OFFICE OF HUMAN RESOURCES

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4/8/2026

TO: **Secondary School Principals**

FR: Sara Mauer , Human Resources Manager, Office of Human Resources

RE: **WORK SCHEDULES & CALENDARS 2026-27: LESS-THAN-12-MONTH ESP EMPLOYEES**

Attached to this memorandum is a description of the workdays for ESP employees who work less-than-twelve-(12)-months. Please post this description at your school.

WORK DAYS

Please note that "workdays" means in paid status (excluding holidays). Thus, an employee with a 200-day work year should have 200 actual days on the job unless ill or using another paid leave day (such as personal business).

Work should not be scheduled during Christmas or Spring breaks for most ESP employees. If an employee qualifies for, and has earned vacation, he/she should be encouraged to use it during these periods except when there are "essential functions" that must be performed i.e. payroll processing. Each site needs to establish a plan to cover the essential functions during any break periods.

WORK HOURS

In a seven (7) hour a day position, seven (7) hours a day **must be worked** (break time is included in the 7 hours). Lunch time (regardless of whether it is thirty (30) minutes or one (1) hour) is external to the seven (7) hours. Thus, a seven (7) hour secretary with a one (1) hour lunch must be "on the job" for eight (8) hours.

2026-27 SCHOOL YEAR

Middle School

(Working Less-Than-Twelve-Months)

STAFF GROUP	2026 Starting DATE	2027 Ending DATE	Days in Work Year Excluding Holidays (Actual Days to be Worked)	Calendar	Days
Secretary	July 27	June 21	200 Work Days	CLASS200	10 days prior / 10 after
Registrars	July 7	June 28	220 Work Days	CLASS220*	24 days prior / 15 after
Clinical Aides	August 3	June 7	186 Work Days	MSCLS186	5 days prior / 1 after***
Classified Procedure Nurse	August 7	June 4	182 Work Days	NURSE182*	1 day prior /1 during
Paraeducator (Teacher Assistants)	August 7	June 4	182 Work Days	CLASS182*	1 day prior /1 during
Paraeducator (Teacher Aides)/ Clerical Aides	August 10	June 4	180 Work Days	CLASS180	= student contact days

INCLINE MIDDLE SCHOOL

Incline Secretary	August 3	June 24	200 Work Days	CLSIN200	10 days prior / 10 after
Registrars	July 13	July 1	220 Work Days	CLSIN220	25 days prior / 15 after
Incline Clinical Aides	August 10	June 10	186 Work Days	MSIN186	5 days prior / 1 after***

***CLASS220 will patch for December 18, 2026 as a scheduled work day.**

***NURSE182 the one day worked, prior to school starting, will be August 7th, 2026 . The one day during will be December 18th, 2026.**

***CLASS182 will patch for December 18, 2026 as a scheduled work day.**

*****PLEASE NOTE: The middle school clinical aides MSCLS186 & MSIN186 will patch at 5 days prior and 1 day after to match the work schedule of these employees. You no longer will need to EXCEPTION report these individuals.**

2026-27 SCHOOL YEAR

High School

(Working Less-Than-Twelve-Months)

STAFF GROUP	2026 Starting DATE	2027 Ending DATE	Days in Work Year Excluding Holidays (Actual Days to be Worked)	Calendar	Days
Secretary	July 27	June 21	200 Work Days	CLASS200	10 days prior / 10 after
Clinical Aides	July 27	June 7	191 Work Days	CLASS191*	10 days prior / 1 after
Classified Procedure Nurse	August 7	June 4	182 Work Days	NURSE182*	1 day prior /1 during
Library Assistants & Associates	August 4	June 7	185 Work Days	CLASS185	4 days prior / 1 after
Paraeducator (Teacher Assistants)	August 7	June 4	182 Work Days	CLASS182*	1 day prior /1 during
Paraeducator (Teacher Aides)/ Clerical Aides	August 10	June 4	180 Work Days	CLASS180	= student contact days

INCLINE HIGH SCHOOL

Incline Secretary	August 3	June 24	200 Work Days	CLSIN200	10 days prior / 10 after
Incline Library Assistants & Associates	August 12	June 11	185 Work Days	CLSIN185	3 days prior / 2 after
Incline Clinical Aides	August 3	June 10	191 Work Days	CLSIN191	10 days prior / 1 after

***NURSE182 the one day worked, prior to school starting, will be August 7th, 2026 . The one day during will be December 18th, 2026.**

***CLASS182 will patch for December 18, 2026 as a scheduled work day.**

*** CLASS191 first two (2) weeks are authorized at eight (8) hours per day, for a total of 80 hours. Code hours over regular schedule as additional hours.**

2026-27 SCHOOL YEAR

Middle/ High School

(Working Less-Than-Twelve-Months)

GERLACH MIDDLE/HIGH SCHOOL

STAFF GROUP	2026 Starting DATE	2027 Ending DATE	Days in Work Year Excluding Holidays (Actual Days to be Worked)	Calendar	Days
Paraeducator (Teacher Assistants)	August 6	June 3	146 Work Days	GRLCH146*	1 day prior / 1 during
Paraeducator (Teacher Aides)/ Clerical Aides	August 10	June 3	144 Work Days	GRLCH144	= student contact days

***GRLCH146 will patch for December 17TH, 2026 as a scheduled work day.**