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: **2020-2021 CERTIFICATED Work Year Schedule**
This is the assignment schedule for all certificated employees with assignments greater than the teacher work year.

TITLE	START DATE:	END DATE:	DAYS:	VACATIONS:
Directors	**07/01/20**	**06/30/2021**	**12 months**	*
Principal, HS	**07/01/20**	**06/30/2021**	**12 months**	*
Principal, JrHS/MS	**07/01/20**	**06/30/2021**	**12 months**	*
Program Specialist/ Manager	**07/01/20**	**06/30/2021**	**12 months**	*
Coordinators	**07/01/20**	**06/30/2021**	**12 months**	*
BCBA	**07/01/20**	**06/30/2021**	**12 months**	*
Principal, Alt HS	**07/31/20**	**06/30/2021**	**213 days**	**
PLUS+ Program Principal	**07/01/20**	**06/30/2021**	**213 days**	**
Asst Principal (Sec)	**08/03/20**	**06/28/2021**	**210 days**	**
Psychologist	**08/03/20**	**06/25/2021**	**209 days**	**
Mental Health Therapist	**07/01/20**	**06/30/2021**	**209 days**	**
PLUS+ Program Teacher	**07/01/20**	**06/30/2021**	**205 days**	**
TOA	**08/03/20**	**06/17/2021**	**203 days**	**
Principal, Elem	**08/03/20**	**06/17/2021**	**203 days**	**
Asst Principal (Elem),	**08/03/20**	**06/17/2021**	**203 days**	**
Speech Pathologists	**08/17/20**	**06/09/2021**	**187 days**	**
Counselor, HS & ALT	**08/03/20**	**06/18/2021**	**204 days**	**
Counselor, JrHS/MS	**08/07/20**	**06/18/2021**	**200 days**	**
School Nurse	**08/10/20**	**06/09/2021**	**192 days**	**

*Twelve-month employees must submit vacation requests to their supervisor for approval.
**Vacations are on the Teachers' Schedule. See adopted calendar.
November 23, 24, 25, 2020 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 (**05/01/2020**)