

May 24, 2023

TO: Permanent Classified Staff Working Less Than 12 Months

FROM: Edward D. Atkinson, Ed.D.
Assistant Superintendent, Human ResourcesSUBJECT: **2023/24 Returning and Last Working Dates**

| 2023/24 School Year: | <u>Returning</u> | <u>Last</u> | |
|---|-------------------------|-----------------------|-------------------------------|
| <u>Position</u> | <u>Date</u> | <u>Working</u> | <u>Total Duty Days</u> |
| 11.5-Month Employee | 7/03/23 | 6/18/24 | 234 days |
| 11-Month Employee (adjust workweek for SS**) | 7/18/23 | 6/14/24 | 222 days |
| 10.5-Month Employee | 7/27/23 | 6/11/24 | 212 days |
| 10-Month Employee | 7/31/23 | 5/31/24 | 203 days |
| 9.5-Month Employee (see below for specific positions) * | -- | -- | -- |
| Bus Driver | 8/10/23 | 5/31/24 | 195 days |
| Campus Supervision Liaison | 8/10/23 | 5/31/24 | 195 days |
| Campus Supervision Aide | 8/10/23 | 5/31/24 | 195 days |
| Food Service Lead* | 8/09/23 | 5/31/24 | 196 days |
| Senior Food Service Worker | 8/10/23 | 5/31/24 | 195 days |
| Food Service Worker | 8/10/23 | 5/31/24 | 195 days |
| Instructional Aide | 8/10/23 | 5/31/24 | 195 days |

* See position for start and end dates of 9.5-month employees. All 9.5-month employees start and end on the same dates except for the Food Service Lead staff members, who work 196 days and start on 8/9/23.

**11-month employees work four (4) days [eight (8) hours per day] Monday – Thursday and have Friday off due to the Summer School (SS) session during incomplete work weeks.

For your information, pupils start school on Monday, August 14, 2023, the last pupil attendance day is Thursday, May 30, 2024, and the last teacher day is May 31, 2024. Memorial Day Holiday will be observed on Monday, May 27, 2024.