

MORONGO UNIFIED SCHOOL DISTRICT
Human Resources

From: Stacy Smalling, Assistant Superintendent, Human Resources

Subject: 2023-2024 Work Schedule

Below is the work schedule for classified employees working less than 12 months. The work schedule is to be followed as written.

<u>CLASSIFICATION:</u>	<u>START DATE</u>	<u>END DATE</u>	<u>WORK DAYS</u>	<u>MONTHS PAID</u>	<u>WORK:</u>	
					<u>11/01/23</u>	<u>03/20/24</u>
Office Technician – Plus Program	07/03/23	06/28/24	213	11	YES	YES
IA/Behavior/Campus Sup – Plus Program	07/03/23	06/28/24	205	11	YES	YES
Secretary-School Counseling Dept TPHS & YVHS	08/01/23	06/12/24	200	11	YES	YES
Registrar (TPHS, YVHS & Alternate Ed)	08/01/23	06/12/24	200	11	YES	YES
Secretary - School (LCMS, TPJH, YVHS, TPHS)	08/02/23	06/13/24	200	11	YES	YES
Admin Assistant - Elem/Cont HS/ACCE	08/02/23	06/13/24	200	11	YES	YES
Admin Assistant - Dept/Program CWA	08/10/23	06/24/24	200	11	YES	YES
Office Technician - School	08/07/23	06/11/24	195	11	YES	YES
Office Assistant – School/Nutritional	08/07/23	06/11/24	195	11	YES	YES
Account Technician - ASB	08/07/23	06/11/24	195	11	YES	YES
Library Clerk	08/09/23	06/13/24	195	11	YES	YES
Library Technician	08/09/23	06/13/24	195	11	YES	YES
Health Technician	08/07/23	06/06/24	192	11	YES	YES
Warehouse Worker	08/14/23	06/06/24	187	10	YES	YES
Nutritional Service Managers	08/14/23	06/07/24	187	10	NO	YES
Nutritional Service Workers	08/16/23	06/06/24	184	10	NO	YES
Nutritional Service Site Supervisor	08/16/23	06/06/24	184	10	NO	YES
District Receptionist	08/15/23	06/06/23	184	10	NO	NO
Campus Safety Coordinator	08/21/23	06/06/24	182	10	YES	YES
Office Clerk - School	08/21/23	06/06/24	182	10	YES	YES
Instructional Assistants (all)	08/21/23	06/06/24	182	10	YES	YES
Job Coach	08/21/23	06/06/24	182	10	YES	YES
Secondary Campus Supervisor	08/21/23	06/06/24	182	10	YES	YES
Noon Supervisor	08/21/23	06/06/24	180	10	NO	NO

All Nutritional Service employees and all employees whose position ending date is 06/06/24 are NOT to report to work when the District experiences a partial or complete interruption of its operations (BOE AR 4251.1) All days which must be made up because of school closure will be made up according to the dates listed on the school calendar.

SS:kl

UPDATED: 5/24/23