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Staff Hours

**2020-2021**

# OVERVIEW

This document outlines start dates, tasks, start-up trainings, holidays, and breaks to help you determine when to report to work. It also includes a site closures chart for atypical days. If you have outstanding questions about what days you are working or if you receive holiday pay or not, please contact your Teacher, Site Supervisor, or the Business Office. Extra time for any position requires prior supervisory approval. Note that staff hours are subject to change.

# START DATES

**Duration Classrooms**

* Teachers - 8/17
* Assistants - 9/1
* Classroom Aides and Bus Drivers - 9/21
* First classroom day with children - 9/21 (children attend Monday-Thursday)

**Non-Duration Classrooms and GSRP Classrooms**

* Teachers - 8/24
* Assistants - 9/10
* Classroom Aides and Bus Drivers - 10/1
* First classroom day with children - 10/1 (children attend Thursday, Friday is a planning day)
* Planned GSRP classroom start date is also 10/1

# START-UP TASKS AND TRAININGS

## NMCAA Program Calendar

* Refer to the Program Year Calendar on the NMCAA website for scheduled meetings and trainings.
* Refer to the NMCAA Professional Development Opportunities document for additional trainings

**NMCAA Preschool Covid-19 Preparedness and Response Plan**

* Site Supervisors and Education Coaches will schedule virtual or in-person meetings with staff.
* The meeting will be scheduled before the start date for Bus Drivers, Classroom Aides, and Substitutes.
* Teachers, Assistants, Bus Drivers, Classroom Aides, and Substitutes will be paid up to eight hours to participate in the Covid-19 plan.

**APOT (Annual Pre-Service Orientation and Training)**

* Site Supervisors may schedule virtual APOT meetings with staff.
* The meeting will be scheduled before the start date for Bus Drivers, Classroom Aides, and Substitutes.
* Teachers and Assistants will be paid as part of their regular work hours.
* Bus Drivers, Classroom Aides, and Substitutes will be paid to participate in APOT.

**USDA Training**

* Site Supervisors may schedule virtual USDA meetings with staff.
* The meeting will be scheduled before the start date for Classroom Aides and Substitutes.
* Teachers and Assistants will be paid as part of their regular work hours.
* Classroom Aides and Substitutes will be paid to participate in the USDA training.

**Safe Environment Checklist and Emergency Procedures Posting**

* Staff will meet as a team to complete the checklist before the first day with children.
* The meeting will be scheduled before the start date for Bus Drivers, Classroom Aides, and Substitutes.
* Teachers and Assistants will schedule their team meeting during their regular work hours.
* Classroom Aides and Substitutes will be paid for their training hours.

**Active Supervision Training and Pedestrian Safety Training**

* Staff will meet as a team to complete before the first day with children.
* All centers will watch the Active Supervision and Pedestrian Training PowerPoint.
* The meeting will be scheduled before the start date for Bus Drivers, Classroom Aides, and Substitutes.
* Teachers and Assistants will schedule their team meeting during their regular work hours.
* Bus Drivers, Classroom Aides, and Substitutes will be paid for their training hours.

**Team Transportation Training**

If a center has any type of transportation, staff will complete a team transportation training.

* The meeting will be scheduled before the start date for Bus Drivers, Classroom Aides, and Substitutes.
* Teachers and Assistants will schedule their team meeting during their regular work hours.
* Bus Drivers, Classroom Aides, and Substitutes will be paid for their training hours.

**Safety and Emergency Preparedness Training**

* Staff will meet as a team to complete before the first day with children.
* The meeting may be scheduled before the start date for Bus Drivers, Classroom Aides, and Substitutes.
* Teachers and Assistants will schedule their team meeting during their regular work hours.
* Bus Drivers, Classroom Aides, and Substitutes will be paid for their training hours.

**New Staff MiRegistry Health and Safety Training**

* New staff will complete the Health and Safety Training for Licensed Child Care Providers on miregistry.org before their first day with children.
* New staff will be paid for their training hours.

**Staff - MiRegistry Health and Safety Refresher Course**

* All returning staff will complete the refresher course before October 31.
* Teachers and Assistants will complete the refresher course during their regular work hours.
* Bus Drivers, Classroom Aides, and Substitutes will be paid for their training hours.

**Classroom Aide Start-Up Tasks**

* Classroom Aides responsible for preparing breakfast, lunch and snack will be paid for their typical work hours for one day to shop and prepare for the first week of school.
* Classroom Aides responsible for preparing breakfast and/or snack will be paid for two hours to shop and prepare for the first week of school.
* Classroom Aides who are not responsible for preparing meals must request approval for hours to shop and prepare for the first week of school.

**Center Open House**

* Center Open Houses may take place either in-person or virtually.
* Open Houses for duration classrooms will take place during the week of 9/14/2020.
* Open Houses for non-duration classrooms will take place during the week of 9/28/2020.
* Teachers and Assistants do not get paid any extra time to participate in the center Open House.
* Classroom Aides and Bus Drivers will be paid for typical work hours for one day.

**Bus Driver Start-Up Tasks**

* Bus Drivers will be paid for two hours to complete practice routes.

# HOLIDAYS AND BREAKS

The public school closures may differ from the NMCAA schedule. Please discuss individual situations with your Site Supervisor.

**Labor Day - Week of September 7-11**

Duration Teachers and Duration Assistants

* Holiday hours on 9/7
* Assistants paid typical weekly hours (no additional hours)
* Request “holiday” in Kronos

Non-Duration Teachers

* Holiday hours on 9/7
* Holiday hours on 9/7
* Request “holiday” in Kronos

Non-Duration Assistants

* Work Thursday and Friday
* No holiday hours

**Thanksgiving - Week of November 23-27**

Children attend Monday, Tuesday, and Wednesday

Teachers, Assistants, Classroom Aides, and Bus Drivers

* Holiday pay on 11/26 and 11/27
* Paid typical weekly hours
* Request “holiday” in Kronos

**Winter Break - Week of December 21-25**

Children attend Monday and Tuesday. Wednesday is a planning day.

Teachers and Assistants

* Paid typical weekly hours
* Holiday pay on 12/24 and 12/25
* Request “school holiday” in Kronos

Bus Drivers and Classroom Aides

* Work Monday and Tuesday
* No holiday pay
* May use sick/personal time if available

**Winter Break - Week of December 28-January 1**

Children do not attend preschool. Staff and children return on January 4, 2021

Teachers and Assistants

* Holiday pay from 12/28 - 1/1
* Request “school holiday” in Kronos

Bus Drivers and Classroom Aides

* No holiday pay
* May use sick/personal time if available

**Martin Luther King, Jr. Day - Monday, January 18,**

Children attend Tuesday, Wednesday, Thursday, and Friday

Teachers, Assistants, Bus Drivers and Classroom Aides

* Paid typical weekly hours (no additional hours)
* Holiday pay will be based on regular planning day hours.
* Request “holiday” in Kronos

**President’s Day - Monday, February 15**

Children attend Tuesday, Wednesday, Thursday, and Friday

Teachers, Assistants, Bus Drivers and Classroom Aides

* Paid typical weekly hours (no additional hours)
* Holiday pay will be based on regular planning day hours.
* Request “holiday” in Kronos

**Good Friday - Friday, April 2**

Teachers, Assistants, Bus Drivers, and Classroom Aides

* Will be paid for hours for half of the regularly scheduled hours on April 2
* Request “holiday” in Kronos

**Spring Break - follow local school calendar**

Children do not attend. Spring break will not exceed five business days.

Teachers and Assistants

* Paid typical weekly hours (no additional hours)
* Holiday pay for five days, Monday – Friday
* Request “school holiday” in Kronos

Bus Drivers and Classroom Aides

* No spring break pay.
* May use sick/personal time if available.

**Memorial Day - Monday, May 31**

Duration children attend Tuesday, Wednesday, Thursday, and Friday

Teachers (Duration and Non-Duration), Duration Assistants, and Duration Classroom Aides

* Paid typical weekly hours (no additional hours)
* Holiday pay will be based on regular planning day hours.
* Request “holiday” in Kronos

**End of Year**

* Bus Drivers and Classroom Aides work through the last day with children
* Bus Drivers will be paid time and mileage to transport the bus for summer storage/maintenance/scheduled bus inspections
* End of year dates to be determined

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# CLOSURES CHART

Use the chart to determine when to report to work on an atypical day.

X=days staff are required to report to work

Refer to and follow the Safety and Emergency Preparedness Plan, personnel policies, and the parent handbook.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Type of Closure** | **Severe Weather** | **Emergency Closures**  | **Illness Closures** | **Training and Professional Development** |
| **Examples** | SnowIceWind | Power OutagesWaterGas Leak | FluHead LiceCommunicable Disease Outbreak | AgencyISDPublic School |
| **Staff** |  |  |  |  |
| **Administrative Staff** | **x** | Call supervisor for guidance | **x** | **x** |
| **Bus Drivers** |  | Call supervisor for guidance |  |  |
| **Classroom Aides** |  | Call supervisor for guidance | **x** | **x** |
| **Special Needs Aides** |  | Call supervisor for guidance | **x** | **x** |

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