

**OAK PARK UNIFIED SCHOOL DISTRICT
HUMAN RESOURCES DEPARTMENT**

TO: All Classified Employees
FROM: Leslie Heilbron, Assistant Superintendent, Human Resources
DATE: May 12, 2020
SUBJECT: CLASSIFIED WORK YEAR AND START DATES FOR 2020-21

Below is the 2020-2021 Classified Work Year Calendar. This is the calendar we plan to follow for the coming school year. If, due to unforeseen circumstances, anything needs to change, you will be notified as soon as possible.

With the Memorial Holiday being after our school year ends the School Year Employees, Friday, May 28th is non-student day/unpaid with the holiday May 31, 2021 as a paid holiday. The beginning and ending dates for the various classified work years are shown in the table below. Full-time classified employees working at the school sites need to be aware that the Student/Teacher calendar for next school year includes three additional non-student/non-teacher days (September 30, November 23, & 24) that are not holidays for classified. Classified staff working at the sites (other than school-year employees who work only on the days' school is in session) will need to plan for vacation days if not working on these non-student days. However, in the case of the one Jewish holiday in September a PN day may be used if taken for religious observances.

Thank you for your continued dedication to the community and children of the Oak Park Unified School District. It is through your tireless efforts that we have achieved the success that we have enjoyed over the years.

Classified Work Year Calculations (2020-2021 Calendar)

Work Year	Start Date	End Date	Work Days^		Vacation Days #		Possible Wk Days in Work Yr.** (FT & PT)	Holidays	Weekend Days in Wk Yr	Days outside Work Yr	Total Days
			Full Time	Part Time	Full Time	Part Time					
12	7/01/20	6/30/21	234	234	12	12	246	15	104	0	365
11.5	7/13/20	6/18/21	224	N/A	12	N/A	236	14	104	11	365
11	7/13/20	6/11/21	214	N/A	12	N/A	226	14	104	21	365
10.5	7/27/20	6/11/21	204	N/A	12	N/A	216	14	104	31	365
10	8/3/20	6/4/21	194	196	12	10	206	14	104	41	365
10 OT	8/7/20	6/10/21	194	196	12	10	206	14	104	41	365
Behav Spec	8/6/20	6/3/21	190	192	12	10	202	14	104	45	365
Soc Emo	8/5/20	6/2/21	N/A	192	N/A	10	202	14	104	45	365
School Year	8/10/20	5/27/21	N/A	180	N/A	9	189	14	104	58	365
Pre-School Teacher	8/3/20	5/28/21	190	N/A	N/A	N/A	190	0	104	71	365
Pre-School Assist. Teacher	8/3/20	5/28/21	N/A	190	N/A	N/A	190	0	104	71	365
Pre-School Aides	8/12/20	5/26/21	N/A	177	N/A	9	186	13	104	62	365
Club Leads	8/10/20	6/18/21	211	N/A	12	N/A	223	14	104	24	365
Club Aides	8/10/20	5/27/21	N/A	196	N/A	10	206	14	104	41	365

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WORK YEAR CLASSIFICATIONS: If you're not sure of your work year, please refer to the chart below:

WORK YEAR	JOB DESCRIPTION/CLASSIFICATION
School Year	Instructional Assistant I, Instructional Assistant II, Instructional Assistant III, Site Technology Instructional Assistant, Child Nutrition Services Assistant I, Child Nutrition Services Assistant II, Child Nutrition Services Manager, Child Nutrition Services Cook, Warehouse Delivery, Campus Supervisor, Pre-School Instructional Assistants (different calendar)
10 Month	Student Services Assistant I, Health Services Tech, Library/Media Tech, Department Clerk, Occupational Therapist, Behavioral Specialist, Social Emotional Services Specialist part time "Club Oak Park" Instructional Assistants II
10.5 Month	Office Manager I (BES, OHES, ROES, OVHS), Student Services Assistant II, Student Services Assistant III (Attendance), Student Services Bookkeeper (OPHS ASB), Athletic Secretary (OPHS), College/Career Center Tech (OPHS)
11 Month	Office Manager II (MCMS), Department Secretary (Pupil Services), Department Secretary High School (OPHS), Extended Care "Club Oak Park" Site Leaders (different calendar)
11.5 Month	Office Manager III (OPHS), Student Services Assistant III (OPHS Registrar), Student Services Assistant III (OPIS)
12 Month	Accounting Assistant I, II, & III, Senior Accountant, Grounds Supervisor, Grounds Worker, Maintenance Engineer, General Maintenance Worker, Custodian, Roving Custodian, Head Custodian I, Head Custodian II, Head Custodian III, Business Department Assistant, Data Systems Support Specialist, Department Secretary (Bond Facility, Curriculum and Instruction & Before/After School Program), Computer Support Technician, Assistant Computer Support Technician, Certified Repair Technician, Network Administrator, Support Services Coordinator

If you have any questions or need more information, please feel to contact Linda Castellano or Leslie Heilbron in the Classified Personnel Office at (818) 735-3220.

Thanks again for all of your hard work in 2019-2020 and we look forward to another successful school year in 2020-2021.