



Baker County Public Schools

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Sherrie Raulerson
Superintendent of Schools
"Where Children Are First!"



DATE: February 28, 2014
TO: Sherrie Raulerson, Superintendent
FROM: Marcelle Richardson, Executive Director for Support Services *MR*
SUBJECT: Beginning and Ending Work Dates For Fiscal Year 2014-2015

PRESENTED AND APPROVED
IN OPEN BOARD MEETING
DATE: 3/17/2014
MIN. BK# 35
MIN BK PAGE # _____

Please request Board approval of the beginning and ending dates for the 2014-2015 fiscal year for employees working less than 12 months.

<u>POSITION</u>	<u># DAYS TO WORK</u>	<u>BEGINNING DATE</u>	<u>ENDING DATE</u>
Instructional Assistants	181	08/15/14	06/03/15
Bus Drivers	180	08/18/14	06/03/15
*Nutrition Services PT	180	08/18/14	06/03/15
*Nutrition Service Workers	185	08/14/14	06/05/15
Nutrition Service Managers	187	08/13/14	06/08/15
Library Aides	200	08/05/14	06/12/15
Guidance/Data Processors	210	07/28/14	06/18/15
Secretary's	210	07/28/14	06/18/15
Resource Officer	210	07/28/14	06/18/15

Employees working 180/181 days **do not** work teacher planning days: Oct 24, Jan 16, March 27, nor teacher holidays: Sept. 1, Nov. 11, Nov. 26 –28, Dec. 22 –Jan. 2, Jan. 19, Feb. 16, April 6 – 10, and May 25.

Employees working 200 days and 210 days **do** work teacher planning days but **do not** work teacher holidays: Sept 1, Nov 11, Nov 26–28, Dec. 22– Jan. 2, Jan 19, Feb 16, April 6-10, and May 25.

All non-instructional employees have six (6) paid holidays: Labor Day – Sept. 1, Thanksgiving – Nov 27, Christmas – Dec 25, New Years – Jan 1, M L King Day – Jan 19, and Memorial Day May 25.

Please be sure that your employees begin work and end on the assigned dates in order for them to receive their full salary for the 2014-2015 school year.

*Nutrition Service Managers (187 days) & Nutrition Service Workers (185 days) work the in-service day in January as per Bargaining Agreement. (January 5, 2015)

Thank you for your assistance in this matter.

"Preparing individuals to be lifelong learners, self-sufficient and responsible citizens of good character"

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