



SECRETARY 2 - 203 DAYS & HS GUIDANCE Secretary - 208 days 2017-2018

WD

| July 2017 | | | | |
|-----------|----|----|----|----|
| M | Tu | W | Th | F |
| | | | | |
| 3 | 4 | 5 | 6 | 7 |
| 10 | 11 | 12 | 13 | 14 |
| 17 | 18 | 19 | 20 | 21 |
| 24 | 25 | 26 | 27 | 28 |
| 31 | | | | |

WD

| August 2017 | | | | |
|-------------|----|----|----|----|
| M | Tu | W | Th | F |
| | 1 | 2 | 3 | 4 |
| 7 | 8 | 9 | 10 | 11 |
| 14 | 15 | 16 | 17 | 18 |
| 21 | 22 | 23 | 24 | 25 |
| 28 | 29 | 30 | 31 | |

WD

| September 2017 | | | | |
|----------------|----|----|----|----|
| M | Tu | W | Th | F |
| | | | | 1 |
| H | 5 | 6 | 7 | 8 |
| 11 | 12 | 13 | 14 | 15 |
| 18 | 19 | 20 | 21 | 22 |
| 25 | 26 | 27 | 28 | 29 |

WD

| October 2017 | | | | |
|--------------|----|----|----|----|
| M | Tu | W | Th | F |
| 2 | 3 | 4 | 5 | 6 |
| 9 | 10 | 11 | 12 | 13 |
| 16 | 17 | 18 | 19 | 20 |
| 23 | 24 | 25 | 26 | 27 |
| 30 | 31 | | | |

WD

| November 2017 | | | | |
|---------------|----|----|----|----|
| M | Tu | W | Th | F |
| | | 1 | 2 | 3 |
| 6 | 7 | 8 | 9 | H |
| 13 | 14 | 15 | 16 | 17 |
| 20 | 21 | 22 | H | 24 |
| 27 | 28 | 29 | 30 | |

WD

| December 2017 | | | | |
|---------------|----|----|----|----|
| M | Tu | W | Th | F |
| | | | | 1 |
| 4 | 5 | 6 | 7 | 8 |
| 11 | 12 | 13 | 14 | 15 |
| 18 | 19 | 20 | 21 | 22 |
| H | 26 | 27 | 28 | 29 |

WD

| January 2018 | | | | |
|--------------|----|----|----|----|
| M | Tu | W | Th | F |
| H | 2 | 3 | 4 | 5 |
| 8 | 9 | 10 | 11 | 12 |
| 15 | 16 | 17 | 18 | 19 |
| 22 | 23 | 24 | 25 | 26 |
| 29 | 30 | 31 | | |

WD

| February 2018 | | | | |
|---------------|----|----|----|----|
| M | Tu | W | Th | F |
| | | | 1 | 2 |
| 5 | 6 | 7 | 8 | 9 |
| 12 | 13 | 14 | 15 | 16 |
| 19 | 20 | 21 | 22 | 23 |
| 26 | 27 | 28 | | |

WD

| March 2018 | | | | |
|------------|----|----|----|----|
| M | Tu | W | Th | F |
| | | | 1 | 2 |
| 5 | 6 | 7 | 8 | 9 |
| 12 | 13 | 14 | 15 | 16 |
| 19 | 20 | 21 | 22 | 23 |
| 26 | 27 | 28 | 29 | 30 |

WD

| April 2018 | | | | |
|------------|----|----|----|----|
| M | Tu | W | Th | F |
| 2 | 3 | 4 | 5 | 6 |
| 9 | 10 | 11 | 12 | 13 |
| 16 | 17 | 18 | 19 | 20 |
| 23 | 24 | 25 | 26 | 27 |
| 30 | | | | |

WD

| May 2018 | | | | |
|----------|----|----|----|----|
| M | Tu | W | Th | F |
| | 1 | 2 | 3 | 4 |
| 7 | 8 | 9 | 10 | 11 |
| 14 | 15 | 16 | 17 | 18 |
| 21 | 22 | 23 | 24 | 25 |
| H | 29 | 30 | 31 | |

WD

| June 2018 | | | | |
|-----------|----|----|----|----|
| M | Tu | W | Th | F |
| | | | | 1 |
| 4 | 5 | 6 | 7 | 8 |
| 11 | 12 | 13 | 14 | 15 |
| 18 | 19 | 20 | 21 | 22 |
| 25 | 26 | 27 | 28 | 29 |

| Start Date | End Date | POSITION |
|------------|-----------|---------------------------|
| 8/14/2017 | 6/21/2018 | Secretary 2 - HS Guidance |
| 8/21/2017 | 6/21/2018 | Secretary 2 - School |

| EVENT DATES | |
|-------------|--------------------------------|
| 8/29 | District Inservice |
| 9/4 | Labor Day Holiday |
| 9/5 | First Day of School |
| 11/10 | Veterans' Day Holiday |
| 11/23 | Thanksgiving Holiday |
| 12/25-1/5 | Winter Break |
| 12/25 | Christmas Day Holiday |
| 1/1 | New Years' Day Holiday |
| 1/15 | MLK Jr B'day - Non Work Day |
| 2/19 | President's Day - Non Work Day |
| 3/26-3/30 | Spring Break |
| 5/28 | Memorial Day Holiday |

| | | |
|------------------|------------|-------------------------|
| Work Days | 202 | HS Guidance Secretary 2 |
| Holidays | 6 | |
| TOTAL | 208 | |
| | | |
| Work Days | 197 | |
| Holidays | 6 | |
| TOTAL | 203 | |

H Holidays
 Non-Work Day

60

74

68

Article 9: Work Day and Work Schedule: Contract Agreement between Sweet Home School District #55 and Oregon School Employees Association, Chapter #3: The full-time work week shall consist of forty (40) hours within the designated work week, worked on the basis of five (5) eight-hour days or four (4) ten-hour days. To the extent consistent with the operation needs and requirements of the District will schedule work on Monday through Friday basis. The District deserves the sole discretion over operational needs and requirements. Nothing in the Article or any part of the Agreement shall be construed as a guarantee of hours worked.