

**This Work and Holiday Schedule outlines the beginning and ending dates of the work period for support staff. Staff who are not required to work on a snow day are paid for the snow day.**

NOTE: When schools are closed due to weather or other emergency conditions, all non-instructional employees are to report to work except those employees in the following classifications:

School Bus Drivers  
School Bus Attendants  
Food Service Helpers  
Assistant Cook  
Cook  
School Monitors  
Teacher Aides  
Typists and Typists assigned to Administrator/Supervisor  
Senior Typists  
Messenger  
10-month Cleaner  
Account Clerk

Cooks or designated Food Service Helpers are required to attend to any items of food that might spoil or be wasted if left unattended.

**\*\*\*IMPORTANT\*\*\***

- 1) If necessary, due to emergency school closings, make-up days in order to meet the SED requirement of 180 days for students, faculty and staff will be in this order: April 10, 9, 8, 7, 6**
- 2) In accordance with CSEA contract, Article 13, Section 4, the make-up day(s) for those affected employees will be the next week day following the last scheduled work day indicated in the work and holiday schedule. This make-up day will occur only if CSEA members are not required to work on one of the previous days in paragraph one of this section.**
- 3) If the district does not use all snow days, employees are still required to work to the last scheduled work day indicated in the work and holiday schedule.**

All employees may be assigned additional days or hours of duty to provide regular or extra services, as needed, with extra compensation at established rates. The Board of Education reserves the right to make changes that may be necessitated by Legislative action and to insure that school is in session a minimum of 180 days.

All employees who drive or are bus attendants on school buses may be required to switch holidays or recess days in order to provide services to schools outside the district.