

# HPS: 2024-2025 EMPLOYEE WORK YEAR QUICK REFERENCE

This document is meant to represent a default work schedule and to be a quick reference for supervisors regarding employee work year. This guide does not demand specific schedules for employees or take away any discretion the supervisor has under the relevant collective bargaining agreement.

| <b>ALL 12-MONTH EMPLOYEES</b>  |
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| <p>All 12-month employees work all days that the district is NOT closed, unless on approved leave.</p> <p><b>*Note 9*</b> Employees are encouraged to take vacation <b>July 1 - July 5, 2024</b>, if feasible, and <b>December 26, 2024 – December 31, 2024</b>, unless prior approval to work is granted.</p> <p><b>*Note 8*</b> <i>The district has scheduled Floating Holidays and/or rescheduled Columbus Day, Veteran's Day, and Lincoln's Birthday for twelve-month employees entitled to those holidays to <b>December 26, 27, &amp; 30, 2024</b>. There is a shutdown from <b>Dec 25 - Jan 1, 2025</b>, subject to any applicable collective bargaining provisions. Shutdown excludes Facilities Department, Managers, Supervisors, Office Staff, all Maintenance and Custodial Staff.</i></p> |

| <b>PRINCIPALS – 12-MONTH SCHEDULE</b>   |
|---|
| <p><b>PRINCIPALS ARE 12-MONTH EMPLOYEES.</b> Principals work every day except those days recognized as holidays in the bargaining unit contract. Vacation days are approved at the discretion of the Superintendent or designee. Snow days for school-based administrators will be automatically counted as vacation days unless the principal notifies the Superintendent or designee that the principal will be working. Such notice should be confirmed in writing. <b><u>It is expected that administrators will generally take vacations when students are not in school.</u></b> As summer school schedules vary, principals need to take vacation appropriate to the school schedule. Principals are encouraged to take vacation <b>July 1 through July 5, 2024</b> and <b>December 26, 2024 through December 31, 2024</b>. Please be advised that all principals must be back at work <b>August 19, 2024</b> to attend professional learning and prepare for opening.</p> |

| <b>CERTIFIED ADMINISTRATORS, NON-CERTIFIED SUPERVISORS<br/>11- MONTH SCHEDULE</b>  | <i>Will Work</i>      |
|--|-----------------------|
| 19 additional days to be worked between <b>July 1 and August 16, 2024</b>  | 19 Days               |
| 5 days prior to school starts <b>August 19 – August 23, 2024</b>   | 5 Days                |
| The school year <b>August 26, 2024 – June 11, 2025</b>   | <b>182 Days</b>       |
| Professional Learning Days – <b>August 19 &amp; 20, 2024</b>   | 2 Days                |
| 5 days after school ends- anticipated to be <b>June 12-18, 2025</b>  | 5 Days                |
| <i>Modifications can be made by the Principal/Department Head with the employee, as long as all 213 workdays are worked between <b>July 1, 2024 and June 30, 2025</b>.</i> | <b>Total 213 Days</b> |

| <b>SUPPORT PERSONNEL (HESP) - 11-MONTH SCHEDULE</b>  | <i>Will Work</i> |
|--|------------------|
| 21 additional days to be worked between <b>July 1 and August 16, 2024</b>  | <b>21 Days</b>   |
| 5 days prior to school starts <b>August 19 – August 23, 2024</b>   | 5 Days           |
| The school year <b>August 26, 2024 – June 11, 2025</b>   | <b>182 Days</b>  |
| 5 days after school ends- anticipated to be <b>June 12-18, 2025</b>  | 5 Days           |
| <i>Modifications can be made by the Principal/Department Head with the employee, as long as all 213 workdays are worked between <b>July 1, 2024 and June 30, 2025</b>.</i> | <b>213 Days</b>  |

| <b>TEACHERS-10-MONTH SCHEDULE</b>  | <i>Will Work</i> |
|--|------------------|
| The school year <b>August 26, 2024 – June 11, 2025</b>   | <b>182 Days</b>  |
| Professional Learning Days – <b>August 21 &amp; 22, 2024; November 5, 2024, January 2, 2025 and January 3, 2025 - unless Supervisor states otherwise</b> | <b>5 Days</b>    |
| <b>Total</b>   | <b>187 Days</b>  |

| <b>PARAEDUCATORS – 10-MONTH SCHEDULE</b>   | <i>Will Work</i>      |
|--|-----------------------|
| The school year <b>August 26, 2024 – June 11, 2025</b>   | <b>182 Days</b>       |
| Professional Learning Days – <b>August 21 &amp; 22, 2024</b>   | <b>2 Days</b>         |
| <i>NOTE: Paraeducators work full days on school/district early release professional learning days.</i> | <b>Total 184 Days</b> |

## SECRETARIES

12-Month Secretaries may not take vacation from **August 12 through September 30, 2024.**

| <b>SECRETARIES and OTHER EMPLOYEES – 10-Month Schedule</b>          | <i>Will Work</i> |
|---|------------------|
| 6 days prior to the start of school August 16 – August 23, 2024     | 6 Days           |
| The school year <b>August 26, 2024 – June 11, 2025</b>              | <b>182 Days</b>  |
| 5 days after school ends- anticipated to be <b>June 12-18, 2025</b> | 5 Days           |
| <b>Total</b>  | <b>193 Days</b>  |

| <b>SECRETARIES and OTHER EMPLOYEES - 11-Month Schedule</b>   | <i>Will Work</i> |
|--|------------------|
| <b>16 additional days to be worked between July 1 and August 9, 2024</b><br><i>Generally, these 16 days should be when summer programs are in session.</i> | 16 Days          |
| 10 days prior to school starts - <b>August 12 – August 23, 2024</b>  | 10 Days          |
| The school year <b>August 26, 2024 – June 11, 2025</b>   | <b>182 Days</b>  |
| 5 days after school ends- anticipated to be <b>June 12-18, 2025</b>  | 5 Days           |
| <b>Total</b>   | <b>213 Days</b>  |

| <b>HEALTH PROFESSIONALS- 10-MONTH SCHEDULE</b>  | <i>Will Work</i> |
|---|------------------|
| The school year <b>August 26, 2024 – June 11, 2025</b>  | <b>182 Days</b>  |
| <b>Registered Nurses; Registered Dentists/Dental Hygienists</b> are to report to their work assignments –<br><b>August 22 &amp; 23, 2024</b> (Total of 184 days)  | <b>2 Days</b>    |
| <b>Mid-level Providers (APRN/PA)</b> are to report to their work assignments- <b>August 19 - August 23, 2024</b><br>(Total of 187 days)   | <b>5 Days</b>    |
| <b>DES (Data Entry Specialists)</b> are to report 6 days prior to school starts - <b>August 16 – August 23, 2024</b><br>5 days after school ends- anticipated to be <b>June 12-18, 2025</b> (Total of 193 days) | <b>11 Days</b>   |
| <b>Mental Health Clinicians</b> are to report 6 days prior to school starts- <b>August 16 – August 23, 2024</b><br>5 days after school ends- anticipated to be <b>June 12-18, 2025</b> (Total of 193 days)      | <b>11 Days</b>   |
| <b>Dental Assistants</b> are to report to their work assignments - <b>August 19 - August 23, 2024</b> (Total of 187 days)   | <b>5 Days</b>    |
| <b>Medical Assistants (HESP 10 month)</b> are to report to their work assignments - <b>August 19 - August 23, 2024</b><br>(Total of 187 days)   | <b>5 Days</b>    |
| <b>LPN (HESP 10 month)</b> are to report to their work assignments <b>August 23, 2024</b><br>(Total of 183 days)  | <b>1 Days</b>    |

| <b>SAFETY OFFICERS – 10-MONTH SCHEDULE</b>                  | <i>Will Work</i> |
|---|------------------|
| The school year <b>August 26, 2024 – June 11, 2025</b>      | <b>182 Days</b>  |
| Professional Learning Day – <b>August 21 &amp; 22, 2024</b> | <b>2 Days</b>    |
| <b>Total</b>  | <b>184 Days</b>  |

| <b>CUSTODIAL and MAINTENANCE STAFF -12-MONTH SCHEDULE</b>   |
|---|
| All Custodians must be back at work to prepare final arrangements for school opening. No vacation time will be approved between <b>August 12 and September 3, 2024.</b> |

| <b>GYM AND POOL ASSISTANTS- 10- MONTH SCHEDULE</b>                 | <i>Will Work</i> |
|--|------------------|
| 1 day prior to school start <b>August 23, 2024</b>                 | <b>1 Day</b>     |
| The school year <b>August 26, 2024 – June 11, 2025</b>             | <b>182 Days</b>  |
| 2 days after school ends anticipated to be <b>June 12-13, 2025</b> | <b>2 Days</b>    |
| <b>Total</b>   | <b>185 Days</b>  |

| <b>NON-CERTIFIED SUPERVISORS (HSSA)- 10- MONTH SCHEDULE</b>         | <i>Will Work</i> |
|---|------------------|
| 6 days prior to the start of school August 16 – August 23, 2024     | <b>6 Days</b>    |
| The school year <b>August 26, 2024 – June 11, 2025</b>              | <b>182 Days</b>  |
| 5 days after school ends- anticipated to be <b>June 12-18, 2025</b> | <b>5 Days</b>    |
| <b>Total</b>  | <b>193 Days</b>  |

| <b>SUPPORT PERSONNEL (HESP) – 10-MONTH SCHEDULE</b>                 | <i>Will Work</i> |
|---|------------------|
| 6 days prior to the start of school August 16 – August 23, 2024     | 6 Days           |
| The school year <b>August 26, 2024 – June 11, 2025</b>              | <b>182 Days</b>  |
| 5 days after school ends- anticipated to be <b>June 12-18, 2025</b> | 5 Days           |
| <b>Total</b>  | <b>193 Days</b>  |

| <b>FOOD SERVICES</b>  | <i>Will Work</i> |
|---|------------------|
| The school year <b>August 26, 2024 – June 11, 2025</b>  | <b>182 Days</b>  |
| <b>Cook Managers</b> will work 2 additional days prior to start of school year as determined by the Supervisor during the week of <b>August 19, 2024</b>        | <b>1 Day</b>     |
| <b>Food Service Workers</b> will work 2 additional days prior to start of school year as determined by the Supervisor during the week of <b>August 19, 2024</b> | <b>1 Day</b>     |
| <b>Total</b>  | <b>183 Days</b>  |

| <b>SUBSTITUTE TEACHERS</b>  |
|---|
| School year starts <b>August 26, 2024</b> .<br>Substitute Teachers must attend two Professional Learning Days, <b>one in August 2024 and one in June 2025</b> . |

| <b>EARLY CHILDHOOD EDUCATORS – 10- Month Schedule</b>  | <i>Will Work</i> |
|--|------------------|
| The school year <b>August 26, 2024 – June 11, 2025</b>   | <b>182 Days</b>  |
| Professional Learning Days – <b>August 21 &amp; 22, 2024; November 5, 2024, January 2, 2025 and January 3, 2025 - unless Supervisor states otherwise</b> | <b>5 Days</b>    |
| <b>Total</b>   | <b>187 Days</b>  |

## NOTES

**Note #1:** Please keep in mind that Principals and Department Heads should maximize the use of regular workdays by staff to cover summer school program days. Overtime and/or additional workdays should be kept to an absolute minimum.

**Note #2:** The school year is likely to be adjusted due to snow days. This may change professional learning days, as well.

**Note #3:** Employees will begin their **2024-2025 work schedules July 1, 2024**.

**Note #4:** Modifications may be made due to scheduling of Professional Learning Days. Dates may vary due to program requirements and by agreement with the relevant union.

**Note #5:** While employees are ultimately responsible to work their work year, supervisors should confirm with their employees what days they are expected to work.

**Note #6:** Employees working in certain programs may be required to work a different number of days, on different days, and/or have Professional Learning Day other than what is listed herein due to program requirements and/or by agreement with the relevant union (e.g., Capital Preparatory Magnet, University High School for Science and Engineering, Great Path Academy).

**Note #7:** Many of the collective bargaining agreements allow for flexibility in work day/work year with additional pay for employees.

**Note #8:** The district has scheduled Floating Holidays and/or rescheduled Columbus Day, Veteran's Day, and Lincoln's Birthday for twelve-month employees entitled to those holidays to December 26, 27, & 28, 2024. There is a shutdown from December 25, 2024 through January 1, 2025, subject to any applicable collective bargaining provisions. Shutdown excludes Facilities Dept.: Managers, Supervisors, Office Staff, all Maintenance and Custodial Staff.

**Note #9:** Non-Bargaining employees may have work calendars adjusted at the discretion of the supervisor and/or Superintendent to reflect mandatory furlough days in which employees would be directed to not work on identified days. A furlough is the placement of an employee in a temporary non-duty, non-pay status for budgetary reasons where the reduction of salary is seen in the corresponding paycheck.