

INTER OFFICE**MEMORANDUM****MORONGO UNIFIED SCHOOL DISTRICT**

TOM BAUMGARTEN, DISTRICT SUPERINTENDENT

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Michael Ghelber
 Assistant Superintendent
 Human Resources

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

From: Michael Ghelber

SUBJECT: 2018-2019 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	07/01/18	06/30/2019	12 months	*
Principal, HS	07/01/18	06/30/2019	12 months	*
Principal, JrHS/MS	07/01/18	06/30/2019	12 months	*
Program Specialist/ Manager	07/01/18	06/30/2019	12 months	*
Coordinators	07/01/18	06/30/2019	12 months	*
BCBA	07/01/18	06/18/2019	12 months	*
Principal, Alt HS	07/31/18	06/28/2019	213 days	**
PLUS+ Program Principal	07/16/18	06/20/2019	213 days	**
Asst Principal (Sec)	08/01/18	06/26/2019	210 days	**
Psychologist	08/01/18	06/25/2019	209 days	**
Mental Health Therapist	07/16/18	06/14/2019	209 days	**
PLUS+ Program Teacher	07/16/18	06/12/2019	205 days	**
TOA	08/06/18	06/20/2019	203 days	**
Principal, Elem	08/06/18	06/20/2019	203 days	**
Asst Principal (Elem/JrHS),	08/06/18	06/20/2019	203 days	**
ACCE Principal/teacher	08/06/18	06/20/2018	203 days	**
Speech Pathologists	08/20/18	06/12/2019	187 days	**
Counselor, HS	08/01/18	06/18/2019	204 days	**
Counselor, JrHS/MS	08/07/18	06/18/2019	200 days	**
School Nurse	08/14/18	06/13/2019	192 days	**

*Twelve-month employees must submit vacation requests to their supervisor for approval.

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

November 19, 20, 21, 2018 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.

MG: mk (05/25/18)