

Appendix B
Categorical Work Summary

Category	Days	Hours	Months	Holidays *	Bereave ment	Personal	Sick	Vacation	Health Ins
A									
Principal Secretary									
High School & Middle School	237	7.5	12	11	3	Yr 1 = 1 Yr 2+ = 3	16	Yes	Yes
Elementary	237	7	12	11	3	Yr 1 = 1 Yr 2+ = 3	16	Yes	Yes
Athletic	237	7.5	12	11	3	Yr 1 = 1 Yr 2+ = 3	16	Yes	Yes
B									
Secretaries									
Assoc Prin Sec - High School	237	7.5	12	11	3	Yr 1 = 1 Yr 2+ = 3	16	Yes	Yes
AP Sec - High School	219	7.5	11	10	3	Yr 1 = 1 Yr 2+ = 3	16	No	Yes
AP Sec - Middle School	237	7	12	11	3	Yr 1 = 1 Yr 2+ = 3	16	Yes	Yes
AP Sec - Elementary	219	7	11	10	3	Yr 1 = 1 Yr 2+ = 3	16	No	Yes
Registrar	237	7	12	11	3	Yr 1 = 1 Yr 2+ = 3	16	Yes	Yes
C									
Secretaries									
Attendance	200	7.5	10	9	3	Yr 1 = 1 Yr 2+ = 3	12	No	Yes
Attendance	182	7.5	9	9	3	Yr 1 = 1 Yr 2+ = 3	11	No	Yes
Building	200	7.5	10	9	3	Yr 1 = 1 Yr 2+ = 3	12	No	Yes
General Office	200	7.5	10	9	3	Yr 1 = 1 Yr 2+ = 3	12	No	Yes
Special Ed	200	7.5	10	9	3	Yr 1 = 1 Yr 2+ = 3	12	No	Yes
Special Ed – High School	237	7.5	12	11	3	Yr 1 = 1 Yr 2+ = 3	16	Yes	Yes
Special Ed – Plainfield Academy	237	7	12	11	3	Yr 1 = 1 Yr 2+ = 3	16	Yes	Yes
D									
Bookkeeper									
High School	237	7.5	12	11	3	Yr 1 = 1 Yr 2+ = 3	16	Yes	Yes
E									
Registered Nurse	180	7	9	9	3	Yr 1 = 1 Yr 2+ = 3	11	No	Yes
Registered Nurse w/BSN Degree	180	7	9	9	3	Yr 1 = 1 Yr 2+ = 3	11	No	Yes
Permanent Substitute Registered Nurse	180	7	9	9	3	Yr 1 = 1 Yr 2+ = 3	11	No	Yes

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F									
BSN-RN for Medical Review	182	7	9	9	3	Yr 1 = 1 Yr 2+ = 3	11	No	Yes
G									
Regular Ed Paraprofessional									
ASDA	177	7	9	9	3	Yr 1 = 1 Yr 2+ = 3	11	No	Yes
Media Center – HS	177	7.5	9	9	3	Yr 1 = 1 Yr 2+ = 3	11	No	Yes
Advantage	177	7	9	9	3	Yr 1 = 1 Yr 2+ = 3	11	No	Yes
ELL	177	7	9	9	3	Yr 1 = 1 Yr 2+ = 3	11	No	Yes
H									
Regular Ed Paraprofessional									
Paraprofessional (am only)	177	2.5	9	No	No	No	6	No	No
Paraprofessional (am)	177	over 2.5	9	8	3	Yr 1 = 1 Yr 2+ = 3	11	No	No
Paraprofessional (pm only)	170	2.5	9	No	No	No	6	No	No
Paraprofessional (pm)	170	over 2.5	9	8	3	Yr 1 = 1 Yr 2+ = 3	11	No	No
I									
Special Ed Paraprofessional									
Special Ed Paraprofessional	177	7	9	9	3	Yr 1 = 1 Yr 2+ = 3	11	No	Yes
Special Ed Paraprofessional for Student Support Srvcs	177	7	9	9	3	Yr 1 = 1 Yr 2+ = 3	11	No	Yes
Special Ed Paraprofessional	177	3.5	9	9	3	Yr 1 = 1 Yr 2+ = 3	11	No	No
J									
Supervision									
Lunch Supervisor - ELEM	176	over 2.75	9	9	3	Yr 1 = 1 Yr 2+ = 3	11	No	No
Lunch Supervisor – ELEM	176	2.75 or less	9	No	No	No	6	No	No
Lunch Supervisor – MS/HS	169	over 2.75	9	9	3	Yr 1 = 1 Yr 2+ = 3	11	No	No
Lunch Supervisor – MS/HS	169	2.75 or less	9	No	No	No	6	No	No

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K									
Clerk									
Media Center – EL	182	6	9	9	3	Yr 1 = 1 Yr 2+ = 3	11	No	No
Media Center – MS	182	7	9	9	3	Yr 1 = 1 Yr 2+ = 3	11	No	Yes
Media Center – HS	182	7.5	9	9	3	Yr 1 = 1 Yr 2+ = 3	11	No	Yes
Office – EL	182	6	9	9	3	Yr 1 = 1 Yr 2+ = 3	11	No	No
Office – MS	182	7	9	9	3	Yr 1 = 1 Yr 2+ = 3	11	No	Yes
High School	182	7.5	9	9	3	Yr 1 = 1 Yr 2+ = 3	11	No	Yes
Copy Services	182	6	9	9	3	Yr 1 = 1 Yr 2+ = 3	11	No	No
L									
Monitor									
Campus Monitor	176	7.5	9	9	3	Yr 1 = 1 Yr 2+ = 3	11	No	Yes
Campus Monitor assigned to Re-Focus Room	176	7.5	9	9	3	Yr 1 = 1 Yr 2+ = 3	11	No	Yes
M									
Maintenance									
Specialist	247	8	12	13	3	Yr 1 = 1 Yr 2+ = 3	16	Yes	Yes
Vehicle Maintenance	247	8	12	13	3	Yr 1 = 1 Yr 2+ = 3	16	Yes	Yes
N									
Maintenance									
Technician	247	8	12	13	3	Yr 1 = 1 Yr 2+ = 3	16	Yes	Yes
O									
Custodian									
Head (Elem &MS)	247	8	12	13	3	Yr 1 = 1 Yr 2+ = 3	16	Yes	Yes
Night Supervisor	247	8	12	13	3	Yr 1 = 1 Yr 2+ = 3	16	Yes	Yes
P									
Custodian									
Custodian	247	8	12	13	3	Yr 1 = 1 Yr 2+ = 3	16	Yes	Yes
General Custodian	247	6.5	12	13	3	Yr 1 = 1 Yr 2+ = 3	16	Yes	Yes
Custodian	247	6	12	13	3	Yr 1 = 1 Yr 2+ = 3	16	Yes	Yes
Permanent Substitute Custodian	247	6	12	13	3	Yr 1 = 1 Yr 2+ = 3	16	Yes	Yes

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Q									
Groundskeeper									
Specialist	247	8	12	13	3	Yr 1 = 1 Yr 2+ = 3	16	Yes	Yes
R									
Grounds/Building									
Groundskeeper	247	8	12	13	3	Yr 1 = 1 Yr 2+ = 3	16	Yes	Yes
Groundskeeper/Painter	247	8	12	13	3	Yr 1 = 1 Yr 2+ = 3	16	Yes	Yes
S									
Mail Courier									
Mail Courier	237	8	12	11	3	Yr 1 = 1 Yr 2+ = 3	16	Yes	Yes
T									
Custodian									
Head Custodian (HS)	247	8	12	13	3	Yr 1 = 1 Yr 2+ = 3	16	Yes	Yes
U									
Health Clerk									
Health Clerk (Districtwide)	200	7.5	10	9	3	Yr 1 = 1 Yr 2+ = 3	12	No	Yes
V									
Grounds Technician									
Grounds Technician	247	8	12	13	3	Yr 1 = 1 Yr 2+ = 3	16	Yes	Yes

***Holiday Note – When there is a general presidential election, an additional paid holiday will be added**

**** Special Education secretaries will be limited to two (2) vacation days during ESY.**

REVISED 7/1/2024