



2022-2023 Classified Calendar

Classified employees work the standard 7.5 hours on parent/teacher conference days. They do not work extended days unless the school pays for the additional hours worked or the workday is modified.

Classified employees must submit time in accordance with the designated classified calendar for their job type. Failure to submit type will result in a delay of payment.

All calendars are on Employee Self Service (ESS) under Pay/Tax Information>Payroll Calendars.

<i>Position</i>	<i>Work year</i>	<i>Begin Date</i>	<i>End Date</i>
Lead Secretary and Registrar (211 days) Secretary & Clerical Assistant (201 Days) Note: Only one secretary per school may work 211 days. July 27 is the date for the Bookkeeper/ Secretary meeting.	211 Days	7/22/2022	5/30/2023
Bookkeeper Note: All school-based bookkeepers work 216 days. Finance will determine the exact summer days for itinerant bookkeepers. Principals will determine the exact summer days for bookkeepers who are not itinerant. July 27 is the date for the Bookkeeper/ Secretary meeting.	201 Days	8/3/2022	5/25/2023
<i>Position</i>	<i>Work year</i>	<i>Begin Date</i>	<i>End Date</i>
Acuity Screener Attendance Clerk Behavior Management Specialist Computer Technician Educational Assistant/Attendant In-School Suspension Monitor (ISS) Interpreter (Classified only) Nurse Pre-K Assistant Speech/Language Assistant Tutor (full-time) Visual Disabilities Technician DO NOT WORK: October 17; January 2, 3	216 Days	7/22/2022	6/6/2023
<i>Position</i>	<i>Work year</i>	<i>Begin Date</i>	<i>End Date</i>
	197 days	8/4/2022	5/25/2023

<i>Position</i>	<i>Work year</i>	<i>Begin Date</i>	<i>End Date</i>
Parent Volunteer Coordinator Truancy Specialist Orientation and Mobility Specialist Behavior Support Technician (201 day) Pre-K Behavior Interventionist Transition School to Work Liaison SEL Case Manager	201 Days	8/3/2022	5/25/2023
ESOL Technician College and Career Advisors Student Security Officers	211 Days	7/22/2022	05/30/2023
Family Partnership Specialist Assistive Technology Specialist (221 days) Lead College and Career Advisor	221 Days	7/20/2022	6/09/2023