August 19, 2016

* Administrative Assistants (G-Scale)

* Educational (196 Days)	August 18, 2016
* Library/Media (196 Days)	August 18, 2016
* Educational (208 Days)	August 11, 2016

2. **Thursday August 25, 2016** – 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 25, 2016 through September 2, 2016:
- A-Scale 187-day employees Elementary, Middle and High: six days (8/25, 8/26, 8/29, 8/30, 8/31, 9/1)
 - A-Scale 190-day Resource Assistants: six days (8/25, 8/26, 8/29, 8/30, 8/31, 9/1)

Wednesday, August 31, 2016 - All ten-month A-scale employees attend the A-scale Professional Learning Day.

3. **Thursday, October 6, 2016** an elementary school parent-teacher conference day. 187-day elementary school assistants **are not** scheduled to report to work. All other A-scale employees and all G-scale employees **are** scheduled to work.
4. **Friday, October 7, 2016** 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 8, 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**

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

- not** scheduled to report to work. 208-day G-scale employees **are** scheduled to report to work.
6. **Wednesday, November 23, 2016** 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.
 7. **Thursday, December 22, 2016 through Monday, January 2, 2017** Schools are closed for winter break. Ten month A- and G-scale employees are not scheduled to report to work on these days.
 8. **Tuesday, January 3, 2017** Return from Winter Break.
 9. **Friday, February 3, 2017** 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.
 10. **Thursday, March 2, 2017** is an early release day for elementary school parent-teacher conferences. All A-scale and G-scale employees **are** scheduled to work.
 11. **Friday, March 3, 2017** is an elementary and middle school parent-teacher conference day. 187-day elementary and middle school assistants **are not scheduled** to work. High school assistants **are** scheduled to report to work. G-scale employees report to work.
 12. **Monday, April 10, 2017 through Friday, April 14, 2017** is the scheduled Spring Break. Ten-month A- and G-scale employees **are not** scheduled to report to work
 13. **Monday, April 17, 2017** is a grade preparation day for elementary, middle and high school teachers. A-scale employees **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. **Tuesday, June 20, 2017** is the last scheduled day of school for high school students, and the last work day for 187-day high school assistants.
 15. **Thursday, June 22, 2017** is the last scheduled day of school for middle school students, and the last work day for 187-day middle school assistants.
 16. **Friday, June 23, 2017** is the last scheduled day of school for elementary school students, and the last work day for 187-day elementary school assistants, 190-day resource assistants, 195-day Lib/Media assistants, and 196-day G-scale.
 17. **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. 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	8/25/2016	8/25/2016	8/25/2016	8/25/2016	8/19/2016	8/18/2016	8/11/2016
August	5	5	5	5	9	10	15
September	20	20	20	20	21	21	21
October	18	19	19	20	20	20	20
November	17	17	17	17	17	17	18
December	15	15	15	15	15	15	15
January	19	19	19	19	19	19	19
February	18	18	18	18	18	18	19
March	22	22	23	23	23	23	23
April	14	14	14	14	14	14	15
May	22	22	22	22	22	22	22
June	17	16	15	17	17	17	21
Last Day	6/23/2017	6/22/2017	6/21/2017	6/23/2017	6/23/2017	6/23/2017	6/29/2017

*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.