

# Classified Reporting Dates 2019-2020

CLASSIFIED EMPLOYEES	First Work day	Last Work day	Number of Work days	Not Assigned
12 Month Employees	7/1/19	6/30/20		
<b>CLERICAL</b>				
6-8 School Secretary I	7/16/19 <small>(7/16,7/17&amp;7/18-7.5 hrs)</small>	6/11/20	212	Thanksgiving/Winter Spring Breaks, <b>July 19</b>
9-12 School Secretary I 9-12 Office Assistant II, III/SST	7/22/19	6/18/20	210	Thanksgiving/Winter/Spring Breaks
Office Assistant III, CEC	7/1/19	6/30/20		Individual Calendar
6-8 Office Assistant II, III K-5 School Secretary I	7/22/19	6/11/20	207	Thanksgiving/Winter/Spring Breaks
K-5 Office Assistant III	7/29/19	6/11/20	202	Thanksgiving/Winter/Spring Breaks
Library Assistant III	8/12/19	6/11/20	193	Thanksgiving/Winter/Spring Breaks
<b>FOOD SERVICES</b>				
Food Service Employee, MCC Custodian/Swing, MCC	8/20/19	6/3/20	180	Thanksgiving/Winter/Spring Breaks, <b>Jan. 17</b>
K-12 Food Service Employee – Schools	8/21/19	6/4/20	180	Thanksgiving/Winter/Spring Breaks <b>Nov. 22 (K-5)</b> <b>Jan. 17 (6-12)</b>
Production Manager	8/15/19	6/2/20	182	Thanksgiving/Winter/Spring Breaks; <b>Jan. 17</b>
High School Manager	8/21/19	6/4/20	182	Thanksgiving/Winter/Spring Breaks; <b>Jan. 17</b>
Warehouse Driver I (1)	8/15/19	6/4/20	184	Thanksgiving/Winter/Spring Breaks, <b>Jan. 17</b>
Warehouse Driver I (2)	8/19/19	6/8/20	184	Thanksgiving/Winter/Spring Breaks, <b>Nov. 22</b>
<b>KIDS FIRST PROGRAM</b>				
Kids First Program Asst.	8/21/19	6/4/20	180	Thanksgiving/Winter Spring Breaks; <b>Nov. 22</b>

## PARAPROFESSIONALS

CLASSIFIED EMPLOYEES	First Work day	Last Work day	Number of Work days	Not Assigned
9-12 Campus Safety Technician	8/20/19	6/4/20	181	Thanksgiving/Winter/ Spring Breaks; <b>Jan. 17</b>
K-12 RCA II/Testing	7/1/19	6/30/20	200	Individual Calendar
Family Services Assistant	8/12/19	6/8/20	190	Thanksgiving/Winter/ Spring Breaks
6-12 Paraprofessional 9-12 RCA II Workability Program Asst. Migrant Recruiter/Student Advocate Alternative Center Monitor Career Center Technician 6-8 Campus Monitor	8/21/19	6/4/20	180	Thanksgiving/Winter/ Spring Breaks <b>Jan. 17</b>
K-5 Paraprofessional SB 65 Outreach/REA Facilitator K-5 Campus Monitor	8/21/19	6/4/20	180	Thanksgiving/Winter/ Spring Breaks; <b>Nov. 22</b>
Noon Supervisor	8/21/19	6/4/20	180	Thanksgiving/Winter/ Spring Breaks/ <b>Nov. 22</b> -Elem; <b>Jan. 17</b> - Middle
<b>TRANSPORTATION</b>				
Bus Drivers	8/20/19	6/4/20	182	Thanksgiving/Winter/ Spring Breaks
<b>ADULT SCHOOL CLASSIFIED STAFF – INDIVIDUAL CALENDARS</b>				

**First Student Day:** August 21, 2019

**Last Student Day:** June 4, 2020

**Thanksgiving Break:** November 25-29, 2019

**Winter Break:** December 23, 2019-January 3, 2020

**Spring Break:** March 30, 2019-April 3, 2020

2019 Summer 4-day work week starts June 21, 2019 and the last 4-day work week is the week of August 5, 2019.

Employees (less than 225 work days), whose work year begins before August 12, 2019, should check with their site administrator for their work hours due to the Monday-Thursday summer schedule. Regular 5-day work week starts August 12, 2019. If your START date is NOT a Monday during the 4-day work week, confirm work times with your immediate supervisor.

2020 Summer 4-day work starts: TBD