

INTER OFFICE
MEMORANDUM

MORONGO UNIFIED SCHOOL DISTRICT
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Doug Weller
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Human Resources

To: All Certificated Employees with Assignments Greater than the Teacher Work Year

From: Doug Weller

SUBJECT: **2017-2018 CERTIFICATED Work Year Schedule**

This is the assignment schedule for all certificated employees with assignments greater than the teacher work year.

<u>TITLE</u>	<u>START DATE:</u>	<u>END DATE:</u>	<u>DAYS:</u>	<u>VACATIONS:</u>
Directors	07/01/17	06/30/2018	12 months	*
Principal, HS	07/01/17	06/30/2018	12 months	*
Principal, JrHS/MS	07/01/17	06/30/2018	12 months	*
Program Specialist/ Manager	07/01/17	06/30/2018	12 months	*
Coordinators	07/01/17	06/30/2018	12 months	*
Principal, Alt HS	07/31/17	06/29/2018	213 days	**
Asst Principal (Sec)	08/01/17	06/27/2018	210 days	**
Psychologist	08/01/17	06/26/2018	209 days	**
TOA	08/01/17	06/18/2018	203 days	**
Principal, Elem	08/01/17	06/18/2018	203 days	**
Asst Principal (Elem/JrHS)	08/01/17	06/18/2018	203 days	**
Speech Pathologists	08/14/17	06/07/2018	187 days	**
Counselor, HS	08/01/17	06/19/2018	204 days	**
Counselor, JrHS/MS	08/01/17	06/13/2018	200 days	**
School Nurse	08/08/17	06/08/2018	192 days	**

*Twelve-month employees must submit vacation requests to their supervisor for approval. Vacation leave not used by June 30 of the following year will be paid off at the employee's current rate of pay (per Board policy.)

**Vacations are on the Teachers' Schedule. See adopted calendar.

November 20, 21, 22, 2017 are non-workdays for less than 12-month certificated staff.

All certificated employees with assignments greater than the teacher work year (i.e., on this list) are to report to work when the District experiences a partial or complete interruption of its operations. All days to be made up will be per Board Regulations 4151.1.

If supervisors need to change any of the above dates, prior approval must be obtained through Human Resources.

DW: bb (05/31/17)