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 Assistant  
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 for Human Resources

To: Administrators, Directors, and Principals  
 From: Jim Miller, Assistant Superintendent for Human Resources  
 Subject: Work Calendars for 2009-2010 Employment Year  
 Date: November 18, 2008

Below are the work calendars with start and end dates for all Northside ISD for the 2009 – 2010 employment year. The major employee groups for each calendar are shown on the second page. These calendars will be made available on the HR intranet site.

<u>Scheduled Work Days</u>	<u>First – Last Scheduled Work Days</u>
183 (Monthly – IAs, Clerks)	August 17, 2009 – June 4, 2010
187 (Monthly – Tchr, Libr, Nurse)	August 17, 2009 – June 4, 2010
187 (Biweekly – Transportation)	August 24, 2009 – June 3, 2010
188 (Monthly – HS Library Assistant)	August 12, 2009 – June 4, 2010
190 (Monthly – Elem. Cnslr, HS Lib.)	August 12, 2009 – June 4, 2010
190 (Biweekly – Food Service Workers)	August 18, 2009 – June 4, 2010
193 (Monthly – Behavior Specialist)	August 12, 2009 – June 11, 2010
195 (Monthly – MS Counselors)	August 5, 2009 – June 4, 2010
196 (Monthly – FS Managers)	August 14, 2009 – June 4, 2010
198 (Monthly – MS Head Counselors)	August 4, 2009 – June 8, 2010
198 (Monthly – LVN)	August 17, 2009 – July 15, 2010
202 (Monthly – MS AP, ES VP, Student Plac)	July 29, 2009 – June 8, 2010
202 (Monthly – HS Cnslrs/Secr, HS Bkcp, LSSP)	August 3, 2009 – June 11, 2010
210 (Monthly – Police Officers)	August 3, 2009 – July 30, 2010
213 (Monthly – HS APs, MS VPs, ROTC)	July 27, 2009 – June 21, 2010
220 (Monthly – HS Head Cnslrs, MS-ES Prin.)	July 27, 2009 – June 30, 2010
226 (Monthly – HS Prin., VP, Acad. Dean, Agr.)	July 1, 2009 – June 30, 2010
236 (Monthly – Police Mgt, Asst Dir)	July 1, 2009 – June 30, 2010
261 (Biweekly)	July 1, 2009 – June 30, 2010

Notes:

**Thanksgiving week**

- 226 calendar – November 23, 24 are work days
- 236 calendar – November 23, 24 and 25 are work days

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## 2009 – 2010 Employment Calendars Primary Employee Groups

Employment Calendar	Calendar Number	Primary Employee Groups On Calendars (Line Item Not All Inclusive)
<b>183 Monthly</b>	<b>01</b>	Instructional Assistants, ECTs, LVN, Library Assistants, Deaf Interpreters, Campus Clerks, School Secretaries
<b>187 Monthly</b>	<b>04</b>	Teachers, Librarians, Nurses, CITs, IST'S MS/HS Band Directors, Coaches
<b>187 Biweekly</b>	<b>05</b>	Bus Drivers/Bus Assistants
<b>188 Monthly</b>	<b>30</b>	HS Library Assistants and other Classified staff
<b>190 Monthly</b>	<b>07</b>	Elementary Counselors, HS Librarians, OT/PT Therapists, COTAs, LTPAs
<b>190 Biweekly</b>	<b>09</b>	Food Service Workers, FS Large School Mgr. Aide
<b>193 Monthly</b>	<b>10</b>	Attendance Officers, Behavior Specialists, PT Therapist, various Classified and Prof staff
<b>195 Monthly</b>	<b>14</b>	MS Counselors, Career & Technology Teachers, and various Classified and Prof Staff
<b>196 Monthly</b>	<b>15</b>	Food Service Managers, Food Service Assistant Managers, and Food Service Catering Manager
<b>198 Monthly</b>	<b>16</b>	Agriculture Farm Manager
<b>198 Monthly</b>	<b>17</b>	MS Head Counselors, Social Workers, MS Grade Reporting Secretaries and other Classified Staff
<b>198 Monthly</b>	<b>18</b>	LVNs at Reddix
<b>202 Monthly</b>	<b>20</b>	MS Assistant Principals, Elem Vice Principals, various Classified and Professional Staff , HS Band Directors (grandfathered), Student Placement Center Staff
<b>202 Monthly</b>	<b>22</b>	HS Counselors, HS Counselor Secretaries, various Classified and Prof Staff,
<b>210 Monthly</b>	<b>21</b>	Police Officers
<b>213 Monthly</b>	<b>23</b>	ROTC, MS Academic Deans, MS Vice Principals, HS Asst Principals, Coor/Spec, ES, MS and HS Attendance Secretaries, HS Bkkpr and various Classified and Prof Staff
<b>220 Monthly</b>	<b>26</b>	HS Head Counselors, MS Principals, Elem Principals and various Classified and Prof Staff
<b>226 Monthly</b>	<b>29</b>	Agriculture, HS Principals, Vice Principals, Academic Deans, Directors, Asst Dirs, Exec Dirs, and various Classified and Prof Staff
<b>236 Monthly</b>	<b>31</b>	Police Mgt, Facilities & Construction Mgt, and other Professional and Classified Staff
<b>261 Biweekly</b>	<b>33</b>	All Custodial and Maintenance Staff , Food Service, Warehouse, Transportation Mechanics, Police Dispatchers and Aquatics Pool Staff, Aquatics Cashier/Clerk
<b>261 Biweekly</b>	<b>34</b>	Concession Coordinator