

COBB COUNTY SCHOOL DISTRICT
Human Resources

TO: All Administrators

FROM: Donald Dunnigan, Ed.D.
Chief Human Resources Officer

DATE: May 19, 2009

SUBJECT: EMPLOYMENT SCHEDULE FOR 2009-2010 SCHOOL YEAR

School begins August 10, 2009 and ends May 21, 2010.

NOTE: Pre-planning is the week of August 3–7, 2009; Post-planning is May 24-25, 2010.

ANNUAL HOURLY EMPLOYEES (260 Days) July 1, 2009 through June 30, 2010

Please refer to the 2009-2010 hourly employee calendar for holidays and the Administrative Rule GBRK regarding earned vacation leave. All employees will take a furlough day on July 2, 2009.

ANNUAL EMPLOYEES & HIGH SCHOOL SECRETARIES (240 Days) July 1, 2009 through June 30, 2010

Please refer to the 2009-2010 annual employee calendar for holidays and the Administrative Rule GBRK regarding earned vacation leave. All employees will take a furlough day on July 2, 2009

COORDINATORS; CONSULTANTS; PSYCHOLOGISTS; ELEMENTARY & MIDDLE SCHOOL SECRETARIES (220 Days) July 13, 2009 through June 16, 2010

Employees work the same schedule as 190-day classroom teachers, plus 15 days prior to pre-planning and 15 days after post-planning. All employees will take a furlough day on June 16, 2010.

HIGH SCHOOL ASSOCIATE PRINCIPALS (220 Days) July 13, 2009 through June 16, 2010

Employees work the same schedule as 190-day classroom teachers, plus 15 days prior to pre-planning and 15 days after post-planning. Three additional days of work between July 1, 2009 and June 30, 2010 may be requested at the discretion of the Principal. These 3 days will be assigned by the Principal and reported to Payroll when worked. All employees will take a furlough day on June 16, 2010.

ASSISTANT PRINCIPALS (210 Days) July 21, 2009 through June 10, 2010

Employees work the same schedule as 190-day classroom teachers, plus 9 days prior to pre-planning and 11 days after post-planning. **High School** Assistant Principals may be requested to work three additional days between July 1, 2009 and June 30, 2010. These 3 days will be assigned by the High School Principals and reported to Payroll when worked. All employees will take a furlough day on June 10, 2010.

COORDINATORS; PSYCHOLOGISTS (210 Days) July 20, 2009 through June 9, 2010

Employees work the same schedule as 190-day classroom teachers, plus 10 days prior to pre-planning and 10 days after post-planning. All employees will take a furlough day on June 9, 2010.

BOOKKEEPERS (200 Days)

July 30, 2009 through June 7, 2010

Employees work the same schedule as 190-day classroom teachers, plus 2 days prior to pre-planning and 8 days after post-planning. All employees will take a furlough day on June 7, 2010.

PSYCHOLOGISTS; SCHOOL SOCIAL WORKERS

(200 Days) July 27, 2009 through June 2, 2010

Employees work the same schedule as 190-day classroom teachers, plus 5 additional days prior to pre-planning and 5 days after post-planning. All employees will take a furlough day on June 2, 2010.

MIDDLE SCHOOL PUPIL PERSONNEL CLERKS

(200 Days) July 28, 2009 through June 3, 2010

Employees work the same schedule as 190-day classroom teachers, plus 4 days prior to pre-planning and 6 days after post-planning. All employees will take a furlough day on June 3, 2010.

SCHOOL ASSISTANT ADMINISTRATORS

(196 Days) July 29, 2009 through May 28, 2010

Employees work the same schedule as 193-day classroom teachers, plus 3 days after post-planning. All employees will take a furlough day on May 28, 2010.

HIGH SCHOOL PUPIL PERSONNEL CLERKS

(195 Days) July 30, 2009 through May 28, 2010

Employees work the same schedule as 190-day classroom teachers, plus 2 days prior to pre-planning and 3 days after post-planning. All employees will take a furlough day on May 28, 2010.

HIGH SCHOOL RANK III GUIDANCE CLERKS (195 Days)

July 30, 2009 through June 1, 2010

Employees work the same schedule as 190-day classroom teachers **except** the teacher workday on November 3, 2009. That day

will not be a work day. HS Rank III Guidance Clerks will work 2 days prior to pre-planning and 4 days after post-planning.

All employees will take a furlough day on June 1, 2010.

TEACHERS NEW TO COBB COUNTY

(193 Days) July 29, 2009 through May 25, 2010

Employees work the approved 2009-2010 school year calendar.

TEACHERS; COUNSELORS AND SCHOOL SOCIAL WORKERS

(190 Days) August 3, 2009 through May 25, 2010

Employees work the approved 2009-2010 school year calendar.

CONSULTING NURSES; RN/LPN; OCCUPATIONAL & PHYSICAL THERAPISTS; SPECIAL ED COUNTY-WIDE AND SPECIAL ED SCHOOL-BASED NURSES (190 Days) August 3, 2009 through May 25, 2010

Employees work the same schedule as 190-day classroom teachers.

SCHOOL FOOD SERVICE MANAGERS

(190 Days) July 27, 2009 through May 24, 2010

Employees work the 180 days that school is in session, plus 9 days of pre-planning and 1 day after the school year ends. July 31, 2009 **will not** be a workday.

CAMPUS POLICE OFFICERS

(190 Days) August 3, 2009 through May 25, 2010

Employees work the same schedule as 190-day classroom teachers. All employees will take a furlough day on January 4, 2010.

SCHOOL CLERKS; HIGH SCHOOL RANK I GUIDANCE CLERKS

(190 Days) August 3, 2009 through May 25, 2010

Employees work the same schedule as 190-day classroom teachers. All employees will take a furlough day on November 3, 2009.

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PARAPROFESSIONALS (183 Days)

August 3, 2009 through May 21, 2010

Employees work the 180 days that school is in session, plus 3 days of pre-planning. **These employees must work three of the five pre-planning days as designated by their Principals.**

SCHOOL BUS DRIVERS (183

Days) August 5, 2009 through

May 21, 2010

Employees work the 180 days that school is in session, plus 3 days prior to school opening.

SCHOOL FOOD SERVICE ASSISTANTS (182 Days)

August 3, 2009 through May 24, 2010 (Please note additional information regarding the first day of work)

Employees work the 180 days that school is in session, plus 2 additional days. Managers may have the FSAs work these 2 additional days anytime during the week prior to the beginning of school, or one day during the week before the first day of school and the second day on May 24, 2010.

SCHOOL BUS MONITORS (180

Days) August 10, 2009 through

May 21, 2010

Employees work the 180 days that school is in session.

These above dates are subject to change pending FY-2010 budget approval recommendations.

Please Note: Employees are not permitted to work in excess of the number of contract or scheduled days without prior approval from Human Resources.

Questions regarding this schedule may be referred to Kevin Sherman, Compensation Manager at (678) 581-6748 or Judy Claybrook, Compensation Coordinator at (770) 426-3392.

