

**ARLINGTON PUBLIC SCHOOLS**  
**Personnel Office**

April 20, 2011

**MEMORANDUM**

**TO:** All Staff

**FROM:** Betty Hobbs, Assistant Superintendent for Personnel Services  
Ellen Kennedy, Director of Employee Relations

**SUBJECT:** Suggested Work Calendar for the 2011-2012 School Year - High School Continuation

1. **First Day of Work**

*	<u>Assistants (A-Scale)</u>	
*	High School (187 Days)	August 29, 2011
*	Resource Asst (190 Days)	August 29, 2011
*	<u>Administrative Assistants (G-Scale)</u>	
*	Instructional (196 Days)	August 24, 2011
*	Library/Media (196 Days)	August 24, 2011
*	Educational (208 Days)	August 16, 2011

2. **Monday August 29, 2011** – All A-scale employees are scheduled to work. Building principals and administrators set specific days for reporting. As a guideline, employees work the following number of days during this week:
- |                                       |                                 |
|---------------------------------------|---------------------------------|
| High School 187-day A-scale employees | two days (8/29, 8/30)           |
| 190-day resource assistants           | three days (8/29, 8/30, & 8/31) |
3. **Tuesday, November 8, 2011** is the countywide A-scale in-service. A-scale employees at high school continuation will be released by their administrators to attend the in-service. This date is also a grade preparation day for HSC teachers. 196-day and 208-day G-Scale employees **are** scheduled to report to work.
4. **Wednesday, November 23, 2011** 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.
5. **Friday, December 23, 2011 through Monday, January 2, 2012** Schools are closed for winter break. Ten month A- and G-scale employees are not scheduled to report to work on these days.
6. **Tuesday, January 3, 2011** All ten-month employees return to work from Winter Break.
7. **Thursday, January 30 and Friday January 31, 2012** are grade preparation and in-service days for HSC teachers. On Thursday, January 30, 2012, all A-scale and G-scale employees **are** scheduled to report to work. On Friday, January 31, 2012, A-scale employees who work 187 days **are not** scheduled to report to work. All A-Scale employees who work 190 days and all G-scale employees **are** scheduled to report to work.
8. **Monday, April 9, 2012** is a grade preparation day for elementary, middle and high school teachers. A-scale employees who work 187 days and 190 days **are not** scheduled to report to

work. G-scale employees who work 196-days and 208-days are scheduled to report to work.

9. Monday, April 2, 2012 through Friday, April 6, 2012 is the scheduled Spring Break. Ten-month A- and G-scale employees are not scheduled to report to work.

10. Wednesday, June 20, 2012 is the last scheduled day of school for high school students, and the last work day for 187-day and 190 day high school assistants.

11. 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-9 Resource Assistants                                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.

### Suggested Number of Work Days Per Month for A & G-Scale Employees

	<b>**HS Assts</b>	<b>Resource Assistants</b>	<b>G-Scale</b>	<b>G-Scale</b>
<b>No. of Days</b>	<b>187</b>	<b>190</b>	<b>196</b>	<b>208</b>
<b>First Day</b>	<b>8/29/11</b>	<b>8/29/11</b>	<b>8/24/11</b>	<b>8/16/11</b>
<b>July</b>	0	0	0	0
<b>August</b>	2	3	7	13
<b>September</b>	19	19	21	21
<b>October</b>	20	20	20	20
<b>November</b>	18	18	18	18
<b>December</b>	16	16	16	16
<b>January</b>	19	20	20	20
<b>February</b>	20	20	20	20
<b>March</b>	22	22	22	22
<b>April</b>	15	15	16	16
<b>May</b>	22	22	22	22
<b>June</b>	14	15	15	21
<b>Last Day</b>	<b>6/20/12</b>	<b>6/21/12</b>	<b>6/21/12</b>	<b>6/29/12</b>

\*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 High Schools.