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ST. JAMES
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Inspiring Hope and Purpose

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**SUMMER WORK SCHEDULE FOR EMPLOYEES
BEGINNING JUNE 3, 2024 AND ENDING JULY 19, 2024**

ALL TWELVE-MONTH EMPLOYEES

7:30 – 4:45 (1/2-hour Lunch)

Principals, 12 Month School Secretaries, Athletic Directors, High School Agri-science Teachers, & Central Office Employees

- Entire summer excluding approved vacation time.
- Summer Hours begin June 3rd and end July 19th. Regular work hours resume on July 22nd.

ALL ELEVEN MONTH EMPLOYEES

7:30-4:45 (1/2-HOUR LUNCH)

- 140 hours after the end of school year. Hours must be worked between May 29th and June 30th.
- 140 hours before school begins. Hours must be worked between July 1st and July 29th.

ALL TEN- AND ONE-HALF-MONTH EMPLOYEES

7:30 – 4:45 (1/2-hour Lunch)

High School and Elementary Assistant Principals / Dean of Students

- 3 Weeks OR 105 hours after end of school year. Hours must be worked between May 29th and June 30th and must be approved by building principal and submitted to Human Resources no later than May 1, 2024.
- 3 Weeks OR 105 hours before school begins. Hours must: (1) be worked between July 1st and July 29th; (2) employee is required to work on scheduled LEAP Testing Days and Open House and/or Orientation days; and (3) be approved by building principal and submitted to Human Resources no later than May 1, 2024.

ALL 10-MONTH EMPLOYEES

7:30 – 4:45 (1/2-hour Lunch)

Pupil Appraisal Staff

- 2 Weeks or 70 hours after the end of the school year worked between May 29th and June 11th.
- 2 Weeks or 70 hours before school begins worked between July 15th and July 29th.

Elementary & High School Secretaries

- 2 Weeks or 70 hours after the end of the school year. Hours must: be worked between May 29th and June 30th and must be approved by building principal and submitted to Human Resources no later than May 1, 2024.
- 2 Weeks or 70 hours before school begins. Hours must: (1) be worked between July 1st and July 29th; (2) employee is required to work on Open House and/or Orientation days; and (3) be approved by building principal and submitted to Human Resources no later than May 1, 2024.

Instructional Coaches

- 3 weeks OR 105 hours after end of school year. Hours must be worked between May 29th and June 30th and must be approved by the Chief of Academics and submitted to Human Resources no later than May 1, 2024.
- 1 week OR 35 hours before school begins. Hours must be worked between July 1st and July 29th and must be approved by the Chief of Academics and submitted to Human Resources no later than May 1, 2024.

Professional School Counselors

- 1 week OR 35 hours after school ends. Hours should be worked and documented on time clock between May 29th and June 30th; and must be approved by building principal and submitted to Human Resources no later than May 1, 2024.
- 1 week OR 35 hours before school begins. Hours must (1) be worked between July 1st and July 29th; (2) employee is required to work on scheduled Open House and/or Orientation days; and (3) be approved by building principal and submitted to Human Resources no later than May 1, 2024.

High School Band Director

A minimum of 120 summer hours before school begins – Starting Date of July 1st. Hours should be documented on time clock.

High School Assistant Coaches

Summer Hours are assigned by Athletic Director. Hours should be documented on time clock.

REMINDERS: Fridays off in summer 2024 are June 7, 14, 21, 28; July 5, 12, and 19.

All summer employees must sign/punch in/out daily at the applicable worksite. High school coaches, agriscience teachers, guidance counselors, and band directors must submit their signed electronic summer time sheets to the Human Resources Department **no later than Tuesday, August 2nd**.

The 4-day summer work schedule begins Monday, June 3rd and ends Thursday, July 18th. An extended summer full day is 8 hours 45 minutes (excluding ½ hour lunch). An extended summer half day is 4 hours and 23 minutes. (7:30 am - 11:53 am).

Principals, assistant principals, secretaries, athletic directors, and agriscience teachers are required to work 35 hours per week. The regular 5-day work schedule will resume Monday, July 22nd.

If an employee is absent or takes vacation on one of the extended days, he/she is charged 1½ days.

***Monday, July 30th and 31st are \$333 Days.**

***Thursday, August 1st, Friday, August 2nd and Monday August 5th - Wednesday, August 7th are Admin Days. ALL employees are required to go to work.**

***Thursday, August 8th is the first day for students.**