

FLORENCE CITY SCHOOLS
SUPPORT WORK SCHEDULE FOR 2016-2017

Employee Type	First Day	Work days in addition to the 173 student days	Last day
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179-Day Contract

CNP Workers (173 student days plus the dates listed in the work day column)	Aug 3	August 3, 2016 – regular day August 8, 2016 – regular day August 9, 2016 - regular day January 4, 2017 – regular day May 26, 2017 – regular day June 2017 District Training (TBA)	June 2017
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182-Day Contract (Employees in these categories hired **after** 06/02/2011)

Attendance Clerk Teacher Assistants (PE, Special Ed, Technology & Title I)	Aug 3	August 3, 2016 – regular day August 5, 2016 – regular day August 9, 2016 – regular day September 6, 2016 – regular day October 11, 2016 – regular day January 3, 2017 – regular day (do not work Jan 4 th) February 3, 2017 – regular day (DO NOT WORK MARCH 17, 2017) April 28, 2017 – regular day May 26, 2017 – regular day	May 26
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183-Day Contract

Attendance Clerk (hired prior to 06/02/2011) Teacher Assistants (PE, Special Ed, & Title I) (hired prior to 06/02/2011) Interpreter	Aug 3	August 3, 2016 – regular day August 5, 2016 – regular day August 9, 2016 – regular day September 6, 2016 – regular day October 11, 2016 – regular day January 3, 2017 – regular day (do not work Jan 4 th) February 3, 2017 – regular day March 17, 2017 – regular day April 28, 2017 – regular day May 26, 2017 – regular day	May 26
Nurse (LPN)	Aug 3	August 3, 2016 – regular day August 8, 2016 – regular day August 9, 2016 – regular day September 6, 2016 – regular day October 11, 2016 – regular day January 4, 2017 – regular day February 3, 2017 – regular day March 17, 2017 – regular day April 28, 2017 – regular day May 26, 2017 – regular day	May 26

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183-Day Contract

CNP Workers	Aug 3	August 3, 2016 – regular day August 8, 2016 – regular day August 9, 2016 - regular day January 3, 2017 – regular day January 4, 2017 – regular day February 3, 2017-regular day March 17, 2017 – regular day April 28, 2017- regular day May 26, 2017 – regular day June 2017 District Training (TBA)	June 2017
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187-Day Contract

CNP Manager	Aug 3	August 3, 2016 – regular day August 4, 2016 – regular day August 8, 2016 – regular day August 9, 2016 - regular day September 6, 2016 – regular day October 11, 2016 – regular day January 3, 2017 – regular day January 4, 2017 – regular day February 3, 2017-regular day March 17, 2017 – regular day April 28, 2017- regular day May 26, 2017 – regular day June 2017 District Training (TBA) June 2017 ALDE Manager’s Training (TBA)	June 2017
Custodian Nurse (RN) Special Ed Aide	Aug 3	Same schedule as teachers except for one additional day, May 30, 2017 September 15, 2016 and February 9, 2017, teachers will have parent-student conferences from 3-6 p.m. All employees in this category will work their regular schedule on these dates. These individuals will need to work on May 30, 2017 to make up the day.	May 30

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202-Day Contract

Guidance Clerk	July 18	<p>Same days as teachers (except as noted below) plus 11 days before teachers start (July 18-21 – regular hours; July 25-29; and Aug. 1-2) and 5 days after teachers end May 30-31, June 1-2, June 5)</p> <p>September 15, 2016 and February 9, 2017, teachers will have parent-student conferences from 3-6 p.m. All guidance clerks will work their regular schedule on these dates.</p>	June 5
Bookkeeper	July 1 (contract period begins)	<p>Same schedule as teachers (except as noted below) - plus 16 additional days (5 days before teachers start, 5 days after teachers end, 6 days during July 2016 or June 2017, to reconcile bank accounts and pay bills – Principal and bookkeeper to coordinate work schedule)</p> <p>September 15, 2016 and February 9, 2017, teachers will have parent-student conferences from 3-6 p.m. All bookkeepers will work their regular schedule on these dates.</p>	June 30 (contract period ends)