2015~2016 Classified Work Calendars

HENDERSON COUNTY SCHOOLS CLASSIFIED EMPLOYEE WORK CALENDARS 2015-2016 INDEX

Job Title	Calendar Page
Account Clerk II	1
Account Clerk II (Bookkeeper-HCH)	2
Administrative Secretary I	1
Assistant Director of Technology	1
Attendance Specialist	10
Bus Driver	9
Bus Driver Training Coordinator	1
Bus Monitor	9
Cafeteria Monitor	7
Case Worker	10
CDC Assistant Supervisor	1
Clerical Assistant I (CSS)	1
Clerical Assistant I (HCA)	8
Clerical Assistant I (SMS)	8
Clerical Assistant II (Bookstore Mgr. – HCHS)	4
Clerical Assistant II (Child Nutrition)	10
Clerical Assistant II (Secondary)	10
Clerical Assistant II (Substitute Coordinator)	10
Clerical Assistant III (Secondary)	10
Clerk	8
Coordinator I (Communications)	10
Coordinator I (Community Outreach)	1
Computer Lab Technician (Secondary)	8
Cook/Baker	7
Crossing Guard	12
Custodial Supervisor	1
Custodian (Twelve-month)	1
Custodian (200-day)	4
Custodian (181-day)	8
Custodian (Maintenance/Transportation)	10
Director (Child Nutrition)	2
Director (Finance)	1
Director (Maintenance)	1
Director (Transportation)	2
Director II & III (21st Century Community L C)	10
Dispatcher	10
Executive Assistant to the Superintendent	1
Food Service Assistant I & II	7
Food Service Manager	7
FRYSC Coordinator (< 240-Day)	10
FRYSC Coordinator (240-Day)	2
Health Services Assistant	8
Human Resources Manager	1
HVAC Technician	1
Instructional Assistant I & II	8
Instructor I & II (Childcare)	11
LAN Technician	1
Law Enforcement Officer	12
Lead Custodian	1
Lead Food Service Assistant I	7
Lead Vehicle Mechanic	1

Library Media Clerk (Elementary)	8
Library Media Clerk (Secondary)	5
Maintenance Technician	1
Maintenance Worker II (195-day)	10
Microcomputer Specialist	10
Occupational Therapist	6
Payroll Clerk II	1
Physical Therapist	6
Preschool Bus Driver	9a
Preschool Bus Monitor	9a
Preschool Cook Baker	7a
Preschool Lunchroom Monitor	7a
Preschool Nurse	6a
Program Assistant I	8
Program Assistant II	8
Program Specialist I (Child Find)	10
Receptionist (Admn. Office)	1
Receptionist (HCH)	8
Registrar	3
School Administrative Manager	13
School Administrative Manager (208-day HCH)	10
School Nurse	6
School Secretary I & II (Elementary)	4
School Secretary I (HCHS)	4
School Secretary II (Middle School)	3
School Secretary II (Office Manager – HCHS)	2
Social Worker (Court Liaison)	10
Social Worker (Special Education)	10
Social Worker (Elementary)	6
Speech Pathologist Assistant	6
Staff Support Secretary	6
Support Services Aide	8
Technical Support Manager	1
Therapy Assistant (OTA)	8
Transportation Area Assistant	15
Transportation Data Assistant	15
Utility Worker	1
Vehicle Maintenance Manager	1
Vehicle Mechanic I, II & III	1

Henderson County Schools 2015-2016 Classified Personnel Calendar - PAGE 1 *Twelve-Month Calendar *(260+ days)

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Opening Day for Staff	
August 7	
First Day for Students	
August 10	

(tenatively)

Paid Holidays	
July 3	Independence Day
September 7	Labor Day
November 26	Thanksgiving
December 24 & 25	Christmas
January 1	New Year's Day
January 18	Martin Luther King Day
May 30	Memorial Day

MONTH	WORK DAYS	HOLIDAY	TOTAL
June ***	22		22
July	22	1	23
August	21		21
September	21	1	22
October	22		22
November	20	1	21
December	21	2	23
January	19	2	21
February	21		21
March	23		23
April	21		21
May	21	1	22
June ***	22	29年1月	22
Contract Days from June 1 to May 31	254	8	262

***Days worked count toward the 15/16 school year

***Days worked count toward the 16/17 school year

"Banked Days" for students, employees will be required to make up the "Banked Days" to satisfy their contract.****

*Twelve-Month Calendar *(240 days)

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Opening Day for Staff	
August 7	
First Day for Students	
August 10	

May 19 (tenatively)

May 30

Paid Holidays					
July 3	Independence Day				
September 7	Labor Day				
November 26	Thanksgiving				
December 24 & 25	Christmas				
January 1	New Year's Day				
January 18	Martin Luther King Day				
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Memorial Day

MONTH	WORK DAYS	232 DAYS	HOLIDAY	TOTAL
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March	23			
April	21			
May	21		1	
June	22			
Contract Days from July 1 to June 30	254		8	240

**** If school closures result in the use of "Banked Days" for students, Employees will be required to make up the "Banked Days" to satisfy their contract****

Please choose 232 contract days out of the available 254 work days.

(The yellow column (232) + the blue column (8) should equal the green column (240))

Please return copy with signature & supervisor approval to Human Resources.

*Secretary, Bookkeeper or Registrar (NMS,SMS,TBJELC)

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**** If school closures result in the use
of "Banked Days" for students,
employees will be required to make up
the "Banked Days" to satisfy their
contract.****

Opening Day for Staff	
August 7	
Closing Day for Staff	
May 20	
First Day for Students	
August 10	
Last Day for Students	25.445.310.45.55
May 19 (tenatively)	

D 1411 P. I	APR		
Paid Holiday September	ys	Labor Day	/
November 2		Thanksgiv	
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December 2	.5		
January 1	1 110 1	New Year	's Day
Oct. 12-16	aks- NO scho	pol Fall Break	
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Nov. 25-27	32	Thanksgiv	•
Dec. 21- Jar	า 1	Winter Br	
April 11- 15	No 6 L	Spring Bre	eak
	Days- NO Sch		
Nov. 3		Election D	
Jan. 18		M.L. King	1.80
Feb. 15		President	
April 8		Teacher v	
May 19		Election D)ay
May. 30		Memorial	Day
MONTH	WORK DAYS	HOLIDAY	TOTAL
July	15		15
August	21		21
September	21	1	22
October	17		17
November	17	1	18
December	14	1	15
January	19	1	20
February	20		20
March	23		23
April	15		15
May	19		19
June	0	die .	0
Contract Days from July 1 to June 30	201	4	205

^{*}NMS Sec. II - 205

MAKE-UP DAYS:

Employees are advised to not make plans for any of these days:

^{*}NMS Sec. II - Bookkeeper (add 16 days) - 221

^{*}NMS Registrar - 205

^{*}SMS Sec. II - 205

^{*}SMS Sec. II - Bookkeeper 205

^{*}SMS Registrar (add 12 days) - 217

^{*}TBJELC Sec I- (add 15 days)-220

Henderson County Schools 2015-2016 Personnel Calendar - PAGE 4 Henderson County High School -School Secretary (Unit Secretary) Clerical Assistant III (HCHS Bookstore), Elementary School Secretary I, II & III, 200 day Custodian

		Jul	y 20	15		
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Opening Day for Staff	
August 7	
Closing Day for Staff	
May 20	
First Day for Students August 10	"这个事实是 "
Last Day for Students	
May 19 (tenatively)	

Paid Holiday	/S			
September 7		Labor Day		
November 2	6	Thanksgiv	ring	
December 2	5	Christmas		
January 1		New Year	s Day	
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Oct. 12-16		Fall Break		
Nov. 25-27		Thanksgiv	ring	
Dec. 21- Jar	11	Winter Bre	17 T	
April 11- 15		Spring Bre	eak	
	Days- NO Scho	ool	以下,也不是	
Nov. 3		Election D	ay	
Jan. 18		M.L. King,	Jr. Day	
Feb. 15		President'		
April 8		Teacher w	∕ork day	
May 19		Election D	ay	
May. 30		Memorial	Day	
MONTH	WORK DAYS	HOLIDAY	TOTAL	
July	10		10	
August	21		21	
September	21	1	22	
October	17		17	
November	17	1	18	
December	14	1	15	
January	19	1	20	
February	20		20	
March	23		23	
April	15		15	
May	19		19	
June	0		0	
Contract Days from July 1 to June 30	196	4	200	

MAKE-UP DAYS:

Employees are advised to not make plans for any of these days:

February 15, April 8 & May 31st

Secondary Library Media Clerk, Secondary Computer Lab Tech

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Opening Day for Staff	
August 7	
Closing Day for Staff	
May 20	
First Day for Students August 10	ALTERNATION
Last Day for Students	
May 19 (tenatively)	

Paid Holida	ys		
September	7	Labor Day	/
November 2	6	Thanksgiv	/ing
December 2	5	Christmas	3
January 1		New Year	's Day
School Bre	aks- NO scho	ool	
Oct. 12-16		Fall Break	(
Nov. 25-27		Thanksgiv	/ing
Dec. 21- Jar	1 1	Winter Br	1.00 miles
April 11- 15		Spring Bre	eak
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Nov. 3		Election D	ay
Jan. 18		M.L. King,	Jr. Day
Feb. 15		President'	s Day
April 8		Teacher v	vork day
May 19		Election D)ay
May. 30		Memorial	Day
MONTH	WORK DAYS	HOLIDAY	TOTAL
July	3		3
August	21		21
September	21	1	22
October	17		17
November	17	1	18
December	14	1	15
January	19	1	20
February	20		20
March	23		23
April	15		15
May	15		15
June	0		0
Contract Days from July 1 to June 30	185	4	189

MAKE-UP DAYS:

Employees are advised to not make plans for any of these days:

February 15, April 8 & May 31st

Henderson County Schools 2015-2016 Personnel Calendar - PAGE 6 e, Occupational/Physical Therapist, Speech Assistant, OT Assistant Social Worker (Elementary), Staff Support Secretary

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Opening Day for Staff	
August 7	
Closing Day for Staff	
May 20	
First Day for Students	
August 10	
Last Day for Students	12 12 12 12 12 12
May 19 (tenatively)	

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Paid Holida	ys					
September		Labor Day				
November 2		Thanksgiv	_			
December 2	.5	Christmas				
January 1		New Year	's Day			
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Oct. 12-16		Fall Break	(
Nov. 25-27		Thanksgiv	/ing			
Dec. 21- Jar	n 1	Winter Bro	eak			
April 11- 15		Spring Bre	eak			
	Days- NO Scho					
Nov. 3		Election D	ay			
Jan. 18		M.L. King,	, Jr. Day			
Feb. 15		President'	's Day			
April 8		Teacher v	vork day			
May 19	**************************************					
May. 30		Memorial	Day			
MONTH	WORK DAYS	HOLIDAY	TOTAL			
July	0		0			
August	21		21			
September	21	1	22			
October	17		17			
November	17	1	18			
December	14	1	15			
January	19	1	20			
February	20		20			
March	23		23			
April	15		15			
May	14		14			
June	0		0			
Contract Days from July 1 to June 30	181	4	185			

MAKE-UP DAYS:

Employees are advised to not make plans for any of these days: February 15, April 8 & May 31st

Preschool Nurse

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Opening Day for Staff	
August 7	
Closing Day for Staff	
May 20	
First Day for Students	
August 10	
Last Day for Students	
May 19 (tenatively)	

Paid Holida	ys			
September	7	Labor Day		
November 2	.6	Thanksgiv	/ing	
December 2	5	Christmas	3	
January 1		New Year	's Day	
School Bre	aks- NO scho	ool		
Oct. 12-16		Fall Break	(
Nov. 25-27		Thanksgiv	/ing	
Dec. 21- Jar	า 1	Winter Br	eak	
April 11- 15		Spring Bre	eak	
Additional I	Days- NO Scho	ool	DESCRIPTION OF THE PROPERTY OF	
Nov. 3		Election D)ay	
Jan. 18		M.L. King,	Jr. Day	
Feb. 15		President'	s Day	
April 8		Teacher v	vork day	
May 19		Election Day		
May. 30		Memorial Day		
MONTH	WORK DAYS	HOLIDAY	TOTAL	
July	0		0	
August	19		19	
September	17	1	18	
October	13		13	
November	14	1	15	
December	11	1	12	
January	15	1	16	
February	16		16	
March	19	19		
April	12		12	
May	11		11	
June	0		0	
Contract Days from July 1 to				
June 30	147	4	151	

MAKE-UP DAYS:

Employees are advised to not make plans for any of these days:

February 15, April 8 & May 31st

Food Service Manager, *Lead Food Service Assistant, *Food Service Assistant I & II

*Cook/Baker, *Cafeteria Monitor

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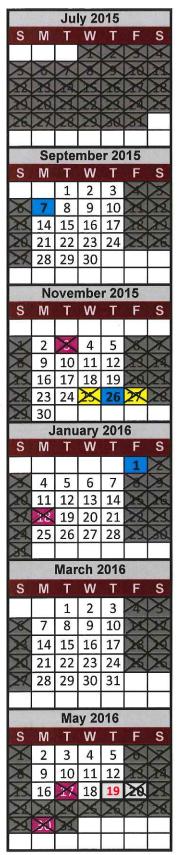
Opening Day for Staff	
August 7	
Closing Day for Staff	
May 20	
First Day for Students	
August 10	
Last Day for Students	
May 19 (tenatively)	

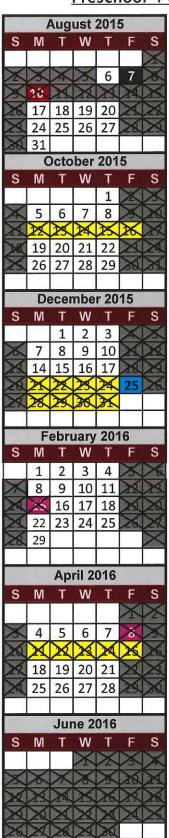
Paid Holiday							
September 7		Labor Day					
November 26	5	Thanksgiving					
December 25	5	Christmas					
January 1		New Year's Da	ау				
	ks- NO schoo						
Oct. 12-16		Fall Break					
Nov. 25-27		Thanksgiving					
Dec. 21- Jan	1	Winter Break					
April 11- 15	:	Spring Break					
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Nov. 3		Election Day					
Jan. 18		M.L. King, Jr.					
Feb. 15		President's Da					
April 8		Teacher work	day				
May 19		Election Day					
May. 30		Memorial Day					
MONTH	WORK DAYS	HOLIDAY	TOTAL				
July	0		0				
August	. 21		21				
September	21	1	22				
October	17		17				
November	17	1	18				
December	14	1	15				
January	19	1	20				
February	20		20				
March	23		23				
April	15		15				
May	14		14				
June	0		0				
Contract Days from July 1 to June 30	181						

No Work 8/4 & 8/5	179	4	183
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*Cafeteria Moi	nitor		
8/4, 8/5, 8/6 & 5/20	177	4	191
8/0 & 3/20	1//	4	101

Henderson County Schools 2015-2016 Personnel Calendar - PAGE 7a <u>Preschool 4 day Cook/Baker</u>





~ _	ay for Staff (Attendance No	t Required)
August 7		
Closing Da	ay for Staff	
May 20		
First Day f	or Students	表演中学出来,在19
August 10		
Last Day f	or Students	
May 19	(tenatively)	

Paid Holiday						
September 7		Labor Day				
November 26		Thanksgiving				
December 25	5	Christmas	3			
January 1		New Year's Da	ay			
	ks- NO schoo	No.				
Oct. 12-16		Fall Break				
Nov. 25-27		Thanksgiving				
Dec. 21- Jan	1	Winter Break				
April 11- 15						
Additional D	ays- NO Schoo					
Nov. 3		Election Day				
Jan. 18		M.L. King, Jr.				
Feb. 15		President's Da				
April 8		Teacher work	day			
May 19		Election Day				
May. 30	(n)	Memorial Day	÷			
MONTH	WORK DAYS	HOLIDAY	TOTAL			
July	0		0			
August	11		11			
September	17	1	18			
October	13		13			
November	14	1	15			
December	11	1	12			
January	15	1	16			
February	16		16			
March	19		19			
April	12		12			
May	11		11			
June	0		0			
Contract Days from July 1 to June 30	139	4	143			

Henderson County Schools 2015-2016 Personnel Calendar - PAGE 8 <u>Program Assistant I II, Instructional Assistant I II, Library Media Clerk (Elem.)</u> Clerk, Support Service Aide, 181 Custodian, (HCHS, NMS, SMS & CA) Receptionist,

Clerical Assistant I, II & III, *Clerical Assistant III (Attendance), Health Services Assistant

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Opening Day for Staff	
August 7	
Closing Day for Staff	
May 20	
First Day for Students	
August 10	
Last Day for Students	
May 19 (tenatively)	

Paid Holiday	ys				
September	7	Labor Day	/		
November 2	6	Thanksgiving			
December 2	5	Christmas			
January 1		New Year	's Day		
	aks- NO scho				
Oct. 12-16		Fall Break			
Nov. 25-27		Thanksgiv	/ing		
Dec. 21- Jar	า 1	Winter Bro	eak		
April 11- 15		Spring Bre	eak		
	Days- NO Scho				
Nov. 3		Election D			
Jan. 18		M.L. King,			
Feb. 15		President'			
April 8		Teacher v	vork day		
May 19		Election D			
May. 30		Memorial	Day		
MONTH	WORK DAYS	HOLIDAY	TOTAL		
July	0		0		
August	17		17		
September	21	1	22		
October	17		17		
November	17	1	18		
December	14	1	15		
January	19	1	20		
February	20		20		
March	23		23		
April	15		15		
May	14		14		
June	0		0		
Contract Days from July 1 to					
June 30	177	4	181		

MAKE-UP DAYS:

Employees are advised to not make plans for any of these days:

February 15, April 8 & May 31st

Bus Driver, Bus Monitor

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Opening Day for Staff (Attendanc	e Not Required)
August 7	
Closing Day for Staff	
May 20	
First Day for Students August 10	PACKET AND A SECOND
Last Day for Students	
May 19 (tenatively)	

Paid Holiday	VS					
September	7	Labor Day	/			
November 2	6	Thanksgiving				
December 2	5	Christmas	3			
January 1		New Year's Day				
	aks- NO scho	ool				
Oct. 12-16		Fall Break	(
Nov. 25-27		Thanksgiv	/ing			
Dec. 21- Jar	n 1	Winter Br	eak			
April 11- 15		Spring Bre	eak			
	Days- NO Scho					
Nov. 3		Election D	150			
Jan. 18		M.L. King,	Jr. Day			
Feb. 15		President'				
April 8		Teacher v	vork day			
May 19		Election D	ay			
May. 30		Memorial	Day			
MONTH	WORK DAYS	HOLIDAY	TOTAL			
July	0		0			
August	16		16			
September	21	1	22			
October	17		17			
November	17	1	18			
December	14	1	15			
January	19	1	20			
February	20		20			
March	23		23			
April	15		15			
May	13		13			
June	0		0			
Contract Days	175	4	179			
from July 1 to June 30	A		×			
	1*		1			
1 8hr Training						
Day Between 7/1 & 8/7	176		180			
7,200,7						

**** If school closures result in the use of
"Banked Days" for students, employees will
be required to make up the "Banked Days"
to satisfy their contract.****

MAKE-UP DAYS:

Employees are advised to not make plans for any of these days:

Preschool Bus Driver, Preschool Bus Monitor

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25	30											
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Opening	Day for Staff (Attendance Not Requ	ired)
August 7		-
Closing I	Day for Staff	
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First Day August 10	for Students	
Last Day	for Students	
May 19	(tenatively)	

	TC.		
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November 2		Thanksgiv	
December 2		Christmas	•
January 1		New Year	
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Oct. 12-16		Fall Break	
Nov. 25-27		Thanksgiv	vina
Dec. 21- Jar	1 1	Winter Br	
April 11- 15	6 1	Spring Bre	
Additional L	Days- NO Sch	00	2845 To 10 2 285 TO
Nov. 3		Election D	ay
Jan. 18		M.L. King,	
Feb. 15		President'	100
April 8		Teacher v	vork day
May 19		Election D	ay
May. 30		Memorial	Day
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August	7		7
September	17	1	18
October	13		13
November	4.4		
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December	11	1	12
December	11	1	12
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**** If school closures result in the use of
"Banked Days" for students, employees will
be required to make up the "Banked Days"
to satisfy their contract.****

MAKE-UP DAYS:

Employees are advised to not make plans for any of these days:

Henderson County Schools 2015-2016 Personnel Calendar - PAGE 10

<u>Attendance Specialist, Clerical Assistant II</u> (Child Nutrition, Substitute Coordinator),

<u>Microcomputer Specialist, Custodian (Maint/Trans), FRYSC (< 240 Days), Case Worker, Program Specialist I</u> (Child Find), <u>SAM</u> (208 Days - HCHS), <u>Transportation Assistant</u>,...<u>Etc.</u>

January 1

CALENDAR SHOWS 261 DAYS FROM WHICH TO SELECT YOUR WORK DAYS...REQUIRES YOUR SUPERVISOR'S APPROVAL

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C DAYSREQUIRES YOUR SUPE	RVISOR'S APPROVAL	
Opening Day for Staff		
August 7		
First Day for Students		
August 10		
Last Day for Students		
May 19 (tenatively)		
Paid Holidays		
September 7	Labor Day	
November 26	Thanksgiving	
December 25	Christmas	

New Year's Day

MONTH	AVAILWORK DAYS	CHOOSE DAYS	HOLIDAY	TOTAL
July	22			
August	21			
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November	20		1	
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February	21			
March	23			
April	21			M DE HEALTH
May	21			
June	22			
Contract Days from July 1 to June 30	254		4	

**** If school closures result in the use of "Banked Days" for students, Employees will be required to make up the "Banked Days" to satisfy their contract***

Please choose # of contract days out of the available 254 work days. (The yellow column (# days in building) + the blue column (pd holidays) should equal the green column (Total Contract Days))

Please return copy with signature & supervisor approval to Human Resources.

Henderson County Schools 2015-2016 Personnel Calendar - PAGE 11 Instructor I & Instructor II (Childcare)

Contract for school year 2015-2016 is for 180 minimum/239 maximum workdays

CALENDAR SHOWS 261 DAYS FROM WHICH TO SELECT YOUR WORK DAYS...REQUIRES YOUR SUPERVISOR'S APPROVAL

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**** If school closures result in the use of "Banked Days" for students, Employees will be required to make up the "Banked Days" to satisfy their contract****

Please choose # of contract days out of the available 254 work days. (The yellow column (# days in building) + the blue column (pd holidays) should equal the green column (Total Contract Days))

Please return copy with signature & supervisor approval to Human Resources.

September

November December

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February

Contract Days from July 1 to

March April

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June

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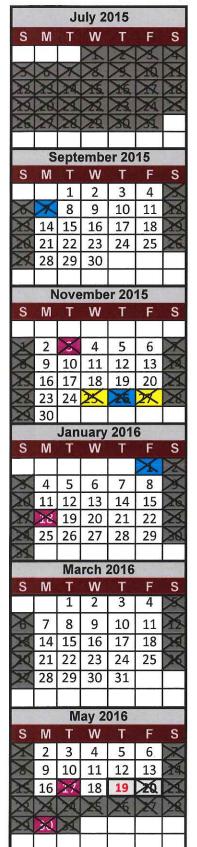
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Law Enforcement Officer, Crossing Guard



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Opening Day for Staff	
August 7	
Closing Day for Staff	
May 20	
First Day for Students August 10	AL MEDIAL MAN
Last Day for Students	
May 19 (tenatively)	

School Breaks- NO s	chool
Oct. 12-16	Fall Break
Nov. 25-27	Thanksgiving
Dec. 21- Jan 1	Winter Break
April 11- 15	Spring Break
Additional Days- NO S	ichool
Nov. 3	Election Day
Jan. 18	M.L. King, Jr. Day
Feb. 15	President's Day
April 8	Teacher work day
May 19	Election Day
May. 30	Memorial Day

MONTH	WORK DAYS
July	0
August	16
September	21
October	17
November	17
December	14
January	19
February	20
March	23
April	15
May	13
June	0
Contract Days	
from July 1 to June 30	175

MAKE-UP DAYS:

Employees are advised to not make plans for any of these days:

Henderson County Schools 2015–2016 Personnel Calendar – PAGE 13 School Administrative Manager (SAM)

Paid Holidays

July 2015								
S	M	T	W	T	F	S		
			X	\times	X	X		
X	X	X	X	X	X	X		
28	X	M	35	X	X	28		
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XXXXX	M 4 11 25 M 7 14 21	5 12 19 26 Ma T 1 8 15 22	6 13 20 27 rch W 2 9 16 23	7 14 21 28 2016 T 3 10 17 24	8 15 22 29 F 4 11	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX		
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Opening Day for Staff	
August 7	
Closing Day for Staff	
May 20	
First Day for Students August 10	者是出版和中特別的
Last Day for Students	
May 19 (tenatively)	0

September 7	Ŷ.	Labor Day		
November 26	3	Thanksgiving		
December 25	5	Christmas		
January 1		New Year's Day		
A STATE OF THE PARTY OF THE PAR	ks- NO schoo			
Oct. 12-16		Fall Break		
Nov. 25-27		Thanksgiving		
Dec. 21- Jan	1	Winter Break		
April 11- 15		Spring Break		
Additional D	ays- NO Schoo			
Nov. 3		Election Day		
Jan. 18		M.L. King, Jr. I	Day	
Feb. 15		President's Da		
April 8		Teacher work	day	
May 19		Election Day		
May. 30		Memorial Day		
MONTH	WORK DAYS	HOLIDAY	TOTAL	
July	0		0	
August	21	- Andrews - Andr	21	
September	21	1	22	
October	17		17	
November	17	1	18	
December	14	1	15	
January	19	1	20	
February	20		20	
March	23		23	
April	15		15	
May	14		14	
June	0		0	
Contract Days from July 1 to June 30	181	4	185	

MAKE-UP DAYS:

Employees are advised to not make plans for any of these days:

February 15, April 8 & May 31st

*HCHS School Administrative Manager's add 10 days