

# Classified Reporting Dates 2011-2012

CLASSIFIED EMPLOYEES	First Work day	Last Work day	Number of Work days	Not Assigned
12 Month Employees	7/01/11	6/30/12		
<b>CLERICAL</b>				
6-8 School Secretary I	7/27/11 (7/27&7/28-7.5 hrs)	6/22/12	212*	Thanksgiving/Winter Spring Breaks, <b>7/29/11</b>
9-12 School Secretary I 9-12 Office Assistant II, III/SST OA III, CEC	8/01/11 7/01/11	6/22/12 6/30/12	210*	Thanksgiving/Winter/ Spring Breaks Individual Calendar
6-8 Office Assistant II, III K-5 School Secretary I	8/03/11 (8/3&8/4-7.5 hrs)	6/22/12	207*	Thanksgiving/Winter/ Spring Breaks, <b>8/5/11</b>
K-5 Office Assistant III	8/10/11 (8/10&8/11-7.5 hrs)	6/22/12	202*	Thanksgiving/Winter/ Spring Breaks, <b>8/12/11</b>
Account Technician – MCC Adult School Secretary	7/01/11	6/30/12	215*	Individual Calendar
Office Technician - MCC	7/01/11	6/30/12	200*	Individual Calendar
Library Assistant III	08/24/11	6/22/11	193*	Thanksgiving/Winter/ Spring Breaks
<b>FOOD SERVICES</b>				
Food Service Employee, MCC Custodian/Swing, MCC	8/29/11	6/11/12	180*	Thanksgiving/Winter/ Spring Breaks, <b>Jan. 23</b>
K-12 Food Service Employee – Schools	8/31/11	6/13/12	180*	Thanksgiving/Winter/ Spring Breaks <b>Nov. 14 (K-5)</b> <b>Jan. 23 (6-12)</b>
Production Manager	8/29/11	6/13/12	182*	Thanksgiving/Winter/ Spring Breaks; <b>Jan. 23</b>
High School Manager	8/30/11	6/14/12	182*	Thanksgiving/Winter/ Spring Breaks; <b>Jan. 23</b>
Warehouse Driver I (1)	8/25/11	6/13/12	184*	Thanksgiving/Winter/ Spring Breaks, <b>Jan. 23</b>
Warehouse Driver I (2)	8/29/11	6/15/11	184*	Thanksgiving/Winter/ Spring Breaks, <b>Nov. 14</b>
<b>KIDS FIRST PROGRAM</b>				
Lead Kids First Program Asst.	8/30/11	6/14/12	182*	Thanksgiving/Winter Spring Breaks; <b>Nov. 14</b>
Kids First Program Asst.	8/31/11	6/13/12	180*	Thanksgiving/Winter Spring Breaks; <b>Nov. 14</b>

## PARAPROFESSIONALS

CLASSIFIED EMPLOYEES	First Work day	Last Work day	Number of Work days	Not Assigned
9-12 Campus Safety Technician	8/30/11	6/13/12	181*	Thanksgiving/Winter/ Spring Breaks; <b>Jan. 23</b>
9-12 RCA II (Testing)	7/01/11	6/30/12	180*	Individual Calendar
K-8 RCA II/Testing	7/01/11	6/30/12	200*	Individual Calendar
6-12 Paraprofessional 9-12 RCA II Family Services Assistant Workability Program Asst. Migrant Recruiter/Student Advocate Alternative Center Monitor Career Center Technician 6-8 Campus Monitor	8/31/11	6/13/12	180*	Thanksgiving/Winter/ Spring Breaks <b>Jan. 23</b>
K-5 Paraprofessional SB 65 Outreach/REA Facilitator K-5 Campus Monitor	8/31/11	6/13/12	180*	Thanksgiving/Winter/ Spring Breaks; <b>Nov. 14</b>
Noon Supervisor	8/31/10	6/13/12	180*	Thanksgiving/Winter/ Spring Breaks/ <b>Nov. 14-</b> Elem; <b>Jan. 23</b> - Middle
TRANSPORTATION				
Bus Drivers	8/29/11	6/13/12	182*	Thanksgiving/Winter/ Spring Breaks

**First Student Day:** August 31, 2011

**Last Student Day:** June 13, 2012

**Thanksgiving Break:** November 21-25, 2011

**Winter Break:** December 19, 2011-December 30, 2011

**Spring Break:** April 2-6, 2012

Employees (less than 225 work days), whose work year begins before August 15, 2011, should check with their site administrator for their work hours due to the Monday-Thursday summer schedule.

2011 Summer 4-day work week starts the week of June 27, 2011 and the last 4-day work week starts August 8, 2011.

Regular 5-day work week starts August 15, 2011.

*\* For the 2011-2012 School Year, 6 MANDATORY FURLOUGH DAYS are scheduled for February 10, March 5, March 21, April 20, May 21 and one floating day to be taken prior to 2/28/12.*

2012 Summer 4-day work week starts the week of June 25, 2012.