



## 2023-2024 Classified Calendar

Classified employees work the standard 7.5 hours on parent/teacher conference days. They do not work extended days unless the school pays for the additional hours worked or the workday is modified.

Classified employees must submit time in accordance with the designated classified calendar for their job type. Failure to submit time will result in a delay of payment.

All calendars are on Employee Self Service (ESS) under Pay/Tax Information>Payroll Calendars.

<i>Job Type</i>	<i>Work Year</i>	<i>Begin Date</i>	<i>End Date</i>
<b>Lead Secretary and Registrar (211 days)</b> <b>Secretary &amp; Clerical Assistant (201 Days)</b> Note: Only one secretary per school may work 211 days. July 31, 2023 is the date for the Secretary meeting.	211 Days  201 Days	7/21/2023  8/2/2023	5/29/2024  5/24/2024
<b>Bookkeeper</b> Note: All school-based bookkeepers work 216 days. Finance will determine the exact summer days for itinerant bookkeepers. Principals will determine the exact summer days for bookkeepers who are not itinerant. July 26, 2023 is the date for the Bookkeeper meeting.	216 Days	7/21/2023	6/5/2024
<b>Acuity Screener</b> <b>Attendance Clerk</b> <b>Behavior Management Specialist</b> <b>School Computer Technician</b> <b>Educational Assistant</b> <b>In-School Suspension Monitor (ISS)</b> <b>Interpreter (classified only)</b> <b>Nurse</b> <b>PreK Assistant</b> <b>Speech Language Assistant</b> <b>Tutor (full-time)</b> DO NOT WORK: October 16th; January 4th, 5th	197 days	8/3/2023	5/24/2024

<b>Job Type</b>	<b>Work Year</b>	<b>Begin Date</b>	<b>End Date</b>
<b>Clerical Assisstant</b> <b>Parent Volunteer Coordinator</b> <b>Truancy Specialist</b> <b>Orientation and Mobility Specialist</b> <b>Behavior Support Technician</b> <b>Pre-K Behavior Mgmt. Specialist</b> <b>Transition Case Manager</b> <b>SEL Case Manager</b> <b>SEAD Coach*</b>	201 Days	8/2/2023	5/24/2024
<b>ENL Technician</b> <b>College and Career Advisor</b> <b>Registrar</b> <b>Student Security Officer</b>	211 Days	7/21/2023	05/29/2024
<b>Family Partnership Specialist</b> <b>Assistive Technology Specialist (221 days)</b> <b>Lead College and Career Advisor</b> <b>Student Security Supervisor</b>	221 Days	7/21/2023	6/12/2024

\*The building principal will determine actual dates, but employees must submit time in accordance with the designated calendar for their position.