



BERKELEY UNIFIED SCHOOL DISTRICT
Human Resources Department

APPENDIX F

2018-19 Work Calendar for School-Term BCCE Employees

Ten and eleven month employees may use up to six (6) vacation days in lieu of no pay over winter recess if notification is given to the Director of Classified Personnel no later than the second Friday of November, 11/09/18.

First Teacher "Work Day": 08/24/18

School Start Date: 08/27/18

School End Date: 06/14/19

CLASSIFICATION	QSS Work Calendar	Start Date	End Date	Work Thanksgiving Holiday Week	Work Winter Recess	Work Spring Recess	EXPLANATION (All employees work semester break.)
Certified Occupational Therapist Assistant (COTA) Home School Liaison Instructional Assistant Instructional Assistant, Bilingual Instructional Assistant, Franklin ECE Instructional Assistant, Visually Impaired Braille Transcriber Instructional Assistant I, Special Education Instructional Assistant II, Special Education Instructional Specialist Interpreter for the Deaf Library Media Specialist Library Media Technician Media Technology Technician (HS) School Campus Aide School Service Assistant Student Welfare/Attendance Specialist (HS) Restorative Justice Coordinator (HS/BTA)	5002	08/27/18	06/14/19	No	No	No	Start: First student day End: Last student day Deduct: 2 days before the Thanksgiving Holidays (11/19/18 and 11/20/18), Winter & Spring
Cook Nutrition Services Assistant Nutrition Services Satellite Operator I Nutrition Services Satellite Operator II School Bus Driver School Campus Monitor (Washington) School Safety Officer	5004	08/23/18	06/14/19	No	No	No	Start: 2 days before school start date End: school end date Deduct: 2 days before the Thanksgiving Holidays (11/19/18 and 11/20/18), Winter & Spring



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Attendance Technician Clerical Assistant III (HS) Computer Technician I Computer Technician I (BAS) Library Media Technician (BHS) School Administrative Assistant I School Administrative Assistant II Student Records Assistant (HS/MS) Student Body Account Technician (BHS) Student Employment Specialist (BAS) Visual & Performing Arts Technician	5007	08/10/18	06/28/19	No	No	Yes	Start: 2 weeks before first teacher work day End: 2 weeks after school end date Deduct: 2 days before the Thanksgiving Holidays (11/19/18 and 11/20/18), Winter
Administrative Assistant I (BIS) Clerical Assistant I (Nutrition/LEARNS) Clerical Assistant II Clerical Assistant III (ECE/MS) Family Engagement & Equity Specialist	5008	08/10/18	06/28/19	No	No	No	Start: 2 weeks before first teacher work day End: 2 weeks after school end date Deduct: 2 days before the Thanksgiving Holidays (11/19/18 and 11/20/18), Winter & Spring
Instructional Technician, Cooking	5009	09/17/18	06/14/19	No	No	No	Start: 3 rd Monday in Sept. End: school end date Deduct: 2 days before the Thanksgiving Holidays (11/19/18 and 11/20/18), Winter & Spring



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CLASSIFICATION	QSS Work Calendar	Start Date	End Date	Work Thanksgiving Holiday Week	Work Winter Recess	Work Spring Recess	EXPLANATION (All employees work semester break.)
Instructional Technician, Before and After School Program	5014	08/23/18	06/14/19	No	No	No	Start: 2 days before school start date End: school end date Deduct: 2 days before the Thanksgiving Holidays (11/19/18 and 11/20/18), Winter & Spring
After School Program Specialist	5015	08/03/18	06/21/19	No	No	No	Start: 3 weeks before the first teacher workday End: 1 week after school end date Deduct: 2 days before the Thanksgiving Holidays (11/19/18 and 11/20/18), Winter & Spring
Student Welfare & Attendance Specialist (Student Services)	5018	08/01/18	06/28/19	Yes	Yes	Yes	Start: First workday in August End: Last workday in June
Administrative Assistant II (BAS) Clerical Assistant III (BAS) School Administrative Assistant III (BAS)	5019	08/06/18	06/28/19	No	No	Yes	Start: 3 weeks before school start date End: Last workday in June Deduct: 2 days before the Thanksgivings Holiday (11/19/18 and 11/20/18), Winter