



SCHOOL BOARD OF POLK COUNTY

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March 18, 2009

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HRS Memo 09-030

**Contact: Ron Ciranna, J.D.,
Assistant Superintendent, HRS
51528 / 534-0730**

MEMORANDUM

Revised April 10, 2009

TO: All Schools and Departments

FROM: Ron Ciranna, J.D., Assistant Superintendent, Human Resource Services

SUBJECT: Four-Day Work Week

We are very pleased to announce that the Superintendent has approved a four-day work week beginning June 8, 2009 and ending August 14, 2009 for all 12-month employees (excluding Valleyview Elementary during the month of June). The work schedule is four 10-hour days, Monday through Thursday with Fridays off. For the week of July 4th, Monday through Thursday will be worked at 8 hours per day with Friday, July 3rd off as a holiday.

The four-day work week saves the District money and helps to improve employee morale. Please make certain that all school and district offices are open to the public and that telephones are covered between the hours of 8:00 a.m. and 5:00 p.m. on Monday through Thursday during this period. Moreover, to ensure that the four-day work week is not abused, it is crucial that all 12 month employees work 10 hours each day (not to include lunch) Monday through Thursday.

Employees are asked to check with their direct supervisor or division Assistant Superintendent in regard to specific work hours. Special circumstances or working situations must be addressed prior to beginning the four-day work week.

- 1) 11-Month Assistant Principals and Secretaries who normally work 216 days at 8 hours a day will work four 10-hour days on Monday, June 8th through Thursday, June 11th and will be off on Friday, June 12th. They will work four 10-hour days on Monday, June 15th through Thursday, June 18th and will be off on Friday, June 19th. They will work four 10-hour days from Monday, June 22nd through Thursday, June 25th, the last workday of their 2008-2009 school year.

11-Month Assistant Principals and Secretaries who normally work 216 days at 8 hours a day will **return to work on Wednesday, July 29th**. They will work 8 hours per day Wednesday, July 29th and Thursday, July 30th and will be off Friday, July 31st. They will work four 10-hour days Monday, August 3rd through Thursday, August 6th and will be off on Friday, August 7th. They will work four 10-hour days on Monday, August 10th through Thursday, August 13th and will be off on Friday, August 14th. They will return to their normal 8-hour days on Monday, August 17th.

- 2) Secondary Guidance Counselors (and other 11-month employees who are on the same work schedule as Secondary Guidance Counselors) will work 9 hours 40 minutes on Monday, June 8th through Thursday, June 11th and will be off on Friday, June 12th. They will work 9 hours 40 minutes on Monday, June 15th through Thursday, June 18th, the last workday of their 2008-2009 school year.

Secondary Guidance Counselors (and other 11-month employees who are on the same work schedule as Secondary Guidance Counselors) will return to work on Monday, August 3rd and will work 9 hours 40 minutes on Monday, August 3rd through Thursday, August 6th and will be off on Friday, August 7th. They will work 9 hours 40 minutes on Monday, August 10th through Thursday, August 13th and will be off on Friday, August 14th. They will return to their normal 7.75 hour days on Monday, August 17th.

- 3) 11 Month Para Network Managers normally end work on Tuesday, June 23rd. Due to the four-day work week, they need to work through Thursday, June 25th and work their normal 7.50 hours a day. They will be off on Friday, June 12th and Friday, June 19th due to the four-day work week. Working on Wednesday, June 24th and Thursday, June 25th makes up these two days.

11 Month Para Network Managers will return to work on Monday, August 3rd and will work 9 hours 20 minutes a day on Monday, August 3rd through Thursday, August 6th and will be off on Friday, August 7th. They will work 9 hours 20 minutes a day on Monday, August 10th through Thursday, August 13th and will be off on Friday, August 14th. They will return to their normal 7.50 hours a day on Monday, August 17th.

- 4) School Psychologists who are on the 11-month schedule #1 (return to work 20 days before teachers) will return to work on Monday, July 20th and will work 9 hours 40 minutes a day on Monday, July 20th through Thursday, July 23rd and will be off on Friday, July 24th. They will work 9 hours 40 minutes a day on Monday, July 27th through Thursday, July 30th and will be off on Friday, July 31st. They will work 9 hours 40 minutes a day on Monday, August 3rd

through Thursday, August 6th and will be off on Friday, August 7th. They will work 9 hours 40 minutes a day on Monday, August 10th through Thursday, August 13th and will be off on Friday, August 14th. They will return to their normal 7.75 hours a day on Monday, August 17th.

- 5) Home School Liaisons normally end work on Friday, June 12th. Due to the four-day work week, they will be off on Friday, June 12th and need to make up that day on Monday, June 15th, their last working day for the 2008-2009 school year.

Home School Liaisons will return to work on Monday, August 3rd and will work 9 hours 20 minutes a day on Monday, August 3rd through Thursday, August 6th and will be off on Friday, August 7th. They will work 9 hours 20 minutes a day on Monday, August 10th through Thursday, August 13th and be off on Friday, August 14th. They will return to their normal 7.50 hours a day on Monday, August 17th.