

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

TO: All Classified Employees
FROM: Stewart McGugan, Assistant Superintendent, Human Resources
DATE: June 28, 2022
SUBJECT: CLASSIFIED WORK YEAR AND START DATES FOR 2022-23

As we look forward to the end of another school year it is time to begin planning for the 2022-23 year. The beginning and ending dates for the various classified work years are shown in the table below. Classified staff have an additional holiday Juneteenth that falls on June 19th, 2023 for 11.5/12.0 month employees. Employees working 11.0 and below will receive 1 floating holiday. *This holiday is marked as April 6th, 2023* you may either take that date or you may take this holiday on another date that will require supervisors' approval. Classified employees working at the school sites need to be aware that the Student/Teacher calendar for next school year includes four additional non-student/non-teacher days (September 26, October 5 & November 21, & 22) 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 two Jewish holidays September 26th and October 5th PN/V days 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 (2022-2023 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	7/01/22	6/29/23	232	232	12	12	244	16	104	1	365
11.5	7/11/22	6/23/23	223	N/A	12	N/A	235	15	104	11	365
11	7/11/22	6/09/23	213	N/A	12	N/A	225	15	104	21	365
10.5	7/25/22	6/09/23	204	N/A	12	N/A	215	15	104	31	365
10	8/01/22	6/02/23	194	196	12	10	206	15	104	40	365
10 CN	8/01/22	6/01/23	N/A	196	N/A	10	206	15	104	40	365
10 OT	8/05/22	6/08/23	194	196	12	10	206	15	104	40	365
Behav Spec	8/04/22	6/01/23	190	192	12	10	201	15	104	44	365
School Year	8/9/22	5/26/23	N/A	180	N/A	9	189	15	104	57	365
Pre-School Teacher	7/27/22	5/25/23	190	N/A	N/A	N/A	190	0	104	71	365
Pre-School Assist. Teacher	7/27/22	5/25/23	N/A	190	N/A	N/A	190	0	104	71	365
Pre-School Aides	8/10/22	5/24/23	N/A	177	N/A	9	185	15	104	61	365
Club Leads	7/28/22	6/19/23	218	N/A	12	N/A	230	15	104	16	365
Club Aides	8/9/22	5/26/23	N/A	196	N/A	10	205	15	104	41	365

[^] Actual "Work Days" will vary based on the number of vacation days that an employee accrues due to longevity.
[#] All 8-hour employees (full-time), regardless of work year, receive 12 vacation days a year. Employees working less than 8 hours a day (part-time) receive pro-rated vacation days at the rate of 1 day for 20 days of scheduled work.
^{*}All unused vacation days are paid off to part-time employees and Club employees at the end of the work year.
^{**}Possible "Wk Days in Work Yr" includes vacation days, but does not include Holidays.

MEMORANDUM

Classified Work Year and Start Dates

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FREQUENTLY ASKED QUESTION

How is vacation paid?

Regardless of work year, all full-time employees (except Club Oak Park employees) and part-time custodians will have their vacation days included in their annualized monthly pay. It is recommended that the vacation days will be taken within the employee’s work year. Effective July 2020 unit members may not carry over and accumulate (bank) from year to year more than their total number of annual earned but unused vacation days per year, any accrued days beyond the earned days will be lost you will need to use them or lose them.

Vacation days for all part-time (less than 8 hours a day) employees and Club Oak Park employees will not be included in their monthly pay unless there is a specific request for a vacation day within the pay period. All unused vacation days for part-time (except part-time custodians) and Club Oak Park employees will be paid out at the end of the work year.

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, Certified Sign Language Interpreter, Registered Behavior Technician (RBT), Child Nutrition Services Assistant I, Child Nutrition Services Assistant II, 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, “Club Oak Park” Instructional Assistants II, Child Nutrition Services Manager, Child Nutrition Services Cook (different Calendars)
10.5 Month	Student Services Assistant II, Student Services Assistant III (OVHS), Student Services Assistant III (Attendance), Student Services Bookkeeper (OPHS ASB), Athletic Secretary (OPHS), College/Career Center Tech (OPHS) College/Career Center Advisor (OPHS)
11 Month	Office Manager I (BES, OHES, ROES, OPIS), Office Manager II (MCMS), Department Secretary (Pupil Services), Department Secretary Food 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, District-Wide Head Custodian, Business Department Assistant, Data Systems Support Specialist, Department Secretary (Human Resources, Bond Facility, Curriculum and Instruction, Technology & Before/After School Program) Computer Support Technician, Assistant Computer Support Technician, Repair Technician Lead, Network Administrator, Support Services Coordinator

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

Thanks again for all of your hard work in 2021-2022 and we look forward to another successful school year in 2022-2023.