



VISTA UNIFIED SCHOOL DISTRICT

2018 – 2019 CUSTOMIZED EMPLOYEE WORK SCHEDULE - CERTIFICATED

Chart for Nearest Tenths of Hour Equivalents
Minutes = Tenths

8	1
14	2
20	3
26	4
32	5
38	6
44	7
50	8
56	9

EFFECTIVE DATE: _____ HOURS/DAYS OVER STANDARD WORK YEAR (IF APPV'D) _____
 NAME: _____ EMPLOYEE ID #: _____
 POSITION: _____ SCHOOL/LOCATION _____
 TOTAL WORKDAYS SCHEDULED FOR 2018-2019 _____ ASSIGNED HOURS PER DAY _____
 (Include non-teaching days, but do not include vacation days or holidays)

EMPLOYEE'S SIGNATURE: _____ DATE: _____
 SUPERVISOR'S SIGNATURE: _____ DATE: _____

The standard TK-8 & High School contracts are **186 days**. A customized schedule shall be mutually agreed upon between the individual employee and their immediate principal/supervisor.

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total	
July	W			H			W	W						W	W						W	W						W	W				
August				W	W						W	W						W	W						W	W							
September	W	W	H					W	W						W	W						W	W						W	W			
October						W	W						W	W							W	W						W	W				
November			W	W						W	W	H					W	W				H	H	W	W								
December	W	W						W	W						W	W						W	W	H	H	H	H		W	W	H		
January	H				W	W						W	W							W	W	H				W	W						
February		W	W						W	W					H	W	W	H						W	W								
March		W	W						W	W						W	W							W	W					W	W		
April						W	W						W	W							W	W						W	W				
May				W	W						W	W						W	W							W	W	H					
June	W	W						W	W						W	W													W	W			
Total Number of Workdays:																																	

Mark block with an "X" the days to be worked if hours per day are constant. Mark block with number of hours worked per day if hours vary (ex.: 3.8) (or observance of Holiday)
 Certificated employees do not have any paid Holidays. They are contracted to work a set number of days. Holidays shown are non-school days. Board Policy 6111
Beige Days = School Sites Closed **W** = Weekend **H** = Holiday Original: Supervisor Copies: Payroll, Certificated HR and Employee