

PROJECTED HOURS FOR 2023-2024 FOR 10/11-MONTH EMPLOYEES

Employee's Name: _____

School: _____

It is the District's intention to notify each Classified Professional about their work hours and days for the 2023-2024 school year. While it is our hope to make these notifications as accurate as possible, please understand that the District has no way of knowing what total allocations it will receive from the State. This depends on budgets, the Oregon Legislature, and allocations by the Federal Government.

- You will work a total of _____ hours per day. (Lunch is non paid time.)
- You will report to work at _____, and may leave at _____.
- You will begin work on:
 - Tuesday, August 1, 2023 (11 month Administrative Assistants)
 - Monday, August 14, 2023 (10 Month Administrative Assistants)
 - Wednesday, August 9, 2023 (IT Specialists)
 - Wednesday, August 23, 2023 (Nutrition Services)
 - Tuesday, August 29, 2023 (Paraeducators)
 - Other: _____
- Your last day of work for the 2023-2024 school year is*:
 - Tuesday, June 11, 2024 (Nutrition Services & Paraeducators)
 - Tuesday, June 18, 2024 (IT Specialists)
 - Monday, June 24, 2024 (10 month Administrative Assistants)
 - Friday, June 28, 2024 (11 month Administrative Assistants)
 - Other: _____

**Any school closure days are added on to the end of the school year. Any negotiated changes due to budget will be adjusted as needed.*

- Days that you will not work are:
 - Any day(s) students are not in school after the beginning of the school year
 - Any day(s) that school is not in session
 - Teacher staff development days and work days (report cards)
 - Non-Contract Days (with the exception of August 28 and October 13)
- Your paid holidays are as follows (See Article 14):
 - Labor Day
 - Veteran's Day
 - Thanksgiving
 - Day after Thanksgiving
 - Christmas
 - New Year's Day
 - Martin Luther King Day
 - Memorial Day

(July 4th, Juneteenth Presidents' Day, Day Before Christmas are Paid Holidays for 12 Month Employees)
- You will receive Paid Vacation Days according to Article 13 of the OSEA Contract.

I understand that this Agreement was made by my supervisor to the best of his or her information at the time and could change during the school year, and I will be notified of any changes in a timely fashion by the District.

Employee

Date

Supervisor

Date