

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: 2019-2020 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	07/01/19	06/30/2020	12 months	*
Principal, HS	07/01/19	06/30/2020	12 months	*
Principal, JrHS/MS	07/01/19	06/30/2020	12 months	*
Program Specialist/ Manager	07/01/19	06/30/2020	12 months	*
Coordinators	07/01/19	06/30/2020	12 months	*
BCBA	07/01/19	06/16/2020	12 months	*
Principal, Alt HS	08/01/19	06/30/2020	213 days	**
PLUS+ Program Principal	07/01/19	06/30/2020	213 days	**
Asst Principal (Sec)	08/01/19	06/25/2020	210 days	**
Psychologist	08/01/19	06/24/2020	209 days	**
Mental Health Therapist	07/01/19	06/30/2020	209 days	**
PLUS+ Program Teacher	07/01/19	06/30/2020	205 days	**
TOA	08/05/19	06/18/2020	203 days	**
Principal, Elem	08/05/19	06/18/2020	203 days	**
Asst Principal (Elem/JrHS),	08/05/19	06/18/2020	203 days	**
Speech Pathologists	08/19/19	06/10/2020	187 days	**
Counselor, HS & ALT	08/01/19	06/17/2020	204 days	**
Counselor, JrHS/MS	08/06/19	06/16/2020	200 days	**
School Nurse	08/14/19	06/12/2020	192 days	**

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

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

November 25, 26, 27, 2019 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 (05/08/18)