

**Appendix B  
Categorical Work Summary**

Category	Days	Hours	Months	Holidays	Bereave ment	Personal	Sick	Vacation	Health Ins
<b>A</b>									
<b>Principal Secretary</b>									
High School & Middle School	238	7.5	12	10	2	Yr 1 = 1 Yr 2+ = 3	Yr 1 = 12 Yr 2+ = 15	Yes	Yes
Elementary	238	7	12	10	2	Yr 1 = 1 Yr 2+ = 3	Yr 1 = 12 Yr 2+ = 15	Yes	Yes
<b>B</b>									
<b>Secretaries</b>									
AP Sec - High School	220	7.5	11	9	2	Yr 1 = 1 Yr 2+ = 3	Yr 1 = 12 Yr 2+ = 15	No	Yes
AP Sec - High School (hired prior to August 31, 2009)	220	7.5	11	9	2	Yr 1 = 1 Yr 2+ = 3	Yr 1 = 12 Yr 2+ = 15	3 Days	Yes
AP Sec - Middle School	238	7	12	10	2	Yr 1 = 1 Yr 2+ = 3	Yr 1 = 12 Yr 2+ = 15	Yes	Yes
AP Sec - Elementary	200	7	10	9	2	Yr 1 = 1 Yr 2+ = 3	Yr 1 = 10 Yr 2+ = 11	No	Yes
Registrar	238	7	12	10	2	Yr 1 = 1 Yr 2+ = 3	Yr 1 = 12 Yr 2+ = 15	Yes	Yes
<b>C</b>									
<b>Secretaries</b>									
Transportation	238	8	12	10	2	Yr 1 = 1 Yr 2+ = 3	Yr 1 = 12 Yr 2+ = 15	Yes	Yes
Athletic	238	7.5	12	10	2	Yr 1 = 1 Yr 2+ = 3	Yr 1 = 12 Yr 2+ = 15	Yes	Yes
Attendance	200	7.5	10	9	2	Yr 1 = 1 Yr 2+ = 3	Yr 1 = 10 Yr 2+ = 11	No	Yes
Attendance	182	7.5	9	9	2	Yr 1 = 1 Yr 2+ = 3	Yr 1 = 10 Yr 2+ = 10	No	Yes
Building	200	7.5	10	9	2	Yr 1 = 1 Yr 2+ = 3	Yr 1 = 10 Yr 2+ = 11	No	Yes
General Office	200	7.5	10	9	2	Yr 1 = 1 Yr 2+ = 3	Yr 1 = 10 Yr 2+ = 11	No	Yes
Special Ed	200	7.5	10	9	2	Yr 1 = 1 Yr 2+ = 3	Yr 1 = 10 Yr 2+ = 11	No	Yes
Special Ed	200	7	10	9	2	Yr 1 = 1 Yr 2+ = 3	Yr 1 = 10 Yr 2+ = 11	No	Yes
<b>D</b>									
<b>Bookkeeper</b>									
High School	238	7.5	12	10	2	Yr 1 = 1 Yr 2+ = 3	Yr 1 = 12 Yr 2+ = 15	Yes	Yes
<b>E</b>									
Registered Nurse	180	7	9	9	2	Yr 1 = 1 Yr 2+ = 3	10	No	Yes
Registered Nurse w/BSN Degree	180	7	9	9	2	Yr 1 = 1 Yr 2+ = 3	10	No	Yes
Permanent Substitute Registered Nurse	180	7	9	9	2	Yr 1 = 1 Yr 2+ = 3	10	No	Yes

Category	Days	Hours	Months	Holidays	Bereave ment	Personal	Sick	Vacation	Health Ins
<b>F</b>									
BSN-RN for Medical Review	182	7	9	9	2	Yr 1 = 1 Yr 2+ = 3	10	No	Yes
<b>G</b>									
<b>Regular Ed Paraprofessional</b>									
ASDA	177	7	9	9	2	Yr 1 = 1 Yr 2+ = 3	10	No	Yes
Media Center – HS	177	7.5	9	9	2	Yr 1 = 1 Yr 2+ = 3	10	No	Yes
Advantage	177	7	9	9	2	Yr 1 = 1 Yr 2+ = 3	10	No	Yes
<b>H</b>									
<b>Regular Ed Paraprofessional</b>									
Paraprofessional	177	2.5	9	No	No	No	5	No	No
Paraprofessional	177	over 2.5	9	8	2	Yr 1 = 1 Yr 2+ = 3	10	No	No
Paraprofessional assigned to kdg or pm	170	2.5	9	No	No	No	5	No	No
Paraprofessional assigned to kdg or pm	170	over 2.5	9	8	2	Yr 1 = 1 Yr 2+ = 3	10	No	No
<b>I</b>									
<b>Special Ed Paraprofessional</b>									
Special Ed Paraprofessional	177	7	9	9	2	Yr 1 = 1 Yr 2+ = 3	10	No	Yes
Special Ed Paraprofessional for Student Support Svcs	177	7	9	9	2	Yr 1 = 1 Yr 2+ = 3	10	No	Yes
Special Ed Paraprofessional	177	3.5	9	9	2	Yr 1 = 1 Yr 2+ = 3	10	No	No
Special Ed Paraprofessional BMLC	170	7	9	9	2	Yr 1 = 1 Yr 2+ = 3	10	No	Yes
<b>J</b>									
<b>Supervision</b>									
Lunch Supervisor - ELEM	176	over 2.75	9	9	2	Yr 1 = 1 Yr 2+ = 3	10	No	No
Lunch Supervisor – ELEM	176	2.75 or less	9	No	No	No	5	No	No
Lunch Supervisor – MS/HS	169	over 2.75	9	9	2	Yr 1 = 1 Yr 2+ = 3	10	No	No
Lunch Supervisor – MS/HS	169	2.75 or less	9	No	No	No	<u>5</u>	No	No

Category	Days	Hours	Months	Holidays	Bereave ment	Personal	Sick	Vacation	Health Ins
<b>K</b>									
<b>Clerk</b>									
Media Center – EL	182	6	9	9	2	Yr 1 = 1 Yr 2+ = 3	10	No	No
Media Center – MS	182	7	9	9	2	Yr 1 = 1 Yr 2+ = 3	10	No	Yes
Media Center – HS	182	7.5	9	9	2	Yr 1 = 1 Yr 2+ = 3	10	No	Yes
Office – EL	182	6	9	9	2	Yr 1 = 1 Yr 2+ = 3	10	No	No
Office – MS	182	7	9	9	2	Yr 1 = 1 Yr 2+ = 3	10	No	Yes
High School	182	7.5	9	9	2	Yr 1 = 1 Yr 2+ = 3	10	No	Yes
Copy Services	182	6	9	9	2	Yr 1 = 1 Yr 2+ = 3	10	No	No
<b>L</b>									
<b>Monitor</b>									
Campus Monitor	176	7.5	9	9	2	Yr 1 = 1 Yr 2+ = 3	10	No	Yes
Campus Monitor assigned to Re-Focus Room	176	7.5	9	9	2	Yr 1 = 1 Yr 2+ = 3	10	No	Yes
<b>M</b>									
<b>Maintenance</b>									
Specialist	248	8	12	12	2	Yr 1 = 1 Yr 2+ = 3	Yr 1 = 12 Yr 2+ = 15	Yes	Yes
Vehicle Maintenance	248	8	12	12	2	Yr 1 = 1 Yr 2+ = 3	Yr 1 = 12 Yr 2+ = 15	Yes	Yes
<b>N</b>									
<b>Maintenance</b>									
Technician	248	8	12	12	2	Yr 1 = 1 Yr 2+ = 3	Yr 1 = 12 Yr 2+ = 15	Yes	Yes
<b>O</b>									
<b>Custodian</b>									
Head (Elem &MS)	248	8	12	12	2	Yr 1 = 1 Yr 2+ = 3	Yr 1 = 12 Yr 2+ = 15	Yes	Yes
Night Supervisor	248	8	12	12	2	Yr 1 = 1 Yr 2+ = 3	Yr 1 = 12 Yr 2+ = 15	Yes	Yes
<b>P</b>									
<b>Custodian</b>									
Custodian	248	8	12	12	2	Yr 1 = 1 Yr 2+ = 3	Yr 1 = 12 Yr 2+ = 15	Yes	Yes
General Custodian	248	6.5	12	12	2	Yr 1 = 1 Yr 2+ = 3	Yr 1 = 12 Yr 2+ = 15	Yes	Yes
Custodian	248	6	12	12	2	Yr 1 = 1 Yr 2+ = 3	Yr 1 = 12 Yr 2+ = 15	Yes	Yes
Permanent Substitute Custodian	248	6	12	12	2	Yr 1 = 1 Yr 2+ = 3	Yr 1 = 12 Yr 2+ = 15	Yes	Yes

Category	Days	Hours	Months	Holidays	Bereave ment	Personal	Sick	Vacation	Health Ins
<b>Q</b>									
<b>Groundskeeper</b>									
Specialist	248	8	12	12	2	Yr 1 = 1 Yr 2+ = 3	Yr 1 = 12 Yr 2+ = 15	Yes	Yes
Supervisor	248	8	12	12	2	Yr 1 = 1 Yr 2+ = 3	Yr 1 = 12 Yr 2+ = 15	Yes	Yes
<b>R</b>									
<b>Grounds/Building</b>									
Groundskeeper	248	8	12	12	2	Yr 1 = 1 Yr 2+ = 3	Yr 1 = 12 Yr 2+ = 15	Yes	Yes
Groundskeeper/Painter	248	8	12	12	2	Yr 1 = 1 Yr 2+ = 3	Yr 1 = 12 Yr 2+ = 15	Yes	Yes
<b>S</b>									
<b>Mail Courier</b>									
Mail Courier	238	8	12	10	2	Yr 1 = 1 Yr 2+ = 3	Yr 1 = 12 Yr 2+ = 15	Yes	Yes
<b>T</b>									
<b>Custodian</b>									
Head Custodian (HS)	248	8	12	12	2	Yr 1 = 1 Yr 2+ = 3	Yr 1 = 12 Yr 2+ = 15	Yes	Yes

REVISED 7/1/2021